

**Berkeley Library Board of Trustees
Monthly Meeting Minutes
March 12, 2014**

Roll Call and Declaration of Quorum

President Willie Ashford called the meeting to order on Wednesday, March 12th at 6:32 pm.

Present: Willie Ashford, Jerry Brown, Janet Eldred, David Kasa, William Weed & Director Lenora Berendt.

Absent: Patrick Callaghan and Angela Villafana.

Acknowledgement of Audience

Maureen Stolle was the lone Audience member. Director Berendt said that she would talk with Maureen later concerning electronic digital periodicals.

Approval of Agenda

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

Motioned by: Janet Eldred

Seconded by: David Kasa

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

Acceptance of Feb 12, 2014 Regular Meeting Minutes

Move that the Berkeley Public Library Board of Trustees approve the minutes of the Feb 12, 2014 Regular Meeting Minutes as presented.

Motioned by: Janet Eldred

Seconded by: William Weed

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

Director's Report

a. Director Berendt stated that the Berkeley Garden club was starting back up and had their first meeting on March 10, 2014 with 12 to 15 members present. The library will be hosting them 1 or 2 times a month.

b. Director Berendt said that Costco and other vendors were higher than the current vendor. She would continue to review other vendors as the opportunity arises.

Financial Reports

Reviewed Claim Ordinance #480. Trustee Brown inquired as to the final cost of the computer equipment. The Director said that the final numbers were not available now but would be before the next meeting. Also discussed moving Illinois funds (US BANK) in the amount of \$76,998.21 to the General Fund.

Motion made to approve Claim Ordinance 480.

Move that the Berkeley Public Library Board of Trustees approve the Claim Ordinance #480 in the amount of \$27,540.71 and accept the Financial Reports as presented.

Motioned by: Janet Eldred

Seconded by: David Kasa

Roll Call vote.

Ayes: Willie Ashford, Jerry Brown, Janet Eldred, David Kasa, William Weed. Absent Patrick Callaghan, Angi Villafana.

Point of Information as to the status of Trustee Patrick Callaghan. Trustee Callaghan had sent an email to the Board stating that he would be sending in a Letter of Resignation to the Board due to the fact that he

would no longer be able to fulfill his duties. However, until the Board actually receives the Letter of Resignation, Trustee Callaghan is still a Board member and must be noted as absent in votes etc.

Old Business

a. **Audit information.** Isabel LaBarbera presented information on three firms that were solicited to provide the Annual Fiscal Audit for the Library. The firms are: **McClure, Inserra & Co., Wolf and Co. and Weber & Associates.** The particulars on all three proposals were laid out By Isabel for the Board. After discussion on the proposals, the Board requested more information on costs and timing concerning Wolf & Co. To be discussed at a FINANCE COMMITTEE meeting on March 26, 2014 and then carried over to OLD BUSINESS for April Meeting.

New Business

a. **Charter One Bank presentation.** Representatives Jason Gambino & John Hughes arrived at 6:57 PM. The Board decided to temporarily postpone the balance of the OLD BUSINESS and have the Charter One Bank presentation made. The Director talked about the need for On-Line access for the Library's accounts and even Bill Pay On-Line. Charter One Bank provided information on their features and capabilities including compatibility with QUICK Books. **COB stated they could give on line access to look at accounts with options for online bill pay. They discussed the possibility of losing checks and stated that would not happen with online bill pay.** Treasurer Eldred discussed the need for tight internal controls for the On-Line Bill Pay feature Isabel. **She stated that we have the entire Board able to sign checks now and that would not be able to be accomplished with online bill pay. Bill pay could be switched on and off. Online access would give full access to the account, including transfers. COB said they have "analysis accounts" that are a more secure account on a separate platform different from the standard COB website. But there is a cost for this secure account. There would be interest earned to offset the costs. The Treasurer would be the "APPROVAL MANAGER" that would have to approve any transaction that occurred in the account. The director would be the "SYSTEMS ADMINISTRATOR" of the account. She could initiate payments but they would not be processed unless the "APPROVAL MANAGER" approved the transaction. The cost would be between \$30 and \$50 per month which would be partially offset by the interest earned by the account. However COB does not have that type of safeguard on a standard account.** LaBarbera gave a short presentation on the status of the change from Peachtree over to QUICK Books.

(To be carried over to OLD BUSINESS for April Meeting.)

