

**Berkeley Library Board of Trustees
Monthly Meeting Minutes
May 14, 2014**

Roll Call and Declaration of Quorum

President Janet Eldred called the meeting to order on Wednesday, May 14th at 6:48 pm.
Present: Willie Ashford, Jerry Brown, Janet Eldred, David Kasa, Angela Villafana, William Weed & Director Lenora Berendt.

NOTE: Patrick Callaghan has officially resigned as Trustee of the Berkeley Library Board.

Acknowledgement of Audience

Maureen Stolle, Ryan Cox and Sonia Stetkus were acknowledged as being present. Ryan asked if the Board Members would take a quick tour of the Library to see the improvements. The meeting was put on hold at 6:50 pm. He showed the basement room that had been reorganized and also a portion of which was new the location of the Bookkeeper's office. The main portion of the library was toured and the Board saw the improvements to the facilities including new updated signs on the walls.

Board Meeting resumed with Roll Call at 7:10 pm

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

Approval of Agenda

Move that the Berkeley Public Library Board of Trustees accept the May 14th 2014 Meeting Agenda as presented.

Motioned by: Willie Ashford

Seconded by: Angela Villafana

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

Acceptance of March 12, 2014 Regular Meeting Minutes

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

Motioned by: William Weed

Seconded by: Willie Ashford

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

Acceptance of April 9, 2014 Regular Meeting Minutes

Move that the Berkeley Public Library Board of Trustees approve the minutes of the April 9, 2014 Board Meeting Minutes as presented.

Motioned by: Willie Ashford

Seconded by: Angela Villafana

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

Director's Report

Director Berendt mentioned the statistics of 69,000 checkouts with public service up 13.5% from last year. The Board discussed future events that will be taking place at the library.

Financial Reports

Reviewed Claim Ordinance #482. Otis Elevator made its annual inspection at a cost of over \$4,000. Trustee Brown inquired of cost of line 23 in Library operations. Also he inquired as to the items in children's programming. The cost was for materials for the children. President Eldred requested a list of accounts and signees so the status can be evaluated.

Motion made to approve Claim Ordinance #481.

Move that the Berkeley Public Library Board of Trustees approve the Claim Ordinance #481 in the amount of \$37252.40 and accept the Financial Reports as presented.

Motioned by: Willie Ashford

Seconded by: William Weed

Roll Call vote. Ayes: Willie Ashford, Jerry Brown, Janet Eldred, David Kasa, Angi Villafana, William Weed.

Trustee Brown presented information that came from the last two audits for the library through the Village of Berkeley. During the Trustees' tour of the library, Katherine Carr from 5830 St Charles Rd. made some comments concerning on street handicap parking. Director Berendt made the modifications to the 2014 - 2015 Fiscal Year Budget approved at the May meeting. The Director to make further corrections to the Budget. The Director to make the further corrections and included in the packet for the next meeting.

Old Business:

- a. **Collection Development Policy.** The policy had not been previously read into the record. Director Berendt pointed out that the old policy was from 2007 and an updated policy was needed.

Move that the Berkeley Public Library Board of Trustees approve that the Collection Development Policy revised as of March 2014 be read into the record.

Motioned by: Willie Ashford

Seconded by: Angi Villafana

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

- b. **Staff Disciplinary Policy.** This was read into the record in March 2014.

Move that the Berkeley Public Library Board of Trustees approve the Staff Disciplinary Policy as stated (revised as of Jan 2014) and read into the record March 2014.

Motioned by: Willie Ashford

Seconded by: Angi Villafana

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

Trustee Brown commented for the record that employees do have Right of Grievance during any procedure.

- c. Parking Lot Project.** Trustee Villafana said that she spoke with Marian Gibson (interim Village Administrator of Berkeley) who met with Robert Larem on the issue of a handicap ramp in the front of the library. There could be an issue with IDOT concerning a permit due to Taft Ave being a State Road. The sidewalk is a trip hazard. While waiting for an answer on the ramp (which would encompass the trip hazard fix), Plan B to get the hazard fixed could be mud jacking. Bob Larem is looking into the possibility of the Village doing this for the library. The subject of the RFP with concrete vs. asphalt was brought up. Trustee Villafana stated that the Board had voted during the January meeting to get concrete for the parking lot. Trustee Brown inquired as to the vote in Jan. Trustee Brown inquired as what the motion stated. He pointed out that no motion was made according to the minutes. Much discussion was held on the cost of each material and the durability of each. More discussion was held on RFP's and what was the correct way of obtaining the information. The Board decided to table the issues of the sidewalk and handicap ramp and parking. The trustees each spoke for a couple of minutes on what they thought were the concerns on concrete vs. asphalt. Trustee Weed voiced his concerns on the cost of concrete vs. asphalt and the durability of each. Trustee Ashford stated his reasons for preferring concrete including maintenance and durability. Trustee Villafana also said that she preferred concrete due to the necessary maintenance cost of asphalt. Trustee Kasa concurred with that choice due to the needed maintenance of asphalt. Trustee Brown noted that the current parking lot of asphalt has been there for approximately 42 years. Ryan Cox was asked for his view and said that he was concerned about drainage in the parking lot. President Eldred stated she preferred concrete due to its longevity and maintenance issues. Trustee Villafana volunteered to try to obtain RFP's for both concrete and asphalt - APPLAUSE APPLAUSE!

By consensus of the Board, a tentative Special Board Meeting was scheduled for June 4th strictly for the parking lot consideration.

- d. Banking Options.** This item will be carried over to "Old Business" for the June Board meeting.

NEW Business:

- a. Roberts Rules of Order.** Director Berendt had placed this on the agenda to remind all Trustees of the need to engage library business in an orderly manner.
- b. Staff Salary Increases.** Director Berendt informed the Board that she was working on salary increases for the library. Trustee Brown asked if the Board was allowed to approve spending by the Director on salary. The Board minutes to be reviewed by Secretary Villafana on the issue of the Board voting to allow the Director to increase salary without the Boards approval.

- c. **Trustee Applicant / Candidate.** The candidate will be contacted by Director Berendt to attend the next regularly scheduled Board meeting to be interviewed by the Board.

Move that the Berkeley Public Library Board of Trustees Adjourn to closed session at 8:37 pm.

Motioned by: Angela Villafana

Seconded by: Willie Ashford

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

Reconvene to Regular Session

President Janet Eldred reconvened the meeting at 9:08 pm

Roll Call and Declaration of Quorum

Present: Willie Ashford, Jerry Brown, Janet Eldred, David Kasa, Angela Villafana, William Weed and Director Berendt.

Move that the Berkeley Public Library Board of Trustees retain the Director for Fiscal Year 2014 - 2015

Motioned by: Angela Villafana

Seconded by: David Kasa

Voice Approval: Ayes: Willie Ashford, Jerry Brown, Janet Eldred, David Kasa, Angela Villafana, William Weed

Move that the Berkeley Public Library Board of Trustees approve the Director's Salary increase of 3.5% for Fiscal Year 2014 - 2015 retroactive to May 1, 2014.

Motioned by: Willie Ashford

Seconded by: Angela Villafana

Roll Call Vote: Ayes: Willie Ashford, Jerry Brown, Janet Eldred, David Kasa, Angela Villafana, William Weed

Motion to Adjourn Board Meeting of April 9th, 2014

Motioned by: Angela Villafana

Seconded by: Willie Ashford

Voice approval for adjournment.

Meeting adjourned by President Eldred at 9:03 pm.

Submitted by:

William Weed

06/12/2014