

Berwyn Public Library Board Minutes

Jan. 15, 2007 Regular Meeting

Library Board Room, Riverside Drive & Harlem Avenue

Call to Order

In the absence of President Patricia Zank, Vice President Deborah Cullen called the meeting to order at 7:30 p.m. Also present were John Chrastka, Irene Martin, Eileen Pech, Louise Sommese and Phyllis Walden. Staff present: Director Bill Hensley and Tammy Clausen with Danielle Cappelletti later joining the meeting for a discussion of Youth Services policy for internet access. Absent: Zank, Ann Marrone and Doris Remp.

Minutes

On a motion by Chrastka, seconded by Martin, the minutes of the Dec. 11, 2006 regular meeting were accepted as presented with the stipulation that the Director furnish verification that state grants require 12 percent of Library expenditures to be spent on acquisitions. Later in the meeting, the Director provided a copy of a Metropolitan Library System document stating:

“At least 12 percent of the library’s latest annual operating expenses shall be spent on materials. Operating expenses for this purpose shall be defined as the total expenditures in the latest Illinois State Library Public Library Annual Report with the exclusion of mortgage payments, building rental and payment of building bonds.”

Correspondence

A letter dated Jan. 8 was received from Mayor Michael O’Connor detailing proposals to create a separate Library fund in the City’s 2007 Budget and asking for City/Library discussions on transforming the current Municipal Library into a District.

Walden recalled the Library was advised a 3 percent Library tax levy would be needed to support an independent Library district whereas the Library’s current tax levy is .213. She noted an increase in the city tax levy recently was rejected by a 5-4 City Council vote with the mayor casting the deciding vote.

Financial Report

On a motion by Martin, seconded by Walden, December reports for the following funds were accepted as presented and placed on file following a 5-0 roll call vote:

Operating Expenses

Salaries	\$92,049.41
Expenditures	<u>7,217.62</u>
Total	\$99,267.03

Video Rental Income

December 2006	\$2,346.00
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Per Capita

Previous balance	\$19,101.17
Expenditures	7,303.95
Interest (Sept.-Nov)	<u>141.13</u>
Balance	\$11,938.35

Library Board Fund

Previous balance	\$299.88
Deposit (Shop & Share)	<u>11.06</u>
Balance	\$310.94

Building Fund

Previous balance	\$5,618.54
Expenditures	0.00
Deposit	590.00
Interest income	<u>n/a</u>
Balance	\$6,901.21

As to the Library Maintenance Fund, the director reported an equity of \$3,367.09 and liabilities of \$72.55 for total assets of \$3,294.54 as of Dec. 31, 2006.

Director's Report

Hensley reported Riddiford will pay the Service Master invoices now that roof work is completed, no further leaks have been detected and the building has been judged mold free.

The director enrolled in a software workshop to help meet state requirements that libraries have a disaster plan in place in order to apply for next year's per capita grants.

Plans are under way for converting the old computer room for use as a training center and as overflow space for students who are working on school themes and papers that require more time than currently can be afforded on Library computers.

At Cullen's request, the director will report back the results of the Library's telecommunications survey.

As to proposals to add flashing outdoor signage to call attention to Library programming, Chrastka suggested Hensley contact Maywood and Elmwood Park libraries which reportedly added such signage recently.

Policy Review

On a motion by Martin, seconded by Sommese, the Board reaffirmed the existing policy on art and collectible donations and approved changes in policies on Display, Exhibits, Art Exhibits and the Posting or Distribution of Materials; the School Loan Form; and Youth Services Department Internet Access.

At Chrastka's suggestion, the Youth Services Internet Access Agreement policy was tabled for staff investigation of federated programming. Such programming could prevent instant messaging from clogging up library computer access but still facilitate communication among school group project participants and between patrons and family members abroad.

Personnel Report

The Board accepted as informational the hiring of Elizabeth Chrastka, Readers' Advisory Part-time Librarian II, at the rate of \$10.00 per hour.

Committee/Project Reports

Area Trustees Meeting - Chrastka reported on his attendance at the Jan. 10 organizational meeting at the Oak Park Library of an area-wide library trustees group. He said a full report will be available at the next Berwyn Library Board meeting, and he urged broad Berwyn participation in the March meeting to be held in Elmwood Park.

Parking Lot Reception - Pech distributed copies of the invitations to the Saturday, April 14, reception which have been mailed to city officials and department heads.

Oral History Project - Hensley has completed the first veterans' history interview and is prepared to teach committee members how to use the recording equipment.

Budget – Walden discussed goals developed by the Finance Committee to accompany the Library's 2007 budget request. As to the personnel budget totaling \$1,354,041.90, she highlighted requests to reinstate the position of outreach coordinator and to hire a full-time librarian to serve older teens and young adults. As to operational expenditures totaling \$565,990, she cited the need for increased supplies so the Library can begin preparing to transition to self-checkout.

Cullen suggested the need for additional discussion at a committee meeting and/or special Board meeting. Pech urged a timely submission of a Library budget document in the format requested by the City and suggested goals and revenue sources could be further developed later as a guide for internal financial planning.

On a motion by Sommese, seconded by Pech the Board by a 5-1 vote accepted the 2007 budget presented calling for operational expenditures of \$565,990 and \$1,354,041 for salaries for submission to the City for approval. Voting Aye - Chrastka, Martin, Pech, Sommese and Walden; voting Nay - Cullen.

Committee Meetings – The Strategic Planning Committee will meet at 7:30 p.m. Monday, Jan. 29, immediately following the 6 p.m. Bylaws Committee.

2007 Board Meeting Dates

On a motion by Pech, seconded by Walden, the Board clarified its 2007 calendar by voting unanimously to hold regular meetings 11 months of the year. Dates include Monday, Jan. 15; Tuesday, Feb. 20; and Mondays, March 19, April 16, May 21, June 18, August 20, Sept. 17, Oct. 15, Nov. 19, and Dec. 17. The June meeting will include a review of committee assignments. Although the full Board will not meet in July, officers will meet that month to begin planning for the coming year.

Electronic Calendar

The Board approved Pech's proposal to develop a monthly planning calendar reflecting meetings of the Board and its committees; deadlines for completing Board tasks; Library holidays; and national, state and regional meetings and observances.

Closed Session

On a motion by Pech, seconded by Chrastka, and following a roll call vote, the Board entered into closed session at 9:44 p.m. pursuant to Section 2 (c) (21) of the Open Meetings Act "to discuss minutes of meetings lawfully closed under the Act."

Following discussion, the Board reconvened into open session at 9:45 p.m. on a motion by Pech, seconded by Sommese, and a roll call vote. The minutes of the closed session of Nov. 13, 2006 were approved on a motion by Pech, seconded by Chrastka.

Adjournment

The meeting adjourned at 9:47 p.m.

Eileen Pech, Secretary