

## **Berwyn Public Library Board Meeting Minutes**

February 22, 2011 Regular Meeting

Library Board Room, Riverside Drive & Harlem Avenue

### **Call to Order:**

President Chrastka convened the meeting at 7:03 p.m. Board members present: Jill Bambenek, Roxanne Faulds, Cindy Hayes, Jerry Pohlen, Doris Remp, Maria Salinas and Director Tammy Clausen. Irene Martin arrived later. Board member absent: Louise Sommese. Staff present: Crystal Vela and Kathy Sexton.

### **Agenda**

On a motion by Vice President Pohlen and seconded by Salinas the board unanimously approved the agenda as presented.

### **Minutes**

On a motion by Salinas and seconded by Remp the minutes of the January 17<sup>th</sup>, 2011 regular board meeting were unanimously approved.

### **Open Forum**

President Chrastka passed along TIF information to Vice President Pohlen. A thank you letter was received from former mayor Shaughnessy's family. President Chrastka referred a letter to Director Clausen from Cook County reporting Berwyn Library as a district library. He asked Clausen to fix this error.

### **Director's Report**

Director Clausen reported that the Learning Lab, (the former computer room) has been updated and improved. The Berwyn Development Corporation will have a class in the room on Facebook for Businesses. The City of Berwyn received an Energy Efficiency and Conservation Grant to replace the air conditioning chiller in the Library. The low bidder for the replacement project was International Piping Systems. The recommendation will be to go with the lowest bidder at the City Council meeting. There was also an optional bid for a Building Automation System which President Chrastka reported the Board might consider in the future when funds are available and a formal proposal is received. Director Clausen also reported that a lot of grant writing is going on in the Library. District 98 Educational Foundation donated \$500.00 in memory of T.G. Shaughnessy. The Library will purchase children's titles with this donation. A library brick will also purchased in his honor. Chrastka discussed the public computers in the Library. President Chrastka also asked about a potential library rep at Berwyn CARES. He also discussed DACEE (District Advisory Committee for Educational Excellence).

## **Standing Committee Reports**

### **Finance Committee**

On successive motions by Salinas and the board by unanimous roll call votes approved February 2011 payables in the amount of \$18,549.04. The Library Board fund balance is at \$767.94.

### **Building and Grounds**

The committee did not meet

### **Policy/Personnel Committee**

Vice President Pohlen reviewed the documents included in the library board packet pertaining to open meetings, public comments and minutes. There was a closed session meeting on February 14<sup>th</sup>, 2011.

### **Old Business**

President Chrastka and Vice President Pohlen met with reps from the Veverka estate to sign documents to initiate transfer of stocks from the estate to the library. They will be received in the coming weeks along with a check from the estate. A kick-off event is being planned for April 16<sup>th</sup> at the library. A brick has been purchased for Veverka.

### **Unfinished Business**

Director Clausen reported that the RFP for the elevator has gone back to Novotny & Associates.

### **New Business**

There are two replacement positions for pages open for 13 and 16 hours. On a motion by Martin and seconded by Hayes the positions were unanimously approved. Director Clausen reported that it would be beneficial if the board packets were electronic and it was agreed that board packets will now be sent through email with the option for a print packet if desired. Remp and Marrone will still receive print packets.

### **Schedule Meetings**

Policy and Personnel will have an open meeting on March 7<sup>th</sup>, 2011 at 6:45 p.m. President Chrastka reported that Building and Grounds will do a walk through on March 14<sup>th</sup>, 2011 at 12pm. The Ad Hoc Ververka Planning Committee will meet on Thursday March 3<sup>rd</sup>, 2011 at 7 p.m.

### **Adjournment**

On a motion by Salinas and seconded by Faulds the meeting was adjourned at 8 p.m.