

Berwyn Public Library Board Meeting Minutes

January 16th, 2012 Regular Meeting
Library Board Room, Riverside Drive & Harlem Avenue

Call to order:

President Chrastka convened the meeting at 7:00 pm. Board members present: Jill Bambenek, Roxanne Faulds, Cindy Hayes, Augie Kalal, Jerry Pohlen, Doris Remp, Maria Salinas, Louis Sommese and Director Tammy Clausen. City Clerk Tom Pavlik and Alderman Nona Chapman arrived later.

Agenda:

On a motion by Hayes and seconded by Vice President Pohlen the board unanimously approved the agenda.

Minutes:

On a motion by Remp and seconded by Treasurer Sommese the minutes of the November 21st, 2011 regular board meeting were unanimously approved.

Open Forum:

President Chrastka officially welcomed new board member Augie Kalal appointed in December 2011. A holiday wish was received from Morton High School thanking the Library for including them in the 2011 Berwyn Reads project. The Library received a \$1000.00 donation from Linda and Paul Hodek to be used in the memory of Mae Linhart towards the purchase of science books and materials. A thank you note was received from Gayle Benes. The 16th Street Theater sent a thank you note to the Library for sponsoring the Berwyn Reads program. Schools on Wheels also sent a note thanking the library for donating copies of *Parrot in the Oven*. The T.G. Masaryk Czech School thanked the Library for the donation of computers and computer equipment. City Clerk Tom Pavlik swore in board members Augie Kalal, Cindy Hayes, Louis Sommese and Roxanne Faulds. He will return next month to swear in Vice President Pohlen and Secretary Bambenek. City Clerk Tom Pavlik also provided an overview of the new training requirements for the Open Meetings Act (OMA). Alderman Chapman reported that the budget is being worked on.

Director's Report:

Director Clausen asked for approval to fill a Circulation temporary position to cover maternity leave hours and to fill an open page position. On a motion by Hayes and seconded by Sommese the board unanimously approved the positions. Clausen also requested the purchase of periodical organizers in preparation for moving the periodical collection. On a motion by Vice President Pohlen and seconded by Kalal the board unanimously approved the \$8,719.68 purchase.

Standing Committee reports:

Finance Committee:

On successive motions by Treasurer Sommese and the board by unanimous roll call votes approved November payables and payroll in the amount of \$143,234.99 and December payroll and payables in the amount of \$168,089.31. The Berwyn Public Library Foundation Fund November balance is \$96,755.52. The Berwyn Public Library Foundation Fund December balance is \$97,309.25 including the addition of dividend checks totaling \$553.73.

Budget Committee:

President Chrastka discussed the budget committee meeting and reported that there needed to be finer detail included.

Building and Grounds:

The freight elevator is complete. The public elevator is expected to be finished in March but is almost completed. The number of electrical outlets was increased in the Library.

Policy/Personnel Committee:

Vice President Pohlen reported that the committee met on December 7th, 2011 and created a policy for the evaluation of the director. On a motion by Pohlen and seconded by Salinas the board unanimously approved the evaluation policy. Pohlen requested that board members fill out evaluation by the end of the week. The board will review in closed session at February meeting.

Veverka Committee:

The committee met to discuss upcoming projects.

Technology Committee:

Chrastka reported on the January meeting and discussed drafting a technology plan. The committee will meet in April.

Old Business –

The personnel review was deferred.

New Business –

Board members were instructed to send OMA training completion information to Tammy. Some board members requested print packets.

Schedule of Committee Meetings:

There were no meetings scheduled.

Adjournment

On a motion by Salinas and seconded by Pohlen the meeting was adjourned at 8:33 pm.

Jill Bambenek, Secretary