



**Westmont Public Library**  
**Minutes**  
**Regular Meeting of the Board of Trustees**  
**Tuesday, November 16th, 2010**  
**7:00 p.m.**

The Meeting was called to order at 7:09 p.m. by President of the Board, Amy Porter, at the Westmont Public Library.

**Roll Call:**

Present: A. Porter, J. Fedeczko, S. Scheid, C. Gorman

Also present: C. Kuhn, Director; T. Barry, Administrative Assistant; D. Clark, Project Manager

Absent: J. Martens, C. Kaifesh and E. Carmichael

**Pledge of Allegiance**

**Consent Agenda**

Porter asked for a motion to approve the Consent Agenda. Gorman moved to approve, Fedeczko seconded. All in favor - Motion approved.

**Open Forum:**

- a. Public –
- b. Trustees – Fedeczko wished everyone a happy Thanksgiving. Scheid announced that she would be representing the Library at the WCCTB Winter Ball. Porter remarked on the success of the Chamber *After Hours* event and suggested having a similar event on an annual or bi-annual basis. Gorman said that various guests had indicated their enjoyment of the event. Gorman announced the gift bazaar being held at the Park District on November 21 and the craft fair being held at WHS on Saturday, December 4<sup>th</sup>. Gorman also shared that Ross Brensa was appointed as the new Deputy Chief of Police.

**Additions and Deletions:**

**Additions to Communications:**

- Email: 11.15.2010 – C. Kuhn to Board – E-Board packets.
- Email: 11.15.2010 – C. Kuhn to Board – Systems' Merger News
- Email: 11.16.2010 – C. Kaifesh to Board – Family Emergency

**Communications:**

- Letter: 10.20.2010 Thank You letter from The Community House, Hinsdale, IL  
Re our donation of \$50.00
- Email: 10.20.2010 Board Retreat dates – C. Kuhn seeking availability
- Email: 10.20.2010 Board Retreat dates – C. Kuhn suggesting alternate dates
- Email: 10.20.2010 MLS Ennounce – Merger Design Team meetings announced

**Communications (continued):**

Email: 10.22.2010 Payments released to MLS from State  
 Email: 10.22.2010 Thank you to Governor Quinn and Comptroller Dan Hayes  
 Email: 10.27.2010 Status of progress at front entry plaza  
 Letter: 11.01.2010 Thank you note re After Hours from R. Westman, past President of WCCTB  
 Letter: 11.02.2010 Klein, Thorpe Jenkins – 2011 Schedule of Legal Fees  
 Letter: 11.02.2010 Klein, Thorpe Jenkins – 2011 Public Library Calendar  
 Email: 11.02.2010 MLS Ennounce – Update on System Funding  
 Email: 11.03.2010 News from ILA  
 Email: 11.03.2010 Scheid –Winter Ball  
 Email: 11.04.2010 Reminder – My Green Attic’s Open House to celebrate one year anniversary  
 Email: 11.04.2010 Reminder – WCCTB’s Winter Ball  
 Email: 11.08.2010 Kuhn – Board Retreat – Strategic Planning  
 Email: 11.10.2010 Kaifesh – Winter Ball  
 Email: 11.10.2010 Kuhn – L. VanBogget – Local News  
 Email: 11.11.2010 Kuhn – Village Meeting COTW  
 Press: 10.27.2010 Legal Notices & Compensation Survey

Letters: See attached details – Du Page County Board of Review Petitions re Westmont Property

