

**Berkeley Library Board of Trustees
Monthly Meeting Minutes
May 20th, 2015**

Call to Order, Roll Call and Declaration of Quorum

President Willie Ashford called the meeting to order on Wednesday May 20th, 2015 at 6:51 pm.

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

Absent: Jerry Brown.

Acknowledgement of Audience: Maureen Stolle, Loretta Bohn and Sonia Stetkus were the audience. Loretta talked about the changeover and how other libraries and SWAN are coping with the changeover.

Approval of Agenda

Move that the Berkeley Public Library Board of Trustees accept the May 20th, 2015 Meeting Agenda with the modification of voting of Officers as B2 in New Business.

Motioned by: William Weed

Seconded by: Angela Villafana

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

MOTION CARRIED

Move that the Berkeley Public Library Board of Trustees approve the minutes of the April 15, 2015 Regular Meeting Minutes with the addition of "2015/2016" for the Monthly Meeting Dates.

Motioned by: Angela Villafana

Seconded by: David Kasa

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

MOTION CARRIED

Director's Report The Director presented both the April and the Annual Director reports. Trustee Villafana discussed the "Friends of the Library". President Ashford will provide information on that to the Director. She also gave credit to the Director and Staff on all of the changes and programs that have happened. The Food for Fines was mentioned. Other programs were mentioned as well. Isabel mentioned the combined Book Sale, Craft Sale, Bake Sale in October. June 13th is Summer Reading kick-off day with a staff BBQ and grilling in the parking lot. There was a discussion concerning publicity about Library functions.

Financial Reports

Treasurer Weed noted that the Director and Library Staff did an excellent job for the last two months in keeping the expenditures down and meeting the Budget for the last fiscal year. Trustee Brown arrived at 7:15 pm. He asked for certain changes be made to reporting. The alarm cost was discussed that was due to crossed wires from an old door bell. The Director's computer had to be re-imaged due to spam virus. There was a cost with ACT. The plumbers cost was discussed. Legal fees were discussed with Trustee Brown asking about when was the legal fees ok'd by the Board. An item will be added to the agenda on this issue. State Industrial Products costs were discussed and the research asked for by Trustee Brown.

Reviewed Claim Ordinance #494.

Move that the Berkeley Public Library Board of Trustees approve the Claim Ordinance #494 in the amount of \$27,172.66 and accept the Financial Reports as presented.

Motioned by: Angela Villafana

Seconded by: Reginal Bulus

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

Present: Jerry Brown

MOTION CARRIED

Old Business

- a. **Online Banking.** Isabel LaBarbera presented her findings on IL Funds and Online banking that is now with B o A. The Library now can view this online. There needs to be an increase in the number of Trustees able to sign. She tried numerous times to contact B o A about the necessary forms. She will probably have to personally go to B o A to obtain these forms.
- b. **FY15 Library Audit.** We have two bids, the other bids were not successfully obtained. There was a discussion concerning the cost and particulars of the two bids.

Move that the Berkeley Public Library Board of Trustees approve the bid by McClure & Inserra to conduct the FY15 audit of the Berkeley Public Library at a cost of \$6,700.

Motioned by: Angela Villafana

Seconded by: Reginal Bulus

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

MOTION CARRIED

New Business

- a. **HVAC unit replacement.** There were three bids for the work. The costs and particulars of each bid were discussed by the Board. It was a spirited discussion.

Move that the Berkeley Public Library Board of Trustees approve the bid by Airtech Heating and Cooling to replace the roof air conditioner of the Berkeley Public Library at a cost of \$10,563.

Motioned by: Angela Villafana

Seconded by: Reginal Bulus

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

Present Jerry Brown

MOTION CARRIED

- b. **B1 Acceptance of Reginal Bulus as Trustee.** Board of Trustees must appoint Mr. Bulus. He stated that he did want to remain on the Board of Trustees.

Move that the Berkeley Public Library Board of Trustees appoint Reginal Bulus as Berkeley Public Library Trustee until the next scheduled City elections in 2017.

Motioned by: Angela Villafana

Seconded by: William Weed

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

MOTION CARRIED (He will be sworn in on the first Tuesday in June).

B2 Vote on Officers

Move that the Berkeley Public Library Board of Trustees accept the slate of officers as presented by recommendation of the Nominating Committee. Pending the swearing in of Reginal Bulus 06/02/15.

Slate of Officers as recommended by the Board of Trustees Nominating Committee:

President: Willie Ashford

Vice-President: Angie Villafana

Treasurer: William Weed

Secretary: Reginal Bulus

Motioned By: Angela Villafana

Seconded By: David Kasa

Ayes: Willie Ashford, Reginal Bulus, David Kasa, Angie Villafana and William Weed. **Abstain:** Jerry Brown

MOTION CARRIED

C. Friends of the Library. The account has been declared inactive by the Bank and had to have a signature stating the account was to remain active. A discussion was held on this account and the Donor Account.

Motion to adjourn to Closed Session at 8:06 pm.

Motioned by: Angela Villafana

Seconded by: David Kasa

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

Motion to reconvene Regular Board Meeting after adjourning from Closed Session of May 20, 2015 at 8:56 pm

Present: Willie Ashford, Jerry Brown, Reginal Bulus, Angela Villafana, William Weed & Director Lenora Berendt.

Absent: David Kasa

Move that the Berkeley Public Library Board of Trustees approve the minutes of the April 15, 2015 Closed Session Meeting Minutes with modification of adding the word "be".

Motioned by: Angela Villafana

Seconded by: William Weed

Voice approval vote. **Ayes:** Willie Ashford, Reginal Bulus, Angela Villafana & William Weed.

Abstain: Jerry Brown **Absent:** David Kasa

MOTION CARRIED

Goal setting by the Board and the Director for the next meeting was

Motion to Adjourn Regular Board Meeting of May 20, 2015 at 9:00 pm

Motioned by: Angela Villafana

Seconded by: Reginal Bulus

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

MOTION CARRIED

Meeting adjourned by President Ashford at 9:00 pm.

William Weed

Secretary/Treasurer

06/11/15