

Berkeley Public Library Board of Trustees

Regular Monthly Meeting Minutes

August 27, 2025 at 6:33pm

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

The meeting was called to order by President Hawn at 6:33pm.

Present: Trustees Conlin, Ditchfield, Dooley, Marino, Mason-Smith, Williams.

Absent: none.

A quorum was present.

2. Approval of Agenda – Motion to accept the agenda for Wednesday, August 27, 2025.

Motion: Trustee Mason-Smith

Second to motion: Trustee Marino

Vote (voice vote):

Ayes: all

Nays: none

Absent: none

*Result: **Motion carried.***

3. Board Officer Reports

a. Secretary's Report

i. Motion to accept the minutes for the July 23, 2025 regular meeting.

Motion: Trustee Ditchfield

Second to motion: Trustee Marino

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Mason-Smith, Williams.

Nays: none

Absent: none

*Result: **Motion carried.***

b. President's Report

(No report)

c. Treasurer's Report

i. Motion to accept Claim Ordinance #617 in the amount of \$61,550.97.

Trustee Mason-Smith inquired as to the total amount of the ordinance. Director Cox explained that there were a few annual purchases included as well as July being an unusual three pay period month.

Motion: Trustee Conlin

Second to motion: Trustee Mason-Smith

Vote (roll call vote):

Ayes: all

Nays: none

Absent: none

*Result: **Motion carried.***

4. Acknowledgement of Audience and Public Participation

Village Trustee Thomas, Director Cox, and Assistant Director La Barbera were present. There were no questions or comments at this time.

5. Library Director's Report

a. Library Report and Updates

Director Cox shared basic statistics regarding participation in the library's annual 'Summer Reading' program, as well as both the library and Friends group attendance at the Village of Berkeley's annual Fun Fest. Upcoming dates for the Fall Sale (Saturday, October 4th) and the Holiday Open House (Saturday, December 6th) were shared with the board.

The Board was provided with a copy of the fall (September to November) library newsletter. The updated format, which includes collection and services information for the first time, was discussed. Director Cox shared programming updates for the Fall quarter. The tai chi program made possible by Age Options was concluding after a very successful reception. The library hopes to host the series again, though it would likely be later in 2026 as there are many other libraries Age Options provides services to. 'Crafternoon' is being discontinued, and will be replaced with two quarterly crafting programs that will be promoted to an older (teen/adult) audience. The library is also adding an additional passive program starting in September: 'Spice Adventure Kits' will feature a sample of an exotic spice from around the world as well as links to recipes that patrons can try at home.

Assistant Director La Barbera distributed proposals for insurance received by library administration. Director Cox shared that an appraisal service with experience in the public sector had recently been retained to provide updated information about the facility for future insurance coverage. Selection of a suitable proposal would be placed on the agenda for the September 24th meeting, and the board was asked to please refer questions that arise during the review of the two proposals to the director, who would facilitate responses from the two providers.

b. Quarterly Strategic Plan Update

The board and library administration briefly reviewed the summary report provided. Rising costs of physical periodicals and limited use was discussed, as was options for digital access.

6. Committee Reports

a. Building Committee

i. Motion to accept the minutes from the July 23, 2025 Building Committee meeting.

Motion: Trustee Ditchfield

Second to motion: Trustee Marino

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Mason-Smith, Williams.

Nays: none

Absent: none

*Result: **Motion carried.***

Trustee Dooley inquired as to the timeline of the LED lighting replacement project. Chairperson Ditchfield shared that the library had received two proposals for that project and were reviewing them, with board action likely taking place at the September 24th meeting.

b. Finance Committee

- i. *Motion to accept the proposal from Meristem Advisors for financial advisory work as presented.*

Chairperson Conlin presented the engagement letter received from Meristem Advisors for advisory work related to future bonding. Director Cox explained that he had communicated with Mr. Rachlin, requesting a proposal for a study/comparison of multiple potential bonding levels, including financial implications for both the library as well as the average tax payer in the community. Once completed, that information would then be built upon by the library's existing remodeling partners to determine scope of library renovations.

The board discussed the generalities of the bonding process as well as engagement with the Village of Berkeley. Building improvements known to be needed including a roof replacement and utility/infrastructure work were also briefly highlighted.

Motion to adjourn: Trustee Conlin

Second to motion: Trustee Mason-Smith

Vote (roll call vote):

Ayes: all

Nays: none

Absent: none

*Result: **Motion carried.***

- c. **Policy Committee** (No report)

- d. **Personnel Committee** (No report)

- e. **Technology Committee** (No report)

7. Unfinished Business (No unfinished business)

8. New Business

Trustee Ditchfield shared that he had visited another public library and witnessed that they offered Illinois license plate renewal service. Assistant Director La Barbera shared that the library had previously investigated adding this service as well, but at that time there were physical space and technology restrictions that precluded the library from offering the service. She shared that the Secretary of State was updating procedures and shifting more responsibilities to public libraries, and that library administration would continue to evaluate adding the service for residents.

9. Adjournment

Motion to adjourn: Trustee Hawn

Second to motion: Trustee Marino

Vote (voice vote):

Ayes: all

Nays: none

Absent: none

*Result: **Motion carried.***

The meeting was adjourned at 7:32pm.