**Additions to Bills and Invoices:**

GENERAL ACCOUNT / CLARENDON HILLS BANK A/C #8590

RECIPIENT	CHECK	MEMORANDUM	NOTE	WPL CODE	AMOUNT
ARCO PLUMBING	<del>456</del>	INVOICE 43220	UNPLUG UTILITY SINK	11.46.11	\$159.00 *
JBS SOLUTIONS	1157	FACILITATE STRATEGIC PLAN 2011	COMMUNITY LEADERS	11.4813	\$900.00
J.FLEMING'S ILLINOIS COFFEE SERVICE	1158	CATERING STRATEGIC PLAN 2011	COMMUNITY LEADERS	11.4813	\$307.68
INFORMATION TODAY	1159	INVOICE 127456	PATRON'S CAFÉ	11.4417	\$56.00
MY OFFICE PRODUCTS	1160	INVOICE 1341426.B1 INVOICE 3554115.1 - 2011	REFERENCE BOOK COMMUNITY	11.4212	\$337.55
NICOR	1161	STRATEGIC PLAN	LEADERS	11.4813	\$199.66
RANDOM HOUSE	1162	NATURAL GAS - OCTOBER	MONTHLY SERVICE	11.4631	\$723.81
SHILT, KRISTEN	1163	LIBRARY MATERIALS COORDINATING - STRATEGIC PLAN 2011	SEE ATTACHED COMMUNITY LEADERS	11.0000	\$183.47
THOMAS, LYNN	1164	MISCELLANEOUS PROGRAM SUPPLIES	SEE ATTACHED	11.4501	\$93.43
				<b>TOTAL</b>	<b><u>\$2,964.42</u> *</b>

SPECIAL RESERVES / ILLINOIS FUNDS A/C #1589

RECIPIENT	CHECK	MEMORANDUM	NOTE	WPL CODE	AMOUNT
BAISH EXCAVATING	1162	INVOICE 8433 - DEMOLITION PROJECT MANAGEMENT -	FRONT PLAZA PROJECT	11.4812	\$14,230.00
CLARK, DAVID	1163	OCTOBER FURNITURE FOR Y.S. - FINAL	SEE ATTACHED	11.4812	\$4,567.50
DEMCO	1164	PAYMENT	Y.S. RE-DESIGN FRONT PLAZA PROJECT	11.4812	\$1,469.44
DYKSTRA CONCRETE	1165	INVOICE 3499 - CONCRETE	FRONT PLAZA PROJECT	11.4812	\$19,600.00
FOX LANDSCAPING	1166	INVOICE 2499 - MISC. TASKS INVOICE 1016246995 - VINYL	FRONT PLAZA PROJECT	11.4812	\$774.00
HIGHSMITH	1167	PANELS	Y.S. RE-DESIGN FRONT PLAZA PROJECT	11.4812	\$387.56
LARSON ENGINEERING OOSTMAN FABRICATING	1168	ENGINEERING	FRONT PLAZA PROJECT	11.4812	\$1,071.12
TIM'S PRO PAINT	1169	INVOICE 569035 - RAILS POWERWASH FRONT ENTRY	FRONT PLAZA PROJECT	11.4812	\$140.00
T.B.G.E.C. , INC.	1170	PLAZA INVOICE 13266 - 10 LAMPS &	FRONT PLAZA PROJECT EXTERIOR	11.4812	\$400.00
T.B.G.E.C. , INC.	1171	BALLASTS INVOICE 13272 - 27 LAMPS &	MAINTENANCE	11.4611	\$5,475.00
T.B.G.E.C. , INC.		BALLASTS INVOICE 13282 - EMBED	MAINTENANCE FRONT PLAZA PROJECT	11.4611	\$9,180.00
T.B.G.E.C. , INC.		CONDUIT @ ENTRY	PROJECT	11.4812	\$855.00
				<b>TOTAL</b>	<b><u>\$58,149.62</u></b>

**TOTAL AMOUNT ADDED TO BILLS PRESENTED FOR BOARD MEETING NOVEMBER 16TH, 2010 \$61,114.04**

\*Check# 1156 (hand-written) to ARCO Plumbing was a duplicate payment, was voided.

Gorman moved to add Additional Bills and Invoices into the Bills and Salaries. Scheid seconded. All Ayes, 0 – Nays, Motion passed.

**Treasurer’s Report – October 2010**

Porter requested a motion to approve the Treasurer’s Report. Gorman moved to approve the Treasurer’s report. Fedeczko seconded.

Kuhn offered to have a representative from SIKICH come in to report about the audit and any other concerns re the dismissal of L. Van Boggett.

Roll call vote: Porter, Fedeczko, Scheid, Gorman, – All Ayes, 0 – Nays.

