

## **BERWYN PUBLIC LIBRARY BOARD MINUTES**

December 21, 2009 Regular Meeting  
Library Board Room, Riverside Drive & Harlem Avenue

### **Call to Order**

President John Chrastka convened the meeting at 7:03 p.m. Board Members present: Roxanne Faulds, Eileen Pech, Jerome Pohlen and Maria Salinas and Louise Sommese. Member tardy: Irene Martin, arriving at 7:25 p.m. Members absent: Jill Bambenek and Doris Remp. Also absent: Director Tammy Clausen. Representing staff in Clausen's place: Tammy Sheedy. Other Staff Members present: Briana Perlot, Kathleen Sexton and Craig Schumacher.

### **Agenda**

With the addition of a discussion of investment policy, the agenda was approved as amended.

### **Minutes**

On a motion by Pech, the Board unanimously approved the minutes of November 16, 2009.

### **Correspondence:**

President Chrastka detailed a letter from the city asking employees to volunteer two non-consecutive furlough days within the first six months of 2010. Sexton said AFSME will cooperate since the furloughs are voluntary. Barbara Ziemba will forward names of volunteers to Mayor Robert Lovero.

Pech suggested staff consider using Board Member volunteers to perform routine tasks through Board-At-Your-Service Days. The service days should be exempt from union restrictions since the policy establishing them predates the organization of the union. Chrastka supported the service days as a possible alternative to the approach taken by the North Riverside Public Library which will be closed December 24 through January 1 due to economic restraints.

The Board received a thank-you card for its support of the staff Christmas luncheon.

### **Director's Report:**

In response to Pech's questions regarding contracts for space and technology consultants, President Chrastka said a review will be held on contracting authority limits. Chrastka noted the space consultant from SWAN requires only an honorarium and thus will be much less expensive than the consultant previously interviewed.

As to the technology network assessment, Pohlen said the Board must be watchful so that the \$3,680 contract with The McCann Group does not include a "cost-plus" provision that could exceed that amount if more time is needed than the estimated 32 hours.

On a motion by Salinas and a unanimous 5-0 vote by, the library will refer to the city the hiring of a Library Assistant I to fill a vacancy in the Circulation Department at a salary of \$10.75 per hour for 20 hours per week.

### **Finance Committee**

On a motion by Treasurer Sommese followed by a unanimous 5-0 vote, the Board approved November payables of \$151,857.21.

Sommese reported the Library Board Fund remained unchanged at \$767.

It also was reported that the Building Fund opened with a November balance of \$5,548.74 and closed at \$5,662.36, primarily through the purchase of a \$100 Pathway to Knowledge brick by former Library Director Gail Lofgren.

### **Policy and Personnel Committee**

On a motion by Pech and following the arrival of Martin at 7:25 p.m., the Board approved 6-0 amendments to the Library Card Application Section of the Circulation Policy.

On a motion by Pohlen, the Board adopted amendments to achieve consistency in procedures in the Collection Management Complaint Policy and the Service Complaint Policy. The printed policies will follow the format used on the library's website.

Based on reassurances Pohlen received from Auditor Sikich, President Chrastka agreed to write a letter to city Finance Director John Wysocki advising that the library does not need to develop its own investment policy.

Secretary Pech presented the 2009 Board attendance report and distributed copies of the Board Policy on Attendance in preparation for the biennial policy review. She asked Board members to forward their thoughts on needed policy changes to Committee Members Faulds, Pohlen and Pech.

### **Old Business**

On a motion by Sommese, the Board retroactively by a 6-0 vote approved action taken by the Executive Committee via e-mail approving the leasing of snow removal equipment at a rate of \$600 per month through spring and the purchase of snow removal supplies.

At Chrastka's request, preparation for comparison purposes of dual agendas, one regular and one including consent protocol was referred to the February meeting.

### **Adjournment**

By unanimous consent, the meeting adjourned at 7:55 p.m.

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Eileen Pech, Secretary