Berkeley Public Library Board of Trustees
Regular Monthly Meeting Minutes

September 24, 2025 at 6:30pm

1. **Call to Order, Roll Call, and Declaration of Quorum**
   The meeting was called to order at 6:30pm by President Hawn.
   Present: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Mason-Smith, Williams.
   Absent: none
   A quorum was present.

2. **Approval of Agenda –** *Motion to accept the agenda for Wednesday, September 24, 2025.*

   Motion: Trustee Marino
   Second to motion: Trustee Mason-Smith
   Vote (voice vote):
   Ayes: all
   Nays: none
   Absent: none
   Result: ***Motion carried****.*

3. **Board Officer Reports**
   a. **Secretary's Report**
      i. *Motion to accept the minutes for the August 27, 2025 regular meeting.*

   Motion: Trustee Ditchfield
   Second to motion: Trustee Conlin
   Vote (roll call vote):
   Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Mason-Smith, Williams.
   Nays: none
   Absent: none
   Result: ***Motion carried****.*

   b. **President's Report**
      No president's report.

   c. **Treasurer's Report**
      i. *Motion to accept Claim Ordinance #618 in the amount of $45,946.59.*

   Motion: Trustee Conlin
   Second to motion: Trustee Marino
   Vote (roll call vote):
   Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Mason-Smith, Williams.
   Nays: none
   Absent: none
   Result: ***Motion carried****.*

4. Acknowledgement of Audience and Public Participation

Village Trustee Roger Thomas, Library Director Cox, Assistant Director La Barbera were present. There were no questions/comments at this time.

5. Library Director's Report

a. Library Report and Updates

The director presented the library report for the month of August. In addition, Director Cox reported that the staff in-service held on September 20th had been successful with staff receiving training on active shooter response, mandated sexual harassment training, cyber security basics, FIOA/first amendment audit procedures, and a refresher on the disaster manual. Director Cox thanked Berkeley Police Officer William Castellano for providing training.

The director informed the board of a state law that takes effect January 1, 2026 requiring all public libraries to a) have a supply of NARCAN and b) have staff trained in the administration of NARCAN during all operational hours. Several library staff have already received the training, and the library has already submitted a request for the product with Cook County.

The Assistant Director and Director have met twice with Mr. Rachlin of Meristem Advisors. The library is now in receipt of a customized forecasting tool that evaluates potential bonding levels, repayment amounts, and impact to individual homeowners. Work will continue and there will be a presentation to the board at an upcoming meeting.

The director also shared that the library had received notice from Illinois Department of Employment Opportunity (DCEO) that a previous appropriation naming the library had been authorized, and that administration was working with that state office to put together required grant application paperwork. The focus is capital improvements and scope of the project will likely include known infrastructure needs including a replacement water service line.

6. Committee Reports

a. Building Committee

i. *Motion to accept the minutes of the September 12, 2025 building committee meeting.*

Motion: Trustee Ditchfield
Second to motion: Trustee Marino
Vote (roll call vote):
Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Mason-Smith, Williams
Nays: none
Absent: none
*Result: **Motion carried**.*

Chairperson Ditchfield discussed the LED lighting project with the board. The library is seeking to improve lighting and replace old/poorly-performing fixture with modern alternatives. The initial scope includes the lower level and staff offices on the main level, though the Building Committee will review rebate options in 2026 to evaluate feasibility of additional replacements. Trustee Ditchfield clarified that the committee had been in contact with LED-Rite, and the proposal was being modified to add $1,000 in order to include dimmer functionality to meeting room fixtures.

ii. *Motion to accept the proposal for LED lighting replacement as presented with the addition of dimmer switches/labor, not to exceed $4,500.00.*

Motion: Trustee Ditchfield
Second to motion: Trustee Conlin
Vote (roll call vote):
Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Mason-Smith, Williams.
Nays: none
Absent: none
*Result: **Motion carried**.*

Trustee Ditchfield also briefly updated the board on the HVAC replacement project. Work continues, and the committee will be verifying the future roof thickness with the architect in order to confirm that correct roof curb adapters are included.

b. Finance Committee

Treasurer Conlin presented the summary of insurance proposals received, and distributed updated coverage amounts and associated costs received to update the proposal from LIRA. The board discussed the proposals, including the difference in customizability and required minimum participation (one years vs. three years). Trustee Williams noted that both were a considerable savings to the library when compared to existing coverage through IRMA. Treasurer Conlin reminded the board that the LIRA proposal included enrollment costs for only November 1 through December 31, and the full 2026 calendar year cost would not be available until November. The director also shared that a facility appraisal was being scheduled for October, and that data would be available when evaluating future coverage levels. For coverage beginning November 1st, 2025 the board agreed to accept the proposal from Cook & Kocher.

i. *Motion to accept the proposal for insurance coverage from Cook & Kocher, in the amount of $14,497.00.*

Motion: Trustee Conlin
Second to motion: Trustee Dooley
Vote (roll call vote):
Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Mason-Smith, Williams.
Nays: none
Absent: none
*Result: **Motion carried**.*

c. Policy Committee
No report.

d. Personnel Committee
No report.

e. Technology Committee
No report.

7. Unfinished Business
No unfinished business.

8. New Business

a. Discussion - Taft Avenue Corridor Project Communication

The director presented the letter received by the library from Metro Strategies on behalf of the Village of Berkeley regarding the 'Taft Avenue Corridor' project. The letter specifies that the proposed project calls for a permanent 'fee simple acquisition' of approximately 520 square feet of library property. That land is a strip around 7' wide along the south of the building in order to install a public handicap parking spot.

The director noted that if that land is lost as proposed, this would eliminate the sunken garden feature previously planned and would likely result in the library losing the ability to offer any programming outdoors as the remaining lawn would be too small to accommodate even smaller groups. The diagram provided with the letter also indicates the addition of bicycle lanes to Taft Avenue, though it was not immediately clear if this would impact on-street parking in front of the library, a feature that is currently relied upon by many members of the public.

The board held a discussion about the impact to the library facility, and information regarding the Village of Berkeley's 'Public Information Meeting' on the project was scheduled for the following day, September 25, from 4:00pm to 7:00pm. Trustees were encouraged to attend, if available.

9. Adjournment

Motion to adjourn: Trustee Hawn
Second to motion: Trustee Marino
Vote (voice vote):
Ayes: all
Nays: none
Absent: none
*Result: **Motion carried**.*

The meeting was adjourned at 7:39pm.