Berkeley Public Library Board of Trustees
Regular Monthly Meeting Minutes

June 24, 2026 at 6:30pm

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

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

   Present: Trustees Conlin, Ditchfield, Dooley, Hawn, and Marino.
   Absent: Trustees Mason-Smith and Williams.
   A quorum was present.

2. **Approval of Agenda –** *Motion to accept the agenda for Wednesday, June 24, 2026.*

   Motion: Trustee Dooley
   Second to motion: Trustee Hawn
   Vote (voice vote):
   - *Ayes: all*
   - *Nays: none*
   - *Absent: Trustees Mason-Smith and Williams.*

   *Result: **Motion carried**.*

3. **Board Officer Reports**
   a. **Secretary's Report**
      i. *Motion to accept the minutes for the May 27, 2026 annual meeting.*

   Motion: Trustee Dooley
   Second to motion: Trustee Conlin
   Vote (voice vote):
   - *Ayes: all*
   - *Nays: none*
   - *Absent: Trustees Mason-Smith and Williams.*

   *Result: **Motion carried**.*

      ii. *Motion to accept the minutes for the May 27, 2026 regular meeting.*

   Motion: Trustee Dooley
   Second to motion: Trustee Hawn
   Vote (voice vote):
   - *Ayes: all*
   - *Nays: none*
   - *Absent: Trustees Mason-Smith and Williams.*

   *Result: **Motion carried**.*

iii. *Motion to accept the minutes for the May 27, 2026 closed session.*

Motion: Trustee Dooley
Second to motion: Trustee Conlin
Vote (voice vote):
Ayes: all
Nays: none
Absent: Trustees Mason-Smith and Williams.
*Result: **Motion carried**.*

iv. *Motion to accept the minutes for the June 9th, 2026 called meeting.*

Motion: Trustee Dooley
Second to motion: Trustee Marino
Vote (voice vote):
Ayes: all
Nays: none
Absent: Trustees Mason-Smith and Williams.
*Result: **Motion carried**.*

b. President's Report

President Marino thanked the board for the opportunity to serve as president, as well as for making themselves available to hold a called meeting earlier in the month.

c. Treasurer's Report

i. *Motion to accept Claim Ordinance #627 in the amount of $45,299.84.*

Trustee Ditchfield inquired about the Mobile Beacon charge included in Ordinance #627. Director Cox confirmed that it was a replacement for a hotspot that was no longer functioning correctly.

Motion: Trustee Conlin
Second to motion: Trustee Ditchfield
Vote (roll call vote):
Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino.
Nays: none
Absent: Trustees Mason-Smith and Williams.
*Result: **Motion carried**.*

4. Acknowledgement of Audience and Public Participation

Village Trustee Roger Thomas, Library Director Cox, Assistant Director La Barbera were present.

5. Library Director's Report

a. Library Report and Updates

The director shared that field days for the library's annual audit preparation were scheduled for June 29th and 30th. Invitations for the Library's event on July 11th to celebrate the 80th anniversary/birthday had been mailed, and trustees confirmed that they had been received. The director provided that festivities for that day included a 'bouncy house' for kids, a balloon artist, a tarot card reader, crafts, and refreshments.

The library is the sponsoring organization for the July 30th 'Electric Nights' music concert organized by the Village of Berkeley. As the library is also hosting a program that evening, additional help with handing out water at Berkeley Park was requested. The library also is tentatively planning on bringing the popcorn machine to that event. The summer 'wrap-up' event on August 8th was also shared and will feature ice cream treats and an animal exhibit by Flying Fox Conservation.

Director Cox shared that he had been busy with the process of purchasing a home over the past several weeks, and wished to thank Zamaira Vega, Isabel La Barbera, and Rachel Eichert for stepping up to take on additional tasks and oversight in library operations. The director noted Zamaira Vega's work on arranging nearly all of the details for the July 11th celebration.

The director shared that the annual IPLAR report had been submitted and accepted by the Illinois State Library. That office had requested that the library more closely track trustee training hours throughout the year. The director asked that trustees please email him any time they receive training so he can provide the state with accurate data in future reports. The library has an online learning platform available through their insurer, and trustees have been added to that system. The director will assign annual required harassment training and trustees should expect to see email(s) with links for direct access.

6. **Committee Reports**
    a. **Building Committee**
        i. *Motion to accept amended AIA contract with SMC Construction Services.*

The director briefly explained that the presented contract amends and original contract for the 2022 accessibility project. Moving forward (and post referendum), a new contract with SMC will be presented for future construction management services.

Motion: Trustee Ditchfield
Second to motion: Trustee Conlin
Vote (roll call vote):
Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino.
Nays: none
Absent: Trustees Mason-Smith and Williams.
*Result: **Motion carried**.*

    b. **Finance Committee** *(NO REPORT)*
    c. **Policy Committee**
        i. *Motion to accept the minutes of the June 9, 2026 Policy Committee meeting as presented.*

Motion: Trustee Marino
Second to motion: Trustee Hawn
Vote (voice vote):
Ayes: all
Nays: none
Absent: Trustees Mason-Smith and Williams.
*Result: **Motion carried**.*

ii. *Motion to accept the draft Credit Card Policy as presented.*

Motion: Trustee Marino
Second to motion: Trustee Ditchfield
Vote (roll call vote):
Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino.
Nays: none
Absent: Trustees Mason-Smith and Williams.
Result: ***Motion carried****.*

iii. *Motion to accept the draft revised Bylaws of the Library Board as presented.*

Chairperson Marino presented the draft revisions of the bylaws, noting proposed changes to the structure of the agenda, length of office for officers, and director spending limits. During review by the board, minor corrections were made to the 'Expenditures and Bids' section of the draft policy for consistency.

Motion: Trustee Marino
Second to motion: Trustee Ditchfield
Vote (roll call vote):
Ayes: Trustees Conlin, Ditchfield, Dooley, Hawn, Marino
Nays: none
Absent: Trustees Mason-Smith and Williams.
Result: ***Motion carried****.*

d. **Personnel Committee** *(NO REPORT)*
e. **Technology Committee** *(NO REPORT)*

7. **Unfinished Business**

a. *Updates and discussion, referendum and remodel planning.*

The director shared that the library has been awarded a construction grant by the Illinois State Library for elevator modernization, with design and bidding coming in the immediate future with a likely construction period of January/February 2027. Likely closure dates to accommodate infrastructure work have been scheduled for August 31 through September 8, and library administration is currently developing plans for both abbreviated/curbside service as well as staff training for that period of time.

While a representative from Every Library was unable to join the board for the meeting, the director shared that she would be happy to set up a time for a Zoom call with trustees to answer questions related to messaging related to the referendum.

The library now has window clings and has ordered additional 'I Love My Library' signs for distribution to the public. Library administration also invited many frequent library users to an information session on June 13 and were joined by 17 members of the public. A modified version of the remodel presentation given to the Village Board was utilized, and the group had a casual Q&A and feedback session. Strong support of the library's plans was provided by attendees.

8. New Business *(NO NEW BUSINESS)*

9. Adjourn to Closed Session *(NO CLOSED SESSION)*

10. Adjournment

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

The meeting was adjourned at 7:19pm.