Old Business (continued) Trustee Angi Villafana arrived at 7:25 PM

AD HOC presentation. Isabel LaBarbera gave a short presentation on the status of the change from Peachtree over to QUICK Books. Director Berendt complimented Isabel on her work QUICK Books. There was a discussion on having 4 checking accounts and the Library depositing Friends of the Library funds into the Library's account and then cutting a check for the Friends funds. It was decided to have a **FINANCE COMMITTEE** meeting of the Board on March 26, 2014. At that meeting, Bank Accounts and the Library's choice of Banks will be discussed.

b. **2014 - 2015 Budget.** Trustee Brown asked for the final costs for the computer system and where the Board needs to reflect this on the budget. On the new Budget, the increases on Line items 012 and 19 were questioned and a discussion was held on these items. Isabel to provide information on these items and line item 45. Trustee Brown requested invoices from John Chin. Line item 20 to be retitled as Professional and Audit Services with an increase to \$7,500. Line 45 to be lowered from \$20,000 to \$15,000. This line item to be carried over to the **FINANCE COMMITTEE** meeting of the Board on March 26, 2014.

c. **Parking Lot Project.** Trustee Villafana has laid out a plan and made contact with various city officials including the new inspector Chris Hecklinger. She is trying to meet with Jon Vana of CIVIL TECH

to lay out a cost proposal to assess and design improvements to the parking lot. She will also contact officials from Proviso Township for any help on engineering firms they use. She is concerned over our deadline for completion. She also said by law the Board must use an RFP and submit it for public bids. This line item to be carried over to Old Business for the April Board Meeting.

d. Circulation Policy. The Circulation Policy was read into the record with minor revisions on new items at the February meeting. It is up for acceptance by the Board Meeting.

Move that the Berkeley Public Library Board of Trustees approve the Circulation Policy be approved as read into the record.

Motioned by: Janet Eldred

Seconded by: David Kasa

Voice approval vote.

Trustee Villafana abstained.

e. Staff Disciplinary Policy. Director Berendt rewrote the changes and include them in the Board Packet for the March Board meeting. This read into the record and to be voted on at the April Board meeting.

Move that the Berkeley Public Library Board of Trustees approve the Staff Disciplinary Policy be read into the record.

Motioned by: Janet Eldred

Seconded by: William Weed

Voice approval vote.

Trustee Brown Voted Present

f. Banking Candidates - review Charter One Bank as presented. Director Berendt has also talked to Inland Bank and Urban Partnership with Chase as a backup. This line item to be carried over to Old Business for the April Board Meeting.

g. Painting Bids. Director Berendt got 3 bids that were all materially different with seemingly different scope of work bid on. A complete RFP needs to be used for all bids. Discussion was held on painting work. President Ashford brought up the need for new carpeting that would require all shelves to be moved to lay the carpet. Director Berendt will get the RFP reworked and represent the new bids. This line item to be carried over to Old Business for the April Board Meeting.

New Business Line item a. previously done (see above)

b. Collection Development Policy. This line item to be carried over to Old Business for the April Board Meeting

c. Friday Extension of Hours. Discussion on extending the hours until 6:00 PM on Fridays. This included personnel and costs of this extension. It was determined that it would be in the community's best interest to extend the hours.

Move that the Berkeley Public Library Board of Trustees approve the Extension of Berkeley Library hours on Fridays until 6:00 PM.

Motioned by: Janet Eldred

Seconded by: Angi Villafana

Voice approval vote.

Move that the Berkeley Public Library Board of Trustees strike the previous motion and approve the Extension of Berkeley Library hours on Fridays until 6:00 PM. starting on March 21, 2014

Motioned by: Janet Eldred
Seconded by: Angi Villafana
Voice approval vote.

d. Berkeley Garden Club. Discussed during the Director's Report earlier this Board Meeting.

No Closed Session business due to only 2 Trustees completing the Director's Evaluation. Trustees to complete the evaluation by the newly scheduled FINANCE COMMITTEE on March 26, 2014. A Closed session to be added to the agenda of said FINANCE COMMITTEE for discussion of the evaluation.

Motion to Adjourn Board Meeting of March 12, 2014

Motioned by: Angi Villafana
Seconded by: Janet Eldred
Voice approval for adjournment.

Meeting adjourned by President Ashford at 8:43 pm.

Submitted by:
William Weed
03/15/14