

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

*The meeting was called to order by President Hawn at 6:30pm.
Present: Trustees DeFord, Ditchfield, Hawn, Mason-Smith, Villafana.
Absent: Trustees Conlin and Williams.
A quorum was present.*

2. Approval of Agenda – Motion to accept the agenda for Wednesday, June 26, 2024.

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

3. Board Officer Reports

A. Secretary's Report

1. Motion to accept the minutes for the May 22, 2024 annual meeting.

*Motion to approve: Trustee Mason-Smith
Second to Motion: Trustee Hawn
Vote: [voice vote]
Ayes: all
Nays: none
Absent: Trustees Conlin and Williams
Result: Motion carried.*

2. Motion to accept the minutes for the May 22, 2024 regular meeting.

*Motion to approve: Trustee Mason-Smith
Second to Motion: Trustee Villafana
Vote: [voice vote]
Ayes: all
Nays: none
Absent: Trustees Conlin and Williams
Result: Motion carried.*

3. Motion to accept the minutes for the May 22, 2024 closed session.

Motion to approve: Trustee Mason-Smith
Second to Motion: Trustee DeFord
Vote: [voice vote]
Ayes: all
Nays: none
Absent: Trustees Conlin and Williams
Result: Motion carried.

B. President's Report

President Hawn shared with the Board that she would not be present at the July 24th, 2024 Regular Meeting.

C. Treasurer's Report

1. Motion to accept Claim Ordinance #603 in the amount of \$36,938.19.

Director Cox noted the formatting change to financial reports as a result of switching versions of QuickBooks. One report traditionally included in those reports, 'Expenses by Vendor – Detailed' is not available in the new system and will likely not be included in future financial reports prepared by the Library.

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

4. Acknowledgement of Audience and Public Participation

Assistant Director La Barbera and Director Cox were present. Assistant Director La Barbera thanked the Board on behalf of the entire staff for their recent gift of a small refrigerator in recognition of the effort to host the May 18th centennial events.

5. Library Director's Report

A. Library Report & Updates

Director Cox shared that the library's server had been replaced following the Board's acceptance of the proposal from Current Technologies. The only work left regarding the server was migration of public printing, which will be arranged with TBS in the coming days. Summer Reading had begun, and the library had over 70 youth, 15 teens, and over 90 adults registered thus far. Enrollment for adults is notably improved from previous years. Staff annual evaluations have been completed, and the Director noted that the process was primarily focused on reviewing the previous year's goals/training and setting new training recommendations. The Illinois Public Library Annual Report (IPLAR) had been reviewed by the President and Secretary and had now been submitted to the State Library before the 6/30 deadline.

Berkeley Public Library
Regular Monthly Meeting

Board of Trustees Meeting Minutes
June 26, 2024 6:30pm

Trustee Ditchfield inquired as to the monthly statistic "Circulation by Item Audience". The Director shared that 'undefined' items are either a) seeds distributed during the library's annual spring effort or items that arrived from other libraries to fill holds that hadn't been defined by the providing library.

Trustee Mason-Smith also noted the large change in items of the 'kit/game/other' type for the month of May compared to 2023. The director shared that he was unaware of a specific reason for that specific item type to change that significantly.

6. Committee Reports

A. Building Committee Report (NO REPORT)

B. Finance Committee Report (NO REPORT)

(Resident Denise Pikes joined the audience at 6:47pm.)

C. Policy Committee

1. Motion to accept the minutes of the June 13, 2024 Policy Committee meeting.

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

2. Motion to accept the draft Safe Child Policy as presented.

Chairperson DeFord presented the draft policy, noting that the same policy would be presented again at the July 24th regular meeting for a final vote. It was also noted that the committee was interested in considering alternative names for the document. After a brief conversation, it was agreed that the name will tentatively be changed to 'Youth Policy'. The Board briefly reviewed the draft policy.

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

D. Personnel Committee (NO REPORT- it was noted that the Personnel and Policy Committees will have a joint meeting to discuss potential changes to the Personnel Policy at 5:30pm on July 24th)

E. Technology Committee (NO REPORT- the Director shared that migrating staff email to a host that allows multi-factor authentication is the next technology related project)

Berkeley Public Library
Regular Monthly Meeting

Board of Trustees Meeting Minutes
June 26, 2024 6:30pm

7. **Unfinished Business** *(NO UNFINISHED BUSINESS)*
8. **New Business** *(NO NEW BUSINESS)*
9. **Adjourn to Closed Session** *(NO CLOSED SESSION)*
10. **Adjournment**

*Motion to adjourn: Trustee Villafana
Second to Motion: Trustee Hawn
Vote: [voice vote]
Ayes: all
Nays: none
Absent: Trustees Conlin and Williams
Result: Motion carried.*

The meeting was adjourned at 6:59pm.