

Berwyn Public Library Board Minutes

Feb. 20, 2007 Regular Meeting

Library Board Room, Riverside Drive & Harlem Avenue

Call to Order

President Patricia Zank, called the meeting to order at 7:02 p.m. Members present: Deb Cullen, John Chrastka, Ann Marrone, Irene Martin, Eileen Pech and Phyllis Walden. Staff: Director Bill Hensley, Kathi Behrendt and Craig Schumacher. Guests: Mayor Michael O'Connor and Aldermanic Liaison Nona Chapman. Members Absent: Doris Remp and Louise Sommese.

Comments from Mayor O'Connor

To assist in the City's 2007 budget process and in lobbying efforts to obtain grants in Springfield, Mayor O'Connor asked the Board to prioritize and develop cost estimates for items on the Library's wish list.

The mayor asked the Board to keep requests as close as possible to the estimated \$800,000 subsidy the City provided for the Library last year. He suggested one way to offset new costs might be to recommend staff merit raises rather than across-the-board salary increases.

Mayor O'Connor said the aldermanic Budget Committee might review budget requests as early as the following week to prepare for adoption of the budget at the March 13 City Council meeting. The Board decided to schedule a Committee of the Whole meeting to discuss priorities.

Comments from Craig Schumacher

Schumacher, head of the Library's Computer Services, spoke to proposed changes in Berwyn's Youth Services Internet Use Policy. He recommended following practices used by other libraries to prevent instant messaging and downloads that could infect a library's entire computer system.

Schumacher also reported on discussions with vendors regarding outdoor signage to promote library programs. He noted the difficulty of achieving maximum visibility with a pole- or building-mounted sign because the Library is octagonal shaped and sits on a triangular lot. He suggested liquid crystal displays (LCD) inside the library to promote to current patrons with the possibility of additional outreach through an eventual tie-in to City Hall.

Minutes

The minutes of the Jan. 15, 2007 meeting were accepted as presented.

Financial Report

On a motion by Pech, seconded by Martin, January reports for Operating Expenses, Maintenance and Building funds, Per Capita Grant and Video Rental Income were accepted as presented and placed on file following a 7-0 roll call vote.

Cullen requested more detailed information on large expenditures and new donations to the Building Fund. Treasurer Walden suggested the Director highlight any unique expenses when preparing the monthly information packet for the Board. The Director also agreed to detail donations.

Comments from Aldermanic Liaison

It was noted the Library's 2007 operating and maintenance budget proposal contains only two wish list items -- the purchase of additional computers and creation of Community Room storage. The personnel budget proposal contained requests for two rehires, one for Outreach and one for Youth Services. Alderman Chapman suggested the Board prioritize for the City's Budget Committee other desired operational and capital improvements and decide on corresponding expense cuts to accommodate those priorities.

President Zank asked the Director to shorten and prioritize the list and e-mail it to Board members for review before the Committee of the Whole discussion.

Director's Report

In conjunction with installation of the City's new phone system and area-wide network, a Library telecommunications survey was completed by Interactive Services of Illinois to verify that the Library's computers will be compatible with the new system. Schumacher said the survey not only pointed out ways to lower Library phone bills but also revealed the Library is being charged for lines that are not being utilized. Underutilization will be rectified when the new system is installed, Schumacher said.

Underground installation for the network also offers an opportunity to install parking lot surveillance equipment, Schumacher said. However, the Library still must find a suitable place to install the cameras.

At Cullen's request, long-range goals developed by various Library departments will be forwarded to the Strategic Planning Committee.

Strategic Plan Report

Chairman Chrastka said Kathryn Deiss a former Metropolitan Library System staff member, has agreed to donate her time to facilitating senior staff review of what has been accomplished through the current Strategic Plan and what remains to be done. The next meeting of the Strategic Planning Committee will develop questions for the facilitator to address.

Bylaws Report

Chairman Walden said the Bylaws Committee is working on a complete rewrite that will make the bylaws consistent and concise.

Budget Committee

After the 2007 budgeting process is completed, Treasurer Walden suggested inviting Stephanie Navarro, the city's new finance director, to address the Board.

Liaison Chapman said grant applications are handled by individual department heads so as to avoid the need for the City to provide matching funds.

Finance Report

The informational report on the Library Board Fund showed a previous balance of \$299.88, Shop & Share receipts of \$11.06 and a current balance of \$310.94.

Policy & Personnel Report

On a motion by Cullen, seconded by Walden, the Board approved changes in the Classroom Visit Policy and the Youth Services Internet Access Agreement Policy.

The resignation of Nikko Haunte was accepted as informational.

Unfinished Business

The Strategic Planning and Budget committees were asked to consider how Board Members' desire for statistical comparisons "that can paint a picture with numbers" can be met without burdening the Library staff.

New Business

As the first step in the annual evaluation of the director, Hensley presented a written self-evaluation based on goals outlined in the strategic plan. With that presentation as a basis, Board members were asked to fill out evaluation forms and return them to the secretary. Results will be compiled for presentation at the April Board meeting.

The Director presented the board with a list of potential space planning consultants.

Trustee Topics

Chrastka and Zank reported on the January Trustee Get-together at the Oak Park Library. The next meeting will be in March at the Elmwood Park Library.

Hensley and Pech reported four veteran history interviews have been completed. The original recording will go to the U.S. Library of Congress. Copies will be made for the Berwyn Library, Berwyn Historical Society and the interviewee.

Chrastka presented the Board with copies of the Library Bill of Rights, Code of Ethics of the American Library Association and the Ethics Statement for Public Library Trustees. As the documents will be referenced in the Berwyn Library bylaws, Members were asked to review them for a 10- to 15-minute discussion at the March meeting.

Chrastka also donated to the Board Resource Center a copy of "Intellectual Freedom Manual."

Committee Meetings

A Committee of the Whole meeting was scheduled for 7 p.m. Monday, Feb. 26, to develop the prioritized wish list requested by the mayor.

The Bylaws Committee will meet at 6 p.m. Wednesday, March 7, followed by the Strategic Planning Committee at 7.

Adjournment

On a motion by Walden, seconded by Chrastka, the meeting adjourned at 9:10 p.m.

Eileen Pech, Secretary