

**Berkeley Library Board of Trustees
Monthly Meeting Minutes
April 9, 2014**

Roll Call and Declaration of Quorum

President Willie Ashford called the meeting to order on Wednesday, April 9th at 6:32 pm.

Present: Willie Ashford, Janet Eldred, David Kasa, Angela Villafana, William Weed, Director Lenora Berendt.

Absent: Jerry Brown and Patrick Callaghan. Discussion on VP Callaghan resignation.

Trustee Brown arrived at 6:36 pm.

Acknowledgement of Audience

Maureen Stolle, Loretta Bohn and Reginal Bulus (prospective Board member) were present. Maureen expressed her concern with online banking security. Treasurer Eldred stated that the issue was still under consideration and the Board had not made a decision yet.

Approval of Agenda

Move that the Berkeley Public Library Board of Trustees accept the April 9th Meeting Agenda as Modified with the Parking Lot presentation moved from Old Business e. to after the acceptance of Minutes.

Motioned by: Janet Eldred

Seconded by: Angela Villafana

Voice approval vote. Ayes: Willie Ashford, Jerry Brown, Janet Eldred, David Kasa, Angela Villafana
William Weed

Acceptance of Feb 12, 2014 Regular Meeting Minutes

Move that the Berkeley Public Library Board of Trustees approve the minutes of the March 12, 2014 Regular Meeting Minutes as presented.

Trustee Brown raised question on security issues on electronic banking safeguards. He stated that COB said that they could not provide the security necessary. He asked that the minutes be updated to reflect the actual statements be updated. The minutes will be tabled and voted on in April.

Move that the Berkeley Public Library Board of Trustees approve the minutes of the March 26, 2014 Special Board Meeting Minutes as presented.

Motioned by: William Weed

Seconded by: David Kasa

Voice approval vote. Ayes: Willie Ashford, Jerry Brown, David Kasa, William Weed
Abstain Janet Eldred, Angela Villafana

Old Business

c. Parking Lot Project. Trustee Villafana provided a proposal by Jon Vana of CIVIL TECH that assesses the design improvements to the parking lot. She believes that the proposal is too much for the Library. The cost is over \$24,000. She has contacted the interim Village Administrator for help. The Village Administrator will investigate the sidewalk in front of the library as to who is responsible for it. Angi requested relief from the cost. She also asked for Handicap access for the sidewalk in front. The Board should send out RFP's for both asphalt and concrete. There is no budget set for this project. Angi requested a formal donation from Civil Tech of the proposal. Trustee Brown said that he thought Mayor Lee will provide the Board with information. Discussion was held on the timing of RFP's for the project.

To be carried over to OLD BUSINESS for May Meeting.

Director's Report

- a. Director Berendt stated that the Berkeley Garden club was asked to help with landscaping around the Library. The Library will provide funds up to \$200 for plants around the Library.
- b. Director Berendt brought up grounds maintenance for the Library and the cost of it.
- c. Trustee Brown brought up the issue of Data Bases. The RAILS consortium system has a package that will be better for the patrons. Also checkout and the online catalogue will be web based but will not be available until March or April in 2015.

Financial Reports

Reviewed Claim Ordinance #481. The Director stated that Quick Books had to be extended and upgraded for \$579.90 but will be used on 3 computers. (INTUIT invoice Line item 018). Trustee Brown mentioned the Coin box and the revenue from it and the value of it. Discussion was held on the revenues and cost and value to patrons. Trustee Brown inquired as to an updated page 6 or 7. Discussion was held on the transfer of Illinois funds to Republic Bank

Motion made to approve Claim Ordinance #481.

Move that the Berkeley Public Library Board of Trustees approve the Claim Ordinance #481 in the amount of \$27,296.70 and accept the Financial Reports as presented and modified.

Motioned by: Janet Eldred

Seconded by: William Weed

Roll Call vote. Ayes: Willie Ashford, Jerry Brown, Janet Eldred, David Kasa, William Weed.

