

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, DeFord, Ditchfield, Hawn, Mason-Smith, Villafana, Williams.

Absent: none.

A quorum was present.

2. Approval of Agenda – Motion to accept the agenda for Wednesday, February 28, 2024.

Motion to approve: Trustee Conlin

Second to Motion: Trustee Mason-Smith

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

3. Board Officer Reports

A. Secretary's Report

- Motion to accept the minutes for the January 24, 2024 regular meeting.*

Motion to approve: Trustee Hawn

Second to Motion: Trustee Williams

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

B. President's Report

President Villafana shared a verbal report including an upcoming 10-year anniversary for staff member Rachel Eichert. President Villafana also reminded the board that development work on the next 5-year strategic plan would begin soon.

C. Treasurer's Report

- Motion to accept Claim Ordinance #599 in the amount of \$35,663.90.*

Motion to approve: Trustee Conlin

Second to Motion: Trustee Mason-Smith

Vote: [roll call vote]

Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Villafana, Williams.

Nays: none

Absent: none

Result: Motion carried.

4. Acknowledgement of Audience and Public Participation

Village Trustee Roger Thomas, Director Cox, and Assistant Director La Barbera noted as present.

5. Library Director's Report

A. Library Report & Updates

Director Cox presented the library report for January 2024. It was also shared that the library's "Seed Lending Library" would be returning 2/29 for the spring, thanks largely to the work of staff member Zamaira Vega; that the library's start date for passport acceptance was 3/4; and that the Friends group's annual Spring Sale was scheduled for Saturday, April 6th.

B. Periodic Strategic Planning Update

Data from the previous quarter was shared, and Director Cox also shared a copy of a forthcoming letter to be sent to several residents inviting them to take part in the process of developing the next 5-year plan.

C. Village of Berkeley Centennial

Director Cox shared with the Board that Saturday, May 18th had been designated as the day that the time capsule would be unearthed. The Library is developing several supplemental programs around that day, with most events happening between 10:00am and 4:00pm. Library administration has also had communication with previous residents and library employees and intends to invite as many as possible to the festivities on May 18th. The Board was asked to participate in the events that day as well, and nametags/lanyards were distributed. President Villafana shared that she may be unable to attend that day due to a travel conflict and asked that Vice President Mason-Smith attend in her absence.

6. Committee Reports

A. Building Committee Report

(No report)

B. Finance Committee Report

1. Motion to accept the minutes of the January 24, 2024 Finance Committee meeting.

Motion to approve: Trustee Conlin

Second to Motion: Trustee DeFord

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

2. Motion to accept the final draft of the Fiscal Year 2025 Library Budget, as presented and initially accepted at the January 24, 2024 regular meeting.

Motion to approve: Trustee Conlin

Second to Motion: Trustee Mason-Smith

Vote: [roll call vote]

Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Villafana, Williams.

Nays: none

Absent: none

Result: Motion carried.

C. Policy Committee

1. Motion to accept the minutes of the February 22nd, 2024 Policy Committee meeting.

Motion to approve: Trustee DeFord

Second to Motion: Trustee Conlin

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

2. Motion to accept the revised Resolution to Comply with the Government Travel Expense Control Act.

Motion to approve: Trustee DeFord

Second to Motion: Trustee Hawn

Vote: [roll call vote]

Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Villafana, Williams.

Nays: none

Absent: none

Result: Motion carried.

D. Personnel Committee

Trustee Ditchfield's participation on the Personnel Committee was confirmed. Chairperson Villafana shared that fellow board members will be contacted regarding the format of the director's annual evaluation, which will also include soliciting feedback from library staff.

E. Technology Committee

(No report – Director Cox verbally shared tentative hardware replacement plans being developed)

7. Unfinished Business

- A. Discussion: financing and community engagement, library remodel.

Director Cox shared with the Board that after speaking with Treasurer Conlin, he had reached out to both Andy Dogan of Williams Architects as well as the Illinois State Library's grant office. The Board briefly reviewed the 'Public Library Construction Act Grant', and Director Cox explained the State Library's "FY23 Grant Index" which listed the Berkeley Library with a rank of 306 and an index score of .536868233.

While the grant in question has not been funded by the state in recent years, the Board was informed that applications were being accepted annually and that any application could be re-submitted in subsequent years in order to request funding. The Board discussed the importance for updated renderings and associated materials, and the need to clearly communicate with residents about changes to the building- both those accomplished in 2022 as well as those being planned for the future.

The Board also briefly discussed the Friends group, the success that they have had in raising funds, and ways encourage additional membership. The Board would like their 501(3)(c) status be put in place to assist in future library fundraising.

Berkeley Public Library
Regular Monthly Meeting

Board of Trustees Meeting Minutes
February 28, 2024 6:30pm

- B.** *Motion to accept the proposal from Williams Architects for community engagement work and grant application preparation.*

Motion to approve: Trustee Villafana

Second to Motion: Trustee Conlin

Vote: [roll call vote]

Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Villafana, Williams.

Nays: none

Absent: none

Result: Motion carried.

8. New Business

Village Trustee Thomas shared that the Library might explore visual solutions on how to present infrastructure work including plumbing and electrical needed as part of future remodeling, including possible 'cut-away' views that show those aging systems.

Trustee Villafana encouraged fellow board members to participate in the range of events scheduled as part of the centennial celebration.

9. Adjournment

Motion to approve: Trustee Conlin

Second to Motion: Trustee Mason-Smith

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

The meeting was adjourned at 7:34pm.