

Berkeley Public Library Board of Trustees

Regular Monthly Meeting Minutes

March 26, 2025 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, DeFord, Ditchfield, Hawn, Mason-Smith, Williams

Absent: none

A quorum was present.

2. Approval of Agenda – Motion to accept the agenda for Wednesday, March 26, 2025.

Motion: Trustee Conlin

Second to motion: Trustee Hawn

Vote: (voice vote)

Ayes: all

Nays: none

Absent: none

*Result: **Motion carried.***

3. Board Officer Reports

a. Secretary's Report

i. Motion to accept the minutes for the February 26, 2025 monthly meeting.

Motion: Trustee Mason-Smith

Second to motion: Trustee Conlin

Vote: (voice vote)

Ayes: all

Nays: none

Absent: none

*Result: **Motion carried.***

ii. Motion to accept the draft holiday and board meeting schedules for fiscal year 2025.

Motion: Trustee Hawn

Second to motion: Trustee Conlin

Vote: (voice vote)

Ayes: all

Nays: none

Absent: none

*Result: **Motion carried.***

b. President's Report

i. *President Hawn asked for volunteers to serve on the Nominating Committee for FY2026.*

Following a brief discussion, Trustees DeFord and Ditchfield were appointed to serve in this role.

ii. *President Hawn shared that the Personnel Committee needed another member at this time, so that the Director's upcoming evaluation can proceed on schedule. Following a brief discussion and approval to change from a survey format to a Google Form for the Director's evaluation, Trustee Conlin volunteered to serve and work with Trustee Ditchfield on the Director's annual evaluation.*

c. Treasurer's Report

- i. Motion to accept Claim Ordinance #613 in the amount of \$33,219.62.

Motion: Trustee Conlin

Second to motion: Trustee DeFord

Vote: (roll call vote)

Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Williams

Nays: none

Absent: none

Result: **Motion carried.**

4. Acknowledgement of Audience and Public Participation

Village Trustee Roger Thomas, Jim Marino, Assistant Director La Barbera, and Patron Services Coordinator Vega were present. There were no questions/comments at this time.

5. Library Director's Report

a. Library Report and Updates

Assistant Director La Barbera presented the library report for February 2025. In addition, she shared that the upstairs carpet and downstairs vinyl flooring had been cleaned over the past weekend, she reminded everyone that Election Day will take place at the library on April 1st; and that the Friends' Spring Sale will be held on April 5th, inviting trustees to attend.

6. Committee Reports

a. Building Committee

Trustee Ditchfield shared that the library is still waiting on bids for the security/alarm system work to be done. He shared that the library has now received four bids for the parking lot resurfacing, but due to the fact that they were 'all over the place' he will get with Director Cox to discuss. He is hopefully the Committee will still be able to present a recommendation on these two projects at the April 2025 board meeting.

b. Finance Committee

No report.

c. Policy Committee

- i. Motion to accept the minutes of the February 20, 2025 and March 13, 2025 Policy Committee meetings.

Motion: Trustee DeFord

Second to motion: Trustee Hawn

Vote: (roll call vote)

Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Williams

Nays: none

Absent: none

Result: **Motion carried.**

- ii. Motion to accept the draft Circulation Policy as presented.

Motion: Trustee DeFord

Second to motion: Trustee Conlin

Vote: (roll call vote)

Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Williams

Nays: none

Absent: none

Result: **Motion carried.**

iii. Motion to accept the draft Nonresident Ordinance for Fiscal Year 2026 as presented.

Motion: Trustee DeFord

Second to motion: Trustee Mason-Smith

Vote: **(roll call vote)**

Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Williams

Nays: none

Absent: none

Result: **Motion carried.**

iv. Motion to accept the draft revised Reference and Readers Advisory Policy as presented.

Motion: Trustee DeFord

Second to motion: Trustee Conlin

Vote: **(roll call vote)**

Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Williams

Nays: none

Absent: none

Result: **Motion carried.**

v. Motion to accept the draft Security Camera Policy as presented.

Motion: Trustee DeFord

Second to motion: Trustee Ditchfield

Vote: **(roll call vote)**

Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Williams

Nays: none

Absent: none

Result: **Motion carried.**

d. Personnel Committee

No report.

e. Technology Committee

No report.

7. Unfinished Business

No unfinished business.

8. New Business

a. Motion to appoint to the vacancy on the Berkeley Public Library Board of Trustees.

Motion: Trustee Hawn

Second to motion: Trustee Conlin

Vote: **(roll call vote)**

Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Williams

Nays: none

Absent: none

Result: **Motion carried.**

President Hawn thanked Jim Marino for his willingness to serve. Assistant Director La Barbera notified Trustee Marino that Director Cox would be contacting him with materials and trainings for his orientation to the position.

Village Trustee Thomas acknowledged Trustee DeFord's hard work on the Library Board and thanked her for her service. He also shared he felt confident that Jim Marino would bring a strong set of skills to help the Library Board continue their good work.

9. Adjournment Motion to adjourn.

Motion: Trustee Hawn

Second to motion: Trustee DeFord

Vote: (voice vote)

Ayes: all

Nays: none

Absent: none

*Result: **Motion carried.***

The meeting was adjourned at 6:50pm.