

**Berkeley Library Board of Trustees  
Monthly Meeting Minutes  
August 14, 2013**

**Roll Call and Declaration of Quorum**

President Willie Ashford called the meeting to order on Wednesday, August 14<sup>th</sup> at 6:54pm.  
Present: Willie Ashford, Jerry Brown, Janet Eldred, David Kasa, William Weed, Director Lenora Berendt and Loretta Bohn  
Absent: Patrick Callaghan

**Acknowledgement of Audience**

Angela Villafana – 7 yr Berkeley resident, expressed an interest in serving on the Berkeley Public Library Board of Trustees.

**Approval of Agenda**

**Moved that the Berkeley Public Library Board of Trustees accept the Agenda with the addition of "Old Business item e. Lions Club" and "discuss Staff Salaries, Ryan's Position , & Summer Intern Position as needed."**

Motioned by: Janet Eldred

Seconded by: David Kasa

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

Abstain: Jerry Brown

**Acceptance of May 15<sup>th</sup> Annual Meeting Minutes**

**Moved that the Berkeley Public Library Board of Trustees approve the minutes of the May 15<sup>th</sup> Annual Meeting Minutes as presented.**

Motioned by: Janet Eldred

Seconded by: Jerry Brown

Ayes: Willie Ashford, Jerry Brown, Janet Eldred, David Kasa

Abstain: William Weed

**Acceptance of July 10<sup>th</sup> Regular Meeting Minutes**

Tabled until September 11<sup>th</sup> Meeting. Recording to be reviewed regarding the Librarian's Report in reference to Ryan Cox's promotion and in reference to discussion regarding Trustee Brown's comments requesting additional information.

**Librarian's Report**

Trustee Eldred proposed putting out an open job position for a part-time bookkeeper/data entry clerk. Information to be included in RAILS website, Berkeley Public Library website, Triton College website, and the Suburban Life Newspaper.

**Financial Reports**

**Move that the Berkeley Public Library Board of Trustee approve the Claim Ordinance #473 in the amount of \$38,798.64 and accept the Financial Reports as presented.**

Motioned By: Janet Eldred

Seconded By: William Weed

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

**Old Business**

### Review of By-Laws

Suggestion was made to use Google Docs for making comments and combining comments/revisions pertaining to the Board of Trustee By-Laws.

### Policy Reviews

Library Director offered to sit in on a meeting with the Board of Trustees. Library By-Laws and Policy Review to be discussed at a Special Board Meeting scheduled for Wednesday, September 4<sup>th</sup> at 6:30pm.

### Foundation Repairs/IRMA

Discussed foundation repairs on the south side of the library building: masonry work & reseal windows, regrade landscaping. Need price to get water away from the building (check with landscapers). Trustee Eldred will have someone look at the landscaping regrade.

**Move that the Berkeley Public Library Board of Trustees approve the hiring of a contractor to regrade the landscaping by the windows on the south side of the library building, not to exceed \$2,000.00.**

Motioned by: Janet Eldred

Seconded by: William Weed

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

New quotes needed for the second piece of the project (masonry work and resealing windows).

### Parking Lot Repairs

Willie Ashford will get further information from Bob Lee and civil engineers – scope of project to be detailed for presentation to possible contractors.

### Lions Club

Discussion held regarding the possibility of the Berkeley Public Library applying for membership with the Lions Club International.

**Move that the Berkeley Public Library Board of Trustees approve the Library pay for membership to the Lions Club International, not to exceed \$285 per year.**

Motioned by: Jerry Brown

Seconded by: Janet Eldred

Ayes: Jerry Brown, David Kasa, William Weed

Nays: Willie Ashford, Janet Eldred

### New Business

#### OMA Training for Board Members

Director Berendt will provide board members with the link to OMA Training.

Chapter 10, "Marketing, Promotion and Collaboration," of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009*.

**Move that the Berkeley Public Library Board of Trustees adopt Chapter 10, "Marketing, Promotion and Collaboration," of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009* as a framework of goals for FY2014.**

Motioned by: Janet Eldred

Seconded by: David Kasa

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

Rules of Procedure resolution

To be discussed at Special Board Meeting on September 4<sup>th</sup>.

'Trustee Orientation' feedback

Trustees Eldred and Weed presented feedback and the positive aspects of attending 'Trustee Orientation' at Dominican University.

**Motion to adjourn to Closed Session by Trustee Brown and seconded by Trustee Eldred at 9:18pm.**

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

**Reconvene to Regular Session at 9:41pm. Roll Call.**

Present: Jerry Brown, Janet Eldred, David Kasa, William Weed, Director Lenora Berendt and Loretta Bohn

Absent: Willie Ashford, Patrick Callaghan

**Move that the Berkeley Public Library Board of Trustees approve the July 10<sup>th</sup>, 2013 Closed Session Meeting Minutes as corrected.**

Motioned by: William Weed

Seconded by: Janet Eldred

Ayes: Jerry Brown, Janet Eldred, David Kasa, William Weed

**Move that the Berkeley Public Library Board of Trustees approve staff salaries as stated in the May 20<sup>th</sup>, 2013 letter sent to the Village of Berkeley.**

Motioned by: Janet Eldred

Seconded by: William Weed

Ayes: Jerry Brown, Janet Eldred, David Kasa, William Weed

**Move that the Berkeley Public Library Board of Trustees approve, effective July 2<sup>nd</sup>, 2013, hiring an intern (MLIS student) to work the Circulation Desk.**

Motioned by: Janet Eldred

Seconded by: William Weed

Ayes: Jerry Brown, Janet Eldred, David Kasa, William Weed

**Motion to adjourn the meeting by Trustee Weed and seconded by Trustee Kasa at 9:47pm.**

Ayes: Jerry Brown, Janet Eldred, David Kasa, William Weed

Respectfully Submitted by:

Loretta Bohn, Business Manager

9/9/13