

Berwyn Public Library Board Minutes
Nov. 13, 2006 Regular Meeting
Library Board Room, Riverside Drive & Harlem Avenue

Call to Order

In a 6:30 p.m. Board education presentation, Pat Segel explained her work as director of human resources for the City of Berwyn. Current city HR projects with implications for the Library include development of an automated employee time system; an administrative efficiency study and a comparison of job classifications and salaries in communities of similar size to Berwyn. Segel noted Library staff members have participated in customer services classes she has facilitated and offered to assist the Board in developing tools for evaluating the Library director.

In attendance were President Patricia Zank, Vice President Deborah Cullen, Treasurer Phyllis Walden, Secretary Eileen Pech, Board members Irene Martin and Louise Sommese and Director Bill Hensley. Members John Chrastka, Ann Marrone and Doris Remp were absent from the workshop and also the meeting. Staff attending included: Kathleen Behrendt, Tammy Clausen and Craig Schumacher. Guest: Jim Frank,

Minutes

The minutes of the meeting of Oct. 16 were approved following a correction to reflect a Foundation income balance of \$269.88.

Bills for Payment

Accepted as presented and placed on file were the following:

October 2006

Salaries	\$91,973.78
Expenditures	<u>11,036.29</u>
Total	\$103,010.07

Video Rentals

October 2006 \$ 1,961.00

Per Capita

October 2006

Previous balance	\$ 26,103.28
Expenditures	5,055.24
Interest income	<u>n/a</u>
Balance	\$ 21,048.04

Comments from guests

Jim Frank, director of computer services, City of Berwyn, explained the new fiber optic mesh network being considered by the city. In addition to the automated time keeping for employees, Frank said the Library has an opportunity to benefit from a new phone system that would provide a direct link with other city departments.

Bylaws Report

Walden noted that in researching the bylaws of other libraries, she discovered that frequently in libraries of comparable size to Berwyn, the city financial officer also serves as library treasurer. She plans further research on this topic.

Finance Report

Walden reported a Building Fund opening balance of \$5,557.56 and a closing balance of \$5,615/74.

Unfinished business

Parking Lot

Because of construction delays and the early onset of cold weather, the thank-you reception for the parking lot was referred back to committee for review.

Hensley reported parking lot landscaping is scheduled for Tuesday, Nov. 21. The light standard order has been increased from two to four with installation to be completed on the arrival of the additional standards.

New business

Library Storage Space

After director and staff detailed the shortage of storage space for electrical and programming equipment, the Board on a motion by Cullen seconded by Sommese unanimously authorized a request to City Council for permission to seek three competitive bids to replace the existing coat rack in the Community Room with a telescoping rack and storage closets.

Budget Committee

A Budget Committee was named to review mayoral budgetary guidelines for Library salaries and operations for 2007. Walden will serve as chairman with Cullen and Sommese as members. Zank as president serves as ex-officio member.

Trustee topics

Archives intern

Hensley reported Dominican University's director of placement service believes an archives intern can be assigned to work on the Berwyn Library archives for 8 to 15 hours per week for the term beginning in January. The student will receive credit for the work.

Oral history project

Committee members reported a successful outreach to veterans at the Nov. 11 Veteran's Day flag-raising at the Library and the Nov. 12 veterans concert at Morton College. Walden suggested Library programming featuring a panel discussion with several of the veterans interviewed.

Library Board Fund

Walden reported receipt of \$30 for bracelet sales has resulted in a fund balance of just under \$300.

Closed Session

At the director's request, the Board unanimously voted to adjourn into closed session at 8:30 p.m. Following discussion, the Board reconvened in open session at 8:47.

On a motion by Cullen, seconded by Sommese, the Board unanimously voted to deny a requested use of Library space.

On a motion by Walden, seconded by Martin, the Board authorized the director to research city precedent for recognizing extraordinary employee service and recommended submitting a request for a bonus of up to \$1,500 to recognize Tony Montiel's efforts during recent power outages and flooding due to a breach in the Library roof. A letter of commendation also is to be placed in Montiel's personnel file.

The Board also authorized thank-you letters to be placed in the personnel files of Craig Schumacher, Gema Hernandez, Jose Hernandez, Maria Romero, Tawnee Cosino, Shaynie Klein, Jason Jawor, Brigida Arreola and Jasmine Brown.

Committee Meetings

Budget Committee

The committee will meet at 5:15 p.m. Thursday, Nov. 16.

Friends of the Library

Cullen and Walden volunteered to serve as the Board liaisons requested by the Friends of the Berwyn Library.

Adjournment

President Zank declared the meeting adjourned at 8:53 p.m.

Respectfully submitted,

Eileen Pech, Secretary