



Westmont Public Library

Board of Trustees

Minutes

Regular Meeting of the Board

Director's Office

Saturday, 21 March 2009, 10:00 AM

UNABLE TO ASSEMBLE QUORUM ON TUESDAY, MARCH 17TH, 2009

The Meeting was called to order at 10:09 a.m. by J. Fedeczko at the Westmont Public Library.

Roll Call:

Present: J. Fedeczko, A. Porter, T Kaifesh, D. Alexander
Also present: C. Kuhn, Director, T. Barry, Administrative Assistant
Absent: R. Sellers, E. Carmichael and J. Thomas

Pledge of Allegiance:

Approval of the Regular Meeting minutes February 16th, 2009.

J. Fedeczko requested a motion to approve minutes subsequent to amendments. A. Porter moved to approve the amended minutes, C. Kaifesh seconded. Motion passed unanimously.

Open Forum:

Adam Watts presented new web-site on Tuesday, March 17th, 2009

Additions and Deletions:

- Additional Invoices to Bills and Salaries

1634	Carmen Higgins, Reimbursement Travel, 11-4134	\$25.85
1635	Kate Buckson, Reimbursement Programs, 11-4501 \$107.44 Staff Appreciation, 11-4125 \$120.87	\$228.31
1636	Theresa Barry, Reimbursement Staff Appreciation Event, 11-4125	\$228.31
1637	Cucina Roma, Staff Appreciation Catered Dinner, 11-4125	\$500.00
1638	American Book Returns Drive-up Dual Book Drop, 11-4701	\$5,599.00
1639	Theresa Barry, Reimbursement Staff Appreciation Event, 11-4125	\$100.32

- Additions to Communications:

Report from J. Fedeczko: Details from Advocacy Breakfast held on February 16th, 2009.

Communications:

There was a brief discussion with regard to potential 'Write-In' Candidates. A. Porter inquired as to the steps that the library planned take to acquire additional Board Members. C. Kuhn responded that the exact procedures would be outlined at the next meeting.

Treasurer's Report:

J. Fedeczko queried various entries of small credits. C. Kuhn replied that the amounts were most likely interest payments from property taxes. A. Porter queried amounts for fines and fees. C. Kuhn confirmed that we were just a bit over where she thought we would be. J. Fedeczko and C. Kaifesh queried the category of Support Services. C. Kuhn responded that she would ask for a Journal Report to clarify Support Services.

J. Fedeczko requested a motion to approve the Treasurer's Report. A. Porter moved to approve. C. Kaifesh seconded.

Roll call vote:

J. Fedeczko, A. Porter, C. Kaifesh and D. Alexander – Aye.

0-Nays.

R. Sellers, E. Carmichael and J. Thomas were absent.

Bills and Salaries:

J. Fedeczko requested a motion to approve the Bills and Salaries Report together with the Additions. C. Kaifesh moved to approve. A. Porter seconded.

Roll call vote:

J. Fedeczko, A. Porter, C. Kaifesh and D. Alexander – Aye.

0-Nays.

R. Sellers, E. Carmichael and J. Thomas were absent.

Committee Reports:

Buildings and Grounds Committee confirmed that the Roof Project is our highest priority. The next consideration might be lighting and space. C. Kuhn informed the group that we might have funds to re-design and construct the entry plaza next year. The price-out stands between \$250,000 and \$400,000. C. Kuhn confirmed that there are a couple of different versions to compare. For example, brand new versus re-using existing materials. C. Kuhn recommended that the necessary funds should be incorporated into the budget for 2010. C. Kuhn confirmed that the relocation of shelving would be the largest cost of remodeling the interior. Work on the ground floor would probably not take place until 2011 or 2012.

J. Fedeczko inquired as to what medium of public relations we should use for the re-design of the entry plaza in relationship to the repairs to the roof and in regard to any cost to the public. C. Kuhn responded that when we asked for the extra mils, building maintenance, repair and updating was factored in. J. Fedeczko is in favor of submitting an article to the press. A. Porter also suggested releasing "highlights" on the proposed re-designs plan, the roof project and the installation of the drive-up book drop on something like a special insert for the newsletter. C. Kuhn confirmed that our summer newsletter had already been designed to incorporate an insert and will consist of eight pages.

J. Fedeczko suggested special 'highlight' pages linked to our new web site. A 'Board' page, 'Community Board' page, 'Did you Know?' Page, etc. etc.

Finance Committee –Next Meeting for the Finance Committee / Committee of the Whole will be Tuesday, 14th April at 6:00 p.m. The Committee will review the proposed working budget for FY2010.

