

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

*The meeting was called to order at 6:30pm by President Hawn.*

*Present: Trustees DeFord, Ditchfield, Hawn, Mason-Smith, Villafana, Williams.*

*Absent: Trustee Conlin.*

*A quorum was present.*

**2. Approval of Agenda – Motion to accept the agenda for Wednesday, November 20, 2024.**

*Motion to approve: Trustee DeFord*

*Second to Motion: Trustee Villafana*

*Vote: [voice vote]*

*Ayes: all*

*Nays: none*

*Absent: Trustee Conlin*

*Result: Motion carried.*

**3. Board Officer Reports**

**A. Secretary's Report**

- 1. Motion to accept the minutes for the October 23, 2024 monthly meeting.*

*Motion to approve: Trustee Mason-Smith*

*Second to Motion: Trustee Hawn*

*Vote: [voice vote]*

*Ayes: all*

*Nays: none*

*Absent: Trustee Conlin*

*Result: Motion carried.*

- 2. Motion to accept and release the minutes for the October 23, 2024 closed session.*

*Motion to approve: Trustee Mason-Smith*

*Second to Motion: Trustee Williams*

*Vote: [voice vote]*

*Ayes: all*

*Nays: none*

*Absent: Trustee Conlin*

*Result: Motion carried.*

**B. President's Report**

*(No report)*

**C. Treasurer's Report**

1. Motion to accept Claim Ordinance #608 in the amount of \$38,028.78.

Trustee Ditchfield inquired as to the source of 'Public Facility Improvement' revenue included in the ordinance. Assistant Director La Barbera shared that following the successful Friends Fall Sale in early October, a portion of funds received were assigned to 'Friends – Story Walk Donations' (\$500.00) and the remainder of proceeds (\$564.02) were assigned to Facility Improvements.

Motion to approve: Trustee DeFord

Second to Motion: Trustee Villafana

Vote: [roll call vote]

Ayes: Trustees DeFord, Ditchfield, Hawn, Mason-Smith, Villafana, Williams

Nays: none

Absent: Trustee Conlin

Result: Motion carried.

2. Move that the Berkeley Public Library transfer the 2024 FY increase in net position, in the amount of \$74,777.00, into the Capital Projects Money Market Account.

Motion to approve: Trustee DeFord

Second to Motion: Trustee Hawn

Vote: [roll call vote]

Ayes: Trustees DeFord, Ditchfield, Hawn, Mason-Smith, Villafana, Williams

Nays: none

Absent: Trustee Conlin

Result: Motion carried.

3. Move that the Berkeley Public Library Board of Trustees pre-approve November expenses for Ordinance 609, not to exceed \$45,000.00, with final acceptance for Ordinance 609 to be placed on the agenda for the January 22, 2025 meeting.

Motion to approve: Trustee DeFord

Second to Motion: Trustee Mason-Smith

Vote: [roll call vote]

Ayes: Trustees DeFord, Ditchfield, Hawn, Mason-Smith, Villafana, Williams

Nays: none

Absent: Trustee Conlin

Result: Motion carried.

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

Director Cox, Assistant Director La Barbera, Patron Services Coordinator Vega, resident Denise Pikes, and resident Angela Sevcik were in attendance. There were no questions or comments.

**5. Library Director's Report**

**A. Library Report & Updates**

Director Cox presented the Library Report for October 2024. Director Cox also shared that the open Youth Services Assistant position that was briefly discussed at the October board meeting had been posted and that Library administration were preparing for the second round of interviews with candidates; there was a strong turnout for the community art/luminary bag craft that was co-hosted with Berkeley Public Works; and that the library had received a \$200.00 donation from the Bellwood Lions Club for incidentals related to the upcoming December 7<sup>th</sup> Holiday Open House.

**B. Discussion: Per Capita Grant Application and Checklist**

Director Cox informed the Board that a summary checklist of goals prescribed in 'Serving Our Public' had been distributed. Per Capita applications would be due in January, and that trustees are invited to reach out with any comments, questions, or to seek additional information over the next several weeks.

**C. Discussion: Draft, 2025-2029 Berkeley Public Library Strategic Plan.**

The draft 2025-2029 Strategic Plan was presented to the board. Director Cox thanked members of the community who had shared their time and expertise in development of the draft, including Trustee Ditchfield, Denise Pikes, Angela Sevcik, Denise Kouba, Jim Marino, and Theresa Kelly. In addition, everyone in the community that had taken the time to fill out a survey as part of the process were thanked for their time.

The Director stated that the committee had reviewed several sample policies from other libraries, and settled on the format presented as it was the most accessible to residents. Specific simplified language was also recommended by the committee to ensure that accessibility. The draft plan is also presented with a second document that lists potential measurable data for each statement in the strategic plan as a way for the board to regularly review progress. The draft also includes revised Mission and Vision statements for the Library. The Board discussed the draft, and existing mission and vision statements were also reviewed. It was agreed that the proposed changes to those statements better fit with the role the library plays in the community.

Trustee Villafana inquired if the secondary document of potential measurable data would be available to the public. Director Cox confirmed that it would be available upon request. Trustee DeFord inquired as to the language included under 'Values – Free and Equitable Access'. Trustee Villafana and Director Cox shared that the language as written is from the position of the library itself and that ultimately parents/guardians are empowered to determine the media appropriate for their children. A few typographical errors in the draft were noted.

**D. Motion to accept the draft of the 2025-2029 Berkeley Public Library Strategic Plan.**

Motion to approve: Trustee Hawn

Second to Motion: Trustee Villafana

Vote: [roll call vote]

Ayes: DeFord, Ditchfield, Hawn, Mason-Smith, Villafana, Williams

Nays: none

Absent: Trustee Conlin

Result: Motion carried.

**6. Committee Reports**

**A. Building Committee Report**

*Director Cox shared that proposals from electricians were currently being requested for minor work in the front vestibule as well as rough estimates related to service panel replacement for FY2026.*

**B. Finance Committee Report**

*(No report)*

**C. Policy Committee Report**

*(No report)*

**D. Personnel Committee**

*(No report)*

**E. Technology Committee**

*Director Cox informed the board given recent news and cost projections that prices for consumer electronics are expected to increase significantly in 2025, library administration was exploring acquiring replacement PCs previously scheduled to be purchased next year.*

**7. Unfinished Business**

*(No unfinished business)*

**8. New Business**

*(No new business)*

**9. Adjournment**

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

*The meeting was adjourned at 6:59pm.*