

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

The annual meeting was called to order at 6:32pm by President Villafana.
Present: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Villafana, Williams.
Absent: none.
A quorum was present.

2. Approval of Agenda – Motion to accept the agenda for the Annual Meeting.

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

3. President's Report for FY2024

President Villafana provided an oral report summarizing fiscal year 2024, thanking library staff for not only the recent success of the May 18th Time capsule event, but for programs and services offered throughout the year. President Villafana also thanked the rest of the Board for their service to the library and the community, noting the continued hard work of committees. Finally, President Villafana thanked Trustee Ditchfield for agreeing to serve on the board earlier in the fiscal year.

4. Acknowledgement of Audience and Public Participation

Assistant Director La Barbera and Director Cox were present.

5. Nomination & Election of Officers for FY2025

Trustee Ditchfield shared the conversations held by the Nominating Committee over the past several weeks. Trustee Ditchfield shared that those conversation had gone well, and that while all board members were more than satisfied with the performance of outgoing officers, two trustees had indicated an interest in trying new roles.

The Nominating Committee put for the following slate of officers for FY 2025:

President -	Christi Hawn
Vice President-	Nicole DeFord
Secretary-	Denise Mason-Smith
Treasurer-	Ellen Conlin

A motion was made to accept the slate as presented.

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

6. Adjournment

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

The Annual Meeting was adjourned at 6:43pm.

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

The Regular Meeting was called to order by President Hawn at 6:44pm.

Present: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Villafana, Williams.

Absent: none.

A quorum was present.

2. Approval of Agenda – Motion to accept the agenda for Wednesday, May 22, 2024.

Motion to approve: Trustee DeFord

Second to Motion: Trustee Conlin

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

3. Board Officer Reports

A. Secretary's Report

1. *Motion to accept the minutes for the April 24, 2024 regular meeting.*

Motion to approve: Trustee Mason-Smith

Second to Motion: Trustee Williams

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

2. *Motion to accept the minutes for the May 4, 2024 called meeting.*

Motion to approve: Trustee Mason-Smith

Second to Motion: Trustee DeFord

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

3. *Motion to accept the minutes for the May 4, 2024 closed session as revised.*

It was noted by Trustee DeFord that the draft minutes contained a typo identifying Trustee DeFord as absent from Closed Session instead of correctly identifying Trustee Ditchfield. The motion was made to accept as revised.

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

B. President's Report

President Hawn thanked outgoing President Villafana for her years of service to the board and to the role of President, noting that much of the board were new to serving several years ago and President Villafana provided supportive guidance.

1. Committee membership discussion

The board briefly discussed existing committee structure and assignments. It was unanimously agreed that committee assignments are to remain as current with the addition of Trustee Ditchfield joining the Building and Grounds Committee.

Building & Grounds:	Mason-Smith (C), Hawn, Ditchfield
Personnel:	Villafana, Ditchfield
Technology:	Conlin, Mason-Smith
Policy:	DeFord, Williams
Finance:	Conlin, Hawn, Villafana

President Hawn stressed that fellow trustees should always feel welcome to choose additional or different committee assignments should they be available and interested in the future.

C. Treasurer's Report

1. Motion to accept Claim Ordinance #602 in the amount of \$44,464.90.

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

2. Motion to accept the list of pre-approved vendors for FY2025.

The Board briefly held a discussion about needing a pre-approved vendor list and applicable state laws. The Assistant Director shared that most vendors are now on a 30-day billing cycle, and noted previous late payment fees assessed by credit card companies, etc. Director Cox shared that nearly all significant one-time expenses would still be reviewed by the Board prior to accepting of bids/proposals, noting library administration has a \$2,500 threshold. Assistant Director La Barbera also reminded the board that all expenses, whether pre-approved and paid or not, will always be included in financial reports for approval by the Board.

Motion to approve: Trustee Conlin

Second to Motion: Trustee DeFord

Vote: [roll call vote]

Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Villafana, Williams.

Nays: none

Absent: none

Result: Motion carried.

4. Acknowledgement of Audience and Public Participation

Assistant Director La Barbera and Director Cox were noted as present.