Librarian's Report:

C. Kuhn clarified the reference to the Illinois Calendar. The Village has statutory deadlines. The Library has recommended deadlines.

C. Kaifesh will join C. Kuhn at the Illinois Funds Update Seminar on Thursday, 22nd April in Alsip, IL.

Old Business:

Roof Project – Update – The Invitation to bid will be displayed in the Dodge reports on Monday, March 23rd and in the Westmont Progress on Wednesday March 25th. C. Kuhn explained that there would be a link with instructions. There will be a mandatory walk-thru meeting on Monday, April 6th. D. Clark will be present. This will be an opportunity for questions to be answered. Potential contractors will only receive the full packet at this mandatory walk-thru. Potential contractors also have the option to submit questions by fax or email directly to the engineer. Staff has been instructed to direct ALL questions to the Engineers. The Bids will be opened on Tuesday, April 21st prior to the Board Meeting, with at least one Board Member present. J. Erickson/KGH Engineers will continue to run the bid process.

New Business:

Banking Proposals – C. Kuhn said that we might have a second proposal from Community Bank to compare with Hinsdale bank however nothing had been received to date. C. Kuhn confirmed that both banks would offer free banking. Board will then have to pass a resolution that says they want to move forward with the loan and then to the Village who will sign off on the loan. Ultimately, the Village would be responsible for our loan if the library were to default.

Drive-up Dual Book Drop – C. Kuhn confirmed that the book drop would be delivered shortly and that she would like an increased budget of \$1,000.00 to cover the cost the concrete work. C. Kaifesh moved to approve. D. Alexander seconded. Roll call vote: J. Fedeczko, A. Porter, C. Kaifesh and D. Alexander – All Ayes, 0-Nays.
Absent: R. Sellers, J. Thomas and E. Carmichael

Re-Design of Entry Plaza – J. Fedeczko queried the amount of Professional Fees. C. Kuhn will report back. J. Fedeczko pointed out a difference of \$50,000 between the two versions. A. Porter suggested an eco-draining surface similar to the parking lot at the Morton Arboretum. C. Kaifesh asked if the Board would vote before construction began. J. Fedeczko requested a time-line.

Board to discuss alternative designs for ADA doors – Vestibule D is the original version of a push button door. J. Fedeczko inquired as to the order of the work. C. Kuhn said that the doors could be updated before the plaza. A. Porter questioned the size of our restrooms and whether or not they had to be as big as they are. C. Kuhn said that they must remain the size they are to adhere to code. D. Alexander asked when the electronic doors would be installed. C. Kuhn replied that Option D could be completed in a month or so.

J. Fedeczko and C. Kuhn discussed briefly the RFID linked security systems. C. Kuhn said that WPL loss had increased. J. Fedeczko suggested that we address the security systems sooner rather than later. J. Fedeczko confirmed the Board's wish to see the drive-up book drop installed in addition to the automatic doors by mid April.

J. Fedeczko requested a motion to move forward with the installation of electronic doors, following Plan D and the installation of the drive-up book drop. A. Porter moved to approve. D. Alexander seconded.
Roll call vote: J. Fedeczko, A. Porter, D. Alexander and C. Kaifesh. All Ayes, 0-Nays
Absent: R. Sellers, E. Carmichael and J. Thomas

New Business (continued...)

Board to discuss the opportunity for part-time staff to purchase health care benefits through the Village - J. Fedeczko suggested that Board members who are interested should be included too. C. Kuhn confirmed that the employee would cover 100% of the cost. C. Kuhn confirmed that a procedure would have to be written. J. Fedeczko requested a motion to approve. C. Kaifesh moved to approve. A. Porter seconded. Roll call vote: J. Fedeczko, A. Porter, D. Alexander and C. Kaifesh – All Ayes, 0-Nays
Absent: R. Sellers, E. Carmichael and J. Thomas

Board to consider attendance at the A.L.A. Annual Conference in July 2009 - C. Kuhn suggested visiting the web site for further details as the Conference package consisted of nearly 50 pages. J. Fedeczko indicated some interest in the Trustee portion. J. Fedeczko said she would follow up with more details.

Executive Session:

None

Adjournment:

J. Fedeczko requested a motion to adjourn at 12:00 p.m. A. Porter moved to adjourn. D. Alexander seconded. Motion passed unanimously.

Respectfully submitted,



Elaine Carmichael,
Westmont Public Library
Board of Trustees, Secretary