

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

The meeting was called to order by President Villafana at 6:34pm.
Present: Trustees Conlin, DeFord, Thomas, Villafana, Williams.
Absent: Trustees Hawn and Mason-Smith.
A quorum was present.

2. Acknowledgment of Audience

Director Cox, Assistant Director La Barbera, and Denise Pikes.

3. Approval of Agenda – Motion to accept the agenda for Wednesday, February 22, 2023.

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

4. Board Officer Reports

A. Secretary's Report

1. Motion to accept the minutes for the January 25, 2023 regular monthly meeting.

It was noted that the draft minutes contained a typo (item #2, Acknowledgement of Audience).
Minutes were accepted as revised.

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

B. President's Report

1. Discussion - Decennial Committee

President Villafana presented the summary from the Illinois Municipal League regarding Public Act 102-1088. After a brief discussion, it was agreed that a Decennial Committee would be formed with a likely first meeting to be scheduled for 6:00pm on Wednesday, June 28th, prior to the regular board meeting. Director Cox to seek additional information regarding format of committee and report required by the Act.

2. FY2024 Board and Holiday schedules

The Board reviewed the draft schedules for meetings and library holidays for Fiscal Year 2024. Trustee Thomas informed the Board that he would not be in attendance at the 7/26 meeting as he would be out of town; likewise, Trustee Williams would not be in attendance at the 9/27 meeting. The Board will motion to accept final schedule at the March 22nd meeting.

C. Treasurer's Report

1. Motion to accept Claim Ordinance #587 in the amount of \$40,194.22.

It was noted that the Treasurer's Report contained a typo (FY2023, not FY2020 as written). Motion was to accept as revised.

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

5. Director and Library Report

A. Library Report & Updates

Director Cox shared that the recent 'Animals Around the World' program had 42 attendees which was very strong participation, particularly for this time of year. He also shared that the plaque required as part of the Live and Learn Grant received for Phase 1 had been ordered and installed.

Director Cox also shared a draft letter to community groups regarding a community program scheduling meeting currently being planned.

B. Quarterly Strategic Plan Review

The Board reviewed the Strategic Plan summary report, as well as statistics for the month of January 2023. Director Cox shared that while it was believed most issues related to ADA compliance had been addressed, it was advisable to seek a third party's opinion to evaluate the building.

Passive programming vs. in-person programming was also discussed. Director Cox shared that it was not his impression that 'take home' style kits being distributed were negatively impacting attendance at library programs.

6. Committees

A. Building Committee Report

1. Motion to accept the minutes of the February 8, 2023 building committee meeting.

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

2. Discussion – Combined landscaping and snow removal RFP.

Bids received as a result of the combined RFP were briefly discussed.

B. Finance Committee Report

1. *Motion to accept the minutes of the January 25, 2023 finance committee meeting.*

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

2. *Motion to accept the draft library budget for Fiscal Year 2024 as presented and initially reviewed at the January 25th, 2023 regular meeting.*

Treasurer Conlin shared with the Board that the draft budget contained a calculation error. Capital Funds Expenditures Total should read \$99,000.00 and FY 2024 Budget Total should read \$568,605.00. Motion was to accept the FY 2024 budget as revised.

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

President Villafana requested that agenda item #7, Unfinished Business be moved so that the Board could discuss the matter of IRMA reimbursement to the Village of Berkeley in connection with the FY 2024 budget. The Board agreed unanimously.

Treasurer Conlin summarized correspondence received by the Library to date regarding the amount of reimbursement that would be requested by the Village of Berkeley. In December 2021, correspondence had indicated an amount of \$5,260. This amount is now \$12,564.96. The Board discussed this increase and the lack of data that had been shared to date. Treasurer Conlin has prepared a letter to both Village Administration as well as Village Trustees that requests additional information and attendance at the March 22nd, 2023 Library Board meeting.

C. Policy Committee

(No report)

D. Personnel Committee

(No report)

E. Technology Committee

1. *Discussion – summary of e-rate participation for FY2024.*

The Technology Committee briefly summarized ongoing planning for the significant technology updates coming in 2023 utilizing the e-rate program.

7. Unfinished Business

(See note in item 6B-2)

8. New Business

No new business.

9. Adjournment

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

The meeting was adjourned at 7:44pm.