

**Berkeley Public Library Board of Trustees  
Monthly Meeting Minutes  
Wednesday Nov 18, 2015  
Open Session**

**1. - Call to Order, Roll Call and Declaration of Quorum**

President Willie Ashford called the meeting to order on Wednesday, Nov 18, 2015 at 6:30 pm.

**Present:** Willie Ashford, Jerry Brown, Reginal Bulus, William Weed, David Kasa

**Absent:** Angela Villafana

Angela Villafana arrived @ 6:31 pm

**2. - Acknowledgement of Audience**

Maureen, Director Lenora and Paul Inserra @ 6:30 pm

Sonia @ 7:06 pm

Ida O'Neal @ 7:37 pm

**3. - Approval for Agenda**

@ 6:32 pm **Move that the Berkeley Public Library Board of Trustees approve the Agenda as presented**

Motioned by: Weed

Second by: Kasa

All in Favor

**MOTION APPROVED**

**4. - Acceptance of Board Meeting Minutes**

@ 6:53 pm we agreed to table for next meeting:

**Acceptance of October 21, 2015 Regular Board Meeting Minutes**

**Acceptance of November 4, 2015, Special Board Meeting Minutes**

Reason:

1. - October Monthly minutes has a typo that the board members did not see after they were supposed to review online. Trustee Brown explained that he did not vote yes at 7:19 pm. He will review the audio to validate his vote. Trustee Bulus had him listed as voting yes on documentation.

2. - Special Monthly minutes will be reviewed in next month meeting.

**5. - FY15 Audit Presentation: Paul Inserra**

@ 6:54 pm Mr. Paul Inserra explained the FY15 Audit Report "Berkeley Public Library Financial Statements Year ended April 30, 2015" and discussed during the meeting.

@ 7:32 pm Maurice and Sonia left

@ 7:35 pm Paul left

**6. - Director's Report**

@ 6:40pm

Director Lenora was very busy this month, and she will provide her reports in writing next month. Her report will cover November and December.

Problem with back-up battery for sump pump, carpet cleaning, and 3 FOIA requests were mentioned during the meeting. The cleaning company was fired; they were doing a bad job. She completed the Illinois State Library Capital Needs Assessment Survey in the hope of obtaining some funding support for a new roof for the library.

Trustee Kasa needs to go to Republic Bank to update his information in order for us to move forward with the new account for the deposit of county and PPRT tax monies.

@ 7:52 Trustee Weed left the meeting.

**7. - Financial Reports:**

@ 7:52 pm: **Move that the Berkeley Public Library Board of Trustees approve the Claim Ordinance #500 in the amount of \$29,441.52 and accept the Financial Reports as presented.**

Motioned by: Villafana

Second by: Kasa

Roll call

Yes: Ashford, Bulus, Kasa, Villafana

Nays: Brown

Absent: Weed

**MOTION APPROVED**

Note: The original agenda for this monthly meeting said "September 2015" and the Board approved the agenda as presented, but it was changed on this section after we noticed the mistake.

**7.-Old Business**

a) Trustee Candidate Interview: Ida O'Neal

@ 7:54 pm each Trustees and Director Lenora asked questions during this interview.

@ 8:15 pm Ida left.

b) Republic Bank: New Account Information

@ 8:16 pm We are waiting for Trustee Kasa to update his information for the new Republic Bank account.

c) Library Trustee Continuing Education

@ 8:18 pm we will table this until next month.

**New Business**

a) Tax Levy

@ 8:21 pm: Director Lenora commented that she has asked the Village about the Library's lack of recent PPRT tax revenue. Laurie Hayes, the Interim Finance Director, is looking into this issue.

The Village of Berkeley will vote on the Tax Levy during their early December board meeting.

@ 8:23 pm: **Move that the Berkeley Public Library Board of Trustees approve the 3% increase on the next Tax Levy.**

Motioned by: Brown

Second by: Villafana

Roll call

Yes: Ashford, Brown, Bulus, Kasa, Villafana

Nays: None

Absent: Weed

**MOTION ACCEPTED**

b) Health Insurance: Insurance Costs Reimbursement

@ 8:27 pm: Talked about staff health insurance reimbursements for Lenora and Ryan. This item was tabled until the next meeting.

@8:45 pm **Motion to go to Closed Session**

Motioned by: Villafana

Second by: Brown

Yes: Ashford, Brown, Bulus, Kasa, Villafana

Nays: None

Absent: Weed

**MOTION CARRIED**

@ 8:48 pm **Motion to Adjourn Closed Session and Re-Join to Open Session**

Motioned by: Villafana

Second by: Brown

Yes: Ashford, Brown, Bulus, Kasa, Villafana

Nays: None

Absent: Weed

**MOTION CARRIED**

@ 8:50 pm **Move that the Berkeley Public Library Board of Trustees approve Ida O'Neal as a new member of the Berkeley Public Library Board of Trustees.**

Motioned by: Villafana

Second by: Kasa

Yes: Ashford, Brown, Bulus, Kasa, Villafana

Nays: None

Absent: Weed

**MOTION APPROVED**

@ 8:51 pm **Motion to adjourn the meeting at 8:51 pm**

Motioned by: Villafana

Second by: Brown

Yes: Ashford, Brown, Bulus, Kasa, Villafana

Nays: None

Absent: Weed

**MOTION CARRIED**

**Reginal Bulus**

Secretary

Nov 18, 2015