

Berkeley Public Library Board of Trustees

Regular Monthly Meeting Minutes

October 22, 2025 at 6:30pm

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

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

Present: Trustees Conlin, Ditchfield, Dooley, Hawn.

Absent: Trustees Marino, Mason-Smith, Williams.

A quorum was present.

2. Approval of Agenda – Motion to accept the agenda for Wednesday, October 22, 2025.

Motion: Trustee Hawn

Second to motion: Trustee Conlin

Vote (voice vote):

Ayes: all

Nays: none

Absent: Trustees Marino, Mason-Smith, Williams.

*Result: **Motion carried.***

3. Tour of the Library

The director led the board on a brief tour of the library's lower level, highlighting the updated lighting, recent additions to the library's Create Space, and discussing changes anticipated with the library's planned remodel.

4. Board Officer Reports

a. Secretary's Report

- i. *Motion to accept the minutes for the September 24, 2025 regular meeting.*

Motion: Trustee Ditchfield

Second to motion: Trustee Conlin

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn.

Nays: none

Absent: Trustees Marino, Mason-Smith, Williams.

*Result: **Motion carried.***

b. President's Report

(No report)

c. Treasurer's Report

- i. *Motion to accept Claim Ordinance #619 in the amount of \$34,687.97.*

The board and library director discussed the discontinuation of services from Baker and Taylor, which was previously the library's main supplier for printed materials.

Treasurer Conlin also shared that the Finance Committee had met earlier in the evening and intended to move \$200,000.00 from the Capital Projects Fund to a 7-month certificate of deposit in order to take advantage of higher interest rates.

Motion: Trustee Conlin

Second to motion: Trustee Dooley

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn.

Nays: none

Absent: Trustees Marino, Mason-Smith, Williams.

*Result: **Motion carried.***

5. Acknowledgement of Audience and Public Participation

Village Trustee Thomas, library Director Cox, and Assistant Director La Barbera were present. There were no questions or comments at this time.

6. Library Director's Report

a. Library Report and Updates

Director Cox presented the library report for the month of September. He also shared a follow-up to the discussion regarding the Village of Berkeley's 'Taft Avenue Corridor' project: Public Works had reached out to the library for copies of current remodel plans. These plans were then submitted to the project's lead designer with the request to relocate the ADA parking space from the land south of the library. Director Cox informed the board that ILA had scheduled the next legislative luncheon for Tuesday, December 2nd. Trustees were asked to contact the director if they wished to attend as the library could handle registration.

The director also shared that work preparing documentation for the DCEO appropriation as well as the upcoming state library construction grant application had begun, and that a meeting had been scheduled for 10/28 with the library's rep from SMC Construction to assist in estimating.

b. Per Capita Grant - Standards Review

The director presented the new rubric and set of core standards being used by the state library for this year's Per Capita Grant application. He shared that library managers were already reviewing and notating the rubric, and that a second copy with those notes would be distributed to the board to continue the conversation at the November 19th meeting. The application will be due in January, and trustees were encouraged to reach out if they had any questions or comments from the standards.

7. Committee Reports

a. Building Committee

Chairperson Ditchfield shared that the lighting project had been completed, and that CAS was in the final stages of preparing for installation of the fire alarm. Trustee Ditchfield was also working to gather bids related to the rooftop HVAC replacement previously discussed.

b. Finance Committee

- i. *Motion to increase the library levy for FY2027 by 6%, in the amount of \$541,061.27.*

Treasurer Conlin presented the summary report and led a discussion on the library levy for next fiscal year. She shared that the Finance Committee had been presented with an early draft of the FY2027 budget, and that all libraries were experiencing significant increases in costs- particularly noting those associated with insurance and circulating materials. Trustees briefly discussed the village-wide levying process and potential levy amounts.

Motion: Trustee Conlin

Second to motion: Trustee Dooley

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn.

Nays: none

Absent: Trustees Marino, Mason-Smith, Williams.

*Result: **Motion carried.***

c. Policy Committee

(No report)

d. Personnel Committee

(No report)

e. Technology Committee

The director shared that the electronics recycler had picked up old equipment earlier in the week and that the battery back-up for the server purchased through e-rate had been delivered.

8. Unfinished Business

(None)

9. New Business

(None)

10. Adjournment

Motion to adjourn: Trustee Hawn

Second to motion: Trustee Conlin

Vote (roll call vote):

Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn.

Nays: none

Absent: Trustees Marino, Mason-Smith, Williams.

*Result: **Motion carried.***

The meeting was adjourned at 7:30pm.