

**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, Mason-Smith, Villafana, Williams.*

*Absent: none*

*A quorum was present.*

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

*Motion to approve: Trustee Conlin*

*Second to Motion: Trustee DeFord*

*Vote: [voice vote]*

*Ayes: all*

*Nays: none*

*Absent: none*

*Result: Motion carried.*

**3. Review & Approval**

**A. Motion to accept the library and board schedules for Fiscal Year 2025.**

*Motion to approve: Trustee Mason-Smith*

*Second to Motion: Trustee Hawn*

*Vote: [voice vote]*

*Ayes: all*

*Nays: none*

*Absent: none*

*Result: Motion carried.*

**B. Motion to accept the draft Intergovernmental Agreement regarding insurance coverage.**

*The revised draft provided the Library by the Village of Berkeley was reviewed. Trustee Conlin shared that she had provided four notes regarding the first draft, and that the one not incorporated by the Village into this revision was the language of item #10, relating to a termination of the IGA by either party not relieving the Library of obligations to pay the Village for any coverage. Trustee Conlin shared concern that the existing language could result in a future situation where the Library pays its annual obligation and then the Village shortly thereafter terminates the IGA, resulting in the Library having to incur the costs of being insured twice in a single budget year.*

*The Board discussed this discrepancy as well as the timeframe for both agreeing to the IGA as well as submitting payment to the Village for the current fiscal year. Director Cox shared that the Village had been contacted in the Fall of 2023 requesting that the IGA be drafted based on Library Board's discussions. A draft IGA was received by the Library on March 22, 2024.*

*Both the Director and Village Trustee Thomas will communicate with the Village Administrator requesting further development to the language in question. The Board agreed that the matter can be added to the agenda for the May 4<sup>th</sup> called meeting.*

*Action on this item was tabled.*

**4. Board Officer Reports**

**A. Secretary's Report**

1. *Motion to accept the minutes for the March 27, 2024 regular meeting.*

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

**B. President's Report**

*President Villafana reminded the Board of the May 1<sup>st</sup> deadline to file statements of economic interest.*

**C. Treasurer's Report**

1. *Motion to accept Claim Ordinance #601 in the amount of \$31,762.18.*

*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.*

*Treasurer Conlin shared that accounting had been adjusted to add lines specific to passport acceptance service, both revenue and expense. It was asked how frequently that service is being used- Assistant Director La Barbera shared that to date, the Library had accepted and processed approximately 30 applications. Director Cox shared that the month of March was very busy, likely due to the public looking forward to summer vacationing, and that requests for appointments had recently slowed to a more manageable level.*

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

*Village Trustee Thomas, Director Cox, and Assistant Director La Barbera were present.*

*Village Trustee Thomas thanked the Library for all of the assistance that had been provided to the Centennial Committee thus far in the process of preparing for upcoming community events. Director Cox informed the Board that the Centennial Committee has repeatedly committed to the wellbeing of the Library facility, including covering the costs associated with a post-May 18<sup>th</sup> carpet cleaning.*

**6. Library Director's Report**

**A. Library Report & Updates**

*Director Cox shared that he had worked with Andrew Dogan of Williams Architects to prepare and submit both the application for the Illinois Public Library Construction Act Grant as well as the corresponding sign-off request to the Illinois Preservation office on Monday, April 15<sup>th</sup>.*

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Director Cox also shared that Assistant Director La Barbera had initiated the process of collecting documentation in support of the upcoming audit of FY2024 finances by Lauterbach and Amen. The Library will be prepared to provide information to the auditor in advance of the primary meeting, which is anticipated in May.

Director Cox also shared the Library has now hired a part-time maintenance staff member. Director Cox also thanked all library staff- preparations related to various aspects of the Village's Centennial has meant considerable additional workload for nearly everyone on staff, and all have contributed to the process.

**7. Committee Reports**

**A. Building Committee Report**

The Building Committee circulated documents pulled from the updated Facilities Plan prepared by Williams Architects, including revised floorplans and depictions of what the exterior of the building may look like post-remodel. A brief conversation was held on these documents. (this conversation continued later under 'Old Business')

The Director also shared that Library administration had recently scheduled a 'spring tune up' for all HVAC equipment given that there would soon be demand for air conditioning service. The Board was briefed on the results of that service call, and the quotes received for further repair work needed. The Board agreed that this item should be added to the agenda for the May 4<sup>th</sup> meeting.

**B. Finance Committee Report**

(No report)

**C. Policy Committee**

1. Motion to accept the minutes for the April 11, 2024 policy committee meeting.

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

2. Motion to accept the draft resolution declining participation in the non-resident card program.

Motion to approve: Trustee DeFord  
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.

3. *Motion to accept the draft revised General Policies.*

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

4. *Motion to accept the draft revised Circulating Technology policy.*

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

5. *Motion to accept the draft revised Facility Use Policy.*

Motion to approve: Trustee DeFord  
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.

**D. Personnel Committee**

1. *Discussion – Director’s Annual Evaluation.*

*The Board held a brief discussion about the process of completing the Director’s annual evaluation, and it was confirmed that draft forms were distributed via email for review/response.*

**E. Technology Committee**

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

*Chairperson Conlin shared that Director Cox had recently had a meeting with Current Technologies, and that the proposal for a server replacement was being revised.*

*This item was tabled until the May 22<sup>nd</sup> regular meeting.*

**8. Unfinished Business**

**A.** *Discussion: financing and community engagement, library remodel.*

*Director Cox confirmed that as part of the already accepted proposal from Williams Architects, visuals would be prepared to be used May 18<sup>th</sup> and moving forward for community engagement. The Board*

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*had expressed an interest in one or more of the visuals include 'x-ray' or cut-away imagery that focused on infrastructure deficiencies- this information was shared with Williams Architects, and Mr. Dogan confirmed that similar visuals have been prepared before as part of a community engagement process.*

**9. New Business**

*The Board discussed the upcoming meeting planned for May 4<sup>th</sup> as part of the semi-annual review of Closed Session minutes. It was confirmed that the meeting will be scheduled for 10:00am, and trustees should anticipate approximately 1 to 1.5 hours in length. The Board agreed that this was an important process to ensure transparency to the community, and the upcoming meeting was a good first step to addressing historic deficiencies in record keeping dating back many years.*

**10. Adjournment**

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

*The meeting was adjourned at 7:59pm.*