

## **BERWYN PUBLIC LIBRARY BOARD MINUTES**

November 16, 2009 Regular Meeting  
Library Board Room, Riverside Drive & Harlem Avenue

### **Call to Order**

President John Chrastka convened the meeting at 7 p.m. Board Members present: Jill Bambenek, Roxanne Faulds, Irene Martin, Eileen Pech, Jerome Pohlen and Maria Salinas. and Louise Sommese. Member absent: Doris Remp. Member tardy: Louise Sommese, who arrived at 7:20 p.m. shortly after the open forum. Staff Members present: Director Tammy Clausen and Kathleen Behrendt, Mary Frank, Briana Perlot, Kathleen Sexton, Craig Schumacher and Tammy Sheedy. Also: Berwyn Aldermanic Liaison Nona Chapman and Berwyn resident Stacie Suhrbur.

### **Agenda**

On a motion by Bambenek, the agenda was approved with the substitution of Salinas as presenter for the Board Effectiveness Training session.

### **Minutes**

On a motion by Pech, the Board unanimously approved the minutes of October 19, 2009.

### **Open Forum**

Alderman Chapman said the City Council Finance Committee has met with most department heads regarding the 2010 budget. She said the city faces a potential \$2 million shortfall and is examining budget cuts and a property tax increase as possible remedies.

### **Director's Report**

Director Clausen highlighted items in her report and detailed new developments as follows:

1. The City Council has amended ordinances to expand city parking and snow plowing restrictions to include library parking lots and the south side of Riverside Drive from Harlem Avenue to Maple Avenue and the Drive's north side from Harlem to the library parking lot.
2. The final bill for the buyout of the Konica-Minolta copy machine contract has been determined by the city to be \$10,332.20. Since Minolta will accept the return of the five copiers only after the bill is paid, Director Clausen will determine whether it is more advantageous for the library to pay a \$50 per week storage fee at Illinois Paper or to have them delivered back to the library for \$250 and later incur the return shipping fee to Minolta.
3. Berwyn Park District Director Jeff Janda is arranging for delivery to the library of a Berwyn Centennial commemorative stone and \$550 plaque. Janda and Centennial Committee Chairman Carl Reina then will see to its placement to secure the Centennial Capsule site.
4. For the December Board meeting, Clausen plans to provide a written comparison of the Metropolitan Library Service's new fees for tracking and collecting reciprocal borrowing losses and similar services provided in-house and through collection agencies.

### **Finance Committee**

On a motion by Treasurer Sommese followed by a unanimous roll call vote, the Board approved October payables of \$158,800.

She reported the \$767.94 Library Board Fund remained unchanged in October.

### **Building and Grounds Committee**

Based on Committee recommendations and a ruling by the Board President that snow removal lease and purchases already had been approved by the Board, Clausen and Committee Chairman Martin detailed the following arrangements for 2009-10 snow removal:

1. A skid steer loader will be leased for six months at an estimated cost of \$600 per month;

2. a 20-foot storage container to house the bobcat, salt and other equipment already has been purchased from Cavallo Trucking for \$1,500 plus a \$300 delivery fee;
3. Building Maintenance Supervisor Tony Montiel will be paid overtime to clear snow from the library's walks and parking lots.

At Pohlen's request, Director Clausen will check to be sure that the library has insurance to cover possible theft. She said the lease agreement includes insurance against damage to the equipment.

Martin anticipated in-house snow clearance will cost much less than previous outside contractors.

#### **Policy and Personnel Committee**

On a motion by Pech, the Attendance and Punctuality Policy was unanimously adopted.

Based on a revised organizational chart presented by Director Clausen and assurances from President Chrastka that the reorganization will provide the funds needed, the Board on a motion by Martin unanimously approved an amendment to the proposed 2010 budget to add the positions of Emergent Technologies Librarian II and Circulation Supervisor in the new fiscal year.

Clausen said a library e-mail box has been established to automatically accept and forward messages from the public to Trustees' personal e-mail addresses thus assuring their e-mail privacy.

#### **Ad Hoc Complaint Committee**

On a motion by Bambenek, the Board unanimously adopted the committee's recommendation to address patron complaints about the picture of actor James Dean with a cigarette in hand by moving the poster from the Youth Services area to the Audio Visual Department.

#### **Board Effectiveness Session**

Based on her experiences as the secretary of the Board of Education of Cicero Grade School District 99, Salinas suggested improving the efficiency of Library Board meetings through the use of a consent agenda for routine matters and enhancing Trustees' preparation for closed sessions through a home delivered "for trustees' eyes only" agenda detailing items to be discussed.

President Chrastka said for the December meeting he will prepare two agendas, one of which will include a model consent agenda.

#### **Board Meeting Calendar**

On a motion by Pech, the Board unanimously agreed that with two exceptions, regular meetings will be held the first Monday of the month for the year 2010. In February, the Board will meet Tuesday, February 16, because of the Presidents' Day holiday, and in July, no meeting will be scheduled.

#### **Closed Session**

On a motion by Pech, and following a roll call vote, the Board entered closed session at 8:43 p.m. under ILCS 5 120/2(c) (21) to discuss minutes of meetings lawfully closed.

Following discussion and a similar roll call vote, the Board emerged into open session at 8:45 p.m. and on a motion by Pech unanimously approved the September 21, 2009 closed session minutes.

#### **Committee Meetings**

Policy and Personnel will meet at 6:30 p.m. Monday, December 7;

Contract Auditing will meet at 6:30 p.m. Monday, November 30

#### **Adjournment**

On a motion by Salinas, the meeting adjourned at 8:48 p.m.

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Eileen Pech, Secretary