

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

*The Annual Meeting was called to order by President Villafana at 6:30pm.
Present: Trustees Conlin, DeFord, Hawn, Mason-Smith, Thomas, Villafana, Williams.
Absent: none.
A quorum was present.*

2. Approval of Agenda – Motion to accept the agenda for the Annual Meeting.

*Motion to approve: Trustee Conlin
Second to Motion: Trustee DeFord
Vote: [voice vote]
Ayes: all
Nays: none
Absent: none
Result: Motion carried.*

3. President's Report for FY2023

President Villafana thanked the Board and committees for their diligent work over the previous year. Ms. Villafana also thanked all of the Library staff for their continued hard work.

4. Acknowledgement of Audience and Public Participation

Director Cox, Assistant Director La Barbera, and Circulation Coordinator Vega were present.

5. Nomination & Election of Officers for FY2024

The Nomination Committee of Trustees Williams and Hawn shared that they had spoken with trustees since the April meeting and put forth a slate of candidates consisting of: Angela Villafana for President; Denise Mason-Smith for Vice President; Ellen Conlin for Treasurer; and Roger Thomas for Secretary. Trustee Villafana requested alternative nominations from the Board prior to voting; there were no further nominations.

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

6. Adjournment MEETING ADJOURNED AT 6:38pm.

*Motion to approve: Trustee Conlin
Second to Motion: Trustee Hawn
Vote: [voice vote]
Ayes: all
Nays: none
Absent: none
Result: Motion carried.*

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

The meeting was called to order by President Villafana at 6:45pm.

Present: Trustees Conlin, DeFord, Hawn, Mason-Smith, Thomas, Villafana, Williams.

Absent: none.

A quorum was present.

2. Approval of Agenda – Motion to accept the agenda for Wednesday, May 24, 2023.

Motion to approve: Trustee Hawn

Second to Motion: Trustee DeFord

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

3. Board Officer Reports

A. Secretary's Report

1. *Motion to accept the minutes for the April 26, 2023 regular monthly meeting.*

Motion to approve: Trustee Thomas

Second to Motion: Trustee Mason-Smith

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

B. President's Report

1. *Appointment of Committees for FY2024.*

A brief discussion of the role of committees was held. Committee members will continue as they were at the close of FY2023, which was:

Policy Committee – Trustees DeFord and Williams

Finance Committee- Trustees Conlin, Villafana, and Hawn

Technology Committee- Trustees Conlin, Mason-Smith, Thomas

Building Committee- Trustees Mason-Smith, Hawn, and Thomas

Personnel Committee- Trustees Villafana and Thomas

C. Treasurer's Report

1. *Motion to accept Claim Ordinance #590 in the amount of \$29,575.00.*

Motion to approve: Trustee Conlin

Second to Motion: Trustee DeFord

Vote: [roll call vote]

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

Nays: none

Absent: none

Result: Motion carried.

2. Motion to accept the list of pre-approved vendors for FY2024.

Motion to approve: Trustee Conlin

Second to Motion: Trustee Hawn

Vote: [roll call vote]

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

Nays: none

Absent: none

Result: Motion carried.

At this time, Treasurer Conlin requested to move/vote on agenda item 6B1: Motion to accept the updated list of account signatories as presented. The Board was unanimous in agreement.

Move that the Berkeley Public Library Board of Trustees authorize the addition of Trustee Michael V. Williams as a signor on the General Fund Checking account.

Motion to approve: Trustee Conlin

Second to Motion: Trustee Mason-Smith

Vote: [roll call vote]

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

Nays: none

Absent: none

Result: Motion carried.

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

Director Cox, Assistant Director La Barbera, and Circulation Coordinator Vega were present.

5. **Library Director's Report**

A. Library Report & Updates

The Director shared information about the Library's Summer Reading Program and upcoming 'Play Date at the Park' (6/17) with programming for all ages. Upcoming meetings for Age Options (5/25) and a townhall with Chuy Garcia (5/30) were also shared. Director Cox shared that the recent staff in-service had been a success, with all staff receiving Active Shooter training. Finally, details of a recent plumbing failure were shared. The ejector pump was replaced and drain lines rodded on 5/23.

