

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

The meeting was called to order by President Hawn at 6:31pm.

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

Absent: none

A quorum was present.

2. Approval of Agenda – Motion to accept the agenda for Wednesday, January 22, 2025.

Motion to approve: Trustee Conlin

Second to Motion: Trustee Williams

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 November 20, 2024 monthly meeting.*

Motion to approve: Trustee Mason-Smith

Second to Motion: Trustee Villafana

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

B. President's Report

(No report)

C. Treasurer's Report

- 1. Motion to accept Claim Ordinance #609 in the amount of \$31,435.34.*

Motion to approve: Trustee Conlin

Second to Motion: Trustee DeFord

Vote: [roll call vote]

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

Nays: none

Absent: none

Result: Motion carried.

2. Motion to accept Claim Ordinance #610 in the amount of \$38,620.87.

Motion to approve: Trustee Conlin

Second to Motion: Trustee Villafana

Vote: [roll call vote]

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

Nays: none

Absent: none

Result: Motion carried.

4. Acknowledgement of Audience and Public Participation

Village Trustee Roger Thomas, Director Cox, and Assistant Director La Barbera were present. There were no questions/comments at this time.

5. Library Director's Report

A. Library Report & Updates

The director presented the library reports for the months of November and December 2024. In addition, Director Cox shared that the library will again host a community round table meeting on the morning of Saturday, March 22nd. Invitations to departments and community groups/clubs had been sent out earlier in the week.

Patron Services Coordinator Zamaira Vega had transitioned to full time and is currently cross-training with Assistant Director La Barbera on accounts receivable and payable as part of succession planning. Ms. Vega is also currently working hard to prepare the 2025 seed collection for public availability planned for February. The Youth Services Assistant position has been filled, with Kim Sanchez starting January 2nd. Ms. Sanchez's training is currently underway. Trustee Williams inquired as to 'Assistant' vs. 'Coordinator' titles- Director Cox shared that for the time being, overall coordination of youth services will be done by committee (Director, Assistant Director, and Technical Services Librarian).

Director Cox thanked Trustee Ditchfield for his assistance in December with acquiring/transporting tables from the Tinley Park Library which will be added in the coming weeks to public space. The second television monitor for promotions previously discussed has now been installed in the vestibule and is operational.

6. Committee Reports

A. Building Committee Report

Trustee Ditchfield briefly discussed the recent meeting of the Building Committee, with work being done to prepare for replacement of the library's fire alarm system and one of the rooftop HVAC units. The committee is tentatively planning to discontinue the basic security system currently in place at the end of the contract period.

1. Motion to accept the minutes of the January 11, 2025 Building Committee meeting.

Correction: It was noted that the draft minutes of the committee meeting incorrectly listed the date as January 11, 2024. The motion was made to accept the minutes as corrected to January 11, 2025.

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

B. Finance Committee Report

1. *Motion to accept the draft Fiscal Year 2026 Library Budget as presented.*

Treasurer Conlin reminded the board that this evening was the first of two reviews of the draft budget for fiscal year 2026, with final acceptance coming at the February 26th meeting. The director highlighted a few structural changes from the previous years including: the addition of line 46440 'Passport Acceptance Facility Revenue'; line 510 'Passport Acceptance Facility Expenses'; line 212 'Streaming Video'; and line 509 'Accountant Services'. Also 'SWAN Membership' being moved from line 303 to line 604 so it appears in a more logical category of expenses; and line 905 'Alarm Monitoring' being renamed 'Safety and Security'. The board briefly discussed both revenues and expenses associated with passport acceptance service, postage availability to the public, and anticipated interest.

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

C. Policy Committee Report

(No report)

D. Personnel Committee

(No report)

E. Technology Committee

(No report)

7. Unfinished Business

8. New Business

A. Board Resignation

Trustee Villafana shared that it was a privilege to have served as a library trustee for over ten years, but that she would soon be moving out of state and that it was necessary that she resign her position. She thanked her fellow board members and library staff for accomplishments including thriving through the pandemic, making needed progress in remodeling the facility, and completing the next five-year strategic plan. Mrs. Villafana looks forward to seeing what the future holds for the Berkeley Public Library.

9. Adjournment

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

The meeting was adjourned at 7:18pm.