

## **BERWYN PUBLIC LIBRARY BOARD MINUTES**

October 20, 2008 Regular Meeting

Library Board Room, Riverside Drive & Harlem Avenue

### **Call to Order**

Acting President John Chrastka called the meeting to order at 7:00 p.m. Present were Members Eileen Pech, Jerome Pohlen, Doris Remp, Maria Salinas and Louise Sommese. Member Tardy: Jill Bambenek, arriving at 7:40. Members Absent: Irene Martin and Ann Marrone. Also present: Director Bill Hensley; Staff Members Tammy Clausen, Mary Frank, Briana Perlot, Craig Schumacher and Tammy Sheedy; and Guests: Alderman Nona Chapman, library liaison, and former Board Member Phyllis Walden.

### **Agenda**

The revised agenda was corrected at the request of Treasurer Sommese to reflect September payables.

### **Minutes**

On a motion by Pech, the regular board meeting minutes and the closed session minutes of September 15, 2008 were approved as presented.

### **Aldermanic Liaison**

Alderman Chapman reported the City Council received 177 signatures on petitions seeking reinstatement of Sunday hours at the Berwyn library. Director Hensley was asked to determine whether additional petitions are in circulation and to verify reports that Berwyn children are being denied Sunday access to the Riverside Library as a replacement for the Berwyn hours curtailed through January 2, 2009 due to budget constraints. Based on Hensley's reports, President Chrastka said a Committee of the Whole or Special Board Meeting might be called to consider reinstatement of Sunday hours.

### **Financial Report**

On a motion by Sommese and a roll call vote, the Board unanimously approved the September 2008 payables of \$28,474.89.

Sommese reported a Board Fund opening September balance of \$322.94 and a closing balance of \$1,062.94. Receipts included a \$500 grant from the WGBH Educational Foundation; the purchase of two Pathway to Knowledge bricks, one each by Peggy Rose Academy and Robert and Marion Shubinski; and \$40 from the Berwyn Woman's Club as a memorial for Jean Delgado.

On a motion by Sommese based on discussions in the Ad Hoc Finance/Policy Committee, the Board unanimously voted to hold off on hiring a Youth Service Librarian II pending a determination that there will be no further staff or budget cuts and that the 2009 budget is approved by the City Council.

### **Buildings and Grounds**

In the absence of Chairman Martin, discussion of the HVAC system was deferred.

Director Hensley reported that during the recent fire in the Equipment Room, Berwyn firefighters had difficulty reaching the fire alarm control panel in the basement because of the smoke. The Fire Department recommended moving the transponder to a more accessible location on the first floor. Chairman Martin will develop a recommendation to repair or replace the equipment. As cost is expected to be in excess of \$3,000, Board and City Council approval will be needed.

### **Nominating Committee**

Chairman Remp presented a proposed slate to fill the vacant offices of president and vice president. As no further nominations were received, the Board unanimously elected John Chrastka to fill the remainder of the presidential term vacated by Deborah Cullen and Jerome Pohlen to fill the remainder of Chrastka's term as vice president. The terms are effective through June 2010.

2. a 20-foot storage container to house the bobcat, salt and other equipment already has been purchased from Cavallo Trucking for \$1,500 plus a \$300 delivery fee;
3. Building Maintenance Supervisor Tony Montiel will be paid overtime to clear snow from the library's walks and parking lots.

At Pohlen's request, Director Clausen will check to be sure that the library has insurance to cover possible theft. She said the lease agreement includes insurance against damage to the equipment. Martin anticipated in-house snow clearance will cost much less than previous outside contractors.

#### **Policy and Personnel Committee**

On a motion by Pech, the Attendance and Punctuality Policy was unanimously adopted.

Based on a revised organizational chart presented by Director Clausen and assurances from President Chrastka that the reorganization will provide the funds needed, the Board on a motion by Martin unanimously approved an amendment to the proposed 2010 budget to add the positions of Emergent Technologies Librarian II and Circulation Supervisor in the new fiscal year.

Clausen said a library e-mail box has been established to automatically accept and forward messages from the public to Trustees' personal e-mail addresses thus assuring their e-mail privacy.

#### **Ad Hoc Complaint Committee**

On a motion by Bambenek, the Board unanimously adopted the committee's recommendation to address patron complaints about the picture of actor James Dean with a cigarette in hand by moving the poster from the Youth Services area to the Audio Visual Department.

#### **Board Effectiveness Session**

Based on her experiences as the secretary of the Board of Education of Cicero Grade School District 99, Salinas suggested improving the efficiency of Library Board meetings through the use of a consent agenda for routine matters and enhancing Trustees' preparation for closed sessions through a home delivered "for trustees' eyes only" agenda detailing items to be discussed.

President Chrastka said for the December meeting he will prepare two agendas, one of which will include a model consent agenda.

#### **Board Meeting Calendar**

On a motion by Pech, the Board unanimously agreed that with two exceptions, regular meetings will be held the third Monday of the month for the year 2010. In February, the Board will meet Tuesday, February 16, because of the Presidents' Day holiday, and in July, no meeting will be scheduled.

#### **Closed Session**

On a motion by Pech, and following a roll call vote, the Board entered closed session at 8:43 p.m. under ILCS 5 120/2(c) (21) to discuss minutes of meetings lawfully closed.

Following discussion and a similar roll call vote, the Board emerged into open session at 8:45 p.m. and on a motion by Pech unanimously approved the September 21, 2009 closed session minutes.

#### **Committee Meetings**

Policy and Personnel will meet at 6:30 p.m. Monday, December 7;  
Contract Auditing will meet at 6:30 p.m. Monday, November 30

#### **Adjournment**

On a motion by Salinas, the meeting adjourned at 8:48 p.m.

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Eileen Pech, Secretary