

**Berkeley Library Board of Trustees
Monthly Meeting Minutes
Dec 17, 2014**

Roll Call and Declaration of Quorum

Meeting scheduled for 5:30 pm

President: Willie Ashford called the meeting to order on Wednesday, Dec 17, 2014 at 5:48 pm when

Trustee Bulus arrived for the meeting

Present: Willie Ashford, Reginal Bulus, Angela Villafana, William Weed & Director Lenora Berendt.

Absent: Jerry Brown (arrived at 6:02 pm), David Kasa (arrived at 6:06 pm)

Acknowledgement of Audience

There was no audience when the roll call was taken, the quorum declared and the meeting started.

Maureen Stolle arrived during the meeting.

Approval of Agenda

Move that the Berkeley Public Library Board of Trustees accept the Dec 17 Meeting Agenda with the revision that Item C of Old Business - be moved directly after the Approval of the Agenda.

Motioned by: William Weed

Seconded by: Angela Villafana

Voice approval vote. **Ayes:** Willie Ashford, Reginal Bulus, Angela Villafana, William Weed.

Absent: Jerry Brown, David Kasa.

Old Business

c - Audit Update. Wolfe & Company representative - Mr. John DeLand reported on the status of the Audit conducted by Wolfe & Company. He presented the Preliminary Draft of the Audit to the Board of Trustees. Mr. Deland went over the important details of the draft. During the presentation, Trustees Brown and Kasa came in. The Board must vote to approve the draft for the Audit to be completed. The Director must complete the registration required by the state. When this has been done, the report will be finalized by the end of December. The finalized Audit will be sent to the library along with a representative letter with Wolfe & Company's findings.

Move that the Berkeley Public Library Board of Trustees approve the finalization of the preliminary draft of the Annual Financial Report for finalization as presented by Wolfe & Company on Dec 17, 2014 with all noted typographical changes made.

Motioned by: William Weed

Seconded by: Angela Villafana

Roll Call Vote. **Ayes:** Willie Ashford, Jerry Brown, Reginal Bulus, David Kasa, Angela Villafana, William Weed.

Trustees Bulus and Villafana left at 6:34 pm to attend a graduation ceremony for the Village of Berkeley Citizen's Police Academy.

Move that the Berkeley Public Library Board of Trustees approve the minutes of the November 19, 2014 Meeting Minutes as presented.

This has been tabled until the January 14, 2015 meeting due to Trustee Brown's request that certain remarks be included in the minutes. Director Berendt stated that she would amend those items in the minutes.

Director's Report

The Director stated that the Otis elevator repairs had been completed but that there were more repairs necessary than had been originally estimated. The bill for the repairs was going to be a total of \$7500. The Board discussed the Otis Elevator repairs as to cost and completion of said repairs. The Director

brought up the major repair items such as the Optigard sensor system, the ladder extension in the elevator shaft and the door restrictor system.

Financial Reports

Reviewed Claim Ordinance #489. The Otis bill had been discussed during the Director's report. Trustee Brown inquired as to the details of the ACT Systems bill. An Agenda item will be added for the January meeting concerning ACT and Trustee Bulus meeting with John Chin (ACT).

Motion made to approve Claim Ordinance #488.

Move that the Berkeley Public Library Board of Trustees approve the Claim Ordinance #489 in the amount of \$37,617.76 and accept the Financial Reports as presented.

Motioned by: William Weed

Seconded by: David Kasa

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

Absent: Reginal Bulus, Angela Villafana.

Old Business

- a. **Homebound Services Policy.** The Policy was read into the record at the Nov. 2014 meeting.

Move that the Berkeley Public Library Board of Trustees accept the Homebound Services Policy as read into the record at the Nov 2014 meeting.

Motioned by: William Weed

Seconded by: David Kasa

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

Absent: Reginal Bulus, Angela Villafana.

- b. **IRCA Report Update.** IRCA conducted the evaluation for the report on the roof. The Director provided the Board with copies of the report. The Board discussed the IRCA report. The Director will attempt to obtain quotes for the \$800 repair and have the indicated repairs completed.
- c. **Audit update.** Moved to earlier in the meeting.
- d. **Parking Lot Prevailing Wage Documentation.** Trustee Brown inquired as to the need of using prevailing wage in future RFP's. He wants to ensure that the Library is required by Illinois law to use prevailing wage.
- e. **Wireless Copier Printer.** Trustee Brown is concerned on the cost of the system and the use of the TBS Contract. There was a discussion on this system. The Director will inquire with Loretta if the numbers are correct. The Director will check the contract on the status of the equipment and ongoing contract cost.

New Business

- a. **2015 Tax Levy.** Director Berendt stated that due to the time constraints set up by the Village in requesting the Library tax levy of the next fiscal year, she had to set the levy at 2%.
- b. **Staff Salaries FY2015 - Director.** After discussion by the Board, this was tabled until the January meeting.
- c. **April 2015 Board Meeting - Change Date to April 15, 2015.** Tabled until the January meeting.

Motion to Adjourn Board Meeting of December 17, 2014

Motioned by: William Weed

Seconded by: David Kasa

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

Nay: Jerry Brown.

Absent: Reginal Bulus, Angela Villafana.

Meeting adjourned by President Ashford at 7:47 pm.

William Weed
Secretary/Treasurer
01/08/2015