

Berwyn Public Library Board Meeting Minutes  
October 21<sup>st</sup>, 2013 Regular Meeting  
Library Board Meeting, Riverside Drive & Harlem Avenue

**Call to Order**

President John Chrastka called the meeting to order at 7:00pm. Board members present: Jill Bambenek, John Chrastka, Roxanne Faulds, Cindy Hayes, Augie Kalal, Richard Mondragon, Erika Owens, Jerry Pohlen, Maria Salinas and Director Tammy Clausen.

**Agenda**

On a motion by Bambenek and seconded by Pohlen the board unanimously approved the agenda.

**Minutes**

On a motion by Pohlen and seconded by Kalal the board unanimously approved the minutes from the September 16<sup>th</sup>, 2013 meeting.

**Open Forum**

Phyllis Walden from the Friends of the Library was present. She passed out Friends of the Library Membership Forms for renewal.

**Director's Report**

The Per Capita Grant-- reviewed the information on the form for final copy. The Piper Award Dinner is November 2<sup>nd</sup>. Let Director Clausen know if you will be attending. Each department is writing an article for Life Newspaper on a rotating schedule. The carpet on the 2<sup>nd</sup> floor will completely be installed by the end of the year. Our security alarm is malfunctioning and needs to be replaced. On a motion by Pohlen, seconded by Mondragon and the board by unanimous roll call vote approved the amount of \$3872.00 for a new security system from Forest Security. Director Clausen will have off every Friday until the end of the year. November 16<sup>th</sup> having an 80's style Prom at Liberty Center to wrap up the Berwyn Reads Program.

**Finance Committee:**

On a motion by Salinas, seconded by Faulds and the board by unanimous roll call vote, the board approved August 2013 payables and payroll in the amount of \$173,185.02. On a motion by Kalal, seconded by Salinas and the board by unanimous roll call vote, the board approved September 2013 payables and payroll in the amount of 153,634.19. The board fund balance is 115,960.13.

The 2014 budget is not yet finalized. The committee is meeting with Mayor Lovero later this week.

**Building and Grounds Committee:**

No report

**Policy and Personnel Committee:**

On a motion by Mondragon, seconded by Kalal the board unanimously approved the revision of the Board of Trustee By-laws. On a motion by Pohlen, seconded by Faulds the board unanimously approved the revisions of the following: Ethics Statement,

Emeritus Board Member, Board Member Absences, Grievance, Dress Code, and FOIA Requests.

**Veverka Committee:**

No report.

**Technology Committee:**

No report

**Strategic Ad-hoc Committee:**

No report

**Old Business:**

No report

**Unfinished Business:**

Strategic planning- waiting to hear back. Space Planning-have before the end of the year.

**New Business:**

On a motion by Salinas, seconded by Bambenek the board unanimously approved the 2014 calendar. Ad-hoc Annual Report Committee needs to be presented to City Council in January. Mondragon and Ownes will work on this report with Director Clausen. Committee Assignments will remain the same.

**Closed Session:**

No closed session.

**Schedule of Committee Meetings:**

Finance: October 24<sup>th</sup> with Mayor Lovero.

Policy and Personnel: no meeting scheduled.

Building and Grounds: October 28<sup>th</sup> at 3:30pm.

Veverka: no meeting scheduled.

On a motion by Salinas and seconded by Pohlen the meeting adjourned at 8:00pm. Vice-President Pohlen will chair the next meeting.

---

Cindy Hayes, Secretary