B. Continued 2019-2024 Strategic Plan discussion

The Board briefly discussed the statistics presented that compared FY2023 with the previous fiscal year. Preparing the next strategic plan (2024-2029) was also briefly discussed.

6. **Committee Reports**

A. **Building Committee Report** (NO REPORT)

B. **Finance Committee Report**

1. Motion to accept the updated list of account signatories as presented.

(Done earlier in the meeting)

C. Policy Committee

1. *Motion to accept the revised Board Bylaws as initially approved at the April 26, 2023 regular meeting with revisions noted in Section 3.06.*

The Board briefly discussed the proposed Board Bylaws and made a handful of edits to adjust typographic errors.

Motion to approve: Trustee DeFord

Second to Motion: Trustee Conlin

Vote: [roll call vote]

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

Nays: none

Absent: none

Result: Motion carried.

2. *Motion to accept the proposed Lost and Found Policy as initially approved at the April 26, 2023 regular meeting.*

The Board briefly discussed the proposed Lost and Found Policy and made a minor revision to language regarding USB drives.

Motion to approve: Trustee DeFord

Second to Motion: Trustee Mason-Smith

Vote: [roll call vote]

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

Nays: none

Absent: none

Result: Motion carried.

D. Personnel Committee (NO REPORT)

E. Technology Committee (NO REPORT)

7. Unfinished Business

- A. *Discussion – Insurance coverage.*

Library administration shared that they had initiated the application process for insurance coverage with LIRA.

8. New Business (NO NEW BUSINESS)

9. Adjourn to Closed Session

Move that the Berkeley Public Library Board of Trustees adjourn to Closed Session pursuant to:

-Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employee(s) of the public body or legal counsel of the public body.5 ILCS 120/2 (c) (1)

The Board motion to adjourn to Closed Session at 7:39pm.

Motion to approve: Trustee Villafana

Second to Motion: Trustee Conlin

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

10. Reconvene Regular Session

The Board reconvened the Regular Session at 8:27pm. President Villafana requested a roll call.

Present: Trustees Conlin, DeFord, Hawn, Mason-Smith, Thomas, Villafana, Williams.

Absent: none.

A quorum was present.

Director Cox and Assistant Director La Barbera were also present.

- a. Action on any items discussed in Closed Session

The Board discussed the Director's performance over the past year and thanked him for his service. Looking forward, the Board indicated that goals for FY2024 were to be seeking ways to increase hours open to the public and preparing for the next cycle of strategic planning.

A motion as made to retain Director Cox for FY2024 with a 3% salary increase, \$500.00 bonus, and two additional days of paid time off.

Motion to approve: Trustee Conlin

Second to Motion: Trustee Williams

Vote: [roll call vote]

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

Nays: none

Absent: none

Result: Motion carried.

11. Adjournment MEETING WAS ADJOURNED AT 8:38pm.

Motion to approve: Trustee Mason-Smith

Second to Motion: Trustee Conlin

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

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

The meeting was called to order by President Villafana at 7:50 pm.

Present: Trustees Conlin, Deford, Hawn, Mason-Smith, Thomas, Villafana, Williams

Absent: None

A quorum was present.

2. Acknowledgment of Audience

Present was Circulation Coordinator Zamaira Vega Tello. Speaking on behalf of the entire staff, she expressed the collective sentiments of the staff in regards to Ryan's performance.

Note: The personnel committee will conduct staff evaluations of the director's performance next year.

3. Annual Evaluation – Director

Following discussion of Director Cox's performance over the past year, the board agreed to award him with a 3% salary increase, a \$500.00 bonus, and two additional days of paid time off. Although the board, as a whole, felt that Director Cox's performance merited a higher level of pay, it also agreed that prudent financial guidelines limit the amount that can be paid out in salaries, and that the current budget of the library cannot afford to increase his salary further. This underlies the reasoning for awarding him a non-reoccurring bonus and additional paid time off.

4. Adjournment to Open Session

Meeting was adjourned at 8:22

Motion to approve: Trustee Mason-Smith

Second to Motion: Trustee Williams

Vote: [voice vote]

Ayes: All

Nays: None

Result: Motion carried