

**Berwyn Public Library Board Meeting Minutes  
December 5, 2016 Regular Meeting  
Berwyn Public Library, Board Room**

**Call to Order:**

President Jerry Pohlen called the meeting to order at pm. Board Members present:  
Jerry Pohlen, Jousef Mondragon, Augie Kalal, Jill Bambenek, Erika Corona-Owens, and Library Director, Keshia Garnet

**Agenda:**

Two edits were requested and approve for the stated agenda. The first edit asked that the agenda state "October Financial report" under the Finance Committee point. Also, it was requested that the position listed as "Authorized to hire" should be identified as "Authorized to replace." On a motion by Bambenek and seconded by Hayes, the board approved the agenda as presented with new edits.

**Minutes:**

On a motion by Kalal and seconded by Hayes, the board approved the minutes.

**Open Forum:** Current President, Jerome "Jerry" Pohlen announced that he would be resigning from the Library Board effective during the conclusion of the board meeting.

**Alderman comments:** None

**Directors Report:** Keshia presented the board with the Board Meeting Calendar and the Library Calendar for review and approval. On a motion by Corona-Owens and seconded by Kalal, the board unanimously approved the 2017 board meeting calendar as presented. On a motion by Bambenek and seconded by Mondragon, the board unanimously approved the Library Calendar for 2017 as presented.

**Finance Committee:** On a motion by Corona Owens seconded by Bambenek and the board by unanimous roll call vote, approved the October 2016 payables in the amount of \$46,475.37.  
The Veverka Fund balance as of the end of October was: \$359,228.62

**Building and Grounds Committee:** The Library is working with the City of Berwyn to identify the snow removal company for the Library. Until then, Public Works will provide snow removal for the Library. Keshia reported that she will be ordering plaques for the new spaces throughout the library that were funded by the grant and Veverka money.

**Policy/Personnel Committee:**

On a motion by Mondragon and seconded by Hayes, the board authorized to post and hire for the following open positions:

- Circulation Library Assistant II (40 hrs)
- AV Library Assistant (20 hrs)
- AV Library Assistant (40 hrs)

The posting along with job description of the final position, Head of Reference Department must be discussed in a Policy and Personnel Meeting before the approval of the posting.

**Veverka Committee:** None

**Unfinished Business:** None

**New Business:** New Board President, Strategic Planning and Trustee Academy/process overview

**Closed Session:** None

**Upcoming Committee meetings:**

**Policy & Personnel meeting is tentatively scheduled for: 1/9**

**Adjournment:** On a motion by Hayes and seconded by Mondragon the meeting was adjourned at 7:40pm