Berkeley Public Library Board of Trustees
Regular Monthly Meeting Minutes

September 23, 2026 at 6:30pm

1. **Call to Order, Roll Call, and Declaration of Quorum**
   The meeting was called to order by President Marino at 6:31pm.

   Present: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino.
   Absent: Trustees Mason-Smith, Williams.
   A quorum was present.

2. **Consent Agenda –** *Motion to accept the consent agenda as presented for September 23, 2026.*
   a. *Minutes for the August 26, 2026 regular meeting.*
   b. *Minutes for the September 15, 2026 Policy Committee meeting.*

   Motion: Trustee Conlin
   Second to motion: Trustee Hawn
   Vote (voice vote):
   Ayes: all
   Nays: none
   Absent: Trustees Mason-Smith and Williams
   Result: ***Motion carried****.*

3. **Referendum Q&A** – *Ashley Stewart, Every Library (Zoom)*

   The board was joined by Ashley Stewart of Every Library via Zoom (full video and audio was available to everyone in attendance at the meeting). Ms. Stewart shared the basics of answering inquiries from the public as an elected official. Ms. Stewart confirmed that a townhall informational meeting could be held at the library, provided that neutral language was maintained and that the library did not attempt to inform the public on which way to vote. The board and Ms. Stewart talked briefly about forms of communication with the public and ensuring transparency regarding upcoming renovation plans. The library director thanked Ms. Stewart for her continued assistance, noting that she had now met with library administration several times and recently met with library staff to answer questions.

4. **Acknowledgement of Audience and Public Participation**
   Village Trustee Roger Thomas, Assistant Library Director La Barbera, and Director Cox were present. There were no questions at this time.

5. **Board Officer Reports**
   a. **President's Report**

   (No report)

b. Treasurer's Report

i. *Motion to accept Claim Ordinance #630 in the amount of $51,164.88.*

Treasurer Conlin presented Claim Ordinance #630 to the board.

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

6. Library Director's Report

a. Library Report and Updates

The director presented the library report for the month of August. Details of the upcoming Friends' Fall Sale on October 3rd and the Community Roundtable on October 10th were also communicated. The director shared that the building closure earlier in the month to facilitate electrical work had gone well, and that portion of the project had passed final inspections. The director thanked library staff for their efforts to provide curbside/delivery services and for taking nearly 50 hours of development training during the closure. The director also thanked the assistant director for her recent efforts at public communication via videos shared on the library's social media accounts.

7. Committee Reports

a. Building Committee

The current status of the plumbing portion of the infrastructure project was discussed. As of the time of the meeting, final inspection/approval by the water reclamation district was still outstanding. The director shared that there had been changes to the scope of the project during permitting, which had delayed completion. In addition, the existing sanitary line was not routed in the location anticipated before work began. The actual location must be fully mapped/video recorded for the reclamation district to finalize inspection.

The board held a discussion on changes to the current project, financing, and how to best handle unforeseen changes to future renovation work. It was agreed that maintaining accurate transparency with the public is vital to the process. In addition to infrastructure/building envelope repair, a primary component of overall renovation work to be completed after a successful advisory referendum is the creation of a youth services area on the lower level. The director and assistant director shared that even with tight budgets, library administration was confident that the scope of renovation work would not be altered as to omit this dedicated area for children.

b. Finance Committee

Treasurer Conlin shared that the board was scheduled to review next year's levy at the October meeting. The board briefly discussed timing of that decision given November 3rd voting, and that plans should be made for both results. The director indicated that he would reach out to the Village to inquire as to whether board action at the November 18th meeting would be acceptable.

c. Policy Committee

Chairperson Marino presented the three policies reviewed and revised by the Policy Committee earlier in the month.

i. *Motion to accept the revised Public Relations Policy as presented.*

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

ii. *Motion to accept the revised Donations Policy as presented.*

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

iii. *Motion to accept the revised Technology Policy as presented.*

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

d. Personnel Committee

Chairperson Conlin shared that library administration was preparing succession planning documentation for the committee, which would be shared at a future meeting.

e. Technology Committee

No report.

8. Unfinished Business

a. *Discussion on library renovation and referendum.*

The director shared three draft documents related to the renovation and referendum with the board for review: a press release, a fact sheet, and an exterior banner design. These three were briefly discussed, and a handful of alterations were suggested.

9. New Business

Village Trustee Thomas inquired about planned communication for proposed town hall sessions. The board briefly discussed timing of that communication, and the use of the village's 'robocall' system to inform the public.

10. Adjournment

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

The meeting was adjourned at 8:16pm.