

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

*The meeting was called to order by President Hawn at 6:31pm.
Present: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith.
Absent: Trustee Williams.
A quorum was present.*

2. Approval of Agenda – Motion to accept the agenda for Wednesday, February 26, 2025.

*Motion to approve: Trustee Conlin
Second to Motion: Trustee Ditchfield
Vote: [voice vote]
Ayes: all
Nays: none
Absent: Trustee Williams
Result: Motion carried.*

3. Board Officer Reports

A. Secretary's Report

- Motion to accept the minutes for the January 22, 2025 monthly meeting.*

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

B. President's Report

President Hawn confirmed that the board had a vacancy following the resignation of Trustee Villafana and looked forward to appointing in interested party to that position.

C. Treasurer's Report

- Motion to accept Claim Ordinance #611 in the amount of \$54,052.51.*

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

Berkeley Public Library
Regular Monthly Meeting

Board of Trustees Meeting Minutes
February 26, 2025 6:30pm

2. Motion to remove Trustee Villafana from all library bank accounts.

Motion to approve: Trustee Conlin

Second to Motion: Trustee Hawn

Vote: [roll call vote]

Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith

Nays: none

Absent: Trustee Williams

Result: Motion carried.

4. Acknowledgement of Audience and Public Participation

Resident Jim Marino, Village Trustee Roger Thomas were present, as were library staff Director Cox and Assistant Director La Barbera.

Mr. Marino shared that he was present in response to the vacancy on the board.

5. Library Director's Report

A. Library Report & Updates

Director Cox presented the Library Report for the month of January. Director Cox also shared that the library's seed collection was now available for the public following a successful meeting of the library's new gardening group on February 18th. Training continues for Kim Sanchez, the library's new youth service assistant. Director Cox shared that Ms. Sanchez is progressing through training well and has begun longer-term planning for the summer quarter. The library has confirmed Summer Reading Kick-Off for Saturday, June 14th and reserved Berkeley Park.

The director also shared that it was his understanding that Berkeley Neighborhood Watch intends to use their March 20th meeting at the library as a 'Meet the Candidates' forum in advance of April 1st elections. The library is not a participant in organizing the evening and is only the location for that meeting. A copy of the facility use policy had been shared with the Watch so that they were aware of the language regarding political activities.

6. Committee Reports

A. Building Committee Report

Chairperson Ditchfield provided a brief update on the three current committee projects: proposals for replacement of the fire alarm were being gathered and would likely be ready for board action at the March meeting; proposals for parking lot sealcoating/re-striping were currently being acquired; and work planning the HVAC replacement project was ongoing (for a date later in 2025).

Director Cox shared that the replacement exterior book drop acquired last fall and currently in storage at Berkeley Public Works would be installed following the sealcoating project.

B. Finance Committee Report

1. *Motion to accept the draft Fiscal Year 2026 Library Budget as presented and initially accepted at the January 22, 2025 regular meeting.*

There were no further questions following the previous discussion on January 22nd.

Motion to approve: Trustee Conlin

Second to Motion: Trustee DeFord

Vote: [roll call vote]

Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith

Nays: none

Absent: Trustee Williams

Result: Motion carried.

C. Policy Committee Report

Chairperson DeFord shared that the committee had met the previous week and would have multiple policy revisions for the board to review at the March meeting.

D. Personnel Committee *(No report)*

E. Technology Committee

Director Cox shared that the library had recently submitted a revision request for Per Capita funds with the State Library because the library had been able to take care of two of the previously planned projects in advance. Those funds are now available for updating computer hardware.

7. Unfinished Business

(No unfinished business)

8. New Business

Trustee DeFord shared that she had been approached by a neighbor regarding the vacancy on the library board, but that person had not yet reached out to the Library Director or Board President. The board agreed that appointment would be placed on the agenda for the March meeting and they would proceed with interviewing Jim Marino at this time.

Mr. Marino shared that he had been a resident of Berkeley for over 40 years and had previously served the Village of Berkeley in several capacities. More recently, Mr. Marino had been a part of the Strategic Planning Committee at the library. Trustee Mason-Smith asked what he felt the future role of the Berkeley Library would be in the community. Mr. Marino shared that he saw the library as a community hub- an important institution for both the recreational and educational needs of residents.

9. Adjournment

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

The meeting was adjourned at 7:02pm.