

**Berkeley Library Board of Trustees
Monthly Meeting Minutes
October 9, 2013**

Roll Call and Declaration of Quorum

President Willie Ashford called the meeting to order on Wednesday, October 9th at 6:35pm.
Present: Willie Ashford, Jerry Brown, Patrick Callaghan, Janet Eldred, David Kasa, Angela Villafana, William Weed, Director Lenora Berendt and Loretta Bohn

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, Patrick Callaghan, Janet Eldred, David Kasa, Angela Villafana, William Weed

Acceptance of September 4th Special Business Meeting Minutes and September 18th Regular Meeting Minutes

Move that the Berkeley Public Library Board of Trustees approve the minutes of the September 4th Special Business Meeting Minutes and the September 18th Regular Meeting Minutes pending inclusion of Trustee Brown's request stating that open job positions be publicly posted.

Motioned by: Patrick Callaghan

Seconded by: Janet Eldred

Ayes: Willie Ashford, Jerry Brown, Patrick Callaghan, Janet Eldred, David Kasa, William Weed
Abstain: Angela Villafana

Librarian's Report

- In addition to information provided in the Board of Trustees meeting packets, Director Berendt notified the Board that the library staff has been provided information regarding Obama Care. However, staff will not be answering patron questions reading this topic. On Saturday, November 2nd, a workshop will be conducted at the library from 11a-4p by a local community group where information will be provided at no cost to interested patrons/residents.
- Director Berendt and Trustee Eldred will be working with Republic Bank to obtain on-line banking so that statements can be readily viewed by the Director and Board Treasurer and those who will be preparing financial reports for the board meetings.
- Database Usage and Circ Stats will be provided to the Board at next meeting.

Financial Reports

Move that the Berkeley Public Library Board of Trustees approve the Claim Ordinance #475 in the amount of \$25,165.52 and accept the Financial Reports as presented.

Motioned By: Janet Eldred

Seconded By: William Weed

Ayes: Willie Ashford, Janet Eldred, David Kasa, William Weed

Abstain: Jerry Brown, Patrick Callaghan, Angela Villafana

Old Business

Review of Board By-Laws

A Special Meeting is tentatively scheduled for Wednesday, October 23rd, at 6:30pm to review the Board By-Laws.

Vote on Policies

Move that the Berkeley Public Library Board of Trustees approve the following Policies: General, Circulation, Patron Library Use, Donation, Board Perks, Reference and Technology as presented.

Motioned by: Patrick Callaghan

Seconded by: Janet Eldred

Ayes: Willie Ashford, Patrick Callaghan, Janet Eldred, David Kasa, Angela Villafana, William Weed

Nays: Jerry Brown

Policy Reviews: Staff Disciplinary and Dress Code policies

Staff Disciplinary and Dress Code policy reviews will be available at the November Regular Board Meeting.

Parking Lot Repairs

Postpone obtaining quotes/bids until after the first of the year (Spring of 2014).

New Business

Rules of Procedure resolution

Discussion held regarding this document, with suggestions presented for clarification – add statement that anything not included herein, refer to Roberts Rules of Order; look at #4 for better language, such as change "...affirmative vote of four (4) Member of the Library Board" to read "...affirmative majority vote of the Library Board."

Move that the Berkeley Public Library Board of Trustees accept the Rules of Procedures as a framework for conducting meetings.

Motioned by: Janet Eldred

Seconded by: William Weed

Ayes: Willie Ashford, Patrick Callaghan, Janet Eldred, David Kasa, Angela Villafana, William Weed

Nays: Jerry Brown

Circulation Intern

Duties possibly changing. Will be discussed during closed session.

Finance Committee Spending Resolution

Trustee Brown stated the Finance Committee can not approve spending. The Board needs to approve the May bills, which were addressed at the June 26th Finance Committee Meeting. Spending must be approved at the next board meeting.

Board of Trustees g-mail accounts

Board Members will provide Director with g-mail account information by next board meeting.

