

Berkeley Public Library Board of Trustees

Regular Monthly Meeting Minutes

January 28, 2026 at 6:30pm

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

The meeting was called to order by President Hawn at 6:31pm.

Present: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Williams.

Absent: Trustee Mason-Smith.

A quorum was present.

2. Approval of Agenda – Motion to accept the agenda for Wednesday, January 28, 2026.

Motion: Trustee Hawn

Second to motion: Trustee Marino

Vote (voice vote):

Ayes: all

Nays: none

Absent: Trustee Mason-Smith

*Result: **Motion carried.***

3. Board Officer Reports

a. Secretary's Report

i. Motion to accept the minutes for the November 19, 2025 regular meeting.

Motion: Trustee Ditchfield

Second to motion: Trustee Hawn

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Williams

Nays: none

Absent: Trustee Mason-Smith

*Result: **Motion carried.***

ii. Motion to approve destruction of verbatim recordings from Executive Sessions of May 4, 2024 and May 22, 2024.

Motion: Trustee Ditchfield

Second to motion: Trustee Marino

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Williams

Nays: none

Absent: Trustee Mason-Smith

*Result: **Motion carried.***

b. President's Report

(No report)

c. Treasurer's Report

- i. *Motion to accept Claim Ordinance #621 in the amount of \$36,968.43.*

Motion: Trustee Conlin

Second to motion: Trustee Marino

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Williams

Nays: none

Absent: Trustee Mason-Smith

*Result: **Motion carried.***

- ii. *Motion to accept Claim Ordinance #622 in the amount of \$49,808.71.*

Motion: Trustee Conlin

Second to motion: Trustee Marino

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Williams

Nays: none

Absent: Trustee Mason-Smith

*Result: **Motion carried.***

4. Acknowledgement of Audience and Public Participation

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

5. Library Director's Report

a. Library Report and Updates

Director Cox shared that the Friends' Spring Sale had been scheduled for April and that the next Community Roundtable hosted by the library was scheduled for March 14th, both of which will appear on the next quarterly newsletter. Trustees were asked to be on the lookout for notifications from Cook County related to annual statement of economic interest filing, either via email or mail to their homes. SEI filings will be due April 30th.

The director shared that the library now has a new social work intern, Destini, who would be serving through August 2026. Destini will likely be in attendance at the February 25th board meeting for introductions. The director also shared collaborative updates related to promotions on the local Metra line for library electronic collections as well as Proviso-area libraries working with District 209 to incorporate library card registration with school registration over the summer.

The board briefly reviewed the '2025 in Review' publication provided.

6. Committee Reports

a. Building Committee

- i. *Motion to accept the minutes of the January 19, 2026 Building Committee meeting.*

Motion: Trustee Ditchfield

Second to motion: Trustee Marino

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Williams

Nays: none

Absent: Trustee Mason-Smith

*Result: **Motion carried.***

- ii. *Motion to accept the proposal for surveying services from V3 Companies in the amount of \$7,300.00.*

Trustee Ditchfield shared that the Building Committee had reviewed the proposal for surveying work received in December, but had tabled action to request a second proposal for comparison. Director Cox shared that Williams Architects were able to contact another firm to provide the library with a second proposal, which was significantly more expensive than the one already reviewed.

Motion: Trustee Ditchfield

Second to motion: Trustee Marino

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Williams

Nays: none

Absent: Trustee Mason-Smith

*Result: **Motion carried.***

b. Finance Committee

- i. *Motion to accept the draft fiscal year 2027 library budget.*

Treasurer Conlin led a discussion on the draft fiscal year 2027 library budget. The director explained that line #1002 had been modified to more accurately represent a transfer to the Capital Funds account if unused following the annual audit; several budget lines were being introduced to ease tracking for both revenue and expenses. Trustee Dooley inquired about tracking use of library materials in outdated formats such as DVD and audio CD. The director shared that use of items by type was tracked and considered in the budgeting process. The library is transitioning to alternative formats such as streaming as well as 'Yoto' and 'Tonies' juvenile audio products following changes to demand.

Motion: Trustee Conlin

Second to motion: Trustee Dooley

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Williams

Nays: none

Absent: Trustee Mason-Smith

*Result: **Motion carried.***

ii. Discussion – Future bonding to support remodeling of library facility.

Treasurer Conlin led the board on a discussion regarding the library's remodeling, bonding, and a referendum to take place in November 2026. Trustee Conlin shared that library administration had recently had productive meetings with both James Rachlin of Meristem Advisors as well as with the Village Administrator. Trustee Conlin shared that the Village supports the library with plans for the project and referendum.

The board discussed the scope of the project and the impact to the property taxes for homeowners in the community. The board was in agreement that while the facility had been well maintained in its 53+ year history, there was now significant investment needed to both replace aging infrastructure as well as modify the facility to better reflect modern use of a public library. The board indicated that a bonding level of \$3.5 million and a total project scope of \$4.0 million is likely the appropriate level to balance necessary costs with resident tax burdens.

c. Policy Committee

i. Motion to accept the minutes of the December 16, 2025 Policy Committee meeting.

Motion: Trustee Marino

Second to motion: Trustee Hawn

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Williams

Nays: none

Absent: Trustee Mason-Smith

Result: **Motion carried.**

ii. Motion to accept the draft Outstanding Check Policy as presented.

Motion: Trustee Marino

Second to motion: Trustee Conlin

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Williams

Nays: none

Absent: Trustee Mason-Smith

Result: **Motion carried.**

iii. Motion to accept the draft revised Patron Policy as presented.

Motion: Trustee Marino

Second to motion: Trustee Hawn

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Williams

Nays: none

Absent: Trustee Mason-Smith

Result: **Motion carried.**

iv. Motion to accept the draft revised Volunteer Policy as presented.

Motion: Trustee Marino

Second to motion: Trustee Williams

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Williams

Nays: none

Absent: Trustee Mason-Smith

*Result: **Motion carried.***

v. Motion to accept the draft Animal Policy as presented.

Motion: Trustee Marino

Second to motion: Trustee Conlin

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Williams

Nays: none

Absent: Trustee Mason-Smith

*Result: **Motion carried.***

d. Personnel Committee

(No report)

e. Technology Committee

Chairperson Conlin presented the committee report. Director Cox shared updates, including new monitors being ordered along with replacement PCs for a staff member as well as the public printing system.

7. Unfinished Business

(No report)

8. New Business

(No new business)

9. Adjournment

Motion to adjourn: Trustee Hawn

Second to motion: Trustee Conlin

Vote (voice vote):

Ayes: all

Nays: none

Absent: Trustee Mason-Smith

*Result: **Motion carried.***