

Berwyn Public Library Board Meeting Minutes
Monday, January 16, 2017 Regular Meeting
Berwyn Public Library, Board Room

Call to Order:

Interim President Jill Bambenek called the meeting to order at 7:05pm. Board Members present: Jill Bambenek, Maria Salinas, Augie Kalal , Paul Nudd, Cindy Hayes, Barbara Korbel, Jousef Mondragon, , Erika Corona-Owens, and Library Director, Keshia Garnet

Agenda:

On a motion by Mondragon and seconded by Kalal, the board approved the agenda as presented.

Minutes:

On a motion by Mondragon and seconded by Kalal, the board approved the Minutes as presented.

Open Forum: Mary from the friends of the library shared that there is an urgent need to help replace open positions on the Friends Board. As Mary, herself will be transitioning in the spring. The conversation continued that there was a need to increase the Friends visibility in hopes of gaining more friends. Board Member Corona-Owens will meet with Mary the first week of February to help think through visibility ideas.

Alderman comments: None

Directors Report: Keshia lead the board in updating contact information and committee assignments.

Finance Committee: On a motion by Salinas seconded by Bambenek and the board by unanimous roll call vote, approved the November 2016 payables in the amount of \$48,381.91. On a motion by Salinas seconded by Mondragon and the board by unanimous roll call vote, approved the December 2016 payables in the amount of \$63,788.93. The Vaverka Fund balance as of the end of December 2016 was: \$359,344.96.

Building and grounds Committee: On a motion by Hayes and seconded by Mondragon, the board unanimously approved the final payment on new furniture to complete renovation in the amount of \$25,102.66.

Policy/Personnel Committee: Keshia reported the need to bring in Temp Workers for 90 days to help with need left by open positions. The key responsibilities would be to shelf books. On a motion by Hayes and seconded by Mondragon, the board approved revised meeting room policy as presented. On a motion by Mondragon and seconded by Bambenek, the board approved the job description as presented for the Reference Department Head. On a motion by Salinas and seconded by Corona-Owens, the board approved the authorization to Hire for a Reference Librarian Head. On a motion by Salinas and seconded by Korbel, the board moved to review job description of the AV Librarian Assistant before posting. On a motion by Salinas and seconded by Bambenek, the board moved to review job description of the Circulation Library Assistant before posting.

A request to approve Meeting Minutes for the Policy and Personnel Committee were presented and an unanimously approved by the board. The motions for each of the minutes were presented as followed:

- September 12, 2016: Motion presented by Corona Owens and seconded by Mondragon
- September 28, 2016: Motion Presented by Salinas and seconded by Corona Owens
- November 14, 2016: Motion Presented by Bambenek and seconded by Korbel

Veverka Committee: None

Unfinished Business: None

New Business: Receive update from the friends of how to move forward to fill positions.

A motion to approve Jill Bambenek as interim Board president was presented by Salinas and seconded by Hayes. A motion to approve Jousef Mondragon as interim Board Vice-President was presented by Corona-Owens and seconded by Kalel.

There is a need to begin the planning for a strategic plan for the library. Also, the process to begin the directors Evaluation should begin. It is through Keshia's evaluation that she will be able to provide more direction to her team.

Closed Session: None

Upcoming Committee meetings:

Policy & Personnel to meeting is tentatively scheduled for: 1/30

Adjournment: On a motion by Salinas and seconded by Mondragon the meeting was adjourned at 8:30pm