

**Berkeley Public Library
Board of Trustees Monthly Meeting Minutes
April 20, 2016**

1. Roll Call and Declaration of Quorum

President Willie Ashford called the meeting to order on Wednesday, April 20, 2016 at 6:36pm. Present: Willie Ashford, Reginal Bulus, Angela Villafaña, Jerry Brown, Director Berendt is absent and Isabel LaBarbera is in her stead. Ida O’Neal absent, Mr. Kasa arrived at 6:37pm

2. Acknowledgement of Audience

Maureen had question regarding finance issues, Mr. Ashford clarified it was not an “issue” rather we had a special meeting to discuss the budget for 2017.

3. Approval of Agenda

Discussion regarding adding new item TBS & technology on agenda to table for next monthly meeting. By consensus the board agreed to add item as new business for next regular board meeting.

Move to approve the agenda of 4/20/16 removing the item “acceptance of March 2, 2016 Finance Committee Meeting Minutes”

Motion: Angela Villafana, Second: Bulus. Ayes: Ashford, Bulus, Villafana. Nay: Brown. Present Bulus

4. Acceptance of February 17, 2016 Regular Board Meeting Minutes

Villafana clarified previous question as to when Ordinance 501 was approved. ORD 501 was approved 1/13/2016 in the amount of \$24,800.16.

Moved: Angi Villafana Seconded: David Kasa, Ayes: Ashford, Kasa, Villafana. No vote, Bulus. Absent: O’Neal

Acceptance of March 2, 2016 Finance Committee Meeting Minutes – these are to be accepted by Finance Committee

Acceptance of March 16, 2016 Regular Board Meeting Minutes

Moved: Angi Villafana, Seconded: Reginal Bulus, Ayes: Ashford, Brown, Bulus, Kasa, Villafana (O’Neal absent)

5. Director’s Report

Correction: item 2, Bennett Doors were *hired* not *fired*.

6. Financial Reports

Move that the Berkeley Public Library Board of Trustees approve Claim Ordinance #505 in the amount of \$32,621.56 and accept the Financial Reports as presented.

Moved: Reginal Bulus, Seconded: Angi Villafana. Ayes: Ashford, Bulus, Kasa, Villafana. Nays: Brown. Absent: O’Neal

7. **Old Business:**

- a. FY2017 Library Budget: Moved to accept Library Budget: Motion: Bulus, Seconded: Villafana. Ayes: Ashford, Bulus, Kasa, Villafana. Nays: Brown. Absent: O'Neal
- b. FY2016 Audit: The auditor quoted \$1200-\$1500 additional for including GASB68 compliance. Lengthy discussion regarding the proposal for the audit. Business Manager urged that we approve the proposal of the auditor as it is due end of April 2016.

Moved to accept Inserra as the auditor (for \$6900) however, to request more information regarding the GASB68 work to be included. Motioned by: Bulus, Seconded by: Villafana.

Ayes: Ashford, Bulus, Brown, Kasa, Villafana. Absent: O'Neal

- c. By-Laws Revision:

Moved for revision Section IV wording relating to quorum. Motioned by: Villafana, Seconded: Kasa, Ashford, Bulus, Kasa, Villafana. Nays: Brown. Absent: O'Neal

- d. Loan Rule Chart Updates: Ryan reviewed revisions to the updates regarding book and media loan rules and fees

Move to accept the revised March 2016 Loan Rule Chart as presented. Motioned by: Villafana. Seconded by Bulus. Ayes: Ashford, Bulus, Brown, Kasa, Villafana. Absent: O'Neal Investment policy.

- e. Investment Policy. Trustee Bulus commented that the information that was given was inaccurate.

Move to table pending the receipt of accurate documentation on Investment Policy:

Moved: Villafana, Seconded: Bulus. Ayes: Ayes: Ashford, Bulus, Brown, Kasa, Villafana. Absent: O'Neal

8. **New Business:**

- a. FY2017 Board Meeting Dates: Reviewed dates, trustees agreed that December 21, 2016 date will be an issue. Was discussed that In November, we can make motion for special meeting or approval of specific dollar amount in order to pay bills. This can be decided in November.

Moved to accept FY2017 Board Meeting Dates removing December 21, 2016 date from the schedule.

- b. FY2017 Standards Chapter Review – Chapter 6, “Access”. Items were read aloud and confirmed. Motion to acknowledge Chapter 6 “Access”.

Moved: Villafana Seconded: Bulus. Ayes: Ashford, Bulus, Kasa, Villafana. Present: Brown. Absent: O'Neal.

- c. Director's Annual Evaluation: Trustee Bulus will prepare evaluation form and email to board. Bulus will also prepare separate evaluation form so that the employees may have input on director evaluation as well. These evaluations will be confidential. Board will start to review completed evaluations in closed session next Regular Board Meeting.

Comments from Audience, Staff, Board:

Business Manager advised that the levy from the Village of Berkeley is only \$369,873 and from Springfield, we will only get \$4015.36. She also asked what is happening with the CD from State Farm agent. Isabel recommended we review transferring CD to local State Farm agent as it

will mature on May 26, 2016. Recommended to discuss with State Farm the possibility of earmarking funds for building capital improvements, etc.

Trustee Brown recommended that the board should have a check and balance and that the business manager should be reporting directly to the board on financial matters of the library.

Move to adjourn: Moved: Bulus, Seconded: Kasa. Ayes: Ashford, Brown, Bulus, Kasa, Villafana, Absent: O'Neal

Adjourned by President Willie Ashford at 8:20pm

Submitted: Angela Villafana

May 24, 2016