

Berkeley Public Library Board of Trustees

FY 2027 Annual Meeting Minutes

May 27, 2026, 6:30pm

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

The meeting was called to order by President Hawn at 6:32pm.

Present: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Mason-Smith, Williams.

Absent: none

A quorum was present.

2. Approval of Agenda – Motion to accept the Annual Meeting agenda for Wednesday, May 27, 2026.

Motion: Trustee Hawn

Second to motion: Trustee Conlin

Vote (voice vote):

Ayes: all

Nays: none

Absent: none

*Result: **Motion carried.***

3. President's Report for Fiscal Year 2026

President Hawn delivered a verbal report for the completed Fiscal Year 2026, thanking everyone including fellow trustees and library staff for all of the hard work accomplished in the preceding twelve months. She noted that it is an exciting moment for the library, and she is looking forward to the referendum in the fall and then substantial changes in the library facility to the benefit of the community. President Hawn thanked the library board, noting that it was great working with a group of trustees who all care so much about supporting the library and community.

4. Nomination and Election of Officers for Fiscal Year 2027

The nominating committee consisting of Trustees Dooley and Mason-Smith put forth a slate of potential officers for Fiscal Year 2027. That slate consisted of:

President – Trustee Marino

Vice President – Trustee Hawn

Treasurer – Trustee Conlin

Secretary – Trustee Dooley

There were no alternative slates put forward and all named parties agreed to serve in those capacities.

Motion to accept the slate of officers for fiscal year 2027 as presented by the Nominating Committee.

Motion: Trustee Hawn

Second to motion: Trustee Mason-Smith

Vote (voice vote):

Ayes: all

Nays: none

Absent: none

*Result: **Motion carried.***

5. Committees and Chairpersons for Fiscal Year 2027

President Hawn asked the board if there were any parties interested in changing existing committee assignments. There were no requests, and President Hawn asked that trustees consider any potential changes for the June regular meeting.

6. Adjournment

Motion: Trustee Hawn

Second to motion: Trustee Conlin

Vote (voice vote):

Ayes: all

Nays: none

Absent: none

*Result: **Motion carried.***

The Annual Meeting was adjourned at 6:36pm.

Berkeley Public Library Board of Trustees

Regular Monthly Meeting Minutes

May 27, 2026, following the Annual Meeting

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

The meeting was called to order by President Hawn at 6:37pm.

Present: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Mason-Smith, Williams

Absent: none

A quorum was present.

2. Approval of Agenda – Motion to accept the agenda for Wednesday, May 27, 2026.

Motion: Trustee Hawn

Second to motion: Trustee Conlin

Vote (voice vote):

Ayes: all

Nays: none

Absent: none

*Result: **Motion carried.***

3. Board Officer Reports

a. Secretary's Report

- i. Motion to accept the minutes for the April 22, 2026 regular meeting.*

Motion: Trustee Ditchfield

Second to motion: Trustee Marino

Vote (voice vote):

Ayes: all

Nays: none

Absent: none

*Result: **Motion carried.***

b. President's Report

(No report)

c. Treasurer's Report

- i. Motion to accept Claim Ordinance #626 in the amount of \$54,905.63.*

Motion: Trustee Conlin

Second to motion: Trustee Dooley

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Mason-Smith, Williams.

Nays: none

Absent: none

*Result: **Motion carried.***

- ii. *Motion that the Berkeley Public Library's General Fund Money Market (x-9348) and Capital Projects Fund Money Market (x-0150) be updated to reflect the new slate of officers, as elected at our annual meeting, and those trustees no longer serving as officers be removed from these accounts; further that all other bank accounts be updated to reflect the new slate of officers and correct titles of remaining trustees.*

Motion: Trustee Conlin

Second to motion: Trustee Mason-Smith

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Mason-Smith, Williams

Nays: none

Absent: none

*Result: **Motion carried.***

4. Acknowledgement of Audience and Public Participation

Resident Lizzy Hawn and Director Cox were present at the meeting. There were no comments/questions.

5. Library Director's Report

a. Library Report and Updates

The director presented the library report for the month of April. The director notified the board that the bid unsealing meeting related to the infrastructure project was scheduled for Thursday, May 28th at 1:00pm. Trustees were invited to attend if available. The director shared that SMC Construction would qualify bids following that unsealing and requested a called meeting of the board to formally accept bids in the coming 7-10 days. The director will email the board on 5/28 with a list of potential dates/times in order to facilitate that scheduling.

The library's kick-off to summer programming and registration was scheduled for Saturday, May 30th from 11:00am to 1:00pm and would take place at Berkeley Park. Library administration was also scheduled to meet with a representative from EveryLibrary, a non-profit advocacy group for guidance regarding the coming referendum. Trustees indicated that they would be interested in receiving training from Everylibrary if feasible, and the director indicated that he would try to schedule that for the June 24th meeting.

The director also shared that the Illinois State Library hosted the meeting to review applications for the annual Construction Grant earlier in the day. The library's application related to elevator modernization was well received by the panel, receiving a score of 93.8/100 with all eight votes to fund the project. Funding would ultimately be determined by the total amount available for grant projects in the state, and administration should receive formal notice in the coming weeks.

The director shared year-end statistics with the board. Director Cox noted that there was a year-to-year reduction in print materials, sharing that it was driven primarily by juvenile books. Library staff had already met to begin planning methods of addressing this, including introducing/reinforcing the '1000 Books Before Kindergarten' program which can lead to life-long reading habits. The decline in teen program participation was also highlighted. Teen volunteerism has increased year-to-year, thanks in part to library staff member Z. Vega's efforts. Methods to translate that improvement to program participation were discussed, and Trustee Conlin shared that many libraries have found success with regular monthly 'Volunteer Night' programs.

b. Semi-annual Review of Closed Sessions

It was unanimously agreed that the review of closed sessions would take place in the Closed Session already planned for later in the evening.

