

**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, Hawn, Kovacik, Thomas, Villafana.*

*Absent: Trustees DeFord, Mason-Smith.*

*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, July 27, 2022.**

*Motion to approve: Trustee Thomas*

*Second to Motion: Trustee Kovacik*

*Vote: [voice vote]*

*Ayes: all*

*Nays: none*

*Absent: Trustees DeFord and Mason-Smith*

*Result: Motion carried.*

**4. Board Officer Reports**

**A. Secretary's Report**

- Motion to accept the minutes for the June 22, 2022 regular monthly meeting.*

*Motion to approve: Trustee Thomas*

*Second to Motion: Trustee Kovacik*

*Vote: [voice vote]*

*Ayes: all*

*Nays: none*

*Absent: Trustees DeFord and Mason-Smith*

*Result: Motion carried.*

**B. President's Report**

*President Villafana shared that she would be traveling during the month of August and would not be able to attend the August monthly board meeting.*

**C. Treasurer's Report**

- Motion to accept Claim Ordinance #580 in the amount of \$37,122.34.*

*It was noted that the agenda for this meeting contained a typo, and should have read Ordinance 580 (not 550).*

*Trustee Thomas inquired about the first item on the Treasurer's Report, a set of stanchion posts, acquired from the Bellwood Public Library. Director Cox shared that they were in new or like-new condition and in addition to use during construction, the library would be happy to have them for future special events.*

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

The Finance Committee informed the Board of the conversations that took place at the committee meeting earlier that evening, noting the potential to add revenue-generating services such as selling license renewal stickers through a third-party vendor. Authorization to establish a small account for this purpose is to be placed on the agenda for the monthly August meeting.

## 5. Director and Library Report

### A. Library Report & Updates

The Director let the Board know that the Village of Berkeley's 'Family Fun Fest' is returning this year and had been scheduled for Sunday, August 14<sup>th</sup> from noon until 5:00pm. The Library had agreed to have a table of information. The Library will also host a traveling exhibit on the Beatles provided by Republic Bank. The exhibit will be present October 3 to 10 with a presentation held Saturday afternoon. The library had completed the transition to the new website as of 7/26. Asbestos abatement had been completed during the week of 7/18 as scheduled. SMC had advised that there will be a small amount of additional abatement needed, to be scheduled during an evening after the library has closed.

### B. Strategic Plan- Quarterly Update

The Board reviewed and discussed the prepared quarterly report regarding the 2019-2024 Strategic Plan. It was noted that many of the goals/objectives had already been met, and those that hadn't yet either a) related to ongoing building renovations or b) were significantly impacted by COVID. The Board and library administration briefly discussed patron visits including historic amounts and current observed trends.

## 6. Committees

### A. Building Committee Report

1. Motion to accept the minutes of the July 12<sup>th</sup>, 2022 Building Committee meeting.

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

The Building Committee briefly discussed their recent meeting and status of HVAC equipment within the library, including a repair to one rooftop unit on 7/20 by Airtech and the condition of an additional rooftop unit noted in the 2019 Condition Assessment prepared by Williams Architects.

**B. Finance Committee Report** (None, covered under Treasurer's Report earlier)

**C. Policy Committee**

1. Motion to accept the minutes of the June 27<sup>th</sup>, 2022 Policy Committee meeting.

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

2. Motion to accept the non-residence ordinance as presented.

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

3. Motion to accept the reviewed Capital Assets Policy as presented.

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

4. Motion to accept the reviewed Fund Balance Policy as presented.

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

**D. Personnel Committee**

**E. Technology Committee**

*The Committee shared that two laptops for staff use (primarily the social work intern and Create Space/programming use) and been acquired. The Director shared that the next Ordinance would have a charge from BTS, a communications/IT company that had recently performed a service call to the library and fixed longstanding issues with call forwarding/call waiting/voicemail.*

**7. Unfinished Business**

NONE

**8. New Business**

NONE

**9. Adjournment**

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

*The meeting was adjourned at 7:16pm.*