



Westmont Public Library
Ammended Minutes
ANNUAL Meeting of the Board of Trustees
Tuesday, May 18th, 2010
7:00 p.m.

The Meeting was called to order at 7.22 p.m. by President of the Board, Joyce Fedeczko, at the Westmont Public Library.

Roll Call:

Present: J. Fedeczko, A. Porter, J. Martens, C. Gorman, S. Scheid, E. Carmichael and C. Kaifesh
Also present: C. Kuhn, Director and T. Barry, Administrative Assistant

Pledge of Allegiance

Consent Agenda

-Discussion

Gorman raised a question about the Librarian's report with regard to the comment about sustainability of libraries and their relationship to SWAN. Gorman asked what size we were considered and whether or not we could manage a stand-alone system. Kuhn said that we are most likely a 'net' lending library....sending out say 200 items for nearly the 100 we borrow. Kuhn also replied that we may be able to spin-off from SWAN as it exists but Interlibrary Lending would be greatly hampered especially if the State cannot afford to pay for WorldCat. Gorman asked who made the decisions at System. Kuhn confirmed decisions were made by System Directors and the Boards. Gorman asked if the decision makers were 'laymen', as such, or "professional library people". Kuhn said that there is a decent balance.

Gorman asked about the comment of MLS being bankrupt? Kuhn said that she will be able to answer that question more in June. Fedeczko explained why MLS is on credit. Gorman asked about a "fee based" inter-library loan service. Fedeczko said that might work for some. Kuhn and Fedeczko both felt that the delivery service will stay but we may have to limit the items patrons can order at one time. June Quarterlies are on the first Thursday in June. Kuhn will be making a presentation on delivery.

Carmichael had a question on the Bills and Salaries included in the minutes from April 20th. Carmichael would like to clarify that she asked about an itemization for Kuhn's reimbursement but did not ask for itemization for Baker & Taylor and Amazon Corporate account.

Minutes from April 20th and April 24th were reviewed.

Fedeczko asked if anyone wanted to pull an item or if there were any corrections. None.

Fedeczko requested a motion to approve the Consent Agenda. Gorman moved to approve, Kaifesh seconded. All Ayes - Motion passed.

Open Forum:

Gilbert Nicoll presented his video on various stages of processing in Tech Services

Additions and Deletions:

Addition to Communications:

Additional Bills & Invoices:

ADDENDUM TO MEMO FROM VILLAGE for BILLS PRESENTED FOR PAYMENT ON MAY 18, 2010

GENERAL ACCOUNT / CLARENDON HILLS BANK A/C #8590					
RECIPIENT	CHECK	MEMORANDUM	NOTE	WPL CODE	AMOUNT
APRIL BUDGET FY 2009-2010					
J. Flemming's Catering	1095	Luncheon for Staff In-Service	In-Service 04.30.2010	11.4131	(\$128.00) VOIDED
Clarendon Hills Bank - Librarians Chkg.	1096	Replenish Funds AC 8582	In lieu of transfer	00.00	\$230.59
JSB Solutions, Inc.	1097	Facilitating Strategic Planning	SWOT Meeting	00.00	\$550.00
Kuhn, Christine - Reimbursement	1098	Miscellaneous Supplies	See Itemization	00.00	\$587.56
Library Trust Partnership -Gale Virtual Ref.	1099	Gale Virtual Ref. 11.01.2009-10.31.2	Electronic Resource	11.4217	\$275.00
Metropolitan Library System	1100	Time Management Basics	L2 Learning	11.4131	\$45.00
Perfect Systems	1101	Consulting Services	Invoice 11349	11.4658	\$1,435.38
Pitney Bowes	1102	Postage Account	Postage for April	11.4451	\$150.00
Service Master	1103	Janitorial Disposables	Invoice 112531	11.4415	\$181.75
MAY BUDGET FY 2010-2011					
BWI	1104	Youth Books - Inv. 155640C	Library Materials	11.4221	\$49.11
Baker & Taylor	1105	Adult AV - Inv. V10346550	AC 75000658	11.4213	\$53.95
Baker & Taylor	""	Adult - Books 2024618660	L039479	11.4211	\$488.12
Baker & Taylor	""	Adult - AV - Inv. I20539870	AC 75000658	11.4213	\$65.71
Barry, Theresa Host - Reimbursement	1106	Miscellaneous Food Items	Staff In-Service	11.4131	\$73.99
Barry, Theresa Host - Custodian	1107	Petty Cash - Replenishment	See Itemization	00.00	\$196.00
Buckson, Kate - Reimbursement	1108	Miscellaneous Supplies	Summer Read	11.45	\$99.67
Buona Beef Catering	1109	Luncheon for 27	Staff In-Service	11.4131	\$275.00
Gale	1110	Adult AV - Invoice 16770759	Library Materials	11.4213	\$48.68
Gale	""	Adult AV - Invoice 16772488	Library Materials	11.4213	\$69.46
Kipp Brothers Toys & Novelties	1111	Miscellaneous Supplies	Summer Read	11.4501	\$93.40
Oriental Trading Company	1112	Miscellaneous Supplies	Summer Read	11.4501	\$181.34
O'Bryan, Susan	1113	Miscellaneous Supplies	Summer Read	11.4501	\$88.28
Pitney Bowes Leasing	1114	Invoice No. 8375032-MY10	Postage Meter	11.4451	\$255.00
Riverdale Public Library	1115	RBP/ILL Replacement	PSP Game - Lost	11.4232	\$39.99
				TOTAL	\$5,532.98

Fedeczko requested a motion to approve moving Additional Bills and Invoices to Bills and Salaries. Martens moved to approve, Kaifesh seconded.

