

**Berkeley Library Board of Trustees
Monthly Meeting Minutes
November 13, 2013**

Roll Call and Declaration of Quorum

President Willie Ashford called the meeting to order on Wednesday, November 13, at 6:35pm.
Present: Willie Ashford, Jerry Brown, Janet Eldred, Angela Villafana, William Weed, Director Lenora Berendt

Absent: Patrick Callaghan, David Kasa

Acknowledgement of Audience

Maureen Stolle

Approval of Agenda

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

Motioned by: William Weed

Seconded by: Janet Eldred

Ayes: Willie Ashford, Jerry Brown, Janet Eldred, William Weed

Acceptance of October 9 Regular Board Meeting Minutes with changes

Move that the Berkeley Public Library Board of Trustees approve the October 9 Meeting Minutes with changes

Motioned by: William Weed

Seconded by: Janet Eldred

Ayes: Willie Ashford, Jerry Brown, Janet Eldred, Angela Villafana, William Weed

Acceptance of October 30 Special Board Meeting Minutes

Move that the Berkeley Public Library Board of Trustees approve the October 30 Special Meeting Minutes

Motioned by: Janet Eldred

Seconded by: William Weed

Ayes: Willie Ashford, Jerry Brown, Janet Eldred, Angela Villafana, William Weed

Librarian's Report

- ◆ Director Berendt notified the Board of Trustees that the new Library website should be up and running by early December 2013, if not sooner.
- ◆ Trustee Brown asked about Circulation statistics; Director Berendt will email them.
- ◆ Discussed possibility of using Village's Robo Call to promote Library events/programs.

Financial Reports

Move that the Berkeley Public Library Board of Trustees approve the Claim Ordinance #471 in the amount of \$21,894.93 and accept the Financial Reports as presented.

Motioned By: Janet Eldred

Seconded By: William Weed

Ayes: Willie Ashford, Jerry Brown, Janet Eldred, Angela Villafana, William Weed

Move that the Berkeley Public Library Board of Trustee approve the Claim Ordinance #476 in the amount of \$21,098.96 and accept the Financial Reports as presented.

Motioned By: Angela Villafana

Seconded By: Jerry Brown

Ayes: Willie Ashford, Jerry Brown, Janet Eldred, Angela Villafana, William Weed

Old Business

Vote on By-Laws

Acceptance of revisions to the Berkeley Public Library's By-Laws with revision date of 11/2013.

Move that the Berkeley Public Library accept the revised By-Laws as stated.

Motioned by: Janet Eldred

Seconded by: William Weed

Ayes: Willie Ashford, Jerry Brown, Janet Eldred, Angela Villafana, William Weed

Policy Reviews

Board reviewed and discussed the Dress Code Policy and the revised Meeting Room Policy. The Meeting Room Policy will be amended as discussed and presented at December Board Meeting.

Move that the Berkeley Public Library's Employee Dress Code Policy be read into the record.

Motioned by: William Weed

Seconded by: Angela Villafana

Ayes: Willie Ashford, Jerry Brown, Janet Eldred, Angela Villafana, William Weed

Rules of Procedure Review

Board of Trustees reviewed Rules of Procedure regarding meeting procedures.

Move that the Berkeley Public Library accept the Rules of Procedure as stated.

Motioned by: Angela Villafana

Seconded by: Janet Eldred

Ayes: Willie Ashford, Janet Eldred, Angela Villafana, William Weed

Nays: Jerry Brown

New Business

Disposal of Property

Board of Trustees discussed the disposal of public library property. Director Berendt will coordinate same.

2014 Holidays

Board of Trustees discussed 2014 holiday Library closures. Director Berendt suggested that the Library be open on the day after Thanksgiving and that each staff member each be given a floating holiday in exchange for the Friday holiday loss.

Move that the Berkeley Public Library Board of Trustees approve the holiday dates and floating holiday as amended.

Motioned by: Janet Eldred

Seconded by: William Weed

Ayes: Willie Ashford, Jerry Brown, Janet Eldred, Angela Villafana, William Weed

New Computer for Director

The Board of Trustees approved the purchase of a new PC for Director Berendt not to exceed \$1,149.29.

Move that the Berkeley Public Library Board of Trustees approve the purchase of a new computer for the Director not to exceed \$1,149.29.

Motioned by: Janet Eldred

Seconded by: William Weed

Ayes: Willie Ashford, Jerry Brown, Janet Eldred, Angela Villafana, William Weed

State Industrial Products

Trustee Brown requested to see State Industrial Products information.

Motion to adjourn to Closed Session by Trustee Eldred and seconded by Trustee Weed at 8:57 p.m.

Ayes: Willie Ashford, Jerry Brown, Janet Eldred, Angela Villafana, William Weed

Reconvene to Regular Session at 9:04 p.m. Roll Call.

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

Move that the Berkeley Public Library Board of Trustees approve the October 9, 2013 Closed Session Meeting Minutes as re-stated.

Motioned by: Janet Eldred

Seconded by: William Weed

Ayes: Willie Ashford, Jerry Brown, Janet Eldred, Angela Villafana, William Weed

Motion to adjourn the meeting by Trustee Brown and seconded by Trustee Weed at 9:05 p.m.

Ayes: Willie Ashford, Jerry Brown, Janet Eldred, Angela Villafana, William Weed

Respectfully submitted,
Lenora Berendt, Director
12/5/13