

**Berkeley Public Library
Board of Trustees Monthly Meeting Minutes
July 20, 2016 – 6:30pm**

1. Roll Call and declaration of quorum

President Angi Villafaña called the meeting to order on Wednesday, July 20, 2016 at 6:35pm

Present: Willie Ashford, Jerry Brown (arrived 6:38p), Reginal Bulus, David Kasa, Ida O'Neal (absent), Angi Villafaña. Quorum declared.

2. Acknowledgement of Audience

Maureen made inquiry regarding insulation of roof. Ryan Cox, Isabel LaBarbera

3. Approval of Agenda

Move to approve the agenda as presented. Motioned by Ashford, Seconded by Bulus. Ayes: Ashford, Brown, Bulus, Kasa, Villafaña. O'Neal absent. Discussion regarding board packets vs. electronic packet. It was agreed that the board packets should be sent electronically as well as a printed packet in trustee mailboxes.

4. Meeting Minutes

Acceptance of May 18, 2016 Regular Board Meeting Minutes - Tabled
Acceptance of June 15, 2016 Regular Board Meeting Minutes – Tabled

5. Director's Report

6. Financial Reports

- a. **Move that the Berkeley Public Library Board of Trustees approve Claim Ordinance #508 in the amount of \$38,627.95 and accept the Financial Reports as presented.** Motioned by Ashford, Seconded by Bulus. Roll Call: Ayes: Ashford, Bulus, Kasa, Villafaña. Nays: 0, O'Neal Absent.
- b. **Move that the Berkeley Public Library Board of Trustees approve Claim Ordinance #507 Financial Reports as presented.** Motioned by Brown, Seconded by Kasa. Roll call: Ayes: Ashford, Brown, Bulus, Kasa, Villafaña. Nays:0, Absent: O'Neal

7. Old Business

8. TBS and ACT

Trustee Bulus gave summary of his research regarding TBS and ACT services. Recommends keeping TBS and ACT perhaps should be reviewed due to the high cost of his upgrades. Director expressed concern that a new vendor will not understand the nuances of libraries. Bulus will do further research to determine if there is another service available that is more affordable, with the understanding that the vendor should understand library functionality.

9. Roof

Trustee Brown gave his report regarding roof vendors. His summary included several estimates, and stated the village has no problem with us doing a re-roof. Also, the roofers that inspected the roof said a tear-off was not necessary at this time. It was also noted that Airtech (who came out 3 times) commented that the AC unit on the northern corner was not draining properly (and needs to be replaced). Trustee Brown's recommendation is to hire a roofer for re-roofing. Extensive discussion regarding tear-off vs. re-roofs. Trustee Bulus wants to see other estimates. Trustee Ashford concerned that Chris Hecklinger (building commissioner) wanted a tear-off. Ryan Cox reminded that the gutters should be included in the estimates as they are in bad shape. Isabel LaBarbera commented that the HVAC needs to be repaired which causes leaks (to avoid damaging new roof).

Move that the Berkeley Public Library do a re-roof: Motioned by Bulus. Seconded by Brown. Roll call. Ayes: Brown, Bulus, Villafañá. Nays: Ashford. Absent: Trustee Kasa (left at 8:00pm), O'Neal

By consensus that the board sees all estimates before moving forward.

Move that the Berkeley Public Library add the gutters to the roofing project. Motioned by Brown. Seconded by Bulus. Ayes: Brown, Bulus, Villafañá. Nays: Ashford. Absent: Kasa, O'Neal.

8. New Business

a. Motion to allow Treasurer, Director, and Business Manager online view-only access to Republic Bank library accounts. Motioned by Bulus, Seconded by Ashford. Roll call. Ayes: Ashford, Brown, Bulus, Villafañá. Nays: Ashford. Absent: Kasa, O'Neal

b. Surety Bond- Director Berendt needs to get bond bids

c. Trustee refresher notes: Role of Board, Role of Director, and Trustee

Facts File.

President Villafañá gave trustees refresher regarding board member's roles and director's role. President requested all trustees read the "Trustee Facts File".

d. Circulation Policy Update – Read into the record that the non-resident fee would be \$69.00. Move to include the "A" Version read into the record. Motioned by Kasa. Seconded Ashford. Ayes: Ashford, Bulus, Villafañá. Nays: Brown. Absent: Kasa, O'Neal.

e. Ethics policy – tabled

Moved to table: Bulus, Seconded by Brown. Unanimous. Absent: Kasa, O'Neal.

Move to adjourn. Motioned by Bulus, Seconded by Brown. Unanimous. Absent: Kasa, O'Neal.

Adjourned: 8:35pm