

**Berkeley Library Board of Trustees
Monthly Meeting Minutes
May 15, 2013**

Roll Call and Declaration of Quorum

President Willie Ashford called the meeting to order on Wednesday, May 15th at 6:54pm.

Present: Willie Ashford, Jerry Brown, Patrick Callaghan, Janet Eldred, David Kasa, Director Lenora Berendt and Loretta Bohn

Acknowledgement of Audience

No comments. Those present included Bill Weed, Maureen Stolle, Sonia Stetkus, Lorelle Kiefer, Amber Kiefer, and Ryan Cox.

Approval of Agenda

Discussion held regarding items not put on the agenda that were presented by board members prior to the meeting (i.e., move closed session up to an earlier area on the agenda to interview a potential board member – this was requested on 5-8-13). Trustee Brown stated that it is not the responsibility of the Director and Board President to censor items to be added to the agenda.

Modifications to the Agenda:

- Add Approval of January 23, 2013 3-person Finance Committee Meeting Minutes to June Board Meeting Agenda.
- Change the order of items 5 & 6 on current agenda (Librarian's Report & Financial Reports, respectively).
- Interview potential board member as soon as possible, as time permits.

Moved that the Berkeley Public Library Board of Trustees accept the Agenda as presented, with stated modifications.

Motioned by: Patrick Callaghan

Seconded by: Janet Eldred

Ayes: Willie Ashford, Jerry Brown, Patrick Callaghan, Janet Eldred, David Kasa

Acceptance of April 10th Finance Committee Meeting Minutes

Corrections to minutes:

- "Motion to accept April 10, 2013 Finance Committee Meeting Minutes as presented." should read "Motion to accept March 13, 2013 Finance Committee Meeting Minutes as presented."
- 5th item under "Trustee Brown discussed 2013-2014 Proposed Budget" – misspelled word "wee" should be "see"

Acceptance of April 10th Regular Meeting Minutes

Moved that the Berkeley Public Library Board of Trustees approve the minutes of the April 10th Regular Meeting Minutes as presented.

Motioned by: Janet Eldred

Seconded by: Jerry Brown

Ayes: Willie Ashford, Jerry Brown, Patrick Callaghan, Janet Eldred, David Kasa

Financial Reports

Reviewed monthly financial reports. Loretta to check with other vendors to try to obtain cleaning and sanitizing products at a lower cost than what the library is paying State Industrial Products for their products. Loretta will also update the Savin copier/printer year to date report to reflect the most current invoice information.

Move that the Berkeley Public Library Board of Trustee approve the Claim Ordinance #470 in the amount of \$32,988.44 and accept the Financial Reports as presented.

Motioned By: Patrick Callaghan

Seconded By: Janet Eldred

Ayes: Willie Ashford, Jerry Brown, Janet Eldred, Patrick Callaghan, David Kasa

Librarian's Report

No additional information presented.

Old Business

Review of By-Laws

Lenora will send By-Laws in electronic format to Board Members. Board Members are to review By-Laws and send information back to Lenora 10 days prior (June 2nd) to the next Board Meeting, which is on June 12, 2013.

Public Computers Update

Still need 2nd and 3rd bids on labor costs.

Policy Reviews

The Loan Rule Chart was reviewed by Board Members.

Move that the Berkeley Public Library Board of Trustees accept the Loan Rule Chart as presented.

Motioned By: Patrick Callaghan

Seconded By: Janet Eldred

Ayes: Willie Ashford, Jerry Brown, Janet Eldred, Patrick Callaghan, David Kasa

Foundation Repairs

Masonry work needed. Willie will call Bob Lee and contact the Village of Berkeley for recommendations on masonry vendors.

Wireless Printing System

Move that the Berkeley Public Library Board of Trustees approve the purchase of wireless printing system through TBS (Total Business Solutions) in the amount of \$8,635.00 plus yearly maintenance fees & costs as stated on the 1-30-13 purchase agreement as a Capital Expenditure.

