

**Berkeley Public Library Board of Trustees
Monthly Meeting Minutes
November 16, 2016
Open Session**

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

President Villafana called the meeting to order on Wednesday, November 16, 2016, at 6:33 p.m.

Present: Trustees Jerry Brown, Reginal Bulus, David Kasa, Ida O’Neal, and Angi Villafana.

Absent: Trustee Willie Ashford.

2. - Acknowledgment of Audience

Jean Williams – Is thinking about serving on BPL Board and wants to see what meeting are like.

Les Kure – Is thinking about serving on BPL Board and wants to see what meetings are like.

Maureen Stolle – Raised question on how library levy works. Answered by Board.

Isabel La Barbera – No comment

Sonia Stetkus – No comment

3. - Approval for Agenda

@ 6:39 p.m. - **Move that the Berkeley Public Library Board of Trustees approved the Agenda as presented.**

Motioned by: Ida O’Neal

Seconded by: Reginal Bulus

Ayes: Trustees Brown, Bulus, Kasa, O’Neal and Villafana

Nays: None

Absent: Willie Ashford

MOTION CARRIED

4. – Meeting Minutes

4(a) – May 18, 2016 Board Meeting Minutes.

@ 6:42 p.m. – **Move to approve the May 18, 2016 Meeting Minutes, as presented.**

Motioned by: Jerry Brown

Seconded by: David Kasa

Ayes: Trustees Brown, Bulus, Kasa and Villafana

Nays: None

Present: Ida O’Neal

Absent: Willie Ashford

MOTION CARRIED

4(b) – September 21, 2016 Board Meeting Minutes.

@ 6:44 p.m. – **Move to approve the September 21, 2016 Meeting Minutes, as presented.**

Motioned by: Jerry Brown

Seconded by: David Kasa

Ayes: Trustees Brown, Bulus, Kasa and Villafana

Nays: None

Present: Trustee Ida O’Neal

Absent: Trustee Willie Ashford

4(c) – October 19, 2016 Board Meeting Minutes.

President Villafana shared that Secretary Ashford has not yet had an opportunity to prepare October 19, 2016 Board meeting Minutes.

@ 6:48 p.m. – Board agreed October 19, 2016 Board Meeting Minute are tabled at this time.

5. – Director and Library Reports

Ryan Cox presented the Director’s Report to the Board. President Villafana shared she would appreciate the Director’s Report and the Monthly Reports to be formatted with bullet-points and not with written paragraphs.

6. Financial Reports & Approval of Claim Ordinance #512

Financial Reports were presented by Isabel La Barbera.

@ 6:52 p.m. - **Move that the Berkeley Public Library Board of Trustees approve Claim Ordinance #512 in the amount of \$38,530.87 and the Financial Reports as presented.**

Motioned by: Reginal Bulus

Seconded by: David Kasa

Ayes: Trustees Bulus, O’Neal and Villafana

Nays: None

Absent: Willie Ashford

Present: Trustees Jerry Brown and David Kasa

MOTION CARRIED

7. – OLD BUSINESS

7(a). – Surety Bond

Treasurer Reginal Bulus shared with the Board that he received the necessary paperwork to begin the process of obtaining a Surety Bond. Treasurer Bulus will complete the paperwork and begin the process of obtaining the bond once the Board has approves. Interim Director Ryan Cox shared that the library received multiple quotes via an email exchange with the previous Director, Lenora Berendt. The Board discussed these quotes and agreed that the Liberty Mutual

quote, as previously recommended by Director Berendt, was acceptable. The specific dollar amount for the Liberty Mutual Surety Bond will be determined once Treasurer Bulus submits his paper work and is approved.

@6:57 p.m. – Move that the Berkeley Public Library move forward with completing application for a Surety Bond with Liberty Mutual, not to exceed \$400.00.

Motioned by: Reginal Bulus

Seconded by: Jerry Brown

Ayes: Trustees Brown, Bulus, Kasa, O’Neal and Villafana

Nays: None

Absent: Willie Ashford

7(b) – Investment Policy.

Discussion on Investment Policy. Trustee Ida O’Neal pointed out to Board that they agreed at October 19, 2016 meeting to withdraw the Investment Policy previously submitted by Trustee Jerry Brown, allowing Policy Committee an opportunity to review and make recommendation. Treasurer Reginal Bulus shared that he felt the Investment Policy, as prepared by himself and Trustee Brown, and read into the record on August 17, 2016, should be approved. Trustee Brown shared his concern that waiting would delay a necessary policy, as recommended by the auditor.

@ 7:03 p.m. - Move that the Investment Policy, as read into the record on August 17, 2016, be approved.

