

**Berkeley Library Board of Trustees
Monthly Meeting Minutes
September 18, 2013**

Roll Call and Declaration of Quorum

President Willie Ashford called the meeting to order on Wednesday, September 18th at 6:31pm.
Present: Willie Ashford, Patrick Callaghan, Angela Villafana, William Weed and Director Lenora Berendt

Absent: Jerry Brown, Janet Eldred, David Kasa

Acknowledgement of Audience

None present.

Approval of Agenda

Moved that the Berkeley Public Library Board of Trustees accept the Agenda as presented.

Motioned by: William Weed

Seconded by: Patrick Callaghan

Ayes: Willie Ashford, Patrick Callaghan, Angela Villafana, William Weed

Acceptance of August 14th Finance Committee Meeting Minutes

Moved that the Berkeley Public Library Board of Trustees approve the minutes of the August 14th Finance Committee Meeting Minutes as presented.

Motioned by: William Weed

Seconded by: Patrick Callaghan

Ayes: Willie Ashford, Patrick Callaghan, Janet Eldred, William Weed

Abstain: Angela Villafana

Acceptance of August 14th Regular Meeting Minutes

Motioned by: William Weed

Seconded by: Patrick Callaghan

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

Abstain: Angela Villafana

Librarian's Report

Director Berendt relayed positive feedback regarding patron satisfaction pertaining to newly installed wireless printing. Director discussed outreach with schools; October library survey; applications with prospective candidates for library bookkeeper position. Trustee Brown inquired about attendance at all staff meetings; monthly circulation statistics; name tags (using a local vendor); reasons for rebooting patron PCs at night.

Financial Reports

Move that the Berkeley Public Library Board of Trustees approve the Claim Ordinance #474 in the amount of \$41,907.98 and accept the Financial Reports as presented.

Motioned By: Patrick Callaghan

Seconded By: William Weed

Ayes: Willie Ashford, Jerry Brown, Patrick Callaghan, Angela Villafana, William Weed

Old Business

Review of Board By-Laws

By-Laws will be edited remotely.

Final Policy Reviews: General, Circulation, Patron Library Use, Donation and Board Perks policies

Moved that the Berkeley Public Library Board of Trustees approve following Policies: General, Circulation, Patron Library Use, Donation and Board Perks be read into the record.

Motioned by: Patrick Callaghan

Seconded by: Angela Villafana

Ayes: Willie Ashford, Patrick Callaghan, Angela Villafana, William Weed

Nays: Jerry Brown

Policy Reviews: Reference, Staff Disciplinary, Technology, and Dress Code policies

Move that the Berkeley Public Library Board of Trustees approve the revised policies pertaining to Reference and Technology be read into the record.

Motioned by: Patrick Callaghan

Seconded by: Janet Eldred

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

Nays: Jerry Brown

Parking Lot Repairs

Trustee Ashford discussed delays in meeting with Bob Lee and civil tech regarding parking lot repairs. Trustee Brown requested their bios.

Water Leakage Repairs

Director Berendt discussed water leakage repairs. Staff member, Sonia Stetkus, reported dryness. Job came in under bid by \$100.00.

OMA Training for Board Members

Briefly discussed.

New Business

Rules of Procedure resolution

Tabled

Circulation Intern

Director would like to move Isabel from a summer circulation intern to a permanent part-time employee, taking on many of the duties of a bookkeeper nature. Trustee Brown requested that open-position for bookkeeper job be publicly posted.

Finance Committee Spending Resolution

Tabled

Digital Services & Reference Librarian Position

Removed

Board of Trustees g-mail accounts

Discussed G-mail accounts for Board Members

PAEC Special Olympics Program donation

Discussed request from PAEC Special Olympics for a donation of \$100.00 for a full page ad in their dinner-dance fundraiser book. Board of Trustees, by consensus, agreed that the Berkeley Public Library will donate \$100.00 to the PAEC Special Olympics fundraiser efforts.

Motion to adjourn to Closed Session by Trustee Eldred and seconded by Trustee Brown at 8:01pm.

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

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

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

Absent: David Kasa

Move that the Berkeley Public Library Board of Trustees approve the July 10th, 2013 Closed Session Meeting Minutes as presented.

Motioned by: Janet Eldred

Seconded by: William Weed

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

Abstain: Angela Villafana

Move that the Berkeley Public Library Board of Trustees approve the August 14th, 2013 Closed Session Meeting Minutes as presented.

Motioned by: William Weed

Seconded by: Janet Eldred

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

Abstain: Angela Villafana

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

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

Submitted by: Trustee Callaghan

Typed by: Loretta Bohn, Business Manager

9/21/13

Updated 10/4/13