

**Berkeley Library Board of Trustees  
Monthly Meeting Minutes  
Jan 15, 2014**

**Roll Call and Declaration of Quorum**

Treasurer Janet Eldred called the meeting to order on Wednesday, Jan 15th at 7:03 pm.  
Present: Janet Eldred, David Kasa, Angela Villafana, William Weed & Director Lenora Berendt.  
Absent: President Willie Ashford, Vice President Patrick Callaghan and Secretary Jerry Brown.

**Acknowledgement of Audience**

No audience. (Former Village Trustee Valerie Williams arrived later in the meeting during the Librarian's report discussion.)

**Approval of Agenda**

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

Ayes: Janet Eldred, David Kasa, Angela Villafana, William Weed

**Acceptance of Dec 11, 2013 Regular Meeting Minutes**

**Move that the Berkeley Public Library Board of Trustees approve the minutes of the Dec 11, 2013 Regular Meeting Minutes as presented.**

Motioned by: William Weed

Seconded by: Angela Villafana

Ayes: Janet Eldred, David Kasa, Angela Villafana, William Weed

**Librarian's Report**

No additional information presented. It was noted that the *Personnel Policy* title change to *Employee Handbook* was good. Stephanie Cook's education achievements were discussed. The Board asked Director Berendt to give Stephanie congratulations on these achievements.

**Financial Reports**

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

**Move that the Berkeley Public Library Board of Trustee approve the Claim Ordinance #478 in the amount of \$31,554.32**

Motioned by: Angela Villafana

Seconded by: David Kasa

Ayes: Janet Eldred, David Kasa, Angela Villafana, William Weed

Reviewed monthly financial reports. Discussed the IDES payment of \$2,915.22 on invoice 2013122 and the reason that this occurred. Late fees and interest fees on card member services were also discussed. This led into a discussion of the library's bank and the services offered by the bank. The bank does not have electronic same day bill pay for the library. Treasurer Eldred to investigate area banks that offer the services that more fully meet the library's needs. The ongoing changeover from Peachtree to **QUICKBOOKS** was discussed along with the Feb 1, 2014 deadline for the completion. It was determined that Board should have approved Claim Ordinance #478 and approved the Financial reports in 1 roll call vote. Motion was made to do so in 1 vote.

**Move that the Berkeley Public Library Board of Trustee re-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: Angela Villafana

Ayes: Janet Eldred, David Kasa, Angela Villafana, William Weed

### **Old Business**

Review Meeting Room Policy. Meeting Room Policy was read into the record on 12/11/2013. Motion made to approve Meeting Room Policy as stated from December 2013 Board Meeting.

### **Move that the Berkeley Public Library Board of Trustees accept the Meeting Room Policy as presented.**

Motioned by: Angela Villafana

Seconded by: David Kasa

Ayes: Janet Eldred, David Kasa, Angela Villafana, William Weed

### **New Business**

- a. Discussion of formal Trustee Training to be held on Saturday Feb 15, 2014 in Oak Brook IL. Trustee Villafana said that she would attend this training session.
- b. Line Item Revisions (re: computer furniture). In the Statement of Expenditures, Line items 23 & 25 should be reduced by a total of \$3,480.23 reflecting the cost of 4 workstations (Invoice G-2188043) and 10 chairs (Invoice G-2189920). This amount should be added to the expenditures in line 45 for Capital Project Funds - increasing that line to \$20,596.34. The working budget for the Capital Project Funds should also be increased to cover the costs of the Wireless Printing project above what was included for the original estimate. Director Berendt will review the past minutes for clarification on the original working budgets for these projects. This item will be carried over to "Old Business" for the February Board meeting.
- c. Annual Audit - Treasurer Eldred to discuss the Annual Audit procedure and information gathering with Village of Berkeley officials Ellen Hurley and Bonnie Prokop for information on 3 bid proposal estimates, Treasurer Eldred will also talk with the Sugar Grove Library Treasurer for their annual audit information. This item will be carried over to "Old Business" for the February Board meeting.
- d. Parking Lot repair project. Trustees Villafana and Weed volunteered to form a Facilities Committee to inquire on the process of obtaining 3 comparable bids for a concrete parking lot. The Board believes that the parking lot should be concrete and completed in 2014 with a deadline of Sept 1, 2014. This item will be carried over to "Old Business" for the February Board meeting.
- e. 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, The discussion of this item to be carried over to "Old Business" for the February Board meeting.

### **Motion to approve Closed Meeting Minutes of December 11, 2013**

Motioned by: David Kasa

Seconded by: Angela Villafana

Ayes: Janet Eldred, David Kasa, Angela Villafana, William Weed

### **Meeting adjourned by Treasure Eldred at 8:22 pm.**

Submitted by:

William Weed

01/27/2014