Board signatures for Republic Bank resolution

Board members will sign documents at the close of this meeting.

Motion to adjourn to Closed Session by Trustee Callaghan and seconded by Trustee Weed at 7:45pm.

Ayes: Willie Ashford, Jerry Brown, Patrick Callaghan, Janet Eldred, David Kasa, Angela Villafana, William Weed

Reconvene to Regular Session at 8:24pm. Roll Call.

Present: Willie Ashford, Jerry Brown, Patrick Callaghan, Janet Eldred, David Kasa, Angela Villafana, William Weed, Director Lenora Berendt and Loretta Bohn

Move that the Berkeley Public Library Board of Trustees approve the May 15th, 2013 Closed Session Meeting Minutes as presented.

Motioned by: Janet Eldred

Seconded by: Jerry Brown

Ayes: Willie Ashford, Jerry Brown, Patrick Callaghan, Janet Eldred, David Kasa

Abstain: Angela Villafana, William Weed

Move that the Berkeley Public Library Board of Trustees approve the September 4th, 2013 Closed Session Meeting Minutes as presented.

Motioned by: Patrick Callaghan

Seconded by: William Weed

Ayes: Willie Ashford, Jerry Brown, Patrick Callaghan, Janet Eldred, David Kasa, William Weed

Abstain: Angela Villafana

Move that the Berkeley Public Library Board of Trustees approve the September 18th, 2013 Closed Session Meeting Minutes as presented.

Motioned by: Patrick Callaghan

Seconded by: Angela Villafana

Ayes: Willie Ashford, Jerry Brown, Patrick Callaghan, Janet Eldred, David Kasa, Angela

Villafana, William Weed

Move that the Berkeley Public Library Board of Trustees retain Lenora Berendt as Library Director and provide retroactive pay from May 1st, 2013 as stated in Closed Session.

Motioned by: Janet Eldred

Seconded by: William Weed

Ayes: Willie Ashford, Jerry Brown, Patrick Callaghan, Janet Eldred, David Kasa, Angela

Villafana, William Weed

Move that the Berkeley Public Library Board of Trustees approve paying Isabel LaBarbera in the capacity of Bookkeeper at the rate recommended by Director Berendt as stated in Closed Session.

Motioned by: Patrick Callaghan

Seconded by: Janet Eldred

Ayes: Willie Ashford, Jerry Brown, Patrick Callaghan, Janet Eldred, David Kasa, Angela Villafana, William Weed

Move that the Berkeley Public Library Board of Trustees approve the salary increase of the Youth Services Assistant, Esther Marrero, as discussed in Closed Session.

Motioned by: Patrick Callaghan

Seconded by: Janet Eldred

Ayes: Willie Ashford, Jerry Brown, Patrick Callaghan, Janet Eldred, David Kasa, Angela Villafana, William Weed

Move that the Berkeley Public Library Board of Trustees approve the salary increase of the Adult Services Assistant, Stephanie Cook, as discussed in Closed Session.

Motioned by: Patrick Callaghan

Seconded by: Janet Eldred

Ayes: Willie Ashford, Jerry Brown, Patrick Callaghan, Janet Eldred, David Kasa, Angela Villafana, William Weed

Move that the Berkeley Public Library Board of Trustees approve the Resolution for the Republic Bank of Chicago wherein current board member have signature authority to "endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution."

Motioned by: William Weed

Seconded by: Jerry Brown

Ayes: Willie Ashford, Jerry Brown, Janet Eldred, David Kasa, Angela Villafana, William Weed
Absent: Patrick Callaghan

Motion to adjourn the meeting by Trustee Brown and seconded by Trustee Weed at 8:28pm.

Ayes: Willie Ashford, Patrick Callaghan, Jerry Brown, Janet Eldred, David Kasa, Angela Villafana, William Weed

Respectfully submitted,
Loretta Bohn, Business Manager
10/17/13