

**Berwyn Public Library Board Meeting Minutes**  
**November 17<sup>th</sup>, 2014 Regular Meeting**  
**Library Board Meeting, Riverside Drive and Harlem Ave**

**Call to Order:**

Vice-President Jerry Pohlen called the meeting to order at 7:05pm. Board Members present: Maria Salinas, Augie Kalal, John Chrastka, Richard Mondragon, Cindy Hayes, Jill Bambanek, Erika Corona-Owens, and Interim Library Director Kathy Sexton.

Absent: Alderman Nona Chapman.

**Agenda:**

On a motion by Chrastka and seconded by Hayes, the board approved the agenda.

**Minutes:**

On a motion by Salinas and seconded by Hayes, the board approved the minutes from October meeting.

**Directors Report:**

An update regarding the Prairie Path was given. After a discussion with the Mayor and Kiwanis, it was decided that the Prairie Path would stay in the same place.

A notice was sent to all SWAN members informing them that SWAN is transitioning to a new ILS system called Symphony. As a result of this new change, all library staff will be required to be trained under the new system by April 14<sup>th</sup>. Trainings can be taken as many times as necessary. January and February would be ideal for training. There are online and in person trainings. It was originally decided that April 14<sup>th</sup> 2015 would be an in service day. It was suggested by SWAN not to be closed for 2 weeks after the "going live" target date of April 14<sup>th</sup>. It was suggested that an in service day be pushed to the fall. A status report will be given during January Board Meeting on what staff has completed what trainings. The conversation regarding grant tracking was deferred as it is a bit unclear what the grant layout for the library is.

A motion to remove service day on April 14<sup>th</sup> was made by Chrastka and seconded by Salinas.

**Finance Committee:** On a motion by Chrastka, seconded by Salinas and the board by unanimous roll call vote, approved October 2014 payables and payroll in the amount of \$120,331.14. The board fund balance as of October 31<sup>st</sup>: \$110,407.39. **Brokerage Account balance:**

**2<sup>nd</sup> Quarter \$247,417.05**

**3<sup>rd</sup> Quarter : \$247,457.33**

Approval of 2015 budget: it is not ready. Budget needs to be completed by the 1<sup>st</sup> week in December. Board needs to approve before city council's meeting on the 9<sup>th</sup>.

**Building and grounds Committee:**

Chrastka noted that he would be scheduling a meeting with City Administrator Brian Pabst.

**Policy/Personnel Committee: 1<sup>st</sup>: 2<sup>nd</sup>:**

Code of Conduct policy would be altered: Include policy regarding use of electronic cigarettes in building. On a motion by Chrastka and seconded by Mondragon the board approved the addendum to the code of conduct policy regarding electronic cigarettes.

It was requested that the Head of Teen Services position be posted: On a motion by Chrastka and seconded by Salinas, the board approved to post open position.

**Resume Committee** to meet December 8<sup>th</sup> to discuss applicants.

**Veverka Committee:** Did not meet.

**Technology Committee:** Did not meet

**Strategic Planning Committee:** Did not meet

**Adjournment:**

On a motion by Salinas, seconded by Hayes the meeting was adjourned at 8:25pm.

**Next meeting: January 19<sup>th</sup>, 2015**