Motioned by: Jerry Brown

Seconded by: Reginal Bulus

Ayes: Trustees Brown, Bulus, Kasa, and Villafana

Nays: Ida O’Neal

Absent: Willie Ashford

MOTION CARRIED

8. NEW BUSINESS.

8(a). – 2016 Tax Levy.

@ 7:08 p.m. - Move to approve Village of Berkeley 2016 Tax Levy for the Berkeley Public LIBRARY in the amount of \$368,100.00.

Motioned by: Jerry Brown

Seconded by: Reginal Bulus

Ayes: Trustees Brown, Bulus, Kasa, Villafana

Nays: None

Present: O’Neal

Absent: Willie Ashford

8(b). – Meeting Minutes/Secretary Update.

Interim Director Ryan Cox recommended to the Board that, in an effort to address how best to deal with board meeting minutes in lieu of Secretary's absences, would be for the library Business Manager, Isabel La Barbera, to temporarily assume responsibility for typing up draft Minutes, including October 19, 2016 Minutes, through end of FY (April 2017), at which time the Board will elect new officers and can revisit matter at that time. Isabel agreed to serve in this temporary capacity through FY 2017.

8(c). – 2017 Election of BPL Board of Trustees.

Interim Director Ryan Cox reviewed the names of those Trustees who were up for re-election in April 2017. These include: Willie Ashford, Reginal Bulus, David Kasa and Ida O'Neal. Ryan has obtained copies of the forms needed, which require 25 signatures. A schedule of terms has been submitted to the Village of Berkeley, and includes the following: 3 – 6 year terms; 1 – 4 year term and 1 – 2 year term.

Forms may be obtained from the Village of Berkeley as well. President Villafana encouraged all four Trustees to consider running for reelection. Director Cox reviewed the need to begin this process as soon as possible, as completed forms are due back to the Village in early December. A schedule of terms has been submitted to the Village of Berkeley.

8(d) Elevator Repair Update.

Interim Director Ryan Cox updated Board on elevator inspections, and failure of retractable pit ladder and other various items failed to comply. All of the various minor issues have been addressed, and all that remains at this time is the retractable pit ladder. Discussion regarding repair and various estimates for work were discussed.

@ 7:24 p.m. - Move to approve bid from Elevator Systems, Inc. in the amount of \$2,150.00, as presented.

Motioned by: Jerry Brown

Seconded by: Ida O'Neal

Ayes: Trustees Brown, Bulus, Kasa, O'Neal and Villafana

Nays: None

Absent: Willie Ashford

7(d). – Ordinance 513 and December 2016 Vendor Invoices.

President Angi Villafana reminded the Board that earlier in the year it agreed that there would be no December 2016 meeting. In order to conduct business without disruption the Board needs to authorize the Treasurer, Reginal Bulus, to pay checks as presented by the Director and Business Manager.

@ 7:27 p.m. – Move that the Berkeley Public Library Board of Trustees authorize Treasurer Reginal Bulus to pay invoices for November 2016 not to exceed a total of \$35,000.00.

Motioned by: Jerry Brown

Seconded by: Ida O'Neal
Ayes: Trustees Brown, Bulus, Kasa, O'Neal and Villafana
Nays: None
Absent: Willie Ashford

A full ordinance approval will be placed on the agenda for the January 18, 2017 regular Board Meeting.

8. - Adjourn to Closed Session

@ 7:31 p.m. - **Move to adjourn to closed session meeting pursuant to 5ILCS 120/2 (c).**

Motioned by: Jerry Brown
Seconded by: Reginal Bulus
Ayes: Trustees Brown, Bulus, Kasa, O'Neal and Villafana
Nays: None
Absent: Willie Ashford

MOTION CARRIED

9. – Reconvene Regular Session

@ 8:07 p.m. - Board reconvened to regular session

Present: Trustees Jerry Brown, Reginal Bulus, David Kasa, and Angi Villafana.

Absent: Trustees Willie Ashford and Ida O'Neal.

@ 8:08 p.m. – **Move that Interim Director's salary increase be retroactive to the date he was hired to serve [October 13, 2016].**

Motioned by: Jerry Brown
Seconded by: Reginal Bulus
Ayes: Trustees Ashford, Brown, Bulus and Villafana
Absent: Trustees Willie Ashford and Ida O'Neal.

10. Adjournment

@ 8:08 p.m. – **Motion to adjourn meeting**

Motioned by: Jerry Brown
Seconded by: David Kasa
Ayes: Trustees Brown, Bulus, Kasa and Villafana.
Absent: Trustees Willie Ashford and Ida O'Neal.