

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

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

It was noted that both the agenda and the minutes from June 28<sup>th</sup> were revised and re-issued on 7/21/2023 after initial distribution with updated copies marked.

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

**3. Board Officer Reports**

**A. Secretary's Report**

1. Motion to accept the minutes for the June 28, 2023 regular meeting.

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

**B. President's Report**

President Villafana shared that she had accepted the invitation to attend the Illinois Treasurer's "Local Officials Picnic" in Springfield on August 19<sup>th</sup> and invited any other trustees that may be available to consider attending.

**C. Treasurer's Report**

1. Motion to accept Claim Ordinance #592 in the amount of \$36,454.86.

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

Treasurer Conlin also shared that a periodic bank transfer would take place in early August.

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

Director Cox, Assistant Director La Barbera, and resident Denise Pikes were in attendance. There were no questions/comments at this time.

**5. Library Director's Report**

**A. Library Report & Updates**

Director Cox shared the prepared library report for the month of June 2023. The Library's participation in the Village of Berkeley's "Family Fun Fest" on August 13<sup>th</sup> as well as in the District 87 PTO "Back to School" event on August 25<sup>th</sup> were briefly discussed, with Trustees Villafana, Mason-Smith, and Williams indicating that they would help staff Library tables at one or both of the events. Director Cox will email the entire board to verify the dates and times.

Director Cox shared that the Youth Services Coordinator position discussed briefly at the June 2023 meeting had been filled by an internal candidate, Katie Korenchan. Ms. Korenchan has begun training for the role and will officially take over September 1<sup>st</sup>. She will also retain limited public service responsibilities, and the library is currently hiring a part time Public Service Assistant as a result.

Director Cox also noted that July 2023 marked Assistant Director La Barbera's ten-year anniversary with the Berkeley Library. He thanked her for her service, her positive impact on library operations, and service to the community.

**B. Strategic Plan Review & Discussion**

The periodic progress update for the 2019-2024 Strategic Plan was discussed. Significant progress to meeting objectives related to improving the facility, encouraging more residents to register for library cards, and program attendance were noted. The impact of COVID-19 closures and reduction in services was also discussed, being most visible in item circulations and building attendance. Though progress continues to be made on both, it was agreed that the library will continue to focus on improvement in these areas.

The Board also briefly discussed the formation of a working group to begin preparation of the next strategic plan (2024-2029). It was agreed that such a group should have the involvement of community members. Resident Denise Pikes recommended that the library include District 87 in those planning conversations in some form.

**6. Committee Reports**

**A. Building Committee Report**

1. Motion to accept the minutes of the June 22, 2023 Building Committee meeting.

The minutes were revised to include the attendance of Trustee Villafana.

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

**B. Finance Committee Report**

(No report)

**C. Policy Committee**

1. *Motion to accept the revised Donations Policy as initially accepted at the June 28<sup>th</sup>, 2023 regular meeting.*

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

**D. Personnel Committee**

*(No report)*

**E. Technology Committee**

*Trustee Conlin shared recent updates to technology infrastructure at the library, with the phone system having been replaced the week of 7/17, fiber scheduled to be installed 7/28, and a funding announcement received for the e-rate hardware project.*

1. *Motion to accept the proposal from Konica Minolta for a 5-year lease for copy/print/faxing equipment.*

*The Board discussed the equipment to be replaced as part of the five-year lease as well as the proposals received from four vendors.*

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

**7. Unfinished Business**

*(No unfinished business)*

**8. New Business**

*Audience member Denise Pikes was invited to comment. Ms. Pikes shared that she hopes the library considers working in concert with community partners such as District 87, particularly when it comes to the scheduling of programs for youth during summer months. Director Cox responded that although it is necessary for the library to schedule programs several months in advance, he would be more than happy to share the feedback with the Youth Services Coordinator.*

**9. Adjournment**

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

*The meeting was adjourned at 7:30pm.*