

**Berkeley Public Library
Board of Trustees Monthly Meeting Minutes
February 17, 2016**

Roll Call and Declaration of Quorum

President Willie Ashford called the meeting to order on Wednesday, February 17, 2016 at 6:35pm.

Present: Willie Ashford, David Kasa, Angela Villafaña, Jerry Brown, Director Lenora Berendt. Ida O'Neal arrived at 6:36pm. Reginal Bulus-Absent

Acknowledgement of Audience

Melissa Heflin. Wanted to observe board meeting; noted perhaps interested in becoming a board member.

Approval of Agenda

Moved that the Berkeley Public Library Board of Trustees approve the agenda pending two items that Trustee Brown wanted printed for discussion under "New Business". (Director went to print items)

Motioned by: Angela Villafaña. Seconded by: David Kasa

Ayes: Ashford, Kasa, Villafaña, O'Neal. Nays: none. Present: Brown

Acceptance of January 20, 2016 Regular Board Meeting Minutes

Discussion and some confusion regarding whether the last ordinance was approved in January's board meeting. Item 6a under Financial Reports needs to be corrected, as the board approved the **Ordinance 501**(November invoices) in order to pay the bills; however the Financial Reports were not approved and were tabled for next board meeting. Villafaña is to review recording to confirm what date the Ordinance 501 was approved and to attain clarity of item 6a. Approval of Minutes of 1/20/2016 have been tabled for next board meeting.

Director's Report

(6:55p) *Ida O'Neal, Angi Villafaña, Reginal Bulus, and Director Lenora Berendt attended IL Library Assoc. Trustee Forum. Discussion whether part-time help is needed in order to complete FOIA requests. Trustee O'Neal mentioned that at the Forum, we were reminded that if a FOIA request is a burden too great, the library may request additional time to complete the FOIA request or in some cases turn down the request. It was determined that no part-time help is needed at this time to complete FOIA requests.

*The director commented that the Per Capita Grant for 2016 may affect public libraries significantly. She has completed the paperwork, but does not expect to see us receiving any funds from Illinois.

*Trustee Brown wants to know if there is a way that the library can verify TBS' bill and amount of faxes that are sent.

Lenora is to find out how to verify amount of faxes being sent and how to print transmittals to count exact amount of faxes.

Financial Reports

(7:04p) *Ordinance 502 includes the audit on this month's invoices which was budgeted for. Audible books billed once a year. *Trustee O'Neal inquired about the auditor's service. She recommended the auditors be changed every few years (as done at school board). *Illinois Funds account was closed as of 12/31/2015 in order to use Republic Bank. The Petty Cash account was closed as of 11/20/2015. *LIMRiCC did not bill one month, so 2 months were billed at once. *ACT systems: director explained that they updated software.

Move to accept the Financial Reports of Claim Ordinance 502 as presented. (7:14p)

Motioned by: Ida O'Neal Seconded by: Angi Villafañá

Roll Call Vote. Ayes, Ashford, Kasa, O'Neal, Villafañá. Present: Brown. Absent: Bulus

*Director commented that SWAN fees seem to have increased. Late fees were due to not having quorum in January, bills were paid late. * Library is buying supplies in bulk in order to reduce costs.

Move to approve Claim Ordinance 503 and the Financial Reports as presented

Motioned by: O'Neal. Seconded by: Villafañá

Roll Call Vote: Ayes: Ashford, Kasa, O'Neal, Villafañá. Nays: None. Present: Brown. Absent Bulus

7. Old Business:

a. Insurance Costs Reimbursements. It was reviewed that the library pays Health Insurance plus life insurance and administration fees for two full time employees (Director and Reference Librarian). Mr. Brown advised that the board approved on 11/14/2012 \$477.75 per month for health insurance. (Ryan and Lenora changed to a higher deductible to cut costs eff. Jan 2016) Mr. Brown proposes that the board pay 75% of the insurance cost (which at this time is \$450.00) plus the administration fee (\$5.50 and life insurance (\$3.60) (which according to LIMRiCC the library is supposed to pay). Ryan and Lenora pays the balance via personal check given back to the library. Trustee Brown wanted more detail about how much the library is supposed to reimburse Ryan and Lenora for past admin fees and life insurance. The detail was not available. Lenora is to provide details. (7:58p)

Move that the board agrees to pay 75% Health Insurance costs for the Director and Reference Librarian plus the dental insurance (also subject to 75/25% plus the administration fee and life insurance effective January 1, 2016.

Motioned by: Villafañá. Seconded by: Kasa

Roll Call Vote. Ayes: Ashford, Kasa, O'Neal, Villafañá. Nays: None. Present: Brown. Absent: Bulus

b. Legal Services. Mr. Brown again questions the Director's decision in obtaining attorney's assistance. It was again discussed the Director has the authority to obtain legal assistance for library business with the dollar amount agreed upon in meetings past.

c. Director's Goals. Villafañá requests the Director put forth more effort reaching out to different organizations for grant money. Director has applied for several that have been turned down. (ex: IEEE)

d. By-Laws Review. It was discussed that due to past issues regarding not having a quorum, the by-laws should change language. Trustee Brown clarifies that he only questioned two bills and

would approve paying all the rest. The consent agenda was only to pay bills. He only asked to remove two bills and discuss them at a later time. There was no quorum and library was unable to pay bills (incurring late fees) in January. For this reason, it was recommended that the language in the by-laws be updated: Remove: Four trustees shall constitute a quorum for Board Meetings. Replace with: A quorum for the transaction of official business at regular or special meeting shall be a majority of the Board (no fewer than 3 trustees), who must be present at the meeting. A majority of the members of any standing committee shall constitute a quorum for the transaction of committee.

Move that the board replace by-laws with the update as presented. (~8:15p)

Motioned by: Villafaña, Seconded by: Kasa.

Ayes: Ashford, Kasa, O'Neal, Villafaña. Nays: none. Present: Brown

8. New Business

a. FY17 Budget Draft – By consensus, the board will go into Finance Committee Meeting to discuss budget. Trustee requests that the Director email us the reasons for the changes in the budget prior to the Finance Committee Meeting. Finance Committee Meeting is tentatively set for March 2, 2016.

b. Laptops for Trustees -- Director pointed out the expense (approx. \$6000) that is not on the budget, also trustees are not to be compensated. Trustee Villafaña agreed in addition does not see board members actually using the tablets as proposed. In addition to IT costs to support. It was suggestion to scan board packet and email to board members. Trustee Villafaña offered to scan one packet to see how members utilize this added convenience. Trustee Brown is going to withdraw laptop/tablet item.

Move to table items 8c, Investment Policy and 8d Ethics Policy to next meeting.

Motioned by: Villafaña, Seconded by: O'Neal

Ayes: Ashford, Kasa, O'Neal, Villafaña. Nays: none. Present: Brown.

c. Investment Policy-- tabled

d. Ethics Policy—tabled

Move to adjourn meeting of Board of Trustees

Motioned by: Villafaña, Seconded by: O'Neal

Ayes: Ashford, Kasa, O'Neal, Villafaña. Nays: none. No vote: Brown.

Submitted by:

Angela Villafaña

2/27/2016