

Berwyn Public Library Board Meeting Minutes

November 21st, 2011 Regular Meeting

Library Board Room, Riverside Drive & Harlem Avenue

Call to order:

President Chrastka convened the meeting at 7:01 pm. Board members present: Jill Bambenek, Cindy Hayes, Jerry Pohlen, Doris Remp, Maria Salinas, Louise Sommese and Director Tammy Clausen. Alderman Chapman arrived later. Board members absent: Roxanne Faulds. Staff present: Kathy Sexton, Crystal Vela and Tammy Sheedy.

Agenda:

On a motion by Vice President Pohlen and seconded by Remp the board unanimously approved the agenda.

Minutes:

On a motion by Treasurer Sommese and seconded by Vice President Pohlen the minutes of the October 17th, 2011 regular board meeting were unanimously approved.

Open forum:

Phyllis Walden was invited to the table to discuss the Friends of the Library February 26th, 2012 book sale. She also reported on upcoming programs including a behind the scenes library tour, annual speaker business meeting and an event on April 22nd, 2012 to commemorate the 100th anniversary of the sinking of the Titanic. A letter was received from the Berwyn Development Corporation thanking Director Clausen and the Berwyn Library for their participation at the Piper Award Dinner. Commercial vehicles will now be able to obtain permits to park in the Library's east lot.

Director's Report:

Director Tammy Clausen reported on two open 13 – 15 hours per week replacement page positions and asked for approval to fill. On a motion by Salinas and seconded by Vice President Pohlen the board unanimously approved filling the two positions. Director Clausen discussed some upcoming big projects that will be funded by the Per Capita money. Director Clausen asked for permission to spend approximately? from Per Capita on an RTI Optical Disc Repair System. On a motion from Salinas and Treasurer Sommese the board unanimously approved the purchase. Director Clausen asked that the requirement for a signature from the Treasurer for Personnel Action Forms be removed. President Chrastka recommended asking the City for permission to remove this requirement. Clausen reported that the block grants for early childhood were not funded and suggested that Veverka funds could be used to supplement \$5,000.00. Director Clausen reported that the purchase of a new book drop has been budgeted for and asked for permission to purchase one for \$5,000.00. On a motion by Salinas and seconded by Hayes the board unanimously approved the purchase of a new book drop for the adjacent parking lot.

Standing Committee reports:

Finance Committee:

On successive motions by Treasurer Sommese and the board by unanimous roll call votes approved October payables and payroll in the amount of \$147,722.79. The Berwyn Public Library Foundation Fund balance is \$96,755.52 including the addition of dividend checks totaling \$949.88.

Budget Committee:

The 2012 Library budget will be turned in if approved. On motion by Treasurer Sommese and seconded by Remp the board unanimously approved referring the budget to the City Budget Committee. The Board Budget Committee will then meet with the city.

Building and Grounds:

The elevator received a life jacket. The passenger elevator will be completed by March 2012.

New Business

Director Clausen asked for a revision to the 2011 -2012 calendar in accordance with the AFSCME agreement that library employees receive a personal day added to their half day for Christmas Eve and New Year's Eve. The Library will be closed Dec 23rd, Dec 24th, Dec 25th, Dec 30th and Dec 31st. On a motion by Hayes and seconded by Vice President Pohlen the board unanimously approved the revisions. The 2012 Library Board calendar was approved by unanimous consent. The Board will work on Director Clausen's personnel review for closed review at Jan 16th, 2012 meeting.

Closed Session

On a motion by Bambenek, and following a roll call vote, the Board entered closed session at 8:07 p.m. under ILCS 5 120/C-1 to discuss personnel and C-21 and C-21 (2.06 to discuss minutes of closed meetings and for the semi-annual review of closed meeting minutes. At 8:16 p.m. the Board reconvened in open session, and took the following unanimous votes:

- On a motion by Salinas approved keeping the minutes and tapes of April 14, 2003 closed.
- On a motion by Salinas approved keeping the minutes and tapes of July 6th, 2009 closed.
- On a motion by Remp approved public release of minutes of May 18th, 2009 and destruction of the tapes.
- On a motion by Hayes approved keeping the minutes and tapes of January 18th, 2010 closed.

Schedule of Committee Meetings

The Policy/Personnel committee will meet on Dec 7th, 2011 at 6 pm.

The Veverka Committee will meet on Jan 9th, 2012 at 6pm.

The Technology Committee will meet in January 2012 and Director Clausen will be sending out a draft technology plan.

Adjournment

On a motion by Salinas and seconded by Treasurer Sommese the meeting was adjourned at 8:32 pm.

Jill Bambenek, Secretary