

**Berkeley Library Board of Trustees  
Monthly Meeting Minutes  
Feb 12, 2014**

**Roll Call and Declaration of Quorum**

President Willie Ashford called the meeting to order on Wednesday, Feb 12th at 6:37 pm.

Present: Willie Ashford, Jerry Brown, Janet Eldred, David Kasa, William Weed & Director Lenora Berendt.

Absent: Patrick Callaghan and Angela Villafana.

**Acknowledgement of Audience**

Maureen Stolle was the lone Audience member. She had a question concerning electronic digital periodicals. Director Berendt said that she would look into electronic digital periodicals and was in fact meeting with a representative of the Talking Books Program. Secretary Brown stated that audience members were only to speak on items that were on the agenda due to the need to get business taken care of.

**Approval of Agenda**

**Move that the Berkeley Public Library Board of Trustees accept the Agenda as presented.**

Voice approval vote.

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

**Acceptance of Jan 15, 2014 Regular Meeting Minutes**

**Move that the Berkeley Public Library Board of Trustees approve the minutes of the Jan 15, 2014 Regular Meeting Minutes as presented.**

Motioned by: Janet Eldred

Seconded by: William Weed

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

Abstain: Jerry Brown

**Librarian's Report**

- a. Director Berendt informed the Board that the west side of the library (computers 7-10) needed to be wired digitally; they currently were Wi-Fi. She had John Chin and Ryan Cox run the wiring for this process. It should be completed within 2 weeks of the Board meeting. Secretary Brown inquired as to the cost of the wiring. After discussion of cost and previous work, Director Berendt said she would have the cost from John Chin emailed to the board.
- b. The invoice for the wireless print system was finally delivered at a cost of \$8635.00.
- c. There will be an increase in the Per Capita Grant from \$5300 to \$6500 for the next fiscal year.
- d. Two audit firms were contacted. McClure & Insarra scheduled to come out Feb 19th while Wolf and Co did not return the calls. The Director will continue to pursue other firms.
- e. Director Berendt will research the cost of buying bulk incidentals using her membership at Costco versus buying them through Quill.
- f. The Phone contract with Call One is expiring in July. The Director will evaluate changing the contract to a different vendor.
- g. The "Five Famous African-American Women" production was a success on Feb 1st. There will be a presentation on April 29th on Emily Dickenson by Woman Lore.

**Financial Reports**

Reviewed Claim Ordinance #479. Motion made to approve Claim Ordinance 478.

**Move that the Berkeley Public Library Board of Trustees approve the Claim Ordinance #478 in the amount of \$31,554.32 and accept the Financial Reports as presented**

Motioned by: William Weed

Seconded by: Janet Eldred

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

## **Old Business**

- a. Line item revision. A lengthy discussion was held on the moving of \$3480.23 from line 23 Library Equipment and Line 25 Library Supplies to line item 45 Capital Projects Funds.

### **Move that the Berkeley Public Library Board of Trustees Approve to move \$3480.23 from line 23 Library Equipment and Line 25 Library Supplies to line item 45 Capital Projects Funds.**

Motioned by: Janet Eldred

Seconded by Jerry Brown

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

- b. Board Secretary duties (including minutes). Discussion by the attending Board members on the duties of the Secretary to include the recording of the votes, minutes and the publishing of the minutes to be submitted to the Director as stated in the By Laws.

### **Move that the Berkeley Public Library Board of Trustees remove Trustee Jerry Brown as Secretary of the Berkeley Public Library Board of Trustees and Appoint William Weed as Secretary.**

Motioned by: Janet Eldred

Seconded by: David Kasa

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

Nays: Jerry Brown

- c. Audit and Banking. The end of the fiscal year is upcoming in April. Director Berendt and Treasure Eldred are searching for Accounting Firms to conduct the Audit for the Library. Treasurer Eldred contacted the Village of Berkeley Accountant - Bonnie Prokop, who provided information such as the RFP, RFP checklist and other items used by the Village. Two audit firms were contacted. McClure & Insarra scheduled to come out Feb 19th while Wolf and Co did not return the calls. Director Berendt and Treasure Eldred will continue to pursue other firms. This line item to be carried over to Old Business for the March BOARD Meeting.
- d. Parking Lot Project. Trustee Villafana was absent for this meeting. She has laid out a plan and made contact with various city officials including the new inspector Chris Hecklinger. President Ashford has provided information from CIVIL TECH from October 2013 laying out a cost proposal to assess and design improvements to the parking lot. The proposal was over \$30,000. The Board viewed that as excessive. This line item to be carried over to Old Business for the March Board Meeting.

## **New Business**

- a. Circulation Policies - Revision. The circulation Policy was read into the record with minor revisions on new items. It will be carried over for a vote in Old Business for the March Board Meeting.
- b. Staff Disciplinary Policy - Revision. Discussion was held on the process of witness signing and verbal warnings in the policy. Director Berendt is to rewrite the changes and include them in the Board Packet for the March Board meeting. This will be read into the record in March and voted on at the April Board meeting.
- c. 2014-2015 Budget. Director Berendt presented the Board with a preliminary budget for the upcoming new fiscal year. The budget is 7% higher than the budget for the current fiscal year. The current budget was 11% higher than the previous year. Director Berendt to have electronic copies of the proposed budget and YTD budget sent to the Board for analysis and evaluation. This line item to be carried over to Old Business for the March Board Meeting.

## **No Closed Session business**

### **Motion to adjourn meeting of February 12, 2014**

Motioned by: Janet Eldred

Seconded by: William Weed

Voice approval for adjournment.

### **Meeting adjourned by President Ashford at 7:54 pm.**

Submitted by:

William Weed

02/26/14