

Berwyn Public Library Board Minutes
Oct. 16, 2006 Regular Meeting
Library Board Room, Riverside Drive & Harlem Avenue

Call to Order

In a Board education presentation from 6:45 p.m. until the regular meeting was called to order at 7:29, Robert Shuck led a discussion on Robert's Rules of Order. He continued through the early minutes of the meeting to offer advice on meeting conduct.

Workshop participants included President Patricia Zank, Vice President Deborah Cullen, Treasurer Phyllis Walden, Secretary Eileen Pech, Members John Chrastka and Louise Sommese and Director Bill Hensley. Members Ann Marrone, Irene Martin and Doris Remp were absent from the workshop and also the meeting. Staff attending: Kathleen Behrendt, Tammy Clausen and Briana Perlot.

Minutes

The minutes of the meeting of Sept. 11 were approved as presented.

Review of Bills for Payment

September 2006

Salaries	\$92,040.76
Expenditures	<u>22,111.13</u>
Total	\$114,151.89

Video Rentals

September 2006	\$1,953.00
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Foundation income

Previous Balance	\$238.21
Shop/Share income	<u>31.67</u>
Current Balance	\$269.88

Per Capita

September 2006	
Previous balance	\$ 28,652.57
Expenditure	2,562.69
Interest income	<u>13.40</u>
Balance	\$ 26,103.28

Comments from guests

Reporting on ILA conference exhibits, Perlot highlighted architectural and automated checkout. Behrendt cited mending machinery and book sale outsourcing.

Librarian's Report

Chrastka requested additional detail on the Computer Services report and asked for comparisons on adult program attendance. Clausen said it appears attendance may decline when events are held at locations other than the Library.

Pech regretted staffing constraints precluded Library representation at Havlicek School festivities for children completing the Library's summer reading program.

Strategic Plan Committee Report

The Board by a voice vote agreed that the committee should:

1. review the current plan's FY 2007 section and make recommendations by December 2006 on the scope of 2007 goals;
2. structure the next strategic plan to include fiscal 2008, 2009 and 2010;
3. discuss current and potential Library services and programs with staff at all levels and with outside groups of citizens to produce a strategic plan draft to present to the Board no later than the June 2007 meeting.

Hensley noted Mayor O'Connor has requested all department heads to outline goals and present financial wish lists for 2007.

Bylaws Committee Report

Board members were invited to share with the committee sample bylaws for comparison purposes and to help identify Berwyn Library bylaws items that more appropriately might be included in a Board policy manual.

Technical Committee Report

Checkpoint Systems Inc. made a presentation on a patron-targeted programming promotion service on Sept. 26, Hensley reported, but did not follow up with requested documentation. The committee will continue to look into self-checkout possibilities.

Finance/Foundation Report

Walden reported an opening balance of \$5,557.09 and a closing balance of \$5,547.92. She suggested the account be called the Library Board Building Fund.

Policy/Personnel Committee Report

Policies

After striking a provision in the Rules of Behavior Policy that would have required cell phones to be turned off in the Library, the Board by voice vote approved the consolidated Rules of Behavior Policy as amended and the consolidated Circulation Policy as presented.

Personnel

Received as informational and placed on file were reports of the resignation of Andrew Ortiz, Readers' Advisory page, and the hiring of pages Nikko Huante in Audio/Visual, and Jason Jawor and Kenneth Hainsworth, both in Youth Services, at salaries of \$7.38 per hour.

Unfinished business

Parking Lot Reception

Because of construction delays and scheduling conflicts, the thank-you reception for the parking lot was postponed to Saturday, Jan. 11, at 11 a.m. A photo of Board members and city officials will be scheduled on completion of the lot.

Capital improvements

Hensley reported the parking lot is targeted for completion by the end of October and money is expected to be available for inclusion of a sprinkling system for landscaping.

Installation of door closures and cooling tower removal were slated for completion by the end of the week. Roofing repairs and air volume box replacement will follow.

Guest speakers

Pat Segel, human resource director for the City of Berwyn, will be the speaker for the Board training session to be held at 6:30 p.m. Monday, Nov. 13, prior to the 7 o'clock Board meeting. Jim Frank, the city's information technology director will be a guest speaker during the meeting.

Board Training/Education Report

Walden reported a survey of Board training topics revealed fund-raising, budgeting and capital campaigns as the top priority. Others in order of importance were: strategic planning/changing roles of public libraries; library funding, levies and appropriations; Illinois Open Meetings Act; what trustees need to know about new technologies.

Walden also plans to develop a calendar of ALA, ILA and MLS 2007 conferences and workshops so each Board member can attend at least one training event next year.

New business

Calendars

The proposed 2007 Library Board Calendar was amended on its face to set the February Board meeting for Tuesday, Feb. 20, instead of Monday, Feb. 19, the Presidents' Day holiday. On a motion by Pech, the Board Calendar and the 2007 Library Calendar were then approved on a voice vote.

Historic Library Signage

Hensley said an historic sign from the former 16th Street Library will be incorporated into a sculpture garden being designed for the new parking lot by Clausen.

Fine Collection Agency

A proposal for Berwyn participation in an MLS-authorized fine collection agency was referred to the Berwyn City Attorney for review. Cullen cited the need to determine whether city ordinances permit recalcitrant borrower's credit records to be penalized.

Trustee topics

Archives intern

Hensley reported Dominican University may be able to provide an intern in the spring term.

Oral history project

Pech called attention to the Library's new oral history project, recording veterans' experiences and residents' memories of the city of Berwyn. She asked Board members to submit names of potential interviewees and to consider volunteering as interviewers.

Closed Session Minutes

Minutes of the Sept. 11 closed session were approved unanimously on a roll call vote.

Adjournment

President Zank declared the meeting adjourned at approximately 9:20 p.m.

Respectfully submitted,

Eileen Pech, Secretary