

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, Villafana, Williams. Absent: none.

A quorum was present.

2. Acknowledgment of Audience

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

3. Approval of Agenda – Motion to accept the agenda for Wednesday, January 25, 2023.

Motion to approve: Trustee Conlin

Second to Motion: Trustee Mason-Smith

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

4. Board Officer Reports

Order of items on the agenda was slightly modified, with the President's Report coming prior to the Secretary's report.

A. President's Report

President Villafana welcomed the Board back from time off for the holidays and congratulated everyone involved on the successful completion of the Library's Phase 1 remodel project.

B. Secretary's Report

- 1. Motion to accept the minutes for the November 16, 2022 regular monthly meeting.*

Motion to approve: Trustee Thomas

Second to Motion: Trustee Conlin

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

C. Treasurer's Report

Treasurer Conlin presented reports for Ordinance 585 and 586, including the final payments related to the Library's remodeling. Trustee DeFord noted a discrepancy in the amount of a periodic bank transfer between the two reports. The early January 2023 transfer in the amount of \$107,000.00 was confirmed by Treasurer Conlin and Assistant Director La Barbera for the record.

1. Motion to accept Claim Ordinance #585 in the amount of \$60,825.37.

Motion to approve: Trustee Conlin

Second to Motion: Trustee Thomas

Vote: [roll call vote]

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

Nays: none

Absent: none

Result: Motion carried.

2. Motion to accept Claim Ordinance #586 in the amount of \$33,516.24.

Motion to approve: Trustee Conlin

Second to Motion: Trustee Hawn

Vote: [roll call vote]

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

Nays: none

Absent: none

Result: Motion carried.

Treasurer Conlin informed the Board that she would not be able to attend the March 2023 meeting and that attendance at the April 2023 meeting was uncertain. Trustee Hawn will be serving on the Finance Committee moving forward.

5. Director and Library Report

A. Library Report & Updates

Director Cox presented the Library report for the months of November and December. Director Cox thanked all of the Library staff for the past several weeks, as everyone has had schedules and responsibilities changed with staff on leaves and the Holidays. Management (Zamaira Vega, Cathy Johnson, Isabel La Barbera) in particular have continued to be very flexible. Director Cox also thanked librarian Rachel Eichert for the amount of work she put in during the Fall prior to leave to prepare the library for her absence.

Director Cox also informed the Board of two upcoming program days, with February 4th having a slate of programs to kick off Black History month and February 11th having a family-oriented animal presenter.

B. Book Challenges Discussion

The Board briefly discussed challenges to books in the library's collection. Director Cox confirmed that the library had not received any challenges, but it was certainly an active topic at other area libraries. Trustee DeFord noted that groups referenced in the Chicago Tribune article distributed were primarily concerned with programming/entertainment.

The Board was in agreement that a form(s) for the public to request both additions and removals of items should be available and that they should be limited to inquires from residents of Berkeley. The Policy Committee will review the Collection Development policy in the coming months and bring any changes to the Board for consideration.

6. Committees

A. Building Committee Report

Chair Mason-Smith presented updates for the Building Committee:

- The Board agreed that because future remodel work is planned, the plaque to mark the 2022 accessibility upgrades should be simple/brief.
- Potential donations/naming of library spaces was discussed. The Board agreed that while the Library would welcome memorial donations, the naming of spaces within the building would not be considered. A letter will be drafted to be sent by the Board in response to the donation inquiry received in the Fall of 2022.
- Lighting was upgraded in the front stairwell and hallways.
- Capital Projects being considered by the committee for inclusion in the FY2024 budget include the rear entry door, HVAC (north) replacement, and work on the fire alarm and water service systems.

B. Finance Committee Report

Treasurer Conlin presented the draft budget for Fiscal Year 2024, explaining areas of focus by the finance committee including Capital Projects, Personnel, and Technology. Amounts for Insurance (IRMA) were also discussed, with the Board awaiting further information from the Village of Berkeley in order to finalize that budget amount.

1. Motion to accept the preliminary draft library budget for Fiscal Year 2024 as presented with the understanding that individual committees will continue to review specific amounts prior to the February 22, 2023 meeting.

Motion to approve: Trustee Conlin

Second to Motion: Trustee DeFord

Vote: [roll call vote]

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

Nays: none

Absent: none

Result: Motion carried.

C. Policy Committee

Chair DeFord presented updates for the Policy Committee and informed the Board of planned review work to be done in 2023. Trustee DeFord also suggested that the committee review the Bylaws in order to make any future board vacancy appointments more transparent and easier. The Board was in agreement that such language was advised, and the committee intends to propose revisions at a future meeting.

1. *Motion to accept the minutes of the January 12, 2023 policy committee meeting.*

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

2. *Motion to accept the revised Public Relations Policy.*

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

D. Personnel Committee

Chair Villafana shared that the committee is seeking recommendations for the upcoming annual evaluation of the Library Director. Trustees and Director are encouraged to contact the Personnel Committee with any feedback they feel can improve the process.

E. Technology Committee

Chair Conlin summarized the committee's recent work in connection with the E-Rate application and bidding process. The committee anticipates significant upgrades to both the data service (cable/fiber/etc.) utilized by the library as well as network hardware within the building including access points (WiFi), cabling, etc. Trustee Conlin also shared that the committee is aware that other hardware changes will also need to take place over the coming two years in preparation for a change from Windows 10 to Windows 11 and is currently prioritizing.

7. Unfinished Business

No unfinished business.

8. New Business

No new business. The Board formally thanked resident Denise Pikes for attending the meeting.

9. Adjourn to Closed Session

No Closed Session.

10. Adjournment

Motion to adjourn: Trustee Conlin

Second to Motion: Trustee Hawn

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

The meeting was adjourned at 7:54pm.