

Berwyn Public Library Board Meeting Minutes
November 18th, 2013 Regular Meeting
Library Board Meeting, Riverside Drive & Harlem Avenue

Call to Order

Vice-President Jerry Pohlen called the meeting to order at 7:02pm. Board members present: Jill Bambenek, Erika Corona-Owens, Roxanne Faulds, Cindy Hayes, Augie Kalal, Richard Mondragon, Jerry Pohlen, Maria Salinas and Director Tammy Clausen. Board members absent: John Chrastka.

Agenda

Amendments were made to the agenda: Item 1D 1. Date changed to October 21st, 2013 and item 5c: date changed from August and September to October. A motion to approve the amended agenda was made by Salinas and seconded by Mondragon. Motion unanimously approved.

Minutes

On a motion by Mondragon and seconded by Corona-Owens the board unanimously approved the minutes from the October 21st 2013 meeting.

Open Forum

No public comments.

Director's Report

Staff promotions: Crystal Vela from Circulation Supervisor to Circulation Department Head and Esther Chase from Outreach Library Assistant II to Librarian I. On a motion by Salinas and seconded by Mondragon the board unanimously approved the 2 promotions. New job posting: Collection Management Librarian I. On a motion by Corona-Owens and seconded by Mondragon the board unanimously approved the new job posting. SWAN 2015 budget- the fees will go up about \$200 for 2015. Holiday schedule: library closed Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Clausen will be off the week of Thanksgiving. Berwyn Reads: Wrapped up the event with an 80's prom. (about 100 people attended). Clausen put a freeze on budget spending until the end of the year. Carpet—finish up by 2nd week of January on 2nd floor. Still having issues with AT&T improperly billing us due to the E-Rate. They promised to reconcile the error by the end of the month.

Finance Committee

On a motion by Salinas, seconded by Mondragon and the board by unanimous roll call vote, approved the 2014 budget.

On a motion by Bambenek, seconded by Salinas and the board by unanimous roll call vote, approved October 2013 payables and payroll in the amount of \$184,119.10. The board fund balance is \$116,358.53.

On a motion by Salinas, seconded by Bambenek and the board by unanimous roll call vote, approved the 4% increase to the Library Director's salary.

Building and Grounds Committee

No report.

Policy/Personnel Committee

No report.

Veverka Committee

No report.

Technology Committee

No report.

Old Business

No old business.

Unfinished Business

Strategic planning- only received one quote back- need three. Clausen will send out requests again for proposals.

Space planning- will talk with the Building and Grounds committee and present to the entire board.

New Business

No new business.

Closed Session

No closed session.

Schedule of Committee Meetings

Policy and Personnel will meet January 20th, 2014 at 6pm.

Building and Grounds will meet December 16th at 4pm.

Finance- no scheduled meeting.

Veverka- no scheduled meeting.

Adjournment

On a motion by Salinas and seconded by Bambenek the meeting was adjourned at 8:27pm.

Cindy Hayes, Secretary