

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

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

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

Absent: Trustees Conlin and Thomas.

A quorum was present.

2. Acknowledgment of Audience

President Villafana acknowledged the audience and thanked them for attending. Present were:

Library: Director Cox, Assistant Director La Barbera

Village of Berkeley: Mayor Bob Lee, Village Administrator Rudy Espiritu, Asst. VA Justyn Miller

Residents: Mr. David Ditchfield, Ms. Laura Garcia-Graham, Ms. Denise Pikes, Ms. Angela Sevcik, Ms. Kelly Smock.

3. Approval of Agenda – Motion to accept the agenda for Wednesday, March 22, 2023.

Motion to approve: Trustee Hawn

Second to Motion: Trustee Mason-Smith

Vote: [voice vote]

Ayes: all

Nays: none

Absent: Trustees Conlin and Thomas

Result: Motion carried.

4. Unfinished Business – Request for reimbursement, insurance, Village of Berkeley.

Representatives from the Village of Berkeley were invited to present to the Library Board.

- Mayor Lee thanked the Board for the invitation and congratulated the Library on completing the first phase of its remodel project.*
- VA Espiritu provided a broad introduction, covering a timeline of events over the past few years.*
- Asst. VA Miller gave a presentation on insurance coverage (slides attached). Total cost to the Village is increasing \$81,115. Premiums are associated with revenue, the Library's revenue accounted for 3.383% based on FY2021 audit. Total contribution requested by the Village is \$10,157.05, not \$12,564.96 communicated by Village previously.*
- Trustees Mason-Smith and Villafana inquired as to how risk is assessed to Village. Response given that it varies based on department, that the Library is classed as 'Administrative'. Village also shared that municipal insurance is by definition 'high risk' and advises Library to consider seeking insurance elsewhere in lower risk pool.*
- Trustees DeFord and Villafana inquired into delayed communication from Village to Library regarding updates to process, anticipated cost changes, effect on taxpayers, and lack of transparency.*
- Trustee Hawn asked for clarification from the Village re: if/when Library leaves the Village's IRMA coverage, would resulting cost to Village and taxpayers decrease. Response provided given that was probable, but not possible to anticipate.*
- Assistant Director La Barbera inquired regarding partnership of Village in response to slide containing list of 'Complimentary Services the Village Provides to the Library'- aren't these ultimately services provided to the residents? Are items listed an indication that the Library should plan for these also to*

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be charged in the future in a manner similar to insurance? Response given that Village does consider library a partner; Village does not plan to request payment for these services.

7:19pm: President Villafana thanked representatives from the Village of Berkeley for their time in attending the meeting to answer questions and called for a brief two-minute break in the meeting. At this time, Mayor Lee, VA Espiritu, and Asst. VA Miller left the meeting. The remainder of the audience remained in attendance.

(Item to appear on April 2023 agenda under Unfinished Business)

The meeting reconvened at 7:21pm.

5. Board Officer Reports

A. Secretary's Report

1. Motion to accept the minutes for the February 22, 2023 regular monthly meeting.

Trustee Mason-Smith noted a typo on item #4C1-approval of Ordinance 587. 'Ayes' incorreceted listed absent Trustee Mason-Smith instead of Trustee Williams. Motion to accept as revised.

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

B. President's Report

1. Motion to accept the FY2024 Board and Holiday schedules.

Draft initially reviewed by the Board at the February 22, 2023 meeting was present.

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

C. Treasurer's Report

1. Motion to accept Claim Ordinance #588 in the amount of \$28,052.97.

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

Direct donations to Capital Projects was briefly discussed, with Trustee Hawn sharing all donations will be directly deposited into the library's Capital Projects Fund Money Market for future phases of construction. Assistant Director La Barbera shared that the library has thus far deposited \$300.00 received from the public through 'support jars' at circulation. It was asked if this could be made public in some form on website; Director Cox confirmed that there was already a page related to donations, and that the Library would look to add information to that page.

6. Director and Library Report

A. Library Report & Updates

In addition to the report presented, Director Cox provided the following updates:

- The 'Little Free Food Pantry' which was acquired with grant funds and installed in late October 2022 had thus far distributed over 325 items to residents in need.
- The Library had finally received what should be the last Phase 1-related invoice, from abatement contractor, and that charge would be appearing on the next ordinance.
- Exterior door replacement had been ordered and should be installed in next several weeks.
- Library staff member Rachel Eichert is now back from maternity leave and is currently working 2/3 days a week at the library and the remainder remotely.
- HB2789 is pending Illinois Law that, if enacted, modifies the Library Act.
- Library has received confirmation from attorney that Decennial Committee law previously discussed does not apply to Library.

7. Committees

A. Building Committee Report

(No report)

B. Finance Committee Report

(No report)

C. Policy Committee

1. Motion to accept the minutes of the March 9, 2023 policy committee meeting.

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

Trustee DeFord shared that the Policy Committee has continued to review the Child Protection Policy. As this was directly tied to IRMA, the committee will continue to review but likely will not take immediate action to revise pending insurance coverage updates.

2. *Motion to accept the revised Collection Development Policy and consideration form.*

Changes made to the policy and form were briefly discussed.

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

3. *Discussion of Board Bylaws and vacancies.*

Proposed language to be added to Bylaws 'vacancies' section was briefly discussed. The Board agreed to have this appear on the agenda for April 26th meeting for a final vote.

D. Personnel Committee

(No report)

E. Technology Committee

Director Cox provided a brief update regarding e-rate process. Total project costs anticipated to be over \$40,000, with just over \$5,000 being paid by the Library.

8. Unfinished Business (cont.)

President Villafana indicated that the Board should look for alternative insurance options to be prepared by the Library in the coming months, with discussion and action tentatively to appear on the June 2023 agenda.

9. New Business (No new business)

10. Adjourn to Closed Session (No closed session)

At this time, President Villafana again thanked the audience for attending and invited any questions or comments they may have for the Board or Director:

- *Ms. Smock reinforced previous comments regarding insurance risk and recommended the Library consider a group such as LIRA. Director Cox confirmed that the a 'working folder' had already been started and that LIRA was included.*
- *Ms. Sevcik thanked the Library Board for the services and materials provided to the community.*
- *Ms. Pikes stated that while the Board is not required to set up a Decennial Committee, she hopes that there will be an effort to do something similar in working with organizations and seeking input from the community. Director Cox responded that planning for the next 5-year strategic plan for the library would be starting relatively soon and that he hoped to have both other organizations as well as community members involved in that process.*

- Ms. Pikes asked for clarification re: FOIA training. Director Cox shared that training is available at no cost through the Illinois Attorney General's website. It was suggested that the library provide a link to that training.
- Ms. Pikes also inquired about the revised consideration form, and whether the library is able to gather data related to books recommended to the Library. Director Cox responded that because recommendations are given in a variety of ways (word of mouth, website comment form, via email, the form in question, etc.) it's not necessarily feasible to gather direct data. However, the library is able to gather/track data related to patron holds on library material which serves much the same purpose in collection development.

11. Adjournment

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

The meeting was adjourned at 8:29pm.