

**Berkeley Public Library**  
**Personnel and Finance Committees**  
**Meeting Minutes**  
**Monday, November 7, 5:00pm**

**1. Call to Order**

*The meeting was called to order at 5:03pm.*

*Present: Trustees Conlin, Thomas, Villafana. Director Cox, Assistant Director La Barbera.*

**2. Discussion: Finance Committee Updates**

*Trustees briefly discussed status of the Capital Projects Fund and outstanding payments related to the Phase 1 remodel. It is anticipated that greater than 90% of payments have now been made, though some outstanding expenses to both SMC and the second 50% of the furniture cost is still to be paid.*

*Trustees briefly discussed the anticipated timing of tax revenues being received. Finally, the committees discussed the upcoming pre-approval of November expenses as the Board will not be meeting in December. It was agreed that the wording of the motion for pre-approval including language related to “operational expenses” in order to specify non-capital project expenses.*

**3. Discussion: Staff Holiday Bonuses**

*The trustees discussed historic bonuses paid to library staff. The Director shared year-to-date expenses related to staff salaries, and trustees agreed that holiday bonuses were within existing budget parameters and could be issued by the Library.*

**4. Adjournment**

*The meeting was adjourned at 5:24pm.*