

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

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

*Present: Trustees DeFord, Ditchfield, Hawn, Villafana, Williams.*

*Absent: Trustees Conlin and Mason-Smith.*

*A quorum was present.*

**2. Approval of Agenda – Motion to accept the agenda for Wednesday, November 15, 2023.**

*Motion to approve: Trustee Hawn*

*Second to Motion: Trustee DeFord*

*Vote: [voice vote]*

*Ayes: all*

*Nays: none*

*Absent: Trustees Conlin and Mason-Smith*

*Result: Motion carried.*

**3. Library Facilities Tour**

*Director Cox provided a brief guided tour of the library facility, focusing on both recent network equipment updates as well as identifying components listed in the 'Infrastructure' and 'Building Envelope' sections of the current remodel budget estimate provided previously to the board. These items included: a new water service line from Taft Avenue; a sprinkler system; electrical service panel replacements; asbestos remediation; HVAC replacement; and a new roof. The Director shared that administration is currently exploring options to replace the remaining four old 'POTS' phone lines currently being retained for alarm systems, elevator emergency line, and faxing with more cost-effective alternatives.*

*The tour of the facility concluded at 7:03pm and the Board continued the meeting.*

**4. Board Officer Reports**

**A. Secretary's Report**

- 1. Motion to accept the minutes for the October 25, 2023 regular meeting.*

*Motion to approve: Trustee Hawn*

*Second to Motion: Trustee DeFord*

*Vote: [voice vote]*

*Ayes: all*

*Nays: none*

*Absent: Trustees Conlin and Mason-Smith*

*Result: Motion carried.*

- 2. Discussion on Closed Session minutes.*

*Secretary Hawn shared with the Board that she had recently taken the Open Meetings Act training available through the Illinois Attorney General's office as a refresher. Trustee Hawn reminded the Board that reviews of closed sessions were required every six months, and that there would be a closed session later this evening for that purpose. The Board was reminded of a backlog of historic closed session recordings (pre-dating the current Board) that would need to be evaluated and minutes created.*

**B. President's Report**

*President Villafana formally welcomed Trustee Ditchfield to the Library Board and thanked him for agreeing to serve.*

**C. Treasurer's Report**

1. *Motion to accept Claim Ordinance #596 in the amount of \$36,149.72.*

*Ordinance #596 was presented by Trustee Hawn as Treasurer Conlin was not in attendance. Trustee Ditchfield inquired about the bank account balances vs. reconciliation summaries provided in the financial reports. Assistant Director La Barbera shared that while the two totals normally match, given the early November meeting date of the board, bank reconciliations do not capture most recent interest earnings. Trustee Hawn inquired as to when program with presenter Susan Maddox was scheduled (December 5<sup>th</sup>).*

*Motion to approve: Trustee Hawn*

*Second to Motion: Trustee Williams*

*Vote: [roll call vote]*

*Ayes: Trustees DeFord, Ditchfield, Hawn, Villafana, Williams.*

*Nays: none*

*Absent: Trustees Conlin and Mason-Smith*

*Result: Motion carried.*

*Trustee Hawn reminded the Board that since there is no regular monthly meeting in December, a pre-approval of November expenses is required.*

2. *Motion that the Berkeley Public Library Board of Trustees pre-approve November expenses for Ordinance #597, not to exceed \$45,000.00. Final acceptance for Ordinance #597 is to be placed on the agenda for the January 24<sup>th</sup>, 2024 meeting.*

*Motion to approve: Trustee Hawn*

*Second to Motion: Trustee DeFord*

*Vote: [voice vote]*

*Ayes: all*

*Nays: none*

*Absent: Trustees Conlin and Mason-Smith*

*Result: Motion carried.*

*Trustee Hawn and Assistant Director La Barbera provided updates to the Library's designation as a Passport Acceptance Facility. Staff had completed preliminary training and the Library would be able to begin providing this service in December.*

*Director Cox shared that donations to the Library are now able to be accepted using the Library's website, and that credit card processing had been set up to work with the ACH account.*

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

*Village Trustee Roger Thomas, resident Denise Pikes, Director Cox, and Assistant Director La Barbera were in attendance. No questions were asked by the audience.*

**6. Library Director's Report**

**A. Library Report & Updates**

In addition to the printed report, Director Cox shared the following updates/reminders to the Board: the Library was intending to expand hours of operation after January 1<sup>st</sup>, opening at 9:30am Mondays through Fridays; the Holiday Open House is being held from 11:00am to 1:00pm on Saturday, December 2<sup>nd</sup>; the Library is working with Hines VA for collection of items for homeless veterans until Friday, 11/17; staff holiday bonuses will be paid during the month of December; and that library administration had recently met with James Rachlin of Meristem Advisors to discuss financing future remodeling. A future meeting with Treasurer Conlin, library administration, and the Village of Berkeley is the recommended next step.

Trustee Ditchfield asked about 'deputy registrar' training mentioned in the library report. Assistant Director La Barbera shared that she had completed training to register members of the public to vote, and would need to travel for a swearing-in as the last step. The Library plans to hold a program, likely on a Saturday in 2024, as a voter registration drive.

The Director also shared that the Library's Per Capita application is due in January. A copy of the checklists from the 'Serving Our Public' has been saved as a Google Sheet and shared with trustees, who are welcome add comments as they review over the coming weeks.

**7. Committee Reports**

**A. Building Committee Report**

1. Motion to accept the proposal from Impact AEDs for emergency equipment as presented.

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

**B. Finance Committee Report (No report)**

**C. Policy Committee**

1. Motion to accept the revised Personnel Policy as presented, with corrections as noted.

Chairperson DeFord shared the proposed revisions to the Personnel Policy, noting typographical errors that will be adjusted prior to final Board approval. A brief discussion was held about the January 1, 2024 deadline for compliance and the need for future revisions of the policy in the near future. The Board was reminded that significant policy revisions such as this require two votes, and a brief called meeting will need to take place before the end of the year to facilitate.

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

- D. **Personnel Committee** (No report)
- E. **Technology Committee** (No report)

- 8. **Unfinished Business** (No unfinished business)
- 9. **New Business** (No new business)

**10. Adjourn to Closed Session**

Move that the Berkeley Public Library Board of Trustees adjourn to Closed Session pursuant to:  
-Discussion of minutes of meetings lawfully closed under this Act. 5 ILCS 120/2 (c) (21)

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

The Board adjourned to Closed Session at 7:59pm.

**11. Reconvene Regular Session**

Regular Session was reconvened at 8:25pm.  
Present: Trustees DeFord, Ditchfield, Hawn, Villafana, Williams.  
Absent: Trustees Conlin and Mason-Smith.  
A quorum was present.

- A. Motion to accept the minutes of the October 25, 2023 Closed Session.

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

- B. Motion to release the minutes of the October 25, 2023 Closed Session.

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

**C.** *Motion to dispose of recordings of open meetings prior to 2016.*

*Motion to approve: Trustee Hawn*

*Second to Motion: Trustee DeFord*

*Vote: [roll call vote]*

*Ayes: Trustees DeFord, Ditchfield, Hawn, Villafana, Williams.*

*Nays: none*

*Absent: Trustees Conlin and Mason-Smith*

*Result: Motion carried.*

**12. Adjournment**

*Motion to adjourn: Trustee Hawn*

*Second to Motion: Trustee Williams*

*Vote: [voice vote]*

*Ayes: all*

*Nays: none*

*Absent: Trustees Conlin and Mason-Smith*

*Result: Motion carried.*

*The meeting was adjourned at 8:29pm.*