

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. Approval of Agenda – Motion to accept the agenda for Wednesday, September 27, 2023.

Motion to approve: Trustee Thomas

Second to Motion: Trustee Hawn

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

3. Board Officer Reports

A. Secretary's Report

- 1. Motion to accept the minutes for the August 23, 2023 regular meeting.*

Motion to approve: Trustee Thomas

Second to Motion: Trustee Mason-Smith

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

B. President's Report

Trustee Thomas shared that he had recently submitted a letter of resignation from the Library Board, effective October 13th. Trustee Thomas would be serving on the Village Board of Trustees moving forward, following a resignation from that entity. Trustee Thomas shared that he would begin serving as the appointed liaison to the Berkeley Library, and would be in frequent contact. The rest of the Board and library administration thanked Trustee Thomas for his time and effort on behalf of the Library. Trustee DeFord reminded the Board that the Bylaws had recently been updated to address the appointment to fill a vacancy process. Director Cox shared that a public notice as prescribed had been printed and would be displayed in the library the following day.

C. Treasurer's Report

- 1. Motion to accept Claim Ordinance #594 in the amount of \$46,939.85.*

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.

4. Acknowledgement of Audience and Public Participation

Assistant Director La Barbera, Director Cox, and Ann Scales of Lauterbach and Amen were noted as being present at the meeting.

5. Presentation- FY2023 Audit, Lauterbach and Amen

Ms. Scales presented the Management Letter and Annual Financial Reports for the fiscal year ending April 30, 2023. Ms. Scales thanked library administration for their assistance in preparing documentation for the audit. Ms. Scales also highlighted several GASB pronouncements for future fiscal years, and that Lauterbach and Amen will work with the library to prepare for these changes in reporting as applicable.

6. Library Director's Report

A. Library Report & Updates

Director Cox noted that August 2023 marked 10 years of service to the Library Board for President Villafana. A card and plaque noting the anniversary were presented.

Director Cox also thanked Assistant Director La Barbera for the thorough documentation and cross-training that took place in advance of Ms. La Barbera's leave from the library. The efforts of library staff Rachel Eichert and Zamaira Vega were also noted, both of which readily accepted new responsibilities during the leave.

Director Cox noted that the Library had hosted a 'Community Planning' meeting on September 23rd. The meeting was attended by representatives from the Berkeley Public Library, Berkeley Neighborhood Watch, Berkeley Park District, District 87 PTO, Berkeley Centennial Committee, and the American Sewing Guild. The group intends to meet quarterly and will look to schedule the next meeting in January 2024.

7. Committee Reports

A. Building Committee Report

1. *Motion to accept the proposal for cleaning services from Pinpoint Maintenance Cleaning and Restoration for one-time carpet and tile floor cleaning as presented.*

The board briefly discussed the proposal received from Pinpoint Maintenance.

Motion to approve: Trustee Mason-Smith

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.

2. *Remodel budget discussion.*

The Board discussed the updated conceptual budget and updated sunken garden design that was presented to the Building Committee by SMC and Williams Architects in July. The Board discussed financing future construction potentially including grants, appropriations, assistance from the Village of Berkeley, bonding, and referendums. Trustee Conlin stressed that the first two sections of the conceptual budget, covering infrastructure and building 'envelope' improvements, should be considered critical regardless of final method(s) of financing. The Board agreed that all means of financing should be explored and that a stronger presence at Village Board meetings would also be beneficial to the Library.

B. Finance Committee Report

1. *Motion to accept the FY2023 Audit as presented.*

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.

C. Policy Committee (NO REPORT)

D. Personnel Committee

Trustee Villafana inquired about the recent staff member hired by the library. Director Cox shared that Natalie Jenkins, a Berkeley resident, had started on September 6th and was currently going through introductory training.

E. Technology Committee (NO REPORT)

8. Unfinished Business

Trustee DeFord inquired about updates to the application process for insurance through LIRA. Director Cox shared that the library had recently received a proposal, and it would be reviewed by the Finance Committee prior to discussion at the October 25 board meeting.

9. New Business

Trustee Villafana shared that the Library had recently been the recipient of repeated unwanted phone calls from a resident. She stressed that such calls were to be considered harassment and that the Board would not tolerate any harassment of a library staff member.

With Trustee Thomas's resignation, the Board briefly discussed the vacancy of the Secretary position. Trustee Hawn volunteered to serve in that capacity for the remainder of the fiscal year or until another trustee expressed interest in taking over those responsibilities.

10. Adjourn to Closed Session (NO CLOSED SESSION)

11. Adjournment

Motion to adjourn: Trustee Conlin

Second to Motion: Trustee Thomas

Vote: [voice vote]

Ayes: all

Nays: none

Absent: none

Result: Motion carried.

The meeting was adjourned at 7:36pm.