

Berkeley Public Library Board of Trustees

Regular Monthly Meeting Minutes

July 23, 2025 at 6:30pm

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

The meeting was called to order by President Hawn at 6:30pm.

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

Absent: none.

A quorum was present.

2. Approval of Agenda – Motion to accept the agenda for Wednesday, July 23, 2025.

Motion: Trustee Conlin

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 June 25, 2025 regular meeting.

Motion: Trustee Ditchfield

Second to motion: Trustee Mason-Smith

Vote (voice vote):

Ayes: all

Nays: none

Absent: none

*Result: **Motion carried.***

b. President's Report

(No report)

c. Treasurer's Report

i. Motion to accept Claim Ordinance #616 in the amount of \$43,363.06.

Motion: Trustee Conlin

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.***

4. Acknowledgement of Audience and Public Participation

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

5. Library Director's Report

a. Library Report and Updates

Director Cox shared that the semi-annual library hosted 'Roundtable' was scheduled for this coming Saturday morning at 10:30am. Several community organizations had RSVPed that they would be in attendance and library board members were welcome to attend as well if available. 'I Love My Library' yard signs previously discussed were all now distributed to residents in the community. Given that orders must be placed in quantities of 100, the library does not intend to order more in the immediate future. 'I Love My Library' shirts were now available for sale via the library website. To date, the library has sold roughly 12-14 shirts.

It was shared that the library is making excellent progress on the large amount of computer replacements and software upgrades planned for FY2026. All public and staff PCs have now been replaced and Microsoft Office had been upgraded to the latest version on all PCs, leaving only laptops left to be upgraded.

Library programming for the fall quarter is in the process of being finalized. The board was reminded that the library's programming schedule mirrors the Village of Berkeley's, so the next quarter includes September through November. Many popular programs will continue to be offered.

Summer Reading registration currently stands at 84 adults, 18 teens, and 124 youth. While all three demographics are fairly strong, the director noted that it is believed that that represents the highest registration total for youth in at least the past 10 years.

b. Document Retention of Verbatim Recordings

Director Cox shared that as part of the process to add security camera recordings to the library's document retention schedule with the State of Illinois, he had also filed for authorization to dispose of older verbatim audio recordings of open meetings of the board. That authorization has now been granted, and records include July 2006 through November 2019.

c. Fall Staff In-Service

- i. *Motion to authorize closure of the library on September 20, 2025 for the purpose of staff training.*

The director shared that library administration was working to arrange for staff training, including active shooter response training led by the Berkeley Police Department. Fire extinguisher training was also planned, but Berkeley Fire Department is unavailable so that training will be scheduled at a later date.

Motion: Trustee Conlin

Second to motion: Trustee Williams

Vote (roll call vote):

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

Nays: none

Absent: none

*Result: **Motion carried.***

6. Committee Reports

a. Building Committee

Chairperson Ditchfield shared that the Building Committee had met immediately prior to the board meeting and had discussed projects including the in-progress fire alarm replacement, replacing the north rooftop HVAC unit, and lighting upgrades throughout the building. Minutes from that committee meeting would be available acceptance at the August regular meeting.

The director briefly shared that library administration had reached out to a municipal bonding specialist for a proposal to prepare feasibility information for a range of bonding levels. If/when this work is completed, the library will reach out to SMC Construction for their expertise in developing a potential scope of remodel work that matches each bonding amount.

b. Finance Committee

- i. *Motion to authorize written notice of termination of intergovernmental agreement with the Village of Berkeley regarding insurance coverage.*

Chairperson Conlin briefly discussed the library's existing IGA with the Village of Berkeley for insurance coverage through IRMA. As the library's invoice from the Village had roughly doubled in 2025, library administration has requested proposals to move to a different provider. At present, the library has already been provided with a quote that is approximately \$6,000 less than the recent invoice. Given that, and the IGA's stipulation that 90-day notice be provided to end coverage, it is recommended that notice be provided at this time.

Motion: Trustee Conlin

Second to motion: Trustee Mason-Smith

Vote (roll call vote):

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

Nays: none

Absent: none

*Result: **Motion carried.***

c. Policy Committee

Chairperson Marino discussed the recent meeting of the Policy Committee on July 15th.

- i. *Motion to accept the minutes of the July 15, 2025 Policy Committee meeting.*

Motion: Trustee Marino

Second to motion: Trustee Conlin

Vote (roll call vote):

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

Nays: none

Absent: none

*Result: **Motion carried.***

- ii. *Motion to accept the draft revised Fund Balance Policy as presented.*

Motion: Trustee Marino

Second to motion: Trustee Conlin

Vote (roll call vote):

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

Nays: none

Absent: none

*Result: **Motion carried.***

iii. Motion to accept the draft revised Capital Assets Policy as presented.

Motion: Trustee Marino

Second to motion: Trustee Mason-Smith

Vote (roll call vote):

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

Nays: none

Absent: none

*Result: **Motion carried.***

iv. Motion to accept the draft revised Homebound Services Policy as presented.

Motion: Trustee Marino

Second to motion: Trustee Dooley

Vote (roll call vote):

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

Nays: none

Absent: none

*Result: **Motion carried.***

d. Personnel Committee

(No report)

e. Technology Committee

(No report)

7. Unfinished Business

President Hawn discussed committee designations for the fiscal year, recapping the discussion held at the June regular meeting. Those committee assignments from the June meeting stand, with the addition of Trustee Marino to the Policy Committee (serving as chair) and Technology Committee.

8. New Business

No new business.

9. Adjournment

Motion: Trustee Hawn

Second to motion: Trustee Conlin

Vote (voice vote):

Ayes: all

Nays: none

Absent: none

*Result: **Motion carried.***

The meeting was adjourned at 7:11pm.