

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, Hawn, Villafana.

Absent: Trustees Mason-Smith, Williams.

A quorum was present.

2. Approval of Agenda – Motion to accept the agenda for Wednesday, October 25, 2023.

Motion to approve: Trustee Hawn

Second to Motion: Trustee Conlin

Vote: [voice vote]

Ayes: all

Nays: none

Absent: Trustees Mason-Smith and Williams

Result: Motion carried.

3. Board Officer Reports

A. Secretary's Report

- 1. Motion to accept the minutes for the September 27, 2023 regular meeting as revised with clarity of language.*

Motion to approve: Trustee Hawn

Second to Motion: Trustee Conlin

Vote: [voice vote]

Ayes: all

Nays: none

Absent: Trustees Mason-Smith and Williams

Result: Motion carried.

B. President's Report

(No report)

C. Treasurer's Report

- 1. Motion to accept Claim Ordinance #595 in the amount of \$31,632.82.*

Trustee DeFord inquired about the invoice from Jensen's Plumbing. Director Cox explained that it was for changing filters in new bottle filling stations, and that a more affordable alternative would be sought next time the filters required changing.

Motion to approve: Trustee Conlin

Second to Motion: Trustee DeFord

Vote: [roll call vote]

Ayes: Trustees Conlin, DeFord, Hawn, and Villafana.

Nays: none

Absent: Trustees Mason-Smith and Williams

Result: Motion carried.

2. Motion to remove Roger Thomas as signatory from all library accounts.

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

3. Motion to accept the resolution for administrative amendments to the IGA from LIMRICC.

A brief discussion about the Library's use of LIMRICC for employee health insurance was held. Director Cox is to provide copy of existing IGA to Board members following meeting.

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

4. Motion to accept the resolution for substantive amendments to the IGA from LIMRICC.

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

4. Acknowledgement of Audience and Public Participation

Director Cox, Assistant Director La Barbera, Village Trustee Roger Thomas, and resident David Ditchfield were present. There were no questions. (Note: resident Shawn Dooley arrived at 7:02pm prior to the Policy Committee report).

5. Library Director's Report

A. Library Report & Updates

Director Cox presented the monthly library report and brief updates. The Berkeley Library Friends group was thanked for their hard work in holding the 2023 'Fall Sale'; the group was able to raise over \$700 for the library's ongoing building updates. Director Cox also shared that the review of 'Serving Our Public 4.0' would be starting as part of the Per Capita application process and an online spreadsheet of all of the checklists would be shared with board members. The Library had worked with the Berkeley Fire Department and has received a quote for AED cabinets/units for the current year per capita spending. Approval of this quote will appear on the next regular meeting agenda.

Berkeley Public Library
Regular Monthly Meeting

Board of Trustees Meeting Minutes
October 25, 2023 6:30pm

The Library's Holiday Open House is Saturday, December 2nd; 'Sugar Skulls' craft is Saturday October 28, and the Library will have trick-or-treating hours on Halloween from 3:00 to 7:00pm. Finally, the board was reminded that due to the Thanksgiving holiday, the November meeting was a week early on the 15th. Trustee Conlin shared that should would not attend that meeting due to a pre-existing conflict.

B. Quarterly Strategic Plan update

Quarterly updates to the existing 2019-2024 Strategic Plan were presented to the Board. The Library has made very strong progress in the areas of user registration and program participation. The Board acknowledged that goals related to total circulation and public visits (door counts) would not be met due to setbacks related to the COVID-19 pandemic, however all agreed that progress in those areas is encouraging. Director Cox shared that the next Strategic Plan should be prepared by Fall/Winter 2024, and that administration intended to begin early steps in preparation in the first quarter of 2024.

6. Committee Reports

A. Building Committee Report

(No report)

B. Finance Committee Report

1. Motion to accept the minutes of the October 14, 2023 finance committee meeting.

Chairperson Conlin presented the Finance Committee report.

Motion to approve: Trustee Conlin.
Second to Motion: Trustee Hawn
Ayes: all
Nays: none
Absent: Trustees Mason-Smith and Williams
Result: Motion carried.

