

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

*The meeting was called to order by President Hawn at 6:33pm.*

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

*Absent: Trustee Williams.*

*A quorum was present.*

**2. Approval of Agenda – Motion to accept the agenda for Wednesday, September 25, 2024.**

*Motion to approve: Trustee Conlin*

*Second to Motion: Trustee Villafana*

*Vote: [voice vote]*

*Ayes: all*

*Nays: none*

*Absent: Trustee Williams*

*Result: Motion carried.*

**3. Board Officer Reports**

**A. Secretary's Report**

- Motion to accept the minutes for the August 28, 2024 monthly meeting.*

*Motion to approve: Trustee Mason-Smith*

*Second to Motion: Trustee DeFord*

*Vote: [voice vote]*

*Ayes: all*

*Nays: none*

*Absent: Trustee Williams*

*Result: Motion carried.*

**B. President's Report**

*President Hawn reminded fellow trustees that deadlines related to the April 1, 2025 election were approaching. Any trustees with terms ending that were interested in appearing on the ballot should be aware of the November 12-18 filing period.*

**C. Treasurer's Report**

- Motion to accept Claim Ordinance #606 in the amount of \$46,941.85.*

*Trustee Ditchfield inquired what 'PAF' (as included in the Statement of Activity Detail) signified. Assistant Director La Barbera shared that in those financial reports 'PAF' was 'Passport Acceptance Facility', and all revenue and expenditures related to that service will have that abbreviation.*

*Motion to approve: Trustee Conlin*

*Second to Motion: Trustee Hawn*

*Vote: [roll call vote]*

*Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Villafana.*

*Nays: none*

*Absent: Trustee Williams*

*Result: Motion carried.*

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

*Village Trustee Roger Thomas, Library Director Ryan Cox, and Assistant Director Isabel La Barbera were present. There were no questions or comments.*

#### **5. Library Director's Report**

##### **A. Library Report & Updates**

*Director Cox presented the Library Report for the month of August. The Director also provided the following updates/notices: a display board specific to senior outreach had been added to the hallway on the lower level; replacement shelving for the Create Space had been received; administration had received the draft audit reports; and the library had filed annual document retention paperwork.*

*The Director also shared that the library's Fall Vaccination Clinic with Osco Pharmacy was the evening of September 26<sup>th</sup> and the Friends Annual Fall Sale was Saturday, October 5<sup>th</sup>. Additionally, the Village of Berkeley's call for volunteers as part of the traveling Vietnam Wall monument was shared.*

##### **B. Capital Projects & Referendum**

*Director Cox informed the Board of the status of the library's planned advisory referendum to support remodeling efforts. The Board discussed recent Cook County property tax reassessments, methods of communicating with new residents and those who are not already library users, and the scope of needed remodel work. It was agreed that the library would plan to referendum in 2026 instead of the previously discussed April 2025 date.*

*The Board also discussed the importance of seeking guidance and support from elected representatives. Finally, the Board held a brief conversation on making some needed repairs to the facility before any future referendum/bonding process, including the replacement of aging HVAC equipment and the library's fire alarm system.*

#### **6. Committee Reports**

**A. Building Committee Report** (No report)

**B. Finance Committee Report** (No report)

##### **C. Policy Committee**

**1.** *Motion to accept the revised Personnel Policy as revised and presented.*

*Chairperson DeFord shared with the Board that library administration had been in recent contact with the independent insurance broker, and it was shared that since previous discussions many nationwide carriers (including Blue Cross-Blue Shield) have restricted health insurance coverage to fulltime employees only. Given this, Director Cox shared an updated version of the language in Section 601 – Insurance that specified that part-time (20+ hours a week) will have plans that include dental and vision only.*

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

**D. Personnel Committee** (No report)

**E. Technology Committee** (No report)

**7. Unfinished Business** (No unfinished business)

**8. New Business** (No new business)

**9. Adjournment**

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

The meeting was adjourned at 7:41 pm.