

**Berkeley Public Library Board of Trustees  
Monthly Meeting Minutes  
September 21, 2016  
Open Session**

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

President Villafana called the meeting to order on Wednesday, September 21, 2016, at 6:36 p.m.

**Present:** Trustees Willie Ashford, Jerry, Brown, Reginal Bulus, David Kasa, Ida O’Neal, and Angela Villafana.

**Absent:** Director Berendt.

**2. - Acknowledgment of Audience**

Ryan Cox – thanked Board members who attended the Fall Social

Isabel La Barbera – no comment

Loretta Bohn – no comment

@ 6:38 pm – Announcement by President Villafana that Director Lenora Berendt has resigned her position effective October 12, 2016.

**3. - Approval for Agenda**

@ 6:39 p.m. – Request by Trustee Jerry Brown to accept the agenda but move item 8(a) on agenda to follow item 6(b) since presenter was present and waiting to speak with Board.

@ 6:40 p.m. - **Move that the Berkeley Public Library Board of Trustees approved the Agenda with Item 8(a) moved to follow Item 6(b).**

Motioned by: Jerry Brown

Seconded by: Reginal Bulus

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

Nays: None

**MOTION CARRIED**

**4. – Meeting Minutes**

Trustee Ashford shared that the May 18, 2016 meeting minutes were not prepared at this time due to a technical difficulty with the recording device. The Board agreed to table the May 18, 2016 minutes at this time.

Trustee Brown shared that the July 20, 2016 meeting minutes were approved at the August 18, 2016 Board meeting. A copy of the August 18, 2016 meeting minutes were located by the Board and it was confirmed that the July 20, 2016 meeting minutes were approved.

Trustee Brown noted that there was a line from closed session, under Item 9, included in the August 17, 2016 minutes that needed to be removed.

**@ 6:44 p.m. – Move to approve the August 17, 2016 Meeting Minutes, as presented but removing closed session language under Item 9.**

Motioned by: Jerry Brown

Seconded by: David Kasa

Ayes: Trustees Brown, Bulus, Kasa and Villafana

Nays: None

Present: Trustees Ashford and O'Neal

## **MOTION CARRIED**

### **4. – Directors Report**

Ryan Cox presented the Director's Report to the Board. Trustee Bulus made a request that any referenced documents or reports included in board packets be sent via email attachment moving forward.

### **5. Financial Reports & Approval of Claim Ordinance #506**

Financial Reports were presented by Isabel La Barbera and she answered questions raised by Trustee Brown on ACT and Air Tech invoices; by Trustee O'Neal's on vendor contracts and fiscal year end, and by Trustee Villafana on All Pro Cleaner invoice and credit card usage.

**@ 7:07 p.m. - Move that the Berkeley Public Library Board of Trustees approve Claim Ordinance #506 in the amount of \$31,000.15 and the Financial Reports as presented.**

Motioned by: Reginal Bulus

Seconded by: David Kasa

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

Nays: None

Present: Jerry Brown

## **MOTION CARRIED**

Discussion on need for updating on-line banking to set Treasurer Reginal Bulus as administrator of Berkeley Library's on-line banking so that he can carry out assignment of rights to users.

**@ 7:11 p.m. – Move that Berkeley Public Library Treasurer, Reginal Bulus, serve as on-line banking administrator for the library's bank accounts at Republic Bank.**

Motioned by: Jerry Brown

Seconded by: Ida O'Neal

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

Nays: None

## **MOTION CARRIED**

### **8(a) – New Business Item: Azure-Horizons: Keith Carrizosa**

Mr. Keith Carrizosa from Azure-Horizons, Inc. gave a 5 minute presentation on his services. Following his presentation he took questions. In response to a question by Trustee Brown on costs, Mr. Carrizosa shared that his company charges a flat-fee based on the level of need of his

client. He could not give a quote to the Board without first accessing our server/system to determine what level of need exists. Trustee Villafana asked if there was anything else he would need from us in order to present a bid. He indicated some in-house and remote testing and analysis would need to be done, following the collection of information an assessment of need would be made by his company which would take approximately two weeks following the date of testing. He assured the Board that there would be no “down time” experienced by the library during this test time. A packet of information was provided to each Board member and the audience.

The Board requested that the Director review materials provided by Mr. Carrizosa, and that this be carried forward for discussion at the October board meeting. She will also be asked to request John Chen prepare a presentation for the Board in October.

@ 7:54 p.m. – Announcement by President Villafana that she forgot to mention when she announced Director Berendt’s resignation that she asked Ryan Cox to serve as Interim Director effective October 12, 2016.

## **7. – Old Business**

### **c. – Roof Update – deposit; roof hatch.**

Discussion on roof repair and need for hatch repair. Ryan Cox shared that the Village will only inspect the roof once the work is completed. Trustee Brown shared that the roof hatch does need to be repaired, but he felt it was separate from this bid because it was not bid into the contract at the time J&P Roofing was hired, so this remains to be done; and it is not included in the work permit provided by the Village. Trustee Villafana identified the following needed to be answered: does the roof hatch need to be repaired; is the roof work completed, and if it has been completed has it been inspected; and whether or not the gutters need to be done. She will communicate these questions to Director Berendt via email.

President Villafana shared a letter she received from Trustee Brown regarding payment for the money he paid in deposit to the architect. The board had a discussion about what remains needed in order for payment to be tendered to Trustee Brown. The Business Manager detailed the procedure followed when issuing a check in reimbursement to a staff or board member. At this time, a receipt from the vendor to Trustee Brown is needed. The Board agreed that once Trustee Brown tendered a receipt to the Business Manager a check for reimbursement shall be tendered to him.

**@ 8:27 p.m. - Move that the Library approve \$7,400.00 be paid to contractor, J & K Roofing, in deposit for roofing work done within the scope of contract terms.**

Motioned by: Jerry Brown

Seconded by: Reginal Bulus

Ayes: Trustees Brown, Bulus, and Kasa

Present: Trustees Ashford and O’Neal

**MOTION CARRIED**

**d. – Surety Bond Update.**

The Board agreed to table the Surety Bond Update at this time.

**e. – Library Policy Review Policy (revised).**

Discussion on need for Library policy review on a scheduled basis. Trustee Ida O’Neal recommended the Board establish a Policy Committee and she volunteered to Chair this Committee. Trustee O’Neal will communicate with the Director and invite a community member to serve. This Committee shall be responsible for reviewing policy and making recommendations to the Board on a scheduled basis or as needed.

**f. Circulation Policy (read into the record at the July 20, 2016 Board meeting).**

Discussion on circulation policy. Observation by Ryan Cox of a carry-over error in policy as submitted to Board in current packets. The policy submitted with the current board packet does not reflect edit made at the August 18, 2016 board meeting of \$204.00 fee for non-resident card. Policy was read into the record with revision on fee in the amount of \$204.00.

**g. Ethics Policy.**

The Board agreed to table the Ethics Policy at this time.

**h. Attorney Policy.**

The Board agreed to table the Attorney Policy at this time.

**9. - Adjourn to Closed Session**

@ 8:48 p.m. - **Move to adjourn to closed session meeting pursuant to 5ILCS 120/2 (c).**

Motioned by: Ida O’Neal

Seconded by: Willie Ashford

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

Nays: None

**MOTION CARRIED**

**10. – Reconvene Regular Session**

@ 9:20 p.m. - Board reconvened to regular session

**11. Adjournment**

@ 9:24 p.m. – **Motion to adjourn meeting**

Motioned by: Willie Ashford

Seconded by: Jerry Brown

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

Absent: Trustee Kasa