5. Library Director's Report

A. Library Report & Updates

Director Cox shared the monthly library report as well as the annual report comparing various circulation and service statistics from FY 2023 to 2024 showing that the library had improved year-to-year in nearly every facet. Assistant Director La Barbera noted that the number of notary transactions had declined year-to-year, likely because the neighboring Hillside Library now had a notary whereas previously the Berkeley Library had seen a fair number of residents from that community seeking notary appointments. Director Cox noted the decline in video (DVD) items, a multi-year trend that was anticipated with the popularity of streaming platforms.

Director Cox shared the success of the May 18th Centennial events that were hosted by the Library, noting that as many as 350 visitors were in the library that day. He thanked the library staff for rising to the challenge and working extremely hard to ensure a successful day of events. The director thanked the Assistant Director for planning assistance and for staffing the 'future of the library' display and meeting with many visitors to explain the importance of remodel plans presented. The director also thanked Patron Services Coordinator Vega, who had been crucial in planning for the day and took lead on both the 'Century of Blooms' gallery as well as meeting with current and former residents to scan historic documents and photos.

6. Committee Reports

A. Building Committee Report

Director Cox confirmed that Hartwig Mechanical had serviced air conditioners for the season, including adding a leak detection/sealant to the middle unit when it was recharged.

B. Finance Committee Report

1. Motion that the Berkeley Public Library Board of Trustees authorize the addition of Trustee David Ditchfield as a signor on the General Fund Checking account.

Motion to approve: Trustee Conlin

Second to Motion: Trustee Villafana

Vote: [roll call vote]

Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Villafana, Williams.

Nays: none

Absent: none

Result: Motion carried.

2. *Move that the Berkeley Public Library bank accounts are updated to reflect the new slate of officers appointed at the May Annual Meeting.*

Motion to approve: Trustee Conlin

Second to Motion: Trustee DeFord

Vote: [roll call vote]

Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Villafana, Williams.

Nays: none

Absent: none

Result: Motion carried.

C. Policy Committee

(No report)

D. Personnel Committee

(No report, discussion to take place in Closed Session)

E. Technology Committee

1. *Motion to accept the proposal from Current Technologies for server replacement.*

Motion to approve: Trustee Conlin

Second to Motion: Trustee Villafana

Vote: [roll call vote]

Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Villafana, Williams.

Nays: none

Absent: none

Result: Motion carried.

7. Unfinished Business

(No unfinished business)

8. New Business

(No new business)

9. Adjourn to Closed Session

Move that the Berkeley Public Library Board of Trustees adjourn to Closed Session pursuant to 5 ILCS 120/2 (c)(1): the appointment, employment, compensation, discipline, or dismissal of specific individuals.

Motion to adjourn to closed session: Trustee Hawn

Second to Motion: Trustee Villafana

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

The board adjourned to Closed Session at 7:34pm.

10. Reconvene Regular Session

Open session was reconvened at 8:43pm.

Present: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Villafana, Williams.

Absent: none.

A quorum was present.

Motion to retain Director Cox with a market adjusted salary of \$80,000.00 and a 3% performance increase for a total of \$82,400.00.

Motion to approve: Trustee Conlin

Second to Motion: Trustee Mason-Smith

Vote: [roll call vote]

Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Villafana, Williams.

Nays: none

Absent: none

Result: Motion carried.

11. Adjournment

Motion to approve: Trustee Villafana

Second to Motion: Trustee Conlin

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

The meeting was adjourned at 8:45pm.

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

Closed session was called to order at 7:44pm by President Hawn.

Present: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Villafana, Williams.

Absent: none

A quorum was present.

2. Annual Evaluation of the Library Director

The Board reviewed performance evaluations of the library director provided by both trustees as well as library staff and held a discussion that included setting goals for the director for FY2025 as well as adjustments to compensation offered.

The Director was asked to join Closed Session at 8:20pm. The following goals were provided to the director for the coming fiscal year:

- Perform a comprehensive analysis of library staffing with comparables at other libraries, including for the position of director.*
- Continue preparation for a 2025 referendum.*
- Continue 'community roundtable' participation on behalf of the library*
- Ensure that strategic plan development includes solicitation of feedback from the community*
- Continue planning and community engagement work with Williams Architects*
- Improve communication with public in relation to collection development practices*

3. Adjournment

Motion to adjourn closed session: Trustee Hawn

Second to Motion: Trustee Ditchfield

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

Closed session was adjourned at 8:43pm.