Absent: Patrick Callaghan, Angi Villafana.

Old Business (continued)

a. **Audit information.** The Board had requested more information on costs and timing concerning Wolf & Co. Wolf had not provided the new proposal. The revised copy sent out did not have anything but different dates. The Director recommended using McClure Inserra and Co. Trustee Brown stated that all proposals were essentially the same but Wolfe was \$1700 less expensive. After discussions on the merit of the 3 firms, Trustee Brown made the following motion.

Move that the Berkeley Public Library Board of Trustees approve using Wolf & Co for the 2014 - 2015 Library Year End Audit at a cost of \$4800 saving \$1700 for the Berkeley Public Library.

Motioned by: Jerry Brown

Seconded by: Janet Eldred

Roll Call vote: Ayes: Jerry Brown, Janet Eldred, David Kasa, William Weed.

Nays: Willie Ashford

Absent: Patrick Callaghan, Angi Villafana.

b. **2014 - 2015 Budget.** Treasurer Eldred wanted to review estimated revenues versus proposed expenditures. Trustee Brown handed out a budget of his proposal at this meeting that was a 3% increase of the 2013 - 2014 budget instead of the 6% as proposed by the Director. After much discussion with back and forth trading of differing points of view on individual items in the budget (totaling 47+ minutes); Treasurer Eldred made the following motion.

Move that the Berkeley Public Library Board of Trustees approve the Fiscal Year 2014 - 2015 Budget as proposed by Treasurer Eldred with an increase in Salaries (Line 01) of \$10,000 to \$210,000 with an overall increase in the Budget to \$416,000 with everything else remaining the same - an overall increase of 8.9%

Motioned by: Janet Eldred

Seconded by: William Weed

Trustee Brown Interrupted the voting process with an interjection/question. Trustee Brown asked if there was a recording being made of these procedures. He wanted to know if the Trustees do not have the time for the opportunity to ask specific questions regarding this budget and discussing the details of the budget without having this budget pushed through without having a full discussion. Trustee Brown stated that he was directing this to the Chair - President Ashford. President Ashford stated that Trustee Brown had had the chance to ask the questions but that Trustee Brown was not asking questions but arguing. At this point Trustee Brown opened his personal cell phone and pointed it at President Ashford to begin making a video recording on his cell phone. President Ashford declined to answer Trustee Brown. The motion was then brought up again to be voted on. Trustee Brown wanted to ask another question about Treasurer Eldred in this motion just handing the Director a pot of money in the budget; however the vote was taken before this proceeded any further.

Roll Call vote. Ayes: Willie Ashford, Janet Eldred, David Kasa, William Weed.

Nay: Jerry Brown

Absent: Patrick Callaghan, Angi Villafana.

Motion was carried.

c. Berkeley Public Library Board of Trustees Meeting dates for the Fiscal Year 2014 - 2015

Move that the Berkeley Public Library Board of Trustees approve the next meeting date for May 14th, 2014.

Motioned by: Janet Eldred

Seconded by: William Weed

Voice vote: Ayes: Willie Ashford, Jerry Brown, Janet Eldred, David Kasa, William Weed.

Absent: Patrick Callaghan, Angi Villafana.

Nominating Committee assigned by President Ashford to Trustees Weed and Villafana.

Trustee Weed questioned his own credentials and experience to be on the committee.

Director Berendt reminded the Board of the requirements of the completion of the **Statements of Economic Interests** that must be completed by May 1st.

All other Business not completed from the Agenda of April 9th, 2014 to be tabled and carried over to the May meeting.

Motion to Adjourn Board Meeting of April 9th, 2014

Motioned by: Janet Eldred

Seconded by: David Kasa

Voice approval for adjournment.

Meeting adjourned by President Ashford at 9:03 pm.

Submitted by:

William Weed

05/08/14