

## **BERWYN PUBLIC LIBRARY BOARD MINUTES**

November 17, 2008 Regular Meeting  
Library Board Room, Riverside Drive & Harlem Avenue

### **Call to Order**

President John Chrastka called the meeting to order at 7:00 p.m. Present were Members Irene Martin, Eileen Pech, Jerome Pohlen, Doris Remp, Maria Salinas and Louise Sommese. Members Absent: Jill Bambenek and Ann Marrone. Also present: Director Bill Hensley; Staff Members Tammy Clausen, Mary Frank, Briana Perlot, Craig Schumacher and Tammy Sheedy; and Guest: former Board Member Phyllis Walden.

### **Agenda**

On a motion by Martin, a revised agenda was approved.

### **Minutes**

On a motion by Pech, the regular minutes of October 20, 2008 were approved as corrected.

### **Director's Report**

To date, 177 petitions asking for reinstatement of Sunday hours have been received at the library, and Director Hensley said more reportedly have been circulated although not yet received from Alderman Michelle Skryd and Shelly Titzer of Berwyn C.A.R.E.S.

Based on a projected need for 5 staff members to cover service desks on the first floor, 2 for the second floor and 2 for the lower level, the Board on a motion by Pech followed by a unanimous roll call vote, directed Hensley to communicate to the city the Board's desire to rehire personnel to provide the 72 hours of service needed to open from 1 to 5 on Sundays effective January 2, 2009.

The Board adopted by reference the city's Model Ethics Ordinance and referred the appointment of an ethics officer to the Policy Committee for recommendation and report.

Also referred to the Policy Committee was the development of a stepped process and forms for handling grievances under the AFSCME union contract. Chrastka noted training for the chair or designated Board hearing officer will be needed.

The Board by a roll call vote reaffirmed authorization for an expenditure of \$5,502.75 for new library cards from TBS.

In a presentation on the library's new website, Schumacher cited the role of each library department in designing and updating its online offerings. He also described the Plone Content Management System that tracks website usage in a graphic and readable fashion. Schumacher assured Remp community organization notices can be posted on the library website and invited Board members to inform him of additional features desired by the public.

Director Hensley said the Riverside and North Riverside libraries denied refusing services to Berwyn residents seeking alternatives to Berwyn's curtailment of Sunday hours due to personnel layoffs.

The Board agreed to the Administrative Department request to distribute Board packets on Thursday rather than Wednesday.

### **Finance Report**

On a motion by Remp and a roll call vote, the Board unanimously approved October payables of \$259,129.98. Treasurer Sommese said the figures reflect a 3.5 percent increase in salaries retroactive to January 1. She noted an increase from \$10,000 to \$15,000 in funds available to offset expenses for employees unable to fill prescriptions with generic drugs.

The Building Fund report was amended to credit \$240 as a deposit rather than interest. The ending balance remained the same at \$8,125.72.

### **Buildings and Grounds Report**

The Director reported Infrared Inspections Inc. found no problems with the library's breaker panels and time clock for the parking lot lighting. However, due to the age of the building, the firm recommends a semi-annual inspection.

President Chrastka asked Hensley and Tony Montiel to research how much it would cost to fabricate end-caps for the condenser as suggested by Chairman Martin rather than replace the condenser bundles.

As to HVAC improvements suggested in the engineering study, Martin suggested concentrating on the cooling system so that the library will be ready for spring. Hensley noted any surplus in library funds can be used for capital improvements but it still may be necessary to request support from the city.

As to the fire alarm annunciator, Martin noted that the equipment is a fire and life safety issue for staff and patrons and that the Berwyn Fire Department has recommended its relocation and replacement. Based on cost comparisons of \$3,650 for replacement and \$2,450 for repairs, the Board on a motion by Martin and a roll call vote unanimously approved contracting with Affiliated Customer Service Inc. to replace the annunciator.

### **Policy Committee Report**

On the recommendation of the Committee and a motion by Martin, the Board unanimously approved a policy on the appointment of an administrator-in-charge during an unanticipated long-term absence of the Director.

### **Strategic Planning Report**

President Chrastka asked the Director to obtain suggested dates for meeting with Fred Schlipf, space consultant.

### **Unfinished Business**

The Board agreed to meet with Metropolitan Library System consultants at 6:30 p.m. Monday, December 15, to review the Open Meetings Act. The regular Board meeting will follow at 7 o'clock.

On a motion by Pech and a unanimous vote, the Board agreed to meet at 7 p.m. the third Monday of each month in 2009 with two exceptions. Because of the February 16 Presidents Day holiday, the Board will meet on Tuesday, February 17, No meeting will be held in July.

Pohlen reported the printing of the "History of the Berwyn Public Library" is underway,

### **New Business**

President Chrastka and Director Hensley said they will attend a Succession Planning discussion sponsored by the Library Administrators Conference of Northern Illinois.

In response to a Fox TV-News report questioning the cleanliness of computer keyboards at the Berwyn Library, Sheedy said sanitary wipes will be made available to patrons wishing to supplement the nightly cleaning provided by the Audio-Visual Department staff.

### **Committee Meetings**

The Strategic Planning Committee will meet at 7 p.m., December 4, followed by the Policy Committee.

### **Adjournment**

The meeting adjourned at 8:30 p.m.

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Eileen Pech, Secretary