Absent: Martens, Carmichael and Kaifesh

**Bills and Salaries**

Porter requested a motion to approve the Bills and Salaries. Fedeczko moved to approve, Scheid seconded, Porter invited discussion. There was none.

Roll call vote: Porter, Fedeczko, Scheid, Gorman, – All Ayes, 0 – Nays. - Motion passed.

Absent: Martens, Kaifesh and Carmichael.

### **Unfinished Business:**

**Board considered Finance Committee's recommendation to pay down the Library's Bond by \$100,000.00 in January 2011.** Kuhn shared data on the current number of appeals that had been filed. Data included residential, commercial and industrial property tax appeals.

Board revisited some of the discussions that were on the table the last few meetings. Scheid thought that the Board should pay down the loan. Gorman and Porter suggested waiting. Fedeczko motioned to make a payment of \$100,000.00, Scheid seconded.

Roll call vote: Fedeczko and Scheid – Ayes, Porter, Gorman – Nays. Motion did not pass

Absent: Martens, Kaifesh and Carmichael.

Board requested the item be placed on the agenda for December when the Board Treasurer might be present.

**Board considered Strategic Plan progress.** Kuhn reported that there were thirty plus community leaders at the workshop on Friday. Kuhn said she was a bit surprised by the heavy emphasis on education/literacy.

Possible partnership opportunity with Westmont Junior High was an outgrowth of the meeting. Kuhn was invited to attend an upcoming faculty meeting at the school.

### **New Business:**

**Board considered proposal to repair brickwork at front entry plaza** – Clark presented a multi-part proposal from Hoppe Construction to replace the brick on the handicap ramp, emergency exit area, and front of the planters, and to construct new brick piers to replace the existing bollards.

The new piers were quoted at approximately \$830.00 apiece. The Board requested additional options.

Clark suggested ordering the brick so we would be ready to proceed in the spring and potentially save money with only one shipment.

Gorman motioned to accept proposals for projects 1, 2 and 3, not to exceed \$12,000. Fedeczko seconded.

Roll call vote: Fedeczko, Scheid, Porter and Gorman – Ayes, 0 – Nays.

Absent: Martens, Kaifesh and Carmichael.

**Item B – Board considered the addition of remodeling the emergency exit stairs to the front entry plaza project.** This item was tabled until more information from the ADA guru's assessment of the project.

**Item C –Board considered proposal to replace the drinking fountain on the second floor.** Gorman suggested checking with another company for a second quote as she felt confident that we could get a better price from someone else. Clark said he would get another quote. Scheid also agreed with the suggestion to get another quote. Porter requested two more quotes from Westmont businesses and to request breakdown of parts and labor. This item was tabled pending additional proposals.

**Item D – Board considered proposal for remediation of mold in basement.** Gorman and Porter thought the quote was high and questioned the efficacy of the solution proposed. Board suggested waiting six months or so to remove mold until the exterior drainage was addressed.

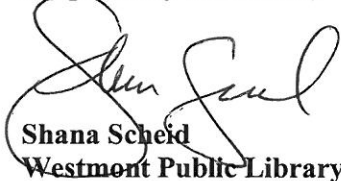
Gorman suggested removing the drywall to let the affected area dry out. Gorman asked if there was a lag-time or code the library needed to adhere to with regard to initiating repairs and completion. Kuhn asked Clark to review the Fire Code. Board tabled this item pending further information.

**Item E – Board considered Flood Insurance** – Kuhn reported that she had not yet received cost information from our insurance broker, only a recommendation to consider. Kuhn said that the Library was currently covered unless the flood was the result of a neighboring town’s drainage system failure. Item was tabled until information is received.

**Item F - Board considered Earthquake Insurance** – Kuhn reported that she had not received cost information from our insurance broker, only a recommendation to consider. Item was tabled until information is received.

**Adjournment:** Porter requested a motion to adjourn. Scheid moved to approve and Fedeczko seconded. Motion passed unanimously. Meeting was adjourned at 8:29 PM.

**Respectfully submitted,**



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