

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

The meeting was called to order by President Villafana at 6:30pm.

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

Absent: Trustee Kovacik.

A quorum was present.

2. Acknowledgment of Audience

Director Cox, Assistant Director La Barbera, and resident Denise Pikes were present.

3. Approval of Agenda – Motion to accept the agenda for Wednesday, February 23, 2022.

Motion to approve: Trustee Mason-Smith

Second to Motion: Trustee Conlin

Vote: [voice vote]

Ayes: all

Nays: none

Absent: Trustee Kovacik

Result: Motion carried.

4. Board Officer Reports

A. Secretary's Report

- 1. Motion to accept the minutes for the January 26, 2022 regular meeting.*

Trustee DeFord noted that the minutes circulated were incorrectly labeled as 'Agenda'. Motion was to accept the minutes with that correction.

Motion to approve: Trustee Hawn

Second to Motion: Trustee Thomas

Vote: [voice vote]

Ayes: all

Nays: none

Absent: Trustee Kovacik

Result: Motion carried.

B. President's Report

President Villafana brought the board's attention to the document distributed regarding changes to the Statement of Economic Interest filing system. The recommendation provided by legal representation was to wait to file until the county had provided additional documentation.

C. Treasurer's Report

1. Motion to accept Claim Ordinance #575 in the amount of \$37,879.21.

Trustee Mason-Smith presented Claim Ordinance 575 in the Treasurer's absence.

Motion to approve: Trustee Mason-Smith

Second to Motion: Trustee DeFord

Vote: [roll call vote]

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

Nays: none

Absent: Trustee Kovacic

Result: Motion carried.

5. Director and Library Report

A. Library Report & Updates

Trustee Mason-Smith asked the director about the library's social work intern and if community use was tracked in the director's report. Director Cox answered that use was tracked by Mr. Gall, it is not included in the report provided.

Director Cox pointed out that a section specific to the library's new website development had been added to the reports provided. Trustee Villafana asked if a transition date had been identified yet. Director Cox stated that no specific date, but that he and Stephanie Roon had marked April as testing/focus group time with the intention of a May transition.

Director Cox also commented on the state's mask mandate ending on 2/28 and suggested that the library follow suit and also suspend a requirement that public/staff be masked, mentioning that it seemed as though that was the plan for most area libraries. Board members then held a brief discussion, agreeing that the library should follow the IDPH recommendations as they had in the past. It was confirmed that signage would be changed to reflect this change on Monday.

6. Committees

A. Building Committee Report

1. Motion to accept the minutes of the November 22nd, 2021 and January 24th, 2022 building committee meetings.

Motion to approve: Trustee Mason-Smith

Second to Motion: Trustee Thomas

Vote: [voice vote]

Ayes: all

Nays: none

Absent: Trustee Kovacic

Result: Motion carried.

2. Motion to accept the proposal from Omar Electric for entrance lighting.

Trustee Mason-Smith briefly described the scope of the project that will utilize Per Capita funds to improve safety lighting at the library's entrance and along the front walk.

Motion to approve: Trustee Mason-Smith

Second to Motion: Trustee Hawn

Vote: [roll call vote]

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

Nays: none

Absent: Trustee Kovacik

Result: Motion carried.

B. Finance Committee Report

1. Motion to accept the draft library budget for Fiscal Year 2023 as initially reviewed at the January 26, 2022 regular meeting.

Motion to approve: Trustee Conlin

Second to Motion: Trustee Thomas

Vote: [roll call vote]

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

Nays: none

Absent: Trustee Kovacik

Result: Motion carried.

Trustee Conlin provided a brief summary of a recent meeting that the director and assistant director had with a bond specialist.

C. Policy Committee

1. Motion to accept the minutes from the January 31st, 2022 Policy Committee meeting.

Motion to approve: Trustee DeFord

Second to Motion: Trustee Mason-Smith

Vote: [voice vote]

Ayes: all

Nays: none

Absent: Trustee Kovacik

Result: Motion carried.

Berkeley Public Library
Regular Monthly Meeting

Board of Trustees Meeting Minutes
February 23, 2022 6:30pm

2. Motion to accept the draft revised Bylaws of the Board of Trustees as initially reviewed at the January 26, 2022 regular meeting.

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

3. Motion to accept the revised Reference and Readers' Advisory Policy as presented.

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

4. Motion to accept the revised Collection Development Policy as presented.

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

Trustee DeFord discussed the policy committee working on the possibility of the library going fines free in upcoming meetings.

D. Personnel Committee

Trustees Villafana and Thomas briefly outlined a timetable for the annual review of the director. They intend to meet in March to verify/update the forms and will then distribute.

E. Technology Committee

1. Motion to accept the minutes from the February 3, 2022 Technology Committee meeting.

Trustee Conlin reviewed the committee's report, highlighting the priority list that the committee had assigned to the work to be completed. Trustee Villafana inquired about impacts to budgets, but Trustee Conlin shared that much of this work would need to be completed over several years' time.

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

7. Unfinished Business

Trustees DeFord and Villafana mentioned the matter of the board's correspondence to the Village of Berkeley regarding a letter received in December 2021. Director Cox confirmed that the response was mailed 2/10 to three parties at the Village of Berkeley and that a response has not yet been received.

8. New Business

Audience member Denise Pikes was invited to ask any questions she had. Ms. Pikes inquired into how the library intended to keep the community informed regarding the scope of various phases of remodeling. President Villafana answered that the library had hosted an open house for Phase 1 in October 2021, and that future open houses/similar events would also be scheduled. Director Cox added that the library intended to have an event to introduce the changes as construction for Phase 1 was wrapping up and that the library's new website also had a dedicated space for keeping the community informed on changes to the building.

9. Adjournment

*Motion to adjourn: Trustee Conlin
Second to Motion: Trustee Thomas
Vote: [voice vote]
Ayes: all
Nays: none
Absent: Trustee Kovacik
Result: Motion carried, meeting was adjourned at 7:24pm.*