6. Committee Reports

a. Building Committee

(No report)

b. Finance Committee

(No report)

c. Policy Committee

Chairperson Marino led a brief discussion highlighting the proposed revisions to the library's Personnel Policy and Employee Handbook.

- i. Motion to accept the revised Personnel Policy and Employee Handbook as presented.**

Motion: Trustee Marino

Second to motion: Trustee Conlin

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Mason-Smith, Williams.

Nays: none

Absent: none

*Result: **Motion carried.***

d. Personnel Committee

(No report – Trustee Conlin noted the director's annual evaluation would take place in Closed Session).

e. Technology Committee

Chairperson Conlin presented two proposals for security camera installation, part of Per Capita Grant spending. The board briefly discussed the proposals, and the director indicated that both were for equipment that could be added to the existing camera system.

- i. Motion to accept the proposal from Griffon Systems of Elmhurst for security camera installation as presented in the amount of \$5,010.00.**

Motion: Trustee Conlin

Second to motion: Trustee Dooley

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Mason-Smith, Williams.

Nays: none

Absent: none

*Result: **Motion carried.***

7. Unfinished Business

(No unfinished business)

8. New Business

- a. *Discussion and updates on remodel plans and referendum.*

The director shared that the library had presented to the Village of Berkeley Board of Trustees at their May 5th meeting, and that feedback had been positive. The board had indicated that 1) the Village intended to contribute financially to the remodel project; 2) that the Village would be willing to issue general obligation bonds to fund the project; and 3) that the Village does request that the library have an advisory referendum prior to bond issuance. The director shared that he had been in communication with the library's attorney, who had in turn been in communication with the Village's attorney. The Village had confirmed that the library board would accept proposed ballot language. The library's attorney had provided that language, and the board held a brief discussion. There were no edits and it was agreed that the director would confirm acceptance to the attorney.

9. Adjourn to Closed Session

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

- *5 ILCS 120/2 (c) (1): the appointment, employment, compensation, discipline, or dismissal or specific individuals*
- *5 ILCS 120/2 (c) (21): consideration of release of executive session minutes*

Motion: Trustee Hawn

Second to motion: Trustee Conlin

Vote (voice vote):

Ayes: all

Nays: none

Absent: none

*Result: **Motion carried.***

The board adjourned to Closed Session at 7:36pm.

10. Reconvene Regular Session

Motion to reconvene: Trustee Hawn

Second to motion: Trustee Conlin

Vote (voice vote):

Ayes: all

Nays: none

Absent: none

*Result: **Motion carried.***

Regular (open) session was reconvened at 8:14pm.

- *Motion to retain the library director and provide a 5% raise to existing salary.*

Motion: Trustee Conlin

Second to motion: Trustee Marino

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Mason-Smith, Williams.

Nays: none

Absent: none

*Result: **Motion carried.***

- *Motion to approve the destruction of verbatim recordings from the Closed Session held on October 23, 2024.*

Motion: Trustee Hawn

Second to motion: Trustee Conlin

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Mason-Smith, Williams

Nays: none

Absent: none

*Result: **Motion carried.***

11. Adjournment

Motion to adjourn: Trustee Hawn

Second to motion: Trustee Conlin

Vote (voice vote):

Ayes: all

Nays: none

Absent: none

*Result: **Motion carried.***

The meeting was adjourned at 8:17pm.

Berkeley Public Library Board of Trustees

CLOSED SESSION Minutes

May 27, 2026 Regular Meeting

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

Closed Session was called to order by President Hawn at 7:37pm.

Present: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino, Mason-Smith, Williams

Absent: none

A quorum was present.

2. Semi-Annual Review of Closed Sessions

The board briefly discussed the closed session from October 23, 2024. As minutes had already been accepted, the board agreed that destruction of the verbatim recording was acceptable.

3. Annual Review of Library Director

The board discussed the library director's performance for fiscal year 2026. After that discussion, the library director was invited to join the board in Closed Session at 8:02pm. The board shared that the director's performance was satisfactory, with an aggregate rating of 4.25 out of 5.0. The following goals for the coming fiscal year were communicated:

- *Develop a communication plan for the coming referendum*
- *Develop a post-referendum road map, with contingencies for both success and failure of referendum*
- *Continue work engaging Friends group with the goal of attaining 501c3 status, provide quarterly updates to the board on the same*
- *Continue to explore and apply for grant funding for the library*

The board announced that the director was to receive a raise of 5%. The director asked if that amount could be shared between himself and the assistant director, who he felt was a vital member of the library staff. The board agreed about the impact of the assistant director and indicated that the assistant director was to receive a 1% raise (separate from the amount for the director and in addition to the 4% received May 1st). The board discussed the timing of the director's evaluation and of annual raises for all staff. Library administration will look to move everyone to the same schedule, and the board indicated interest in reviewing rates of pay following the next HR Source payroll survey.

4. Adjournment

Motion to adjourn: Trustee Conlin

Second to motion: Trustee Hawn

Vote (voice vote):

Ayes: all

Nays: none

Absent: none

*Result: **Motion carried.***

The board adjourned from Closed Session at 8:17pm.

THESE MINUTES ACCEPTED AND RELEASED BY THE BOARD OF TRUSTEES, JUNE 24, 2026. AYES-5 NAYS-0