

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

The meeting was called to order by President Villafana at 6:30pm.  
Present: Trustees Conlin, DeFord, Ditchfield, Hawn, Villafana, Williams.  
Absent: Trustee Mason-Smith.  
A quorum was present.

**2. Approval of Agenda – Motion to accept the agenda for Wednesday, January 24, 2024.**

Motion to approve: Trustee Conlin  
Second to Motion: Trustee Hawn  
Vote: [voice vote]  
Ayes: all  
Nays: none  
Absent: Trustee Mason-Smith  
Result: Motion carried.

**3. Board Officer Reports**

**A. Secretary's Report**

**1. Motion to accept the minutes for the November 15, 2023 regular meeting.**

Motion to approve: Trustee Hawn  
Second to Motion: Trustee Conlin  
Vote: [voice vote]  
Ayes: all  
Nays: none  
Absent: Trustee Mason-Smith  
Result: Motion carried.

**2. Motion to accept the minutes for the November 15, 2023 closed session.**

Motion to approve: Trustee Hawn  
Second to Motion: Trustee Conlin  
Vote: [voice vote]  
Ayes: all  
Nays: none  
Absent: Trustee Mason-Smith  
Result: Motion carried.

**3. Motion to accept the minutes for the November 30, 2023 called meeting.**

Motion to approve: Trustee Hawn  
Second to Motion: Trustee DeFord  
Vote: [voice vote]  
Ayes: all  
Nays: none  
Absent: Trustee Mason-Smith  
Result: Motion carried.

4. Discussion on Closed Session minutes.

Secretary Hawn led a discussion on review of historic closed session meeting recordings and minutes. The Board agreed that they will seek to schedule a full board meeting dedicated to review. Director Cox will email the Board seeking best days/times to facilitate.

**B. President's Report**

President Villafana welcomed the Board to 2024 and shared plans related to the Village of Berkeley's Centennial celebrations, including sharing key dates of May 18<sup>th</sup> (time capsule) and August 11<sup>th</sup> (parade and fun fest), encouraging trustees to participate in these events.

**C. Treasurer's Report**

1. Motion to accept Claim Ordinance #597 in the amount of \$34,762.78.

Trustee Ditchfield asked about best practices regarding reading data presented in the financial reports. Assistant Director La Barbera provided information about how to match amounts present on the summary sheet to the 'Expenses by Vendor' report.

Motion to approve: Trustee Conlin  
Second to Motion: Trustee Williams  
Vote: [roll call vote]  
Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Villafana, and Williams.  
Nays: none  
Absent: Trustee Mason-Smith  
Result: Motion carried.

2. Motion to accept Claim Ordinance #598 in the amount of \$41,318.94.

Motion to approve: Trustee Conlin  
Second to Motion: Trustee Ditchfield  
Vote: [roll call vote]  
Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Villafana, and Williams.  
Nays: none  
Absent: Trustee Mason-Smith  
Result: Motion carried.

3. Discussion on financing, upcoming library remodel.

Treasurer Conlin summarized the January 10<sup>th</sup> meeting with Village of Berkeley administration regarding funding the future library remodel and led a discussion on future financing. Trustee Conlin shared that the Village recommended the Library consider an advisory (non-binding) referendum before requesting that Village consider bonding on behalf of the Library. The Board discussed supplemental methods of fundraising, timing of an advisory referendum, and the importance of community engagement throughout the process. The importance of seeking a consultant in public referendums was also discussed.

Trustee Conlin recommended that this item be added to the agenda for the March meeting. After discussion, President Villafana requested that this topic be placed on all future agendas under 'Unfinished Business' to facilitate continued conversation until resolved.

**4. Acknowledgement of Audience and Public Participation**

*Assistant Director La Barbera and Director Cox were present.*

**5. Library Director's Report**

**A. Library Report & Updates**

*Director Cox presented the Library Report for the months of November and December. Trustee DeFord asked about the 'audit' of Baker and Taylor accounts mentioned in the report. Director Cox shared that Assistant Director La Barbera had initiated the audit in order to clear up long-standing partial credits shown on monthly invoicing received from Baker and Taylor. Isabel and the Library's new customer service representative were able to work through all accounts and apply those credits to recent orders.*

*Assistant Director La Barbera was asked about the status of the Library's application to be a passport acceptance facility. Isabel shared with the Board that while the regional representative was out of the office, it was her understanding that there is a single form to be submitted that needs to be signed by a library staff member who is currently on vacation. She expects this to be completed in the coming days.*

**6. Committee Reports**

**A. Building Committee Report**

*Director Cox presented the Building Committee Report to the Board. Director Cox shared that the Library was very pleased with the service provided by Pinnacle Maintenance in December for floor re-waxing and carpet cleaning. Ryan also expounded on the electrical issues noted in the report for the staff office. The Library will need to be sure to address the lack of dedicated circuits to the staff office during future electrical work.*

**B. Finance Committee Report**

- 1. Motion to accept the draft Fiscal Year 2025 Library Budget as presented.*

*Treasurer Conlin presented the draft Library Budget for fiscal year 2025 and shared comments from the Finance Committee review earlier in the evening. Budget lines highlighted during the summary included anticipated revenue from interest, 'Miscellaneous Nonprint' (increased primarily to include annual subscription costs for circulating hotspots), 'Programming' (increased marginally to facilitate centennial related events), and 'Capital Projects' (maintained at existing levels).*

*Motion to approve: Trustee Conlin*

*Second to Motion: Trustee Hawn*

*Vote: [roll call vote]*

*Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Villafana, and Williams.*

*Nays: none*

*Absent: Trustee Mason-Smith*

*Result: Motion carried.*

**C. Policy Committee**

*No report, Chairperson DeFord shared that the committee would be meeting in the coming weeks. Trustee DeFord also shared her experience at the 'Legislative Lunch' that she attended on behalf of the Library in December. She shared that representatives had encouraged attendees to reach out to their offices regarding funding needs.*

**D. Personnel Committee**

*No report. Chairperson Villafana reminded the Board that with the resignation of Roger Thomas, the Personnel Committee would need another member. Trustee Ditchfield indicated that he would be willing to participate, if needed.*

**E. Technology Committee**

*Chairperson Conlin shared the Technology Committee Report to the Board. Trustee Conlin and Director Cox provided updates to items included, noting ongoing work to add CIPA-compliant filtering and replacement of the Library's aging server.*

- 7. Unfinished Business**     *No unfinished business.*
- 8. New Business**         *No new business.*
- 9. Adjournment**

*Motion to adjourn: Trustee Villafana  
Second to Motion: Trustee Conlin  
Vote: [voice vote]  
Ayes: all  
Nays: none  
Absent: Trustee Mason-Smith  
Result: Motion carried.*

*The meeting was adjourned at 7:52pm.*