Berkeley Public Library Board of Trustees
Regular Monthly Meeting Minutes

August 26, 2026 at 6:30pm

1. **Call to Order, Roll Call, and Declaration of Quorum**
   The meeting was called to order by President Marino at 6:31pm.

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

2. **Consent Agenda –** *Motion to accept the consent agenda as presented for Wednesday, August 26, 2026.*
   a. *Minutes for the July 22, 2026 regular meeting.*

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

3. **Acknowledgement of Audience and Public Participation**
   Library Director Cox, Assistant Director La Barbera, and resident Lizzy Hawn were present.

4. **Board Officer Reports**
   a. **President's Report**
      President Marino reminded the board that the library has scheduled a Roundtable Discussion for Saturday, October 10th from 10:30am to 12:30pm and encouraged those that were available to attend. He also summarized the scheduled closure for 8/31 through 9/7 to facilitate electrical upgrade work.
      (Trustee Ditchfield joined the meeting during the President's Report at 6:34pm)

   b. **Treasurer's Report**
      i. *Motion to accept Claim Ordinance #629 in the amount of $84,000.00.*
         Assistant Director presented Claim Ordinance #629 in the treasurer's absence.

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

5. **Library Director's Report**
   a. **Library Report and Updates**
   The director presented the library report for the month of July 2026. The director shared that the library was again working with Osco Pharmacy and had scheduled a vaccination clinic for Saturday, September 12th from 1:00pm to 4:00pm. A Zoom meeting has been scheduled with a representative from EveryLibrary on Tuesday, September 1st for library staff to ask any questions they may have about responding to public inquiries regarding the November 3rd advisory referendum.

   The director shared that annual document retention work had begun, and administration was aiming for an October 1st filing with the State of Illinois. A comprehensive succession planning document was also underway and should be communicated with the Personnel Committee in October, then be ready to appear on the November 18th board meeting agenda. Director Cox also shared that library management was working on a project to move frequently used administrative digital files to an online and shareable format. This change will not include files with sensitive patron or staff data.

   Trustee Dooley inquired as to final summer programming statistics, which will be included in reporting for the September 23 meeting.

6. **Committee Reports**
   a. **Building Committee**
      i. *Motion to award a contract for the Berkeley Public Library Elevator Modernization Project to Colley Elevator Company of Bensenville, Illinois for <u>the base bid and alternative #1</u> in the amount of $113,870.00.*

   Chairperson Ditchfield presented the results of the public bidding process provided by Williams Architects and noted that 'Alternative No. 1' included the renovation of the elevator cab interior. Director Cox confirmed that $125,000.00 in grant funds from the State of Illinois had already been received by the library. If the total project came in under the preliminary budget of $250,000.00, a reimbursement to the state would occur as the grant has a cost-share structure.

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

   b. **Finance Committee** *(No report)*
   c. **Policy Committee** *(No report. It was noted by Chairperson Marino that the committee plans to meet prior to the September meeting to discuss three policy reviews.)*
   d. **Personnel Committee** *(No report)*
   e. **Technology Committee** *(No report)*

7. **Unfinished Business**

   a. *Discussion on library renovation and referendum.*

The board held a discussion regarding messaging options and limitations to both board and library staff. The board will look to schedule an additional Q&A with an EveryLibrary representative seeking additional guidance specific to elected officials. It was recommended that library administration look into an additional exterior banner that includes a rendering of the renovated library and seek options for direct-mailing information to residents.

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

9. **Adjournment**

Motion: Trustee Marino
Second to motion: Trustee Williams
Vote (voice vote):
Ayes: all
Nays: none
Absent: Trustees Conlin
Result: ***Motion carried****.*

The meeting was adjourned at 7:26pm.