2. Motion to accept the levy for 2024 as presented with a 5% increase to the existing levy amount.

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

C. Policy Committee

1. *Motion to accept the minutes of the October 19, 2023 policy committee meeting.*

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

2. *Motion to accept the revised Investment Policy as presented.*

Chairperson DeFord summarized minor revisions to the existing Investment Policy.

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

D. Personnel Committee

(No report)

E. Technology Committee

Director Cox shared that Comcast has moved the phone service on to the new fiber line and that previous coax line had been disconnected.

7. Unfinished Business

- A. Insurance Coverage – Intergovernmental Risk Management Agency**

Treasurer Conlin shared the proposal for insurance coverage received from LIRA, and Director Cox summarized previous communications received from the Village of Berkeley for coverage through IRMA. The Board agreed, pending review of an intergovernmental agreement (currently being prepared by the Village), to stay with existing IRMA coverage as it was the most cost effective.

8. New Business

President Villafana welcomed residents Shawn Dooley and David Ditchfield and thanked them for each submitting a letter of interest for the vacancy on the Library's Board of Trustees. President Villafana and Director Cox briefly summarized the role of a public library trustee, how committees functioned, and the frequency of meetings. The Board agreed to move to Closed Session in order to discuss the open position further with each candidate individually.

9. Adjourn to Closed Session

Move that the Berkeley Public Library Board of Trustees adjourn to Closed Session pursuant to the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employee(s) of the public body or legal counsel of the public body.

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

The Board adjourned to Closed Session at 7:34pm.

10. Reconvene Regular Session

*Regular Session was reconvened at 8:26pm.
Present: Trustees Conlin, DeFord, Hawn, and Villafana.
Absent: Trustees Mason-Smith and Williams.
A quorum was present.*

a. Action on any items discussed in Closed Session

A motion was made to appoint resident David Ditchfield to the open position of Library Trustee at the Berkeley Public Library, serving until April 30, 2025.

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

11. Adjournment

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

The meeting was adjourned at 8:28pm.

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

The closed session was called to order by President Villafana at 7:35pm.

Present: Trustees Conlin, DeFord, Hawn, Villafana.

Absent: Trustees Mason-Smith, Williams.

A quorum was present.

Director Cox and Assistant Director La Barbera were also both present.

2. Interviews with Applicants for Vacancy on the Board of Trustees

A) *The Board met with resident Shawn Dooley and discussed the opening on the Board of Trustees. Mr. Dooley shared that he was the father of two and had been a resident of Berkeley for eight years. He also shared that he works remotely from home in the technology/corporate educational support field and had recently become involved with public service by volunteering on a local sports booster board. Mr. Dooley had joined that board in order to assist them with navigating IRS requirements to reinstate nonprofit status. Mr. Dooley and his family regularly use the library and he was interested in continuing his public service by being appointed. When asked which committees he would be most interested in participating in, Mr. Dooley indicated that given his background, the Finance committee seemed most applicable.*

B) *The Board then met with resident David Ditchfield and discussed the opening on the Board of Trustees. Mr. Ditchfield shared that he had moved to Berkeley in 1984, had raised his family here, and had previously served on the Board of Commissioners for the Berkeley Park District. In his role at the Park District, Mr. Ditchfield strove to build strong community connections between existing organizations. Mr. Ditchfield also shared that he works in the Engineering department at the College of DuPage, where he has been for 36 years. Mr. Ditchfield is preparing for retirement and looks forward to having additional time available for community service. Given this background, Mr. Ditchfield indicated that he would likely be most interested in serving on the Building or Finance committees.*

C) *After the two individual interviews, the Board discussed those conversations. The Board was unanimous in the opinion that both Mr. Dooley and Mr. Ditchfield were well qualified for the vacancy and both possessed a background that would compliment the rest of the Board members. The Board agreed that Mr. Ditchfield was the best fit at this time. They asked that both candidates should be encouraged to consider participating in the next election cycle in 2025 and/or find alternative ways to engage with the library such as in preparation of the 2024-2029 strategic planning process.*

3. Adjournment

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

Closed Session was adjourned at 8:26pm.