

**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, Hawn, Mason-Smith, Villafana.  
Absent: Trustees Thomas and Williams  
A quorum was present.*

**2. Acknowledgment of Audience**

*Present were Assistant Director La Barbera, Director Cox, Denise Pikes (resident).*

**3. Approval of Agenda – Motion to accept the agenda for Wednesday, April 26, 2023.**

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

**4. Board Officer Reports**

**A. Secretary's Report**

- 1. Motion to accept the minutes for the March 22, 2023 regular monthly meeting.*

*Trustee Conlin presented the Secretary's Report in Trustee Thomas's absence.*

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

**B. President's Report**

- 1. Nomination Committee for FY2024.*

*President Villafana noted that this was the last scheduled meeting of FY 2023 and thanked fellow board members for accomplishments achieved over the past twelve months.*

*President Villafana and the Board discussed who hadn't served on a Nominating Committee before (or not recently). The Nominating Committee was tentatively established as Trustees Williams and Hawn. President Villafana will communicate with Trustee Williams since he was not present; should Trustee Williams not wish to serve, Trustee DeFord agreed to serve in his place.*

**C. Treasurer's Report**

1. Motion to accept Claim Ordinance #589 in the amount of \$57,129.70.

Motion to approve: Trustee Conlin

Second to Motion: Trustee Mason-Smith

Vote: [roll call vote]

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

Nays: none

Absent: Trustees Thomas and Williams

Result: Motion carried.

Treasurer Conlin shared with the Board information about recent bank transfers. An update on the process to potentially become a passport processing location was shared (all requested information has been submitted as of this time); current interest rates for accounts were shared.

**5. Director and Library Report**

**A. Library Report & Updates**

Director Cox shared copies of an invitation to Cook County Commissioner Aguilar's new office opening on May 16<sup>th</sup> with the Board in the event any present wished to attend. Director Cox also shared that the Oaths of Office for recently elected trustees would take place at the start of the Village of Berkeley meeting on May 2<sup>nd</sup>. The Library is working with the Berkeley Park District to hold another 'Playdate in the Park' after the success of last year's program. This will take place on Saturday, June 17<sup>th</sup> and there will be activities for all ages. Summer Reading starts June 19<sup>th</sup>, and registration will take place on the 17<sup>th</sup> at both the park and the library. The Berkeley Library Friends were able to raise over \$500.00 at their April 1<sup>st</sup> Spring Sale; the date for the annual Fall Sale has been set for October 7<sup>th</sup>.

Trustee DeFord inquired about the letter of support from the Library for the 'Invest in Cook' grant application prepared by the Village of Berkeley. Director Cox shared that he was under the impression it was an application for funding for future planning costs and not specific changes to the community.

**6. Committees**

**A. Building Committee Report**

Chairperson Mason-Smith presented the report from the Building Committee. Future possible HVAC work was briefly discussed, and the committee shared that they intend to meet with Mr. Perkunas from SMC to review options and work on 'Phase 2' plans prior to committing to HVAC work. Public computer desks recently acquired from the Mount Prospect Library were also shown.

**B. Finance Committee Report**

Chairperson Conlin shared that the Finance Committee plans to meet in the coming month.

**C. Policy Committee**

1. Motion to accept the minutes of the April 11, 2023 Policy Committee meeting.

Motion to approve: Trustee DeFord  
Second to Motion: Trustee Hawn  
Vote: [voice vote]  
Ayes: all  
Nays: none  
Absent: Trustees Thomas and Williams  
Result: Motion carried.

2. Motion to accept the revised Board Bylaws.

Chairperson noted an error in the presented revisions to the bylaws and motioned to accept as revised, changing the last line in the updated section to read "[...] no more than 30 days."

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

Director Cox shared that during review of the Bylaws, it was necessary to implement two minor changes: 1) a sign-in sheet for audience members, which was introduced at this meeting and 2) a change to order of business on the agenda, which would be introduced at next month's meeting.

3. Motion to accept the proposed Lost and Found Policy.

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

4. *Motion to accept the annual ordinance for Non-Resident cards.*

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

**D. Personnel Committee**

1. *Motion to authorize partial closure on Saturday, May 20<sup>th</sup>, 2023*

*Motion to approve: Trustee Villafana  
Second to Motion: Trustee DeFord  
Vote: [voice vote]  
Ayes: all  
Nays: none  
Absent: Trustees Thomas and Williams  
Result: Motion carried.*

2. *Discussion – Director’s Annual Evaluation Process*

*President Villafana shared with the Board that the evaluation process will begin shortly and to expect communication from the Personnel Committee in the coming days/weeks.*

**E. Technology Committee**

*Chairperson Conlin presented the brief summary report from the Technology Committee. E-Rate related work to be completed once funding is provided- while there is no set date, it may be as early as July 2023.*

**7. Unfinished Business**

**A. Discussion – Insurance coverage.**

*Director Cox informed the Board that the Library had begun the process of communicating with potential insurance carriers and will continue that process in order to receive proposals for the Board's review.*

**8. New Business**

*President Villafana shared that she had recently received a letter from a resident who had been asked to leave the library due to inappropriate behavior. The Board briefly discussed the situation and agreed that a prohibition of use of the library for a period of six months was appropriate for the situation. President Villafana will communicate with Chief Larem of the Berkeley Police Department for any recommendations his department may have prior to responding to the resident.*

Berkeley Public Library  
Regular Monthly Meeting

Board of Trustees Meeting Minutes  
April 26, 2023 6:30pm

*President Villafana invited Ms. Pikes to share any questions or comments she may have with the Board. Ms. Pikes inquired regarding future broadband speeds available to the library via fiber- Director Cox shared that while a 1000mb fiber connection was available, cost dictated that the library opt for the 500 mb fiber connection. Ms. Pikes also inquired about de-escalation training for library staff. Assistant Director La Barbera confirmed that all staff have reviewed webinars on de-escalation, though training specific to mental health is a good idea and can be pursued by the library in the future.*

**9. Adjourn to Closed Session**

*(NO CLOSED SESSION)*

**10. Adjournment**

*The meeting was adjourned at 7:48pm.*

*Motion to adjourn: Trustee Villafana  
Second to Motion: Trustee Conlin  
Vote: [voice vote]  
Ayes: all  
Nays: none  
Absent: Trustees Thomas and Williams  
Result: Motion carried.*