

Berwyn Public Library Board Minutes

November 19, 2007 Regular Meeting

Library Board Room, Riverside Drive & Harlem Avenue

Call to Order

President Deborah Cullen called the meeting to order at 7:08 p.m. Members present: John Chrastka, Ann Marrone, Irene Martin Eileen Pech, Jerome Pohlen, Doris Remp, Matthew Scharpf and Louise Sommese. Staff present: Director Bill Hensley and Kathleen Behrendt, Tammy Clausen, Mary Frank and Briana Perlot. Guests: Alderman Nona Chapman, library liaison; Mary Karasek and Phyllis Walden, former Board members.

Agenda

On a motion by Chrastka, the agenda was approved with the following changes –

- Consideration of the Public Comment Policy was moved up on the agenda to precede the scheduled public comment period, and
- Consideration of a Youth Services Library Assistant II replacement and website, internet band width and printer proposals were added to the agenda.

Minutes

On a motion by Sommese, seconded by Remp, minutes of the regular meeting of October 15, 2007 were approved. Minutes of the October 25, 2007 Committee of the Whole were approved on a motion by Pech, seconded by Chrastka.

Public Comment Policy

The Public Comment Policy was approved on a motion by Chrastka, seconded by Sommese.

Open Forum

Liaison Chapman reported the City has received the 2006 audit report and management letter. Lack of a comprehensive policy and procedure manual was among the deficiencies cited, and Chapman noted that includes a purchasing policy of concern to the Library Board and now under City Council consideration. Chapman reminded the Board that the Mayor's 2005 Transition Team reported "the Library was the one department that was running smoothly...and should be copied at City Hall."

Walden said she was impressed with the thoughtfulness and professionalism of new Readers' Advisory employee Katherine Sexton.

Clausen, a member of the Core Planning Committee for the Berwyn Centennial Celebration, said as soon as the Library's role is clarified she will contact Remp to develop plans with the Board.

Closed Session No. I

At Chapman's request, the Board on a motion by Pech, seconded by Sommese, followed by a roll call vote, adjourned into executive session at 7:20 p.m. under Section 120/2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance or dismissal of an employee. Following discussion, the Board reconvened into open session at 7:29 without taking further action.

Financial Report

On a motion by Scharpf, seconded by Pech, and following a roll call vote, the Board approved October reports on departmental expenditures, video rental income and income and expenses for Building, Maintenance and Per Capita Grant funds.

Following attempts to reconcile Alderman Chapman's anticipation that the City Council will increase the Library tax levy with Treasurer Scharpf's concerns over a potential \$131,285 shortfall in the Library's 2008 budget and the lack of contingency plans to address the shortfall if additional revenues prove unavailable, the Board:

- On a motion by Pech, seconded by Martin approved following a vote of 4 ayes recorded by Marrone, Martin, Pech and Sommese; 3 nays by Chrastka, Pohlen and Scharpf; and 2 abstentions by Cullen and Remp the submission to the City of Berwyn of a 2008 budget request for \$2,629,612;
- On a motion by Martin, seconded by Chrastka, the Board referred to a joint meeting of the Budget and Strategic Planning committees the development of budget contingency plans.

Remp asked that future financial reports detail donations to the Library. Hensley reported receipts of \$30 from the Berwyn Woman's Club as a memorial to Dolores Stipek, \$200 for atomic clocks from an anonymous donor and a third contribution later clarified as \$300 from Petar's Painting for Youth Services programming.

Director's Report

The Director reported receiving a call from the city's Director of Human Resources that more than 50 percent of the Library's 35 eligible line staff members have decided to join City Hall employees in the American Federation of State and Municipal Employees.

Pohlen and Chrastka said the unionization should have been brought to the Board's attention earlier because of its potential impact on the budget. Chapman noted the City Council has not ratified an agreement, and the city administration is committed to stopping the unionization. Hensley said Mayor Michael O'Connor is the sole negotiator with the union. Cullen asked that the Board be informed as additional information becomes available.

At Cullen's suggestion, the Board tabled to December a request to fill a Youth Services Library Assistant II vacancy created through an in-house transfer. Cullen also asked for a job description for the position.

Strategic Planning Committee Report

Chairman Chrastka reported the Strategic Planning Committee has finalized questionnaires to be mailed to All Berwyn Committee members and to be used with the public and is working on questionnaires to be distributed to patrons at Library desks.

Policy Committee Report

On a motion by Chrastka, the Policy on Absences was unanimously approved.

Buildings & Grounds Committee Report

On a motion by Chairman Martin, the Board unanimously approved renewing a contract with A&B Landscaping of Riverside for plowing and salting of library parking lots on an incident by incident basis. . The rates are:

1-3"	\$150.00
3-6"	\$185.00
6-8"	\$200.00
8-10"	\$200.00 (ed.: yes, that's correct)
Over 10"	\$250.00
Salting per application	\$125.00 per ton
Salting on sidewalks	\$35.00 per 50lb bag used

Each day's initial plowing is to be completed before 8 a.m. with a second clearing to be completed when an additional 3 inches accumulates. Martin further suggested that next year the committee should explore the possibility of in-house plowing.

Unfinished Business

President Cullen asked Clausen to seek permission from the Friends of the Berwyn Public Library for a five-minute Board presentation at the Friends' February meeting.

The Board deferred discussion of staff/trustee name tags.

The Director reported that proposals received to date on air conditioning repairs were judged inadequate and more specific proposals will be sought. Cullen said the Finance Committee supported Martin's suggested alternative of investing in a new air conditioning system since the current system is 34 years old and not energy efficient.

A motion to hire Dr. Frederick Schlipf, space consultant, was unanimously rejected by the Board. Chrastka suggested keeping Schlipf's resume on file until the proposal can be incorporated into the strategic planning process and money can be found to pay for it.

New Business

Chrastka reported on his attendance at the Illinois Library Conference. At President Cullen's suggestion, Chrastka's proposal for greater Berwyn Library Board involvement in state and national library legislative initiatives was referred to the Policy Committee and will be considered for future Board training.

A proposal to change 2008 Board meetings from Monday to Tuesday nights was tabled to the December meeting.

Proposals for the new website, increased Internet bandwidth and copy and printer services were referred to a newly appointed Ad Hoc Technology Committee consisting of Chrastka as chairman and members Clausen, Scharpf and Craig Schumacher.

Closed Session

On a motion by Chrastka, seconded by Pech and following a roll call vote, the Board entered closed session at 9:04 p.m. pursuant to Open Meetings Act Section 120/2(c)(1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of employees and (21) to discuss minutes of closed meetings..

Following discussion, the Board reconvened in open session at 11:07 p.m. and on a motion by Pech, seconded by Sommese, unanimously approved the minutes of the closed session of October 15, 2007. On a motion by Chrastka, seconded by Scharpf, further discussion of personnel matters was referred to a Committee of the Whole to be held at 7 p.m. Monday, November 26.

Adjournment

The meeting adjourned at 11:16 p.m. following a motion by Chrastka.

Eileen Pech, Secretary