

# Berkeley Public Library Board of Trustees

## Regular Monthly Meeting Minutes

November 19, 2025 at 6:30pm

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

*The meeting was called to order at 6:27pm by Vice President Mason-Smith.*

*Present: Trustees Ditchfield, Dooley, Marino, Mason-Smith, Williams*

*Absent: Trustees Conlin and Hawn.*

*A quorum was present.*

### 2. Approval of Agenda – Motion to accept the agenda for Wednesday, November 19, 2025.

*Motion: Trustee Mason-Smith*

*Second to motion: Trustee Marino*

*Vote (voice vote):*

*Ayes: all*

*Nays: none*

*Absent: Trustees Conlin, Hawn.*

*Result: Motion carried.*

### 3. Presentation of Audit of Fiscal Year 2025

*Library Director Cox introduced Brad Porter of Lauterbach & Amen and thanked him for adjusting his schedule in order to attend the meeting to present the audit documents. Mr. Porter shared key points from the 'Statements on Auditing Standards', 'Management Letter', and annual financial report. Shared current recommendations include a continued awareness to cyber security and adoption of a Check Write-Off policy. Trustee Ditchfield inquired as to legal restrictions for excess funds. Mr. Porter shared that there are restrictions for excess funds from special levies, such as an IMRF levy. The director shared that the library does not utilize any special levies at present.*

### 4. Board Officer Reports

#### a. Secretary's Report

##### i. Motion to accept the minutes for the October 22, 2025 regular meeting.

*Motion: Trustee Ditchfield*

*Second to motion: Trustee Marino*

*Vote (voice vote):*

*Ayes: all*

*Nays: none*

*Absent: Trustees Conlin, Hawn.*

*Result: Motion carried.*

#### b. President's Report

*In the absence of the President, Vice President Mason-Smith thanked Assistant Director La Barbera and Director Cox for their efforts in preparing materials and coordinating work with the auditor.*

**c. Treasurer's Report**

**i. Motion to accept Claim Ordinance #620 in the amount of \$58,024.82.**

Trustee Ditchfield requested clarification regarding Travelers and Utica National included in the monthly ordinance. Director Cox confirmed that both were components of the larger insurance package the library had acquired through Cook & Kocher.

*Motion: Trustee Mason-Smith*

*Second to motion: Trustee Dooley*

*Vote (roll call vote):*

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

*Nays: none*

*Absent: Trustees Conlin, Hawn.*

*Result: Motion carried.*

**ii. Motion that the Berkeley Public Library Board of Trustees pre-approve spending in the amount of \$45,000 during the month of December 2025.**

*Motion: Trustee Mason-Smith*

*Second to motion: Trustee Ditchfield*

*Vote (roll call vote):*

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

*Nays: none*

*Absent: Trustees Conlin, Hawn.*

*Result: Motion carried.*

**5. Acknowledgement of Audience and Public Participation**

*Assistant Director La Barbera and Director Cox were present. There were no questions or comments at this time.*

**6. Library Director's Report**

**a. Library Report and Updates**

*The library director presented the report for the month of October. In addition, he reminded the board that the library was closed on 11/27 and 11/28 for the Thanksgiving holiday. The next significant event on the schedule was the library's annual Holiday Open House on Saturday, December 6<sup>th</sup>. Library administration had sent out invites to community groups as well as elected officials from the state level to local level. This year, the library is also partnering with Westchester Food Pantry to incorporate a donation drive and raffle during the open house. Trustees were encouraged to share invitation with friends and neighbors.*

*The director also shared that the previously discussed facility appraisal had now been completed and that copies of the final report would be distributed in the coming days. Lastly, the director asked that members of the Building, Policy, and Finance committees begin looking at their calendars as those three committees had business prior to the January 28<sup>th</sup> monthly meeting.*

**b. Strategic Plan Report**

*The director presented the quarterly strategic plan report and encouraged trustees to reach out if they had any questions on the data after review.*

**c. Per Capita Grant - Standards Review**

*The director presented the updated 'Per Capita Standards' document with notations provided by library administration. It was explained that standards marked in green indicated that it was felt the library was adequately meeting, while yellow indicated partial/in-progress and red indicated action needed. Board*

*members were encouraged to reach out to the director with any additional comments or questions in the coming weeks, with the grant application being due to the Illinois State Library in January.*

## **7. Committee Reports**

### **a. Building Committee**

*Chairperson Ditchfield shared that he had been in communication with SMG regarding the fire alarm install and had a follow-up call scheduled in the coming days. He was also continuing to request pricing related to the rooftop HVAC replacement.*

### **b. Finance Committee**

#### *i. Motion to accept the audit of fiscal year 2025 as presented.*

*Motion: Trustee Mason-Smith*

*Second to motion: Trustee Dooley*

*Vote (roll call vote):*

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

*Nays: none*

*Absent: Trustees Conlin, Hawn.*

*Result: Motion carried.*

#### *ii. Motion to accept the minutes of the October 22, 2025 Finance Committee meeting.*

*Motion: Trustee Mason-Smith*

*Second to motion: Trustee Marino*

*Vote (voice vote):*

*Ayes: all*

*Nays: none*

*Absent: Trustees Conlin, Hawn.*

*Result: Motion carried.*

#### *iii. Motion to accept the proposal for audit services from Lauterbach & Amen for FY2026-FY2030 as presented.*

*A summary of proposals for auditing work received by library administration were briefly discussed.*

*Motion: Trustee Mason-Smith*

*Second to motion: Trustee Marino*

*Vote (roll call vote):*

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

*Nays: none*

*Absent: Trustees Conlin, Hawn.*

*Result: Motion carried.*

#### *iv. Motion to transfer \$46,305.68 to Capital Projects as outlined in the Fund Balance Policy.*

*Assistant Director La Barbera shared that, as communicated in the annual financial report from earlier in the evening, the library had received \$24,774.10 in revenue above budgeted levels and was under budget for operational expenses in the amount of \$21,531.58. Therefore, it was requested that the board motion to transfer a total of \$46,305.69 to the Capital Projects Fund.*

**c. Policy Committee**

*Chairperson Marino shared that there was no report for this month, but that the committee would prioritize work on the 'Check Write-Off' Policy as recommended in the audit.*

**d. Personnel Committee**

*No report.*

**e. Technology Committee**

*Director Cox shared that the software platform the library utilized would be changing in the coming days- 'PrinterOn' is outdated, and the library would be moving to 'ePrintIt'. Installation would be handled by TBS and ACT Systems staff, likely remotely. Trustee Ditchfield asked if there would be a significant cost difference between the two platforms. The director shared that aside from the install charge, he believed the new platform was actually less expensive.*

**8. Unfinished Business**

*No unfinished business.*

**9. New Business**

*The director briefly summarized work underway for both the DCEO appropriation application as well as the State Library Construction Grant application. Administration is working with the library's design and construction partners to finalize draft timetables and budgets for both.*

**10. Adjournment**

*Motion to adjourn: Trustee Marino*

*Second to motion: Trustee Ditchfield*

*Vote (voice vote):*

*Ayes: all*

*Nays: none*

*Absent: Trustees Conlin, Hawn.*

*Result: **Motion carried, the meeting was adjourned at 7:18pm.***