

**0Berkeley Library Board of Trustees
Monthly Meeting Minutes
January 14, 2015**

Roll Call and Declaration of Quorum

President: Willie Ashford called the meeting to order on Wednesday, Jan 14, 2015 at 6:30 pm.

Present: Willie Ashford, David Kasa, Angela Villafana, William Weed & Director Lenora Berendt.

Absent: Jerry Brown (arrived at 6:34 pm), Reginal Bulus (arrived at 6:34 pm)

Acknowledgement of Audience

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

Approval of Agenda

Move that the Berkeley Public Library Board of Trustees accept the Jan 14, 2015 Meeting Agenda.

Motioned by: Angela Villafana

Seconded by: William Weed

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

Absent: Jerry Brown, Reginal Bulus.

The Board of Trustees could not vote on the Nov 19, 2014 minutes due to Director Berendt not amending those items in the minutes that Trustee Brown requested be included in the minutes. Director Berendt stated that she would amend those items in the minutes. This has been tabled until the Feb 18, 2015 meeting.

Move that the Berkeley Public Library Board of Trustees approve the minutes of the Dec 17, 2014 Meeting Minutes as presented.

Motioned by: William Weed

Seconded by: David Kasa

Voice approval vote. **Ayes:** Willie Ashford, Jerry Brown, David Kasa, William Weed.

Abstain: Reginal Bulus, Angela Villafana.

The Board of Trustees has added two items in Old Business that were to be included as per the approved minutes of Dec 17, 2014. These items may be discussed but not voted on. They are the ACT work by John Chin and Personnel Salaries.

Director's Report

The Director stated that the State of Illinois has approved the per capita grant in the amount of \$6,511.25 which will be used in expanding programming in the library.

Financial Reports

Reviewed Claim Ordinance #490. The cost of the Otis bill was discussed. The Carl Electric bill was also discussed. Trustee Brown inquired as to the ACT work and Billing of \$400. The parking lot bill was discussed as to its impact on the budget and the financial reports. Trustee

Brown brought up the cost of materials with Industrial Products. This cost was discussed by the Board. The Director noted the Budget impact the payment of the parking lot caused. This was discussed by the Board.

Motion made to approve Claim Ordinance #490.

Move that the Berkeley Public Library Board of Trustees approve the Claim Ordinance #490 in the amount of \$43,391.25 and accept the Financial Reports as presented.

Motioned by: Angela Villafana

Seconded by: Reginal Bulus

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

Old Business

- a. **Audit Update.** Wolfe & Company did not finalize the audit and send it to the State by the required deadline. The Director received a phone call on 01/02/15 from the State on this matter. The Director called John DeLand of Wolfe & Company about the audit. John Deland sent the audit by email to the State while the Director waited for confirmation. The finalized Audit was presented to the Trustees along with a representative letter with Wolfe & Company's findings. Many items were found that did not appear to represent the Library but appeared to be the Village's information. The Director is to call Wolfe & Company to have a representative at the next meeting to discuss the audit's inadequacies. This item to be carried over to **OLD BUSINESS** for the February Board meeting.
- b. **Wireless Copier Printer.** Trustee Brown is concerned about the cost of the system and the use of the TBS contract. There was a discussion on the cost and the wireless system. Trustee Brown wanted it noted that the cost of annual difference by the use of the wireless system is approximately \$2,000 to \$2,500.
- c. **April 2015 Board Meeting - Change Date to April 15, 2015.** This was discussed and voted on.

Move that the Berkeley Public Library Board of Trustees change the meeting date of the April 2015 Board meeting to April 15, 2015.

Motioned by: William Weed

Seconded by: Angela Villafana

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

New Business

- a. **2014 Budget Revision.** This item was discussed during the Financial Reports.
- b. **2015 draft budget.** The Director presented a preliminary draft that was in a different format than the previous budgets. She stated this was done to make it easier during the year in recoding and reporting the status of the budget. She noted that the Village was sending the library utility bills etc. now and she had lines added in the budget. The Director will speak with the Village and the utility companies on this issue. The next budget increase is proposed to be up to \$424,000 from

\$416,000 or an increase of 1.92%. The Board decided to have a Finance Committee meeting at the next Board meeting on February 18, 2015.

- c. **Online Banking.** The only aspect of online banking in use is the ability to view current statements. The types of bills the library pays, the credit cards etc. was discussed. The Director will talk with Republic Bank on the Credit Cards and the procedure for online payment and security. This should be done before the Feb meeting.
- d. **Director Annual Evaluation.** The Board will use the same form as in the past. A hard copy has been given to each Trustee. Trustee Weed will email an excel copy of the form to each Trustee. They should complete the evaluation and return the form by email or to Trustee Weed's inbox at the library. This needs to be completed by the first of March so the Board can discuss the evaluation.
- e. **Prevailing Wage.** Trustee Brown brought up the prevailing wage issue again. Trustee Brown does not believe that prevailing wage needs to be paid by libraries. This was discussed by the Board.
- f. **Staff Salaries, Exit Interviews and ACT computer updates.** Trustee Brown requested these items be added to the meetings. These items were discussed by the Board. The exit interviews issue will be added to the next meeting's agenda. Trustee Bulus is willing to come to the library to meet with John Chin when an appointment can be made for the both. Director Berendt is to set this up.

Motion to Adjourn Board Meeting of January 14, 2015

Motioned by: Angela Villafana

Seconded by: William Weed

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

Meeting adjourned by President Ashford at 8:11 pm.

William Weed

Secretary/Treasurer

01/21/2015