



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559
630 869 6150
westmontlibrary.org

Providing the community with the keys to lifelong learning.

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES

February 18, 2025

1) Call to Order

The meeting was called to order at 7:00 p.m. by Board President Jason Fichtel on Tuesday, February 18, 2025 at the Westmont Public Library.

2) Roll Call

Present: Secretary Heather Booth, Vice President Elaine Carmichael, Trustee Melissa Donoghue, Trustee Beth Krotiak, Treasurer Kerry O'Connor, Trustee Joanne O'Malley, and President Jason Fichtel

Absent:

Staff present: Director Julia Coen, Assistant Director Colleen Seisser, Administrative Assistant Michelle Mahlan

Also Present: Finance Director Allen Altic

3) Pledge of Allegiance

4) Approval of Consent Agenda

- a. Minutes of the regular board meeting on January 21, 2025
- b. Minutes of the finance committee meeting on January 21, 2025
- c. Communications log for January 2025
- d. Director's report February 2025

Motion: Carmichael moved to approve the Consent Agenda, O'Malley seconded.

Discussion: None

Vote: All in favor

Motion passed

5) Open Forum:

a. **Public:** None

b. **Board:** Booth noted that the newsletter looks great. O'Connor offered congratulations to Coen on 18 years of service to the Library. Carmichael mentioned that tomorrow is the Chamber open house from 5:00-6:30.

c. **Director:** Coen noted that ILA sent out the information on the Trustee workshops. Coen updated the Board Action Calendar and that will be forwarded to the Board.

d. **Staff:** Seisser noted that our winter reading stats to date includes: 214 registered users and 2,064 activities completed. The marketing team is training staff on digital accessibility. We have jumped into creating a calendar with SpringShares' LibCal software. We started working with BSN books to recycle our books and A/V materials. Sharing Connections came to pick up furniture from the basement and will repurpose the items. Edita was recognized by Laura for processing items to get them on the floor. Sara Angel was recognized by Edita for helping at the front desk.

6) Additions and Deletions to Bills and Vendors

Motion: Krotiak moved to include Additions and Deletions to Bills and Vendors, Booth seconded.

Discussion: None

Vote: All in favor

Motion passed

7) Treasurer's Reports

Motion: O'Connor moved to file the Treasurer's Report for audit, Booth seconded.

Discussion: None

Vote: All in favor

Motion passed

8) Bills and Vendors

Motion: Donoghue moved to approve Bills and Vendors Report, Booth seconded.

Discussion: None

Vote:

Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, O'Malley, and Fichtel - 7

Nays:

Absent:

Motion passed

9) Unfinished Business

10) New Business:

a. Board to consider a motion to approve the FY24 Illinois Public Library Annual Report

Motion: Donoghue moved to approve the FY24 Illinois Public Library Annual Report, O'Malley seconded.

Discussion: Coen noted that the Fiscal Year is actually FY24/2. This report is only 8 months of data. We track everything on a monthly basis and report it to the State Library annually. It provides a great overview of what we did. We added a note to the report about it only being eight months of data.

Vote:

Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, O'Malley, and Fichtel - 7

Nays:

Absent:

Motion passed

b. Board to consider a motion to approve the destruction of executive session recordings from February 21, 2023 and July 18, 2023

Motion: Booth moved to approve the destruction of executive session recordings from February 21, 2023 and July 18, 2023, Donoghue seconded.

Discussion: Coen mentioned that this is simple housekeeping of audio recordings that meet the criteria for destruction.

Vote:

Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, O'Malley, and Fichtel - 7

Nays:

Absent:

Motion passed

c. Board to consider a motion to approve the Reservable Room Policy

Motion: Booth moved to approve the Reservable Room Policy, Krotiak seconded.

Discussion: Booth noted that per the attorney we made some changes to the policy.

Vote:

Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, O'Malley, and Fichtel - 7

Nays:

Absent:

Motion passed

d. Board to consider a motion to approve the Bloodborne Pathogen Policy

Motion: Booth moved to approve the Bloodborne Pathogen Policy, O'Malley seconded.

Discussion: Booth noted that this policy was updated to fix a few grammatical errors.

Vote:

Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, O'Malley, and Fichtel - 7

Nays:

Absent:

Motion passed

e. Board to consider a motion to approve the Generative Artificial Intelligence (AI) Policy

Motion: Booth moved to approve the Generative Artificial Intelligence (AI) Policy, Donoghue seconded.

Discussion: Booth noted that the only change to the proposed policy is to change the word "employer's" to "library's." This policy is to give staff guidelines on how to use AI in the most responsible way possible. Staff should not use AI to communicate with patrons.

Vote:

Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, O'Malley, and Fichtel - 7

Nays:

Absent:

Motion passed

f. Board to consider a motion to approve the Confidentiality of Patron Records Policy

Motion: Booth moved to approve the Confidentiality of Patron Records Policy, Carmichael seconded.

Discussion: Booth noted that there is just a single style change.

Vote:

Ayes: Booth, Carmichael, Donoghue, Krotiak, O'Connor, O'Malley, and Fichtel - 7

Nays:

Absent:

Motion passed

11) Adjournment

Motion: Carmichael moved to adjourn at 7:19 p.m., O'Malley seconded.

Vote: All in favor

Motion passed

Respectfully submitted,

Heather Booth

Westmont Public Library Board of Trustees, Secretary