Motioned By: Janet Eldred

Seconded By: Patrick Callaghan

Ayes: Willie Ashford, Janet Eldred, Patrick Callaghan, David Kasa

Nays: Jerry Brown

IRMA

Discussed previously under Foundation Repairs.

Health Insurance Contribution for Library Director

Trustee Eldred suggested that a committee be formed to analyze the Health Insurance situation. Motion by: Janet Eldred and Seconded by: Patrick Callaghan. Discussion held regarding regulation and laws pertaining to this matter. Committee formed (consisting of Janet Eldred and Patrick Callaghan) to investigate the health insurance matter. Question to be resolved as to the repayment of library funds. Trustee Brown requested to be notified when this Committee would be meeting.

Process of Adding Items to Board Meeting Agenda

To be dealt with in By-Laws.

Business Manager Description

To be dealt with in By-Laws.

Consideration of Hiring a Part-Time Business Analyst

Move that the Berkeley Public Library Board of Trustees hire a temporary position of Business Analyst as stated (3 main points) for \$2,000.00 contract price; if continued, will be \$35.00 per hour.

Motioned By: Jerry Brown

Seconded By: Patrick Callaghan

Ayes: Jerry Brown, Patrick Callaghan, David Kasa

Nays: Willie Ashford, Janet Eldred

New Business

Nominating Committee

Taken care of during Annual Business Meeting.

Budget and Appropriations Ordinance FY2013-2014

Move that the Berkeley Public Library Board of Trustees approve the FY2013-2014 Appropriations Ordinance in the amount of \$434,000.00.

Motioned By: Janet Eldred

Seconded By: Jerry Brown

Ayes: Willie Ashford, Jerry Brown, Patrick Callaghan, Janet Eldred, David Kasa

Move that the Berkeley Public Library Board of Trustees approve the FY2013-2014 Budget in the amount of \$382,000.00.

Motioned By: Janet Eldred

Seconded By: Jerry Brown

Ayes: Willie Ashford, Jerry Brown, Patrick Callaghan, Janet Eldred, David Kasa

Board Meeting Dates for FY2013-2014

Taken care of during Annual Meeting.

Parking Lot Repairs

Need comparable bids (apples to apples). SWC bid did not include sidewalks & restriping (\$12K). Bob Lee to be consulted.

Staff Disciplinary Policy

Suggestion made to add "fines/fees to be deducted from employees last paycheck." Additional revisions were suggested. Lenora will send revised version to all Board Members.

Memorial Day Parade

A notice will be posted to see how many library staff members would be willing to participate in the Memorial Day Parade.

Motion to adjourn to Closed Session by Trustee Brown and seconded by Trustee Eldred at 8:39pm.

Ayes: Willie Ashford, Jerry Brown, Patrick Callaghan, Janet Eldred, David Kasa

Reconvene to Regular Session at 9:13pm. Roll Call.

Present: Willie Ashford, Jerry Brown, Patrick Callaghan, Janet Eldred, David Kasa, Director Lenora Berendt and Loretta Bohn

Move that the Berkeley Public Library Board of Trustees retain John Chin as IT vendor, to include updates that cannot be completed by staff.

Motioned By: Janet Eldred

Seconded By: Patrick Callaghan

Ayes: Willie Ashford, Janet Eldred, Patrick Callaghan, David Kasa

Nays: Jerry Brown

Move that the Berkeley Public Library Board of Trustees appoint William ("Bill") Weed as a member of the Berkeley Public Library Board of Trustees.

Motioned By: Jerry Brown

Seconded By: Patrick Callaghan

Ayes: Willie Ashford, Jerry Brown, Patrick Callaghan, Janet Eldred, David Kasa

Motion to adjourn the meeting by Trustee Brown and seconded by Trustee Kasa at 8:27pm.

Ayes: Willie Ashford, Jerry Brown, Janet Eldred, David Kasa

Respectfully Submitted by:
Loretta Bohn, Business Manager
5/19/13