

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

*The meeting was called to order by President Villafana at 6:30pm.
Present: Trustees DeFord, Hawn, Mason-Smith, Villafana, Williams.
Absent: Trustees Conlin and Thomas.
A quorum was present.*

2. Acknowledgment of Audience

Assistant Director La Barbera and Director Cox were present.

3. Approval of Agenda – Motion to accept the agenda for Wednesday, November 16, 2022.

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

4. Board Officer Reports

A. Secretary's Report

1. *Motion to accept the minutes for the October 26, 2022 regular monthly meeting.*

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

B. President's Report

President Villafana shared that she hopes to see fellow trustees who are available at the December 3rd Open House. She also asked that trustees consider the idea of adding photos/'meet the trustees' information to somewhere public in the library and wished everyone in attendance a Happy Thanksgiving.

C. Treasurer's Report

1. Motion to accept Claim Ordinance #584 in the amount of \$57,691.48.

Trustee Hawn presented ordinance #584 in Treasurer Conlin's absence. Trustee Mason-Smith asked if Age Options grant funds were used for the acquisition of additional chairs for the weekly yoga program and Director Cox confirmed that was the case.

Motion to approve: Trustee Hawn

Second to Motion: Trustee Mason-Smith

Vote: [roll call vote]

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

Nays: none

Absent: Trustees Conlin and Thomas

Result: Motion carried.

2. Move that the Berkeley Public Library Board of Trustees pre-approve November operational expenses for Ordinance #585, not to exceed \$40,000.00. Final acceptance of Ordinance #585 is to be placed on the agenda for the January 25th, 2023 meeting.

Motion to approve: Trustee Hawn

Second to Motion: Trustee Mason-Smith

Vote: [roll call vote]

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

Nays: none

Absent: Trustees Conlin and Thomas

Result: Motion carried.

5. Director and Library Report

A. Library Report & Updates

Director Cox shared that invitations for the December 3rd open house had been mailed to approximately 50 elected officials, community leaders, and previous library staff members. The Park District will be joining the Library for that day and Santa will be present from 11:00am to 1:00pm. Director Cox also shared that senior services had been very strong the past 8-10 weeks in particular, with monthly outreach bags now at 45 and the weekly chair yoga program bringing in 10-15 participants from a wide range of communities.

Holiday décor for the Story Walk had been added recently, and the new story is to be installed around 11/28. Finally, furniture for the circulation area is scheduled to be installed 11/17 in the morning. This represents the last significant portion of the Phase 1 remodel to be completed.

6. Committees

A. Building Committee Report

The notes from the recent meeting with SMC and Williams Architects to begin to prioritize future projects were discussed. Trustee DeFord asked if the rear exterior door noted as being in poor condition had already been considered in planning. Director Cox confirmed that it was, originally planned for the "building envelope" series of items including doors and windows. The poor condition, however, was made worse during construction traffic in July.

B. Finance Committee Report

1. *Motion to accept the minutes for the November 7, 2022 committee meeting.*

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

C. Policy Committee

1. *Motion to accept the minutes for the November 10, 2022 committee meeting.*

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

Trustees DeFord and Villafana thanked Trustee Williams for his willingness to quickly join the Policy Committee and assist in reviews.

2. *Motion to accept the revised General Policies as presented.*

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

3. *Motion to accept the reviewed Volunteer Policy as presented.*

Note: as the policy was unchanged during the committee's review process, the motion was adjusted to read "accept the reviewed..." instead of "accept the revised...".

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

4. *Motion to accept the revised Child Protection Policy as presented.*

Note: The Policy Committee informed the Board that review of this policy was not yet completed, and that they intend to bring it before the Board at a future meeting, likely January 2023. As a result, there was no vote or further discussion.

D. Personnel Committee

No report.

E. Technology Committee

No report. Director Cox shared that data had been shared with E-Rate First in preparation of the application process.

7. Unfinished Business

None. The Board briefly discussed Cook County tax bills being released, and the likely timing of payments to the library.

8. New Business

No new business.

9. Adjournment

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

The meeting was adjourned at 7:02pm.