All agreed to discuss later. All Ayes – 0 Nays.

Treasurer's Report – April

Kuhn said that she was still awaiting details from L. VanBogget with regard to having the loan payment reflected in expenses.

Fedeczko asked if there were any further questions. There were none.

Fedeczko requested a motion to approve the Treasurer's Report for April. Kaifesh moved to approve, Martens seconded. No further questions.

Roll call vote: S. Scheid, C. Gorman, J. Martens, A. Porter, J. Fedeczko, E. Carmichael and C. Kaifesh
All Ayes, 0 – Nays. Motion passed.

Bills and Salaries

Fedeczko asked about Evanced Solutions Inc. Kuhn explained that this was a new software program for the Summer Read registration and record keeping. The program was easy to use and remotely accessible. Patrons can ~~chese~~ choose whether or not to fill out the registration and/or tracking form at home or fill them out on-site. The Board asked if Kuhn had hired the Summer Intern. Kuhn responded that she had made offers to a recent college graduate and Westmont High School Alum together with a recent graduate from Downers Grove North High School. Kuhn said that she would use the money saved from not paying Marcy to pay for the second intern.

Fedeczko requested a motion to approve the Bills and Salaries. Gorman moved to approve, Porter seconded. Fedeczko asked if there were any further questions. None.

Roll call vote: S. Scheid, C. Gorman, J. Martens, A. Porter, J. Fedeczko, E. Carmichae and C. Kaifesh – All Ayes, 0 – Nays. Motion passed.

Gorman asked Kuhn what the Library was planning to do with the High School next week. Kuhn said that J. Schultz and C. Higgins would be visiting the High School, Junior High and elementary schools to share how cool the Library is and to offer different opportunities for local teens to become involved as volunteers!

Unfinished Business

Board to consider Strategic Planning

Next step will be a marketing issue separate from the survey questions re key themes, board comments and staff comments. Kuhn suggested a web survey together with a traditional mailed survey.

Board to consider Meeting Room Policy

This item was tabled until the next meeting.

New Business:

Board to consider Election of Officers

Gorman motioned to adjourn sin di at 8:07 p.m. and thanks Joyce for her many years of dedicated service.

Kuhn announced that the Board could nominate and vote. Gorman asked who is interested in the position of President. Shied nominated Porter. Porter accepted the nomination. All Ayes – 0 Nays, no abstaining. Porter will act as the new President.

Porter asked for nominations for the position of Vice President. Board nominated Carmichael as Vice President. Carmichael accepted the nomination for Vice President. All Ayes – 0 Nays.

Carmichael recommended Martens remain as Treasurer. All Ayes, 0 – Nays.

Porter asked for nominations for the position of Secretary. Board nominated Shied as Secretary. All Aye – 0 – Nays.

Carmichael moved to approve the Election of New Officers and Martens seconded.

Board to consider budget and appropriations for FY 2012:

Kuhn reviewed how she prepared and presented the financial information for the FY2012 Budget and Appropriation. Kuhn explained that she listed figures that will allow the Library some wiggle room and then explained that if the Board wanted some of the bigger ticket items then the money can come from salary or vice versus.

Board asked what remote library service meant. Kuhn explained that meant addressing the needs of residents south of the tracks. Kuhn asked if there were any more questions re budget and appropriations. There were none. Gorman made a motion to accept the Budget and Appropriations for FY2012 and Fedeczko seconded.

Roll call vote: Schied, Gorman, Martens, Porter, Fedeczko, Carmichael and Kaifesh, All Ayes, 0 – Nays. Motion passes.

Porter said the Board should consider the IPLAR report. Gorman said that it looked like we have about a 1000 less library cards out this year than last year. Kuhn clarified by saying that SWAN ‘cleaned up’ their data base for long outstanding cardholders and their fines. SWAN purged long term fines older than 7 years. Gorman remarked on the additional programming. Carmichael questioned the listing of the Board. CMK clarifies the columns. Kaifesh confirmed she will retire from the Board next year.

Gorman asked what item 1814 was. Kuhn confirmed that 1814 is database subscriptions. The number 18 is incorrect...it should read 14. Consortia number should also be adjusted. We have since dropped the consortia options due to cost and or lack of use. Gorman asked why item 2217, home page views, was less than the year before? Kuhn said that we were using a new system. Google Analytics vs Net Sonics. The Google count is more accurate although Google does not include in-house ‘views’.

Gorman made a motion to pass the 'draft' of the IPLAR report so that CMK can move forward, Kaifesh seconded to allow Kuhn to submit the numbers at the end of the month. Porter asked if all were in favor – All Ayes. Motion passes.

Board to consider non-resident fees:

Kuhn suggested not to change the fee and explained why she felt that \$167.00 per year seemed sufficient. Gorman asked if the library mailed details to non-residents to explain the tax base as she thought it would be a good idea. Kuhn agreed to consider. Martens made a motion to accept the non-resident library card fee at \$167.00 per year. Gorman seconded.

Roll Call vote: Scheid, Gorman, Martens, Porter, Fedeczko, Carmichael and Kaifesh, All Ayes – 0 – Nays. Motion passes.

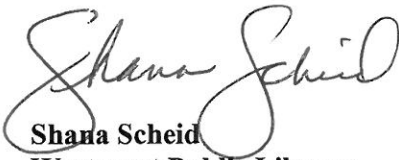
Executive Session -

None

Porter requested a motion to adjourn. Carmichael moved to approve, Fedeczko seconded. Motion passed unanimously.

Meeting was adjourned at 8:41 p.m.

Respectfully submitted,



**Shana Scheid
Westmont Public Library
Board of Trustees, Secretary**