1. **Call to Order, Roll Call, and Declaration of Quorum**

   Meeting was called to order by President Villafana at 6:31 pm.
   Present: Trustees Bulus, Deford, Hawn, Kovacik, Mason-Smith, Villafana
   Absent: None

2. **Acknowledgment of Audience**

   Director Cox, Business Manager LaBarbera, Ellen Conlin, Sonia Stetkus

3. **Approval of Agenda**-Motion to accept the agenda for June 26, 2019

   Motion to approve: Trustee Bulus
   Second to motion: Trustee Kovacik

   Vote: [voice vote]
   Ayes: All
   Nays: None

   Result: Motion Carried

4. **Board of Officers Reports**
   A. **Secretaries Report**
      1. Motion to accept the minutes for the May 29, 2019 Annual and Regular meetings.

   Motion to accept May 29th Annual meeting minutes: Trustee Mason-Smith Second to motion: Trustee Hawn

   Vote: [voice vote]
   Ayes: all
   Nays: none

   Result: Motion Carried

   Motion to accept the May 29th minutes: Trustee Mason-Smith Second to motion: Trustee Deford

   Vote: [voice vote]
   Ayes: All
   Nays: None

   Result: Motion Carried
B. President’s Report

President Villafana welcomed Trustee Kovacik as the newest member to be sworn in to the Berkeley Library Board of Trustees.

C. Treasurer’s Report

1. Treasurer Bulus stated that he inquired with the bank about doing online banking transfers. He was informed that the library will be charged a fee unless transfer is done in person. Business Manager LaBarbera has contacted our bank representative to inquire about getting the fee waived. The board will revisit this issue once more information is available.

2. Motion to accept Claim ordinance #543 in the amount of $38,327.29.

   | Motion to accept: Trustee Bulus |
   | Second to motion: Trustee Kovacik |
   | Vote: [Roll Call Vote] |
   | Ayes: Trustees Bulus, Deford, Hawn, Kovacik, Mason-Smith, Villafana |
   | Nays: None |
   | Result: Motion Carried |

3. Motion to add check signers to library accounts.

   Treasurer Bulus recommended that all board members become authorized signees for the library’s checking account. He stated that this would be helpful in the event that he or President Villafana were unavailable.

   | Motion to approve: Trustee Bulus |
   | Second to motion: Trustee Deford |
   | Vote: [Roll Call Vote] |
   | Ayes: Trustees Bulus, Deford, Hawn, Kovacik, Mason-Smith, Villafana |
   | Nays: None |
   | Result: Motion Carried |
5. Director and Library Reports  
   A. Monthly Report  

   Director Cox stated that the IPLAR report was reviewed by President Villafana and Secretary Mason-Smith and submitted to the state. An update was given on the progress of the Create Space, Director Cox and Rachel Schukat applied a new floor treatment to the space and began moving items back into the space.

   Director Cox reported that the library may no longer be suitable as a polling place. The new voting boxes are too big to fit through the current basement doorway. The County suggested the library look into putting in a larger door, as the door is a fire door that option is cost prohibitive. The County will look into another location to be used as a polling place.

6. Committees  
   A. Building Committee  
      1. Motion to accept bid for parking lot maintenance from American Road Maintenance for the amount of $3,032.54.

   Director Cox received three bids to resurface the library’s parking lot. The building committee recommended the board accept the bid from American Road Maintenance. Director Cox explained that the materials used and services provided warranted the higher price.

   Motion to approve: Trustee Mason-Smith  
   Second to Motion: Trustee Hawn  
   Vote: [Roll Call Vote]  
   Ayes: Trustees Bulus, Deford, Hawn, Kovacik, Mason-Smith  
   Nays: Trustee Villafana  
   Result: Motion Carried

   B. Policy Committee  
      1. Motion to accept the minutes from the June 17, 2019 Committee Meeting.

   Motion to approve: Trustee Deford  
   Second to motion: Trustee Kovacik  
   Vote: [Voice Vote]  
   Ayes: Trustees Deford, Hawn, Kovacik, Mason-Smith, Villafana  
   Nays: Trustee Bulus  
   Result: Motion Carried

Trustee Deford was appointed chair of the policy committee.
2. Motion to accept the draft of the updated Homebound Services Policy.

   Trustee Deford explained that the Homebound Services Policy was being updated to reflect how the program is currently operating.

   Motion to approve: Trustee Deford
   Second to motion: Trustee Kovacik
   Vote: [Roll Call Vote]
   Ayes: Trustees Deford, Hawn, Kovacik, Mason-Smith, Villafana
   Nays: None
   Abstain: Trustee Bulus
   Result: Motion Carried

3. Motion to accept the draft of the updated Patron Use Policy.

   Trustee Deford explained that the changes were going to make policy usage more specific. The committee also discussed the policy extending to the library’s social media accounts.

   Motion to approve: Trustee Deford
   Second to Motion: Trustee Kovacik
   Vote: [Roll Call Vote]
   Ayes: Trustees Bulus, Deford, Hawn, Kovacik, Mason-Smith, Villafana
   Nays: None
   Result: Motion Carried

C. Personnel Committee

   Trustee Villafana reported that the committee asked Director Cox to start making a succession plan for the director’s position to present at the July board meeting. It was requested that he ask the same of key personnel.

7. Unfinished Business
8. New Business

   Business Manager LaBarbara informed the board that there is currently no Notary Public at the library, making notary services unavailable to the Berkeley patrons. It was recommended that the board consider authorizing a staff member to become a notary.
9. Adjourn to Closed Session
   a. Move that the Berkeley Public Library Board of Trustees Adjourn to Closed Session pursuant to:
   - Selection of a person to fill a public office. 5ILCS 120/2 (c)(3)

   Motion to approve: Trustee Mason-Smith
   Second to motion: Trustee Kovacik

   Vote: [Voice Vote]
   Ayes: All
   Nays: None

   Result: Motion Carried

10. Reconvene to Regular Session

   Regular meeting was reconvened at 7:57pm
   Present: Trustees Bulus, Deford, Hawn, Kovacik, Mason-Smith, Villafana  Absent: None

   a. Motion that the Board of Trustees appoint Ellen Conlin as the seventh member of the library board with her term ending April 2021.

   Motion to approve: Trustee Bulus
   Second to motion: Trustee Deford

   Vote: [Roll Call Vote]
   Ayes: Trustees Bulus, Deford, Hawn, Kovacik, Mason-Smith, Villafana
   Nays: None

11. Adjournment

   Motion to adjourn at 8:00pm: Trustee Hawn
   Second to motion: Trustee Kovacik

   Vote: [Voice Vote]
   Ayes: All
   Nays: None

   Result: Motion Carried
1. **Call to Order, Roll Call, and Declaration of Quorum**

   Meeting was called to order by President Villafana at 7:42 pm.
   Present: Trustees Bulus, Deford, Hawn, Kovacik, Mason-Smith, Villafana
   Absent: None

2. **Acknowledgment of Audience**

   Director Cox, Ellen Conlin

3. **Interview Ellen Conlin for Trustee Appointment**

   Ms. Conlin described her desire and qualifications to be a library trustee. She highlighted her lifelong residence in Berkeley as well as her career as a librarian.

4. **Adjournment**

   ![Adjournment Details]

   Motion to adjourn at 7:56pm: Trustee Bulus
   Second to motion: Trustee Deford

   Vote: [Voice Vote]

   Ayes: All
   Nays: None

   Result: Motion Carried