

**Berkeley Public Library Board of Trustees  
Monthly Meeting Minutes  
Wednesday Sept 16, 2015  
Open Session**

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

President Willie Ashford called the meeting to order on Wednesday Sept 16, 2015 at 6:30 pm.

**Present:** Willie Ashford, Reginal Bulus, William Weed, David Kasa, Angela Villafana & Director Lenora Berendt

**Absent:** Jerry Brown

Jerry Brown arrived @ 6:31 pm.

**2. Acknowledgement of Audience**

Isabel LaBarbera arrived @ 6:34 pm

Sal Intile & Paul Guagenti @ 6:45 pm – Republic Bank Speaker

Maureen Stolle @ 7:15 pm

Loretta Bohn @ 7:30 pm

Trustee Jerry Brown questions why his topics are not part of the agenda; specifically he asked for the letter “Staff Salary Increases” that he requested via email. This letter was the salary increase letter sent to the Village of Berkeley. Director Berendt provided a copy of this letter to each trustee.

There was a discussion about how to handle the “Staff Salary Increases” letter, if we should handle it in Closed Session, but it was explained that salaries are public information, and this level of discussion does not need to happen during a Closed Session. The rules regarding public information do not require us to go to Closed Session on this topic.

**3. Approval for Agenda**

@ 6:46 pm **Move that the Berkeley Public Library Board of Trustees approved the Agenda with changes on bullet 4: it should say “Acceptance of August 2015 Board Meeting Minutes”, and adding bullet 7.e others.**

Motioned by: Brown

Second by: Weed

Yes: Ashford, Brown, Bulus, Kasa, Villafana, Weed

Nays: None

**MOTION CARRIED**

**4. Acceptance of August 19, 2015 at Board Meeting Minutes**

@ 6:47 pm **Move that the Berkeley Public Library Board of Trustees approve the minutes of the August 19, 2015 Meeting Minutes as presented.**

Motioned by: Weed

Second by: Kasa

Yes: Ashford, Bulus, Kasa, Villafana, Weed

Nays: Brown

**MOTION CARRIED**

**5. Director Report**

@ 6:52pm There was a question about Summer Reading, and a request that Director Berendt include a list of FOIA requests that the library gets each month with the topics and person that request it on her report.

## **6. Financial Report:**

**@ 6:57 pm Move that the Berkeley Public Library Board of Trustees approve the Sept 16, 2015, the Claim Ordinance #498 in the amount of \$25,530.20 and accept the Financial Reports as presented.**

Motioned by: Villafana

Second by: Bulus

Yes: Ashford, Bulus, Brown, Kasa, Villafana, Weed

Nays: None

**MOTION APPROVED**

## **7. Old Business**

A) FY15 audit report update: Lenora

@7:01 pm Isabel and Lenora are working on the audit.

B) Illinois Funds > Republic Bank: Sal Intile & Paul Guagenti

Director Berendt asked Republic Bank to see what they can do for us, based on the fact that US Bank started to charge fees for the Illinois Funds account.

Sal Intile and Paul Guagenti from Republic Bank provided information about government and municipality banking. Republic Bank provides the services to guarantee all money deposited in excess of \$250K. The FDIC covers up to \$250K, but all can be safe if we apply for an “irrevocable collateral letter of credit,” which guarantees all the money except the interest. This letter of credit is provided by Federal Home Loan Bank of Chicago.

Paul and Sal recommended that we implement an investment policy and offered to help us with this.

A motion is needed from the board to open the account with Republic Bank. A resolution will need to happen to move forward with this account.

@ 7:48 pm Sal and Paul left the room. Discussion followed.

**@ 8:06 pm Move that the Berkeley Public Library Board of Trustees initiate a process to open an “irrevocable unlimited collateral letter of credit” with the Republic Bank.**

Motioned by: Weed

Second by: Brown

Yes: Ashford, Bulus, Brown, Kasa, Villafana, Weed

Nays: None

**MOTION APPROVED**

C) Library Investment Policy

@ 8:07 pm The Board will table this item until we get more information from Republic Bank and an explanation of how to proceed with it by October. Trustee Brown said that he would like to see the Village investment plan first in order to understand why we need one. Director Berendt stated that investment policies are standard practice in public libraries.

Trustee Villafana supports the concept of the investment policy but would like to see the bank recommendation before we make any changes with bank accounts.

Director Berendt will check with the Village to see if they have an investment policy and see if we need something different.

D) Library Attorney:

@ 8:12 pm There was a recommendation to have an attorney as “pay as you go” due the low level of need that the library has. Discussion followed regarding when to call a lawyer, and the definition of what an emergency is. Some trustees requested information that should be sent to trustees via email when a lawyer is needed.

@ 8:42 pm **Motion: In case of an emergency situation where the Director believes legal services are needed, the Director shall contact the Board to call a meeting to discuss and approve the hiring of an attorney.**

Motioned by: Brown

Second by: Weed

Yes: Bulus, Brown, Kasa

Nays: Ashford, Villafana, Weed

**MOTION NOT APPROVED**

@8:52 pm **Motion: Move to allow the Library Director to use her discretion to determine when to consult with an attorney on behalf of the Berkeley Public Library, not to exceed \$1,000, and shall advise board of same.**

Motioned by: Villafana

Second by: Weed

Yes: Ashford, Bulus, Kasa, Villafana, Weed

Nays: Brown

**MOTION APPROVED**

E) Others:

@ 8:58 pm it was a discussion about the letter “Staff Salary Increases”

Trustee Brown: “He feels the numbers do not reflect what we discussed during the meeting on June 17, 2015.”

Trustee Weed: “He feels the Director followed the rules as we discussed during the meeting on June 17, 2015.”

### **New Business**

None

@9:04 pm **Motion to go to Closed Session**

Motioned by: Villafana

Second by: Weed

Yes: Ashford, Brown, Bulus, Kasa, Villafana, Weed

Nays: None

**MOTION CARRIED**

### **Returned to Open Session**

@ 9:13 pm **Motion to adjourn the meeting at 9:13 pm**

Motioned by: Villafana

Second by: Weed

All in favor

**MOTION CARRIED**

Reginal Bulus, Secretary

Sept 16, 2015