

**Berkeley Library Board of Trustees
Monthly Meeting Minutes
Feb 18, 2015**

Roll Call and Declaration of Quorum

President: Willie Ashford called the meeting to order on Wednesday, Feb 18th, 201 at 7:53 pm.

Present: Willie Ashford, Jerry Brown, Angela Villafana, William Weed, Director Lenora Berendt & Isabel LaBarbera.

Absent: David Kasa, Reginal Bulus.

Acknowledgement of Audience

There was no audience at this meeting.

Approval of Agenda

Move that the Berkeley Public Library Board of Trustees accept the Feb 18, 2015 Meeting Agenda with the noted corrections.

Motioned by: Angela Villafana

Seconded by: William Weed

Voice approval vote. **Ayes:** Willie Ashford Jerry Brown, Angela Villafana, William Weed.

Absent: David Kasa, Reginal Bulus.

MOTION CARRIED

Move that the Berkeley Public Library Board of Trustees approve the minutes of the January 14, 2015 Meeting Minutes with the noted date corrections.

Motioned by: Angela Villafana

Seconded by: William Weed

Voice approval vote. **Ayes:** Willie Ashford Jerry Brown, Angela Villafana, William Weed.

Absent: David Kasa, Reginal Bulus.

MOTION CARRIED

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

Motioned by: William Weed

Seconded by: Angela Villafana

Voice approval vote. **Ayes:** Willie Ashford Jerry Brown, Angela Villafana, William Weed.

Absent: David Kasa, Reginal Bulus.

MOTION CARRIED

Director's Report

Trustee Brown inquired as to what SEI stands for. It stands for the **Statement of Economic Interest**. This needs to be filed by all Trustees each year.

Financial Reports

Reviewed Claim Ordinance #491. Overdrive for \$3000 for E-books subscription. The roof repair will be on the next Claim Ordinance. The revenue was discussed. It was noted that the Expenses report lines were incorrect. This was an Excel error but does not affect the total amount of the Claim Ordinance. This will be corrected for next meeting.

Motion made to approve Claim Ordinance #491.

Move that the Berkeley Public Library Board of Trustees approve the Claim Ordinance #491 in the amount of \$32,758.36. The Financial Reports with adjustments will be accepted next meeting. This does not affect the amount on Claim Ordinance #491.

Motioned by: Jerry Brown

Seconded by: Angela Villafana

Roll Call vote: **Ayes:** Willie Ashford, Jerry Brown, Angela Villafana, William Weed.

Absent: David Kasa, Reginal Bulus.

MOTION CARRIED

Old Business

- a. **Audit Update.** The Director stated that Wolf & Company rescinded the extra billing on the audit. The errors previously noted are being corrected by Wolf. The Director will contact Wolf on finish of the Audit. The Internal Controls Report has been updated. This item to be carried over to **OLD BUSINESS** for the March Board meeting.
- b. **2015 Budget Amendment.** Isabel LaBarbera presented information on expenditures not in the Budget. The Board discussed the process. This item to be carried over to **OLD BUSINESS** for the March Board meeting.
- c. **2016 Draft Budget.** This was discussed in the Finance Committee. This item to be carried over to **OLD BUSINESS** for the March Board meeting.
- d. **Online Banking.** Treasurer Weed reported that he had talked with Republic Bank on this issue. Republic Bank sent over new signatory cards for the Trustees to sign. There will be further discussions on the security procedures of on line bill payment for the Library. This item to be carried over to **OLD BUSINESS** for the March Board meeting.
- e. **Staff Salaries.** The minutes of the Executive Session were not recorded in June 2014 concerning this issue. The Board discussed the issue of final approval of salaries after giving the Director the approval if the Director stayed within the percentage approved. Salary reviews are scheduled for March & April. The Director's evaluation needs to be turned in to Secretary Weed by the 1st of March.
- f. **Exit Interviews.** The Board discussed the procedure and need for exit interviews for employees. The two opposing views were: 1) That the Director should conduct the interview without Board members being involved.
2) Board members should conduct the interview without the Director being involved.

The following motions were made:

Move that the Berkeley Public Library Board of Trustees are not involved in employee exit interviews.

Motioned by: William Weed

Seconded by: Angela Villafana

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

Nays: Jerry Brown.

Absent: David Kasa, Reginal Bulus.

MOTION CARRIED

Move that the Berkeley Public Library Board of Trustees table all New Business until the Regular March Board Meeting.

Motioned by: Angela Villafana

Seconded by: William Weed

Voice approval vote. **Ayes:** Willie Ashford Jerry Brown, Angela Villafana, William Weed.

Absent: David Kasa, Reginal Bulus.

MOTION CARRIED

All New Business tabled until the Regular March Board Meeting.

New Business

- a. **State Chemical Solutions.**
- b. **McClure, Inserra & Co. Audit proposal.**
- c. **Roof Replacement procedures.**
- d. **Trustees Issues.**

Motion to Adjourn Board Meeting of January 14, 2015

Motioned by: William Weed

Seconded by: Angela Villafana

Voice approval vote. **Ayes:** Willie Ashford Jerry Brown, Angela Villafana, William Weed.

Absent: David Kasa, Reginal Bulus.

MOTION CARRIED

Meeting adjourned by President Ashford at 8:11 pm.

William Weed
Secretary/Treasurer
02/23/2015