

**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, Kovacik, Mason-Smith, Thomas, and Villafana.  
Absent: none.  
A quorum was present.*

**2. Acknowledgment of Audience**

*Resident Denise Pikes-King and Director Cox were present.*

**3. Approval of Agenda – Motion to accept the agenda for Wednesday, May 25, 2022.**

*Motion to approve: Trustee Kovacik  
Second to Motion: Trustee Mason-Smith  
Vote: [voice vote]  
Ayes: all  
Nays: none  
Absent: none  
Result: Motion carried.*

**4. FY 2022 President's Report**

*President Villafana gave a report to the Board that summarized accomplishments for the preceding fiscal year. She highlighted grant funds received, the addition of social services through an internship agreement with Aurora University, and the exceptional work by the various committees.*

*President Villafana also noted that Director Cox had recently marked his 10-year anniversary with the library and thanked him for his continued service. She noted that the board would pause after adjournment of this meeting for refreshments before calling the monthly meeting to order.*

**5. Nomination & Election of Officers for FY 2023**

*The nominating committee (Trustees Conlin and Thomas) put forth a slate of candidates to serve as officers for Fiscal Year 2023. This slate consisted of: President- Angela Villafana; Vice President- Denise Mason-Smith; Treasurer- Carol Kovacik; and Secretary- Roger Thomas. There were no objections or recommendations for alternative candidates put forth.*

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

**6. Adjournment**

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

*The Annual Meeting of the Board of Trustees was adjourned at 6:41pm.*

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

*The meeting was called to order by President Villafana at 7:00pm.*

*Present: Trustees Conlin, DeFord, Hawn, Kovacik, Mason-Smith, Thomas, and Villafana.*

*A quorum was present.*

**2. Acknowledgment of Audience**

*Resident Denise Pikes-King and Director Cox were present.*

**3. Approval of Agenda – Motion to accept the agenda for Wednesday, May 25, 2022.**

*It was noted by Trustee Kovacik that the agenda included a typo. Item #4.C.1 (acceptance of claim ordinance #578) should read '\$45,447.40'. A motion was made to accept the agenda as revised.*

*Motion to approve: Trustee Conlin*

*Second to Motion: Trustee Hawn*

*Vote: [voice vote]*

*Ayes: all*

*Nays: none*

*Absent: none*

*Result: Motion carried.*

**4. Board Officer Reports**

**A. Secretary's Report**

- 1. Motion to accept the minutes for the April 27, 2022 regular meeting.*

*Motion to approve: Trustee Hawn*

*Second to Motion: Trustee Mason-Smith*

*Vote: [voice vote]*

*Ayes: all*

*Nays: none*

*Absent: none*

*Result: Motion carried.*

**B. President's Report**

*President Villafana informed the board that she had recently received letters from Village Administrator Espiritu as a follow up to comments delivered at the April 27<sup>th</sup>, 2022 board meeting. The content of these two letters was briefly discussed, and Director Cox is to scan/distribute copies of the letters to all board members for review.*

**C. Treasurer's Report**

1. Motion to accept Claim Ordinance #578 in the amount of \$45,447.40.

*Treasurer Kovacik presented Claim Ordinance #578, noting that it represented the close of financial activity for FY2022, with 97.7% of budgeted operating funds expended.*

*Motion to approve: Trustee Kovacik*

*Second to Motion: Trustee DeFord*

*Vote: [roll call vote]*

*Ayes: Trustees Conlin, DeFord, Hawn, Kovacik, Mason-Smith, Thomas, and Villafana.*

*Nays: none*

*Absent: none*

*Result: Motion carried.*

2. Motion to approve list of pre-approved vendors for FY2023.

*The list of pre-approved vendors for FY2023 was presented by Treasurer Kovacik.*

*Motion to approve: Trustee Kovacik*

*Second to Motion: Trustee Conlin*

*Vote: [roll call vote]*

*Ayes: Trustees Conlin, DeFord, Hawn, Kovacik, Mason-Smith, Thomas, and Villafana.*

