

Berwyn Public Library Board Minutes
October 15, 2007 Regular Meeting
Library Board Room, Riverside Drive & Harlem Avenue

Call to Order

President Deborah Cullen called the meeting to order at 6:59 p.m. Members present were Ann Marrone, Eileen Pech, Jerome Pohlen, Doris Remp, Matthew Scharpf and Louise Sommese. Members Absent: John Chrastka and Irene Martin. Staff present: Director Bill Hensley and Mary Frank, head of the Reference Department. Guests participating until 8:15 p.m.: Alderman Nona Chapman, library liaison, and Mary Karasek, former Board member.

Regular Minutes

On a motion by Pech, minutes of the regular meeting of September 19, 2007 were approved as amended. The addition covered Scharpf's comments noting that library budget submission deadlines could have been discussed at the August Board meeting since the Director received City Hall deadline notification prior to the August meeting.

Open Forum

Liaison Chapman said the City Council expects to begin looking at budget submissions the second week of November.

Financial Report

Treasurer Scharpf reported a Library Board Fund total of \$322.94, and on a motion by Sommese, August reports on the Library Board, Building, Maintenance and Per Capita Grant funds as well as September expenditures were unanimously approved by a roll call vote.

Scharpf then listed concerns regarding library expenditures that exceed tax revenues, thus necessitating some \$900,000 in additional financial support from the City of Berwyn. Alderman Chapman said it has been a city goal for some 15 years to increase the tax levy to cover more of the library's expenses but this has not always been possible in tight budget years. At President Cullen's suggestion, Scharpf's requests to examine ways to curtail expenses and payroll were referred to a Committee of the Whole meeting on the budget.

Director's Report

In view of Metropolitan Library System efforts to consolidate system-wide loan rules, Pohlen expressed concern that the Ad Hoc Video Committee he chairs will need to resolve video policy questions by December. At his suggestion, the Ad Hoc Committee also will re-examine the new library card sign-up form which states there are "no age restrictions on borrowing library materials" and emphasizes parental responsibility for children's materials selection. He emphasized the need for staff representation on the committee, and it was suggested that public notice of the next committee meeting include an open invitation for staff participation.

Later in the meeting, Frank noted the Ad Hoc Committee may no longer need to address the issue of fees for out-of-state sharing of materials. Since the Metropolitan

Library Service has joined Libraries Very Interested in Sharing, Frank noted Berwyn should be able to fill most out-of-state requests through libraries holding joint memberships in MLS and LVIS.

Director Hensley reported Midwestern, the AT&T subcontractor, injected an epoxy to seal the telephone closet leak created during excavation near the Riverside Drive entrance. The seal was flood tested and passed inspection.

At the President's request, the recently completed Disaster Recovery Plan will be made readily accessible to staff and Board.

On a motion by Pech, the Board accepted the resignation of Anita Reyes. Periodicals Library Assistant I and approved hiring a replacement.

Strategic Planning Committee Report

In the absence of Chairman Chrastka, the Strategic Planning report was tabled to the next meeting along with his reports on the Illinois Library Association Conference and recent state legislation.

Policy Committee Report

On a motion by Pech, the Board's new Collections Management Policy was unanimously approved. The proposed policy on trustee attendance was referred back to committee at the request of Remp and Sommese for reconsideration of excused and unexcused absences. The open forum policy was referred back to committee at the suggestion of Pohlen for wording that will be more open and inviting to public comment.

Chairman Pech asked for member input on defining excused and unexcused trustee absences and also on a policy that will for the first time commit to writing the individual and joint responsibilities of Board and Director.

Buildings & Grounds Committee Report

In the absence of Chairman Martin, Hensley reported receiving proposals for replacing the air conditioning control system totaled \$43,000 and the condenser, \$18,000. The Director will ask Tony Montiel, maintenance supervisor, to secure more details on what needs to be done and the justification for it.

Director Hensley noted the \$12,000 proposal from A&B Landscaping for five months of plowing and salting the library parking lots represented a substantial increase in cost over last year. The matter was referred to the Building and Grounds Committee.

Martin is retooling the improvement wish list for submission to the Finance Committee for 2008 budget consideration and Board approval.

Unfinished Business

President Cullen asked trustees to e-mail her suggestions for a coffee date with the Friends of the Berwyn Library.

Hensley said an \$800 check has been received from the Berwyn Kiwanis Club for the Kiwanis Garden but planting may be postponed until spring.

The Director will check with City Hall regarding the status of Treasurer Scharpf's bonding papers.

Remp reported the Library will be asked to help at the June 9 gala celebration of the City's 100th anniversary. Sponsoring businesses are considering purchasing fiber glass cars to be decorated by artists for the June festivities and then auctioned in October.

The Friends of the Library reported book sale revenues of approximately \$1,600.

New Business

On a motion by Scharpf, the Library calendar for 2008 was approved. As to Board meetings, Cullen asked members to consider scheduling them for Tuesdays instead of Mondays to better accommodate weekend travel. The 2008 Board meeting schedule was tabled to the November meeting.

On a motion by Pech, the EBSCO Publishing Group Purchase Agreement between the Metropolitan Library System and the Berwyn Public Library was approved. The agreement will provide access to MasterFILE Premier, Newspaper Source, Computer Source and Health Source: Consumer Edition for \$4,350 per year. In addition Berwyn will access Library Reference Center for \$3,500 per year; Small Engine Repair Reference Center, \$1,500 per year; and History Reference Center, \$875 per year.

Responding to President Cullen's requests for information on name tags, Hensley and Sommese noted that when the city's timekeeping system is activated, staff members will receive tags including numbers only to swipe into the machine. The Board decided to ask Alderman Chapman to obtain prices for more traditional name tags for trustees and staff.

Closed Session

On a motion by Pech and following a roll call vote, the Board entered into closed session at 8:43 p.m. pursuant to Section 2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of employees and 2 (c) (21) to discuss minutes of meetings lawfully closed under the Open Meetings Act.

Following discussion, the Board reconvened in open session at 9:22 p.m. and on a motion by Pech unanimously approved the minutes of the closed session of August 20.

Schedule of Committee Meetings

The meeting with Space Consultant Frederick Schlipf was confirmed for 2 p.m. Tuesday, October 23.

A Committee of the Whole meeting on the budget was scheduled for 7:30 p.m. Thursday, October 25.

Ad Hoc Committee on Fees and Services will meet at 7 p.m. Tuesday, Nov. 6.
Strategic Planning and Policy committees will meet at the call of the chairmen.

Adjournment

The meeting adjourned at 9:29 p.m.

Eileen Pech, Secretary