

## **Berwyn Public Library Board Minutes**

December 17, 2007 Regular Meeting  
Library Board Room, Riverside Drive & Harlem Avenue

### **Call to Order**

In the absence of President Deborah Cullen, Vice President John Chrastka called the meeting to order at 7:04 p.m. Members present: Ann Marrone, Irene Martin Eileen Pech, Jerome Pohlen, Matthew Scharpf and Louise Sommese. Members Absent: Doris Remp and Cullen. Staff present: Director Bill Hensley and Kathleen Behrendt, Briana Perlot and Craig Schumacher. Guest: former Board member Phyllis Walden.

### **Agenda**

On a motion by Sommese, the agenda was approved as presented.

### **Minutes**

On Pech's motion, the minutes of November 19, 2007 were approved as presented.

### **Correspondence**

Director Hensley presented a communication from the City Council announcing the closing of all city buildings at 1:30 p.m. on Christmas Eve and New Year's Eve. The Library Board already had announced the Library would be closed all of Christmas Eve, but on a motion by Sommese the Board unanimously agreed to follow the city's example and close the Library at 1:30 p.m. on New Year's Eve,

### **Financial Report**

Treasurer Scharpf suggested the Director and Finance Committee meet once each month to discuss financial matters. The first meeting will be at 3 p.m. Wednesday, January 9.

On a motion by Scharpf and a unanimous vote by the Board, an experimental limit of \$1,500 limit was established on expenditures that can be made by the Library staff without prior approval by the Board. The trial period to determine whether prior approval of expenditures will impede or promote the orderly business of the Library will last for three months with provision for emergency expenditures to be authorized by the Director with Executive Committee approval via e-mail.

On a motion by Scharpf and following a roll call vote, the Board approved November reports on departmental expenditures, video rental income and expenditures and income for Building, Maintenance and Per Capita Grant funds. Director Hensley reported that by agreement bank reports on the latter three funds in the future will be controlled out of City Hall.

The Director reported a \$200 book donation from Joann and Elinor Marciszewski.

### **Director's Report**

At Pohlen's suggestion, staff will be asked to explore the possibility of a refundable \$20 fee to encourage patrons to follow through on computer instructional classes they registered to attend. The fee would be refunded to all those in attendance.

The Board commended the Reference staff for committing to the training needed to offer Berwyn residents access to the state's "Ask? Away" free online reference service.

On a motion by Sommese, the Board unanimously approved the in-house transfer of Jasmine Brown from Youth Services Library Assistant II to Periodicals Library Assistant II at the continued hourly rate of \$10.40 and the hiring of a Youth Services replacement at \$10 per hour.

### **Strategic Planning Committee Report**

Chairman Chrastka reported a large number of library service questionnaires have been returned by All Berwyn Committee members for committee evaluation. The committee's next objective will be to obtain input from the Board and Director.

### **Policy Committee Report**

At Chairman Pech's suggestion, Chrastka will investigate the possibility of obtaining a facilitator to lead discussions on Board-Director relationships as a guide to committee formulation of a policy defining the relative responsibilities of each.

### **Buildings & Grounds Committee Report**

At the suggestion of Chairman Martin, the committee will consider seeking requests for proposals for a new cooling system that would be more energy efficient than the current 34-year-old equipment and designed to meet library needs.

### **Technology Committee**

On motions by Chairman Chrastka, the Board unanimously approved:

- Entering a 60-month lease agreement with Illinois Paper Company for five copiers, one with color print capability, at a cost of \$2,216. The contract includes maintenance and supplies for new copiers and for the laser printers now owned by the Library and will provide two black/white laserjet printers free of charge.
- Purchasing an AT&T OPT-E-Man circuit at a cost of \$950 per month to expand the library's band width and improve quality of service. If possible, the arrangement will utilize the city's new router and the new fiber optic connection to the Library. To further reduce costs, the Library will apply for E-rate funding, the federal telecommunication rate subsidy based on community poverty levels as verified by the number of children qualifying for free school lunch programs
- Placing on hold a proposal from Yourlink for website redesign while application is made to participate in Plinkit Collaborative (Public Library Interface Kit), an open source content management system that provides free web hosting services to member states. The free, library specific integrated web site has been built to integrate with tools that Illinois has on line. It is free, underwritten by state and federal grants for two years, after which a \$500 annual fee is anticipated. The \$3,000 gift for web site improvements already received from the Friends of the Library would be used for staff training and a graphic artist to enhance the site.

### **Unfinished Business**

Discussion of staff/trustee name tags was tabled until more is learned about the new timekeeping system.

Regarding the effect the newly organized local of the American Federation of State, County and Municipal Employees (AFSCME) may have on the Library budget, Director Hensley reported union members' salaries will be frozen until completion of negotiations between Mayor Michael O'Connor and union representatives. Longevity increases will not be given since none are called for in the contract. Hensley anticipated Pat Segel, City Human Resources Director, will offer guidance on cross training of personnel under union contract. Chrastka suggested job descriptions may need to be adjusted.

On a motion by Scharpf, the Board members present established the next meeting date at 7 p.m. Tuesday, January 29, with consideration of the remaining 2008 Board meeting calendar tabled to that meeting.

### **Closed Session**

On a motion by Pech and following a roll call vote, the Board entered closed session at 8:37 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 9:31 p.m. and on a motion by Pech, unanimously approved the minutes of the two closed sessions of November 19, 2007 and the closed Committee of the Whole of November 26, 2007.

### **Committee Meetings**

The Strategic Planning Committee will meet at 7 p.m. Wednesday, January 23.

### **Adjournment**

The meeting adjourned at 9:35 p.m. following a motion by Sommese.

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Eileen Pech, Secretary