*Nays: none*

*Absent: none*

*Result: Motion carried.*

**5. Director and Library Report**

**A. Library Report & Updates**

*Director Cox briefed the Board on recent and upcoming events. There will be no Memorial Day parade in Berkeley, but a small ceremony in the morning at Berkeley Village Hall; the Village is hosting a series of 'Playdates in the Park', with the first instance on 5/28 sponsored by Berkeley Police and Fire Departments. The Library is sponsoring the 6/11 event, and flyers for that day were distributed to board members. The board was also informed that a few recent programs (History of Chicago Bakeries, Butterfly Release Day, and a teen movie/snack event) had all had very strong participation and that the library was optimistic for future turnouts.*

*Director Cox also provided updates on repair work to the lower level restrooms in preparation for increased use as the restrooms on the main level are remodeled and recent repairs to the library's elevator.*

**6. Committees**

**A. Building Committee Report**

1. Discussion: Updates to Remodeling Project

*Committee Chair Mason-Smith provided updates to the board regarding the meeting earlier in the evening when the committee met with Carrie Kotera of Williams Architects. The committee had made final decisions including colors/finishes for the circulation desks, stand-alone book drop unit, restroom doors, and paint wall colors.*

Berkeley Public Library  
Regular Monthly Meeting

Board of Trustees Meeting Agenda  
May 25, 2022 Following Annual Meeting

Recent communication from SMC Construction was also discussed, which included finalized dates for the necessary abatement work which will result in a library closure. This work is to take place on Monday, July 18<sup>th</sup> through Friday, July 22<sup>nd</sup> with the Library intending to reopen to the public on Saturday, July 23<sup>rd</sup>.

**2. Motion to authorize closure of library for abatement (for the above dates)**

Motion to approve: Trustee Mason-Smith

Second to Motion: Trustee Thomas

Vote: [roll call vote]

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

Nays: none

Absent: none

Result: Motion carried.

**B. Finance Committee Report** (No report)

**C. Policy Committee** (No report)

**D. Personnel Committee** (No report)

**E. Technology Committee** (No report)

**7. Unfinished Business** (No unfinished business)

**8. New Business**

Board members were reminded that with the new fiscal year, committee assignments may also change. Trustees are encouraged to contact President Villafana prior to the June 22<sup>nd</sup>, 2022 regular meeting if they would be interested in serving on other committees. An item is to be placed on the agenda for that meeting finalizing committee appointments.

**9. Adjourn to Closed Session**

**a.** 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 agreed to adjourn to Closed Session for the director's annual evaluation at 7:40pm, pausing for a short break prior to calling that session to order to allow everyone present to share in refreshments.

Motion to approve: Trustee Villafana

Second to Motion: Trustee Kovacik

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

**10. Reconvene Regular Session**

**a.** Action on any items discussed in Closed Session

The Board reconvened the Regular (open) Session at 9:01pm, with all members present and Director Cox present in the audience.

*Motion to retain the services of Director Cox for Fiscal Year 2023*

*Motion to approve: Trustee Villafana*

*Second to Motion: Trustee Thomas*

*Vote: [roll call vote]*

*Ayes: Trustees Conlin, DeFord, Hawn, Kovacik, Mason-Smith, Thomas, and Villafana.*

*Nays: none*

*Absent: none*

*Result: Motion carried.*

*Motion to increase the salary of the Library Director by 4.0%.*

*Motion to approve: Trustee Villafana*

*Second to Motion: Trustee Kovacik*

*Vote: [roll call vote]*

*Ayes: Trustees Conlin, DeFord, Hawn, Kovacik, Mason-Smith, Thomas, and Villafana.*

*Nays: none*

*Absent: none*

*Result: Motion carried.*

## **11. Adjournment**

*Motion to adjourn: Trustee Villafana*

*Second to Motion: Trustee Mason-Smith*

*Vote: [voice vote]*

*Ayes: all*

*Nays: none*

*Absent: none*

*Result: Motion carried.*

*The meeting was adjourned at 9:03pm.*