

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

The meeting was called to order by President Villafana at 6:31pm.
Present: Trustees Conlin, DeFord, Ditchfield, Mason-Smith, Villafana.
Absent: Trustees Hawn, Williams
A quorum was present.

2. Approval of Agenda – Motion to accept the agenda for Wednesday, March 27, 2024.

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

3. Board Officer Reports

President Villafana informed the Board that Secretary Hawn was running late but would be attending, and requested that item shown as #3A – Secretary's Report be placed after item #3C – Treasurer's Report to facilitate. There were no objections. The following numbering reflects actual order of business:

A. President's Report

1. Nominating Committee for Fiscal Year 2025.

President Villafana reminded the Board that officers would be selected at the May 2025 meeting, and that a Nominating Committee was being formed to select a slate of candidates for those roles. The Nominating Committee for FY2025 will consist of Trustees DeFord and Ditchfield, who will reach out to candidates in the coming weeks to confirm willingness to serve.

B. Treasurer's Report

1. Motion to accept Claim Ordinance #600 in the amount of \$49,159.86.

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

Trustee Hawn arrived at the meeting, the time was 6:35pm.

C. Secretary's Report

1. Motion to accept the minutes for the February 28, 2024 regular meeting.

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

4. Acknowledgement of Audience and Public Participation

Village Trustee and Library Liaison Roger Thomas was present, as was Director Cox. There were no questions or comments from the audience.

5. Library Director's Report

A. Library Report & Updates

Director Cox presented the Library Report for February 2024, drawing attention to four additional statistics being introduced: WIFI sessions, museum passes issued, notary transactions, and passport transactions. Director Cox also informed the Board that he had reached out to the Village of Berkeley on March 21st, reminding administration of the Library's upcoming end of the fiscal year and the need for a draft IGA for insurance coverage. A draft was received March 22nd, and Director Cox distributed copies to the Board, noting that action would need to be taken at the April 24th regular meeting along with authorization to pay the current year's fee. A draft of the FY2025 schedules for Board meetings and holiday closures was also distributed, with action to take place at the April 24th meeting.

Director Cox shared that a member of the public had asked that he share that the local Lion's Club meets Tuesdays at 12:00pm at Q's in Hillside, and that any trustee that may be available would be welcome to attend.

Finally, May 4th was the most equitable day for a special meeting to review historic closed session audio. Trustees briefly discussed availability, and those unavailable are to email the Director.

B. Staff Anniversary – Rachel Eichert

The Director shared a letter to the Board notifying them of library staff member Rachel Eichert's coming 10-year anniversary on April 7th. Director Cox thanked Mrs. Eichert for her hard work and years of service to the library and community.

C. Cook County Statements of Economic Interest

The Board was reminded of the coming April 30th deadline to file SEIs with Cook County. Any trustee who has trouble accessing the online system is to contact the Director for assistance.

6. Committee Reports

A. Building Committee Report

(NO REPORT)

B. Finance Committee Report

(NO REPORT)

C. Policy Committee

(NO REPORT)

D. Personnel Committee

1. Discussion – Director's Annual Evaluation.

Chairperson Villafana confirmed that trustees will be contacted in the coming days with a copy of an evaluation form to be used in the Director's annual evaluation. An anonymous form will also be distributed to library staff.

E. Technology Committee

1. Discussion – Technology Committee report.

The Technology Committee briefly presented the report to the Board, highlighting staff computers currently being replaced. The Committee shared they intend for the library's server to be replaced in May, after the start of the new fiscal year.

7. Unfinished Business

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

Trustee Conlin briefly introduced the 'Fund for Illinois Libraries', a system set up to allow the library to receive 501(c)(3) donations indirectly. Availability of those funds was briefly discussed, as was having a Foundation/Friends group established as a 501(c)(3).

Director Cox confirmed that updated community engagement visuals are being prepared by the architect and will be available for the May 18th event. The importance of communicating infrastructure and building systems needs to the community was also discussed, with Trustee DeFord noting recent conversations held with residents.

President Villafana inquired about the motion made at the February 28th meeting for grant preparation and community engagement work. It was confirmed that the agenda for that meeting had been reissued more than 48 hours in advance of the meeting to include that item.

8. New Business

(NO NEW BUSINESS)

9. Adjournment

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

The meeting was adjourned at 7:13pm.