

**Berkeley Library Board of Trustees
Monthly Meeting Minutes (revised)
Nov 19, 2014**

Roll Call and Declaration of Quorum

President: Willie Ashford called the meeting to order on Wednesday, Nov 19, 2014 at 6:30 pm.

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

Absent: David Kasa, Angela Villafana.

Acknowledgement of Audience

Maureen Stolle and Loretta Bohn were acknowledged as being present. The audience was later joined by Isabel LaBarbera and Esther Moreno. Maureen commented on the new parking lot at the library. Trustee Brown, while not an audience member, commented on the salary letter sent to the city of Berkeley stating that the Board voted on the June 18th Board meeting. Secretary/Treasurer Weed commented on Trustee Brown's comment and asked for the minutes of the June 18th Board meeting. A copy of the salary letter and the indicated minutes will be provided to the Board members and put on the agenda for the December 17th meeting. Esther Moreno noted that she wanted to do an exit interview. Trustee Brown asked to have a closed session exit interview without the Director being there. He believes that an employee's supervisor should not be involved in an exit interview due to the usefulness of an exit interview conducted by a supervisor. Trustee Brown stated that was the standard for business. Director Berendt said that was not the standard for libraries. Trustee Brown stated that libraries had a problem. Esther said that she would like to have another person other than the Director present during the interview. She then stated that if the interview happened, it happened. If not, it was no big deal. She said she was just doing it as a courtesy.

Approval of Agenda

Move that the Berkeley Public Library Board of Trustees accept the Nov 19th Meeting Agenda with the noted change of the Ordinance #488 being \$64,023.17.

Motioned by: William Weed

Seconded by: Reginal Bulus

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

Here: Jerry Brown Absent: David Kasa, Angela Villafana.

Acceptance of Oct 15, 2014 Special Meeting Minutes

Move that the Berkeley Public Library Board of Trustees approve the minutes of the October 15th, 2014 Regular Meeting Minutes as presented.

Motioned by: Reginal Bulus

Seconded by: William Weed

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

Here: Jerry Brown Absent: David Kasa, Angela Villafana.

Move that the Berkeley Public Library Board of Trustees approve the minutes of the October 22nd, 2014 Special Meeting Minutes as presented.

Motioned by: Reginal Bulus

Seconded by: William Weed

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

Absent: David Kasa, Angela Villafana.

Move that the Berkeley Public Library Board of Trustees approve the minutes of the November 5th, 2014 Special Meeting Minutes as presented.

Motioned by: William Weed

Seconded by: Reginal Bulus

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

Absent: David Kasa, Angela Villafana.

Director's Report

The Board discussed the OTIS Elevator repairs as to cost and scheduling of said repairs. The elevator is safe to be used at this time. President Ashford asked if there was any one else other than the current FOIA requestor who has requested information. The Director stated that only 1 other request has been received during her tenure.

Financial Reports

Reviewed Claim Ordinance #488. The Director stated that the contractor Evan's and Sons submitted their bill for the parking lot. Trustee Brown inquired if the contractor had provided proof of using the prevailing wage schedule as required for the work. Director Berendt stated she would find out if they had done so. The Board decided to withhold payment until the proof was provided. Trustee Brown asked that the payment be made from the savings account instead of the 045 Capital Project Funds Budgeted. There was a discussion on the updates being billed by ACT Systems totaling \$800 for October.

Motion made to approve Claim Ordinance #488.

Move that the Berkeley Public Library Board of Trustees approve the Claim Ordinance #488 in the amount of \$64,023.17 with the exception that the payment of \$43,001.00 to Evan's and Sons be withheld until proof of prevailing wage was provided and accept the Financial Reports as presented and modified.

Motioned by: William Weed

Seconded by: Reginal Bulus

Roll Call vote **Ayes:** Willie Ashford, Jerry Brown, Reginal Bulus, William Weed.

Absent: David Kasa, Angela Villafana.

Old Business

- a. **ONLINE BANKING.** Secretary/Treasurer Weed stated that he had deleted past President Eldred from being able to review the online statements from Republic Bank. Director Berendt said that she would provide Republic Bank with updated minutes reflecting the current standing of the Board so the signing and online review could be modified and updated.
- b. **Homebound Services Policy.** Director provided an update concerning insurance for personnel delivering library materials. The Policy is now read into the record and to be voted on during the December meeting.

Move that the Berkeley Public Library Board of Trustees read into the record the Homebound Services Policy.

Motioned by: Jerry Brown

Seconded by: William Weed

Roll Call vote **Ayes:** Willie Ashford, Jerry Brown, Reginal Bulus, William Weed.

Absent: David Kasa, Angela Villafana.

- c. **Wireless Copier Printer.** Discussion held on the cost and revenue of the wireless printing. The financial stats will be updated to reflect the discussion held by the board.

New Business

- a. **IRCA Report Update.** IRCA will conduct the evaluation for the report on the roof. The weather has precluded any water test at this time. HVAC personnel has not provided any information on replacement of equipment. They have provided repairs on the existing equipment
- b. **Audit Update.** Wolfe & Company has not provided the required audit at this time. The State of Illinois cannot provide an account number at this time. The State has said that we are not late due to the State's problem. Wolfe has not provided a time schedule at this time.

Motion to Adjourn Board Meeting of November 19th, 2014

Motioned by: William Weed

Seconded by: Reginal Bulus

Voice approval **Ayes:** Willie Ashford, Jerry Brown, Reginal Bulus, William Weed.

Absent: David Kasa, Angela Villafana.

Meeting adjourned by President Ashford at 7:25 pm.

Submitted by:

Secretary/Treasurer

William Weed

11/20/14