

BERWYN PUBLIC LIBRARY BOARD MINUTES

March 15, 2010 Regular Meeting
Library Board Room, Riverside Drive & Harlem Avenue

Call to Order:

President John Chrastka convened the meeting at 7:06 p.m. Board Members present: Jill Bambenek, Roxanne Faulds, Irene Martin, Eileen Pech, Jerome Pohlen, Doris Remp, Maria Salinas and Louise Sommese. Staff present: Director Tammy Clausen, Briana Perlot, Kathleen Sexton and Tammy Sheedy. Also present: Alderman Nona Chapman, library liaison.

Agenda:

On a motion by Vice President Pohlen, the Board unanimously approved the agenda as presented.

Minutes:

On a motion by Secretary Pech, the minutes of February 23, 2010 were unanimously approved.

Open Forum:

Alderman Chapman said the City of Berwyn has produced a balanced 2010 budget but all departments will need to watch expenditures due to possible cuts by the state.

As to concerns about receiving a promised federal HVAC replacement grant in time for a June start of the library's air conditioning system, Alderman Chapman recalled that her motion as approved by the City Council was to waive the closed bid process and allow the city clerk, city administrator and library director to open requests for proposals before the start of the next Council meeting on March 23. The Library Board consensus was to follow the procedure Chapman outlined rather than expend \$30,000 to replace the condenser bundles as a temporary fix to meet the June start-up. Otherwise, it was noted, condenser bundles would need to be replaced a second time as part of the total HVAC installation.

Director's Report:

Director Clausen cited the popularity of the library's Fairy Tale Ball which attracted nearly 600 people and garnered many food pantry contributions from those who chose to come without costumes.

At Remp's request, Clausen will look into scheduling a Mother-Daughter Tea this summer.

Discussions are under way with Morton West High School for insertion of the library bar code on the back of student identification tags to encourage student use of library services and data bases.

Clausen reported the front end loader rented for snow plowing will be returned within 30 days. For next year, the city's public works director is suggesting a group purchase of year-round equipment that could be used for landscaping as well as snow removal.

To resolve snow removal scheduling problems that led to two staff slip-and-falls, Martin suggested a call-in schedule that will enable maintenance personnel to flip schedules to assure plowing is completed when someone is sick.

Finance Committee Report:

On successive motions by Treasurer Sommese and the Board by unanimous roll call votes approved January operating expenses of \$25,093.28 and February expenses of \$48,093.83. Salary reports will follow once computer problems are resolved.

Sommese noted the February Library Board Fund balance of \$767.94 has remained unchanged for some months. She cautioned that a fee can be assessed for a fund left dormant too long.

Policy/Personnel Committee

On a motion by Chairman Pohlen, the library card portion of the Circulation Policy was amended to eliminate the 50-cent postage fee. Clausen noted the Metropolitan Library Service (MLS) and System Wide Automated Network (SWAN) now are making it possible for patrons to register on line and place holds on items then pick up their cards and holds simultaneously at their local library.

Strategic Planning

President Chrastka distributed the latest draft of the Strategic Plan. Staff will develop strategies to meet the goals of community involvement, constituent service, collection variety, program outreach, technology expansion, welcoming facilities and staffing excellence. The Board will formulate financial and governance goals. The plan is scheduled to be approved in April, and budgeting will tie into it.

Old Business

A discussion of security gate procedures was deferred to the April meeting

As approved earlier by the Board, Clausen said the process of filling the positions of Emergent Technology Librarian, Head of Readers' Advisory and Circulation Supervisor will begin as soon as the 2010 city budget is approved.

New Business

Chrastka confirmed that under the umbrella of MLS 501C3 status, the Berwyn Library will be eligible for technology cost reductions offered by TechSoup to not-for-profit organizations and libraries. Clausen anticipated the library will be able to expand patron wireless service through savings of nearly \$250 for each new wireless access point socket installation.

Closed Session

On a motion by Pech, and following a roll call vote, the Board entered closed session at 8:11 p.m. under ILCS 5 120/C-1 to discuss personnel and C-21 and C-21 (2.06 to discuss minutes of closed meetings and for the semi-annual review of closed meeting minutes. At 8:45 p.m. the Board reconvened in open session, and took the following unanimous votes:

- On a motion by Pech, referred further discussion about reclassifying certain personnel to the Policy and Personnel Committee;
- On a motion by Pohlen, approved the minutes of the closed session of February 16, 2010, and authorized keeping the tapes and minutes closed;
- On a motion by Pech, approved public release of the minutes of July 14, 2008 and destruction of the tapes.
- On a motion by Salinas approved public release of Closed Session No. 1 of August 18, 2008 and destruction of the tapes;
- On a motion by Sommese, approved public release of the minutes of September 17, 2007, January 29, 2008, February 19, 2008 and March 17, 2008 and destruction of the tapes;
- On a motion by Martin, approved public release of the minutes of April 19, 2007, August 16, 2007, August 20, 2007, December 17, 2007 and June 16, 2008 and destruction of the tapes. All other minutes and tapes are to remain closed.

Committee Meetings

Policy and Personnel will meet at 7 p.m. Tuesday, March 23.

Adjournment

On a motion by Salinas, the meeting adjourned at 8:55 p.m.

Eileen Pech, Secretary