

Note: Due to the pandemic, this meeting of the Berkeley Public Library Board of Trustees was held via videoconference, with an agenda including a link for participation posted on the library's website as well as in the library building. The public was able to attend either virtually or in person.

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

The meeting was called to order by Vice President Mason-Smith at 6:30pm.
Present: Trustees Conlin, DeFord, Hawn, Kovacik, Mason-Smith, Thomas, and Villafana.
Absent: none.

2. Acknowledgment of Audience

Director Cox was present (physical), Assistant Director La Barbera was present (virtual).
Resident Denise Pikes-King was also present (virtual).

Director Cox mentioned the virtual format of the meeting and explained the need due to the ongoing pandemic. All votes taken throughout the meeting were roll call votes, as required.

3. Approval of Agenda – Motion to accept the agenda for Wednesday, January 26, 2022.

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

4. Board Officer Reports

A. Secretary's Report

1. Motion to accept the minutes for the November 18, 2021 regular meeting.

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

B. President's Report

(NONE)

C. Treasurer's Report

1. Motion to accept Claim Ordinance #573 in the amount of \$28,255.92.

Motion to approve: Trustee Kovacik

Second to Motion: Trustee Mason-Smith

Vote: [roll call vote]

Ayes: Trustees Conlin, DeFord, Hawn, Kovacik, Mason-Smith, Thomas, and Villafana.

Nays: none

Absent: none

Result: Motion carried.

President Villafana stepped away from meeting at 6:36pm and rejoined after the following agenda item at 6:44pm.

2. Motion to accept Claim Ordinance #574 in the amount of \$36,511.27.

Director Cox was asked if any staff were able to attend Hillside-Berkeley Luncheon (part of ORD #574), he confirmed that both Assistant Director La Barbera and Stephanie Roon attended. Director Cox was also asked if the VR set (part of ORD #574) is being used by patrons. He answered that circulation was fairly low and staff would evaluate retaining the system after the current contract year.

Motion to approve: Trustee Kovacik

Second to Motion: Trustee DeFord

Vote: [roll call vote]

Ayes: Trustees Conlin, DeFord, Hawn, Kovacik, Mason-Smith, and Thomas.

Nays: none

Absent: Trustee Villafana

Result: Motion carried.

5. Director and Library Report

A. Library Report & Updates

In addition to the presented report, Director Cox shared the following updates with the board:

- Berkeley Neighborhood Watch would change venues from Village Hall to the Library for their monthly meetings starting on February 17th.
- Library staff had recently met with the Berkeley Community Garden Club to begin planning a Seed Lending Library where residents could take and donate a variety of seeds to encourage gardening in the community.
- Assistant Director La Barbera has been working with IDNR and the library will add fishing/hunting licenses to list of service available to the public in the coming weeks.
- Lighting and power were updated in the two small storage rooms off of the meeting room recently as part of Per Capita spending. This was done to improve safety and prepare for moving of network equipment.
- Director Cox had met with other representatives of Proviso Township libraries to begin planning a collaborative effort to promote all area libraries during late summer/early fall. This meeting was the work of the Director at the Bellwood Library, Amy Crump.
- The library was in the process of using a different attorney office for remodel contract reviews after researching costs and recommendations from other area libraries.

6. Committees

A. Building Committee Report

1. *Motion to accept the minutes of the November 27th and December 13th, 2021 Building Committee meetings.*

It was noted that the agenda was incorrect and the two dates to be accepted were November 29th and December 13th.

Motion to approve: Trustee Mason-Smith

Second to Motion: Trustee Thomas

Vote: [roll call vote]

Ayes: Trustees Conlin, DeFord, Hawn, Kovacik, Mason-Smith, Thomas, and Villafana.

Nays: none

Absent: none

Result: Motion carried.

2. *Motion to accept the Phase 1 remodel plan and budget as reviewed at the January 24th, 2022 Building Committee meeting.*

The committee summarized a recent meeting with SMC and Williams Architects and informed the board that a motion to accept a full budget was not required at this time. Instead, a motion was made to accept the proposal from Midwest Environmental Consulting Services for asbestos testing as a part of that full budget in the amount of \$2,500.00.

Motion to approve: Trustee Mason-Smith

Second to Motion: Trustee Thomas

Vote: [roll call vote]

Ayes: Trustees Conlin, DeFord, Hawn, Kovacik, Mason-Smith, Thomas, and Villafana.

Nays: none

Absent: none

Result: Motion carried.

B. Finance Committee Report

1. *Motion to accept the minutes of the January 7, 2022 committee meeting.*

Motion to approve: Trustee Kovacik

Second to Motion: Trustee Conlin

Vote: [roll call vote]

Ayes: Trustees Conlin, DeFord, Hawn, Kovacik, Mason-Smith, Thomas, and Villafana.

Nays: none

Absent: none

Result: Motion carried.

2. *Motion to accept the draft library budget for Fiscal Year 2023.*

The committee held a brief discussion of the draft budget for FY 2023.

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

3. *Discussion on correspondence received.*

The committee discussed the correspondence received from the Village of Berkeley dated December 20, 2021 regarding IRMA and insurance coverage for the Library and Village. The board agreed with the several questions raised during the previous Finance Committee meeting and were in agreement that the first step was to draft a letter requesting additional information from the Village of Berkeley and the Village's Board of Trustees. Board members were asked to email President Villafana by Monday, January 31st if they had additional questions that should be included in that correspondence.

C. Policy Committee

1. *Motion to accept the minutes from the December 6th, 2021 Policy Committee meeting.*

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

2. *Motion to accept the draft revised Bylaws of the Board of Trustees.*

The Board discussed the draft revised Bylaws document presented. Of note was section 5.05: Remote Participation at Meetings. While language in that section reflects the Open Meetings Act, it does not implicitly include language related to virtual attendance during emergency situations (like is currently the case). The committee believed that section 5.07: Statutory Compliance did allow for special situations such as this, but they would review the language present prior to the final motion to be made at the February 23, 2022 meeting.

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

Berkeley Public Library
Regular Monthly Meeting

Board of Trustees Meeting Agenda
January 26, 2022 6:30pm

- D. Personnel Committee** *(No business)*
- E. Technology Committee** *(No business)*
- 7. Unfinished Business** *(No unfinished business)*
- 8. New Business** *(No new business)*

At this time, President Villafana invited the audience to participate with any questions they may have for the Board or Library administration. Ms. Pikes-King thanked the board and inquired about 1) native plants to be included in the upcoming seed library (Director Cox confirmed that this was part of the discussion held with the Garden Club); 2) ADA compliance and building remodel (Director Cox confirmed that previous administration had had an outside agency evaluate the building and identify issues and that current administration had followed that with an ADA self-assessment); 3) whether the library planned to update the website (it was confirmed that was the case and that library staff were already in the process of putting together a replacement site to be introduced later in 2022.

- 9. Adjourn to Closed Session** *(No closed session)*
- 10. Adjournment**

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

The meeting was adjourned at 7:56pm.