

**Minutes of the Regular Meeting of the
Berwyn Public Library Board of Trustees
March 16, 2015
Berwyn Public Library, Board Room**

A. GENERAL BUSINESS

- a. Call to Order - President Jerry Pohlen called the meeting to order at 7:22 p.m. Board Members in attendance included: Jill Bambenek; Carlos Berrout, Jr.; Cindy Hayes; Augie Kalal; Jousef Mondragon; and Maria Salinas. John Chrastka and Erika Corona-Owens were absent. Also present was Interim Library Director Marilyn Boria.
- b. Pledge of Allegiance - The first order of business was the Pledge of Allegiance.
- c. Approval of the Agenda - **On a motion by Hayes, seconded by Mondragon, the Board approved the agenda as presented.**
- d. Welcome - President Pohlen introduced and welcomed newly appointed Board member Carlos Berrout, Jr. Berrout spoke briefly about his background and his interest in community service.
- e. Approval of Meeting Minutes - **On a motion by Mondragon, seconded by Salinas, the Board approved the minutes of the Open Session of the February 17, 2015 meeting.** Approval of the minutes from the February 17, 2015 Closed Session, and the Committee of the Whole meetings (both open and closed sessions) from February 21 and February 23, 2015 were not available for review so they will be considered in April.

B. OPEN FORUM

- a. Public Comments - Phyllis Walden, representing the Friends of the Library, reported that the Members Only book sale date had yet to be determined.

C. Alderman Nona Chapman, BPL Liaison – Alderman Chapman was not in attendance.

D. DIRECTOR'S REPORT

In addition to her written report, Interim Director Boria addressed several issues.

- a. Boria noted that the Library maintained several Board email accounts. To simplify the situation, and ensure that all correspondence was appropriately archived, she would like to use the official berwynlibrary.org address for everyone. Board Members who preferred not to check an additional email site could request that mail from this account be forwarded to a personal account.
- b. Boria then reported that a 2014 request for \$126,000 from Berwyn's CDBG program was not funded because of a reduction in the CDBG funds that the City received.
- c. The Board was informed that the Illinois State Library had approved modifications to the 2014 and 2015 Per Capita Grant Application budgets. For both years, The State Library approved spending all of the money on library materials for the public.

E. STANDING COMMITTEES

- a. Finance Committee - Treasurer Augie Kalal presented the Finance Committee Report. **On a motion by Salinas, seconded by Mondragon, the Board unanimously approved February 2015 payables and payroll in the amount of \$159,528.90 by roll call vote.** The Foundation fund balance as of February 28, 2015 is: \$110,407.39.
Brokerage Account balance:

2nd Quarter \$247,417.05
3rd Quarter : \$247,457.33
4th Quarter: \$247, 465.24

- b. Building and Grounds Committee – Interim Director Boria made a brief report on behalf of Committee Chair Chrastka who was unable to attend the meeting. She informed the Board that she and Chrastka had spoken with Rick McCarthy and Darren Schretter of StudioGC about their proposal, and based upon that conversation, Trustee Chrastka recommended accepting the proposal. **On a motion by Bambenek, seconded by Salinas, the Board approved accepting a proposal to provide architectural services from StudioGC for the reinforcement of the 2nd floor and other related projects.**
- c. Policy/Personnel Committee
 - i. **On a motion by Bambenek, seconded by Pohlen, the Board approved replacing a 24-hour a week Library Associate position with two 16-hour per week Library Associate positions in the Outreach Services Department.**
 - ii. **On a motion by Mondragon, seconded by Salinas, the Board approved filling a 15 hour per week Page vacancy in the Collection Management Department.**
- d. Veverka Committee - Did not meet.
- e. Technology Committee - Did not meet.
- F. OLD BUSINESS – There was no Old Business.
- G. UNFINISHED BUSINESS – There was no Unfinished Business.
- H. NEW BUSINESS
 - i. Approval to Purchase Hoopla – **On a motion by Salinas, seconded by Mondragon, the Board approved spending \$12,000 for Hoopla streaming video/music service.**
 - ii. Contract with a Search Firm – After interviewing three search firms, the Primary Interview Committee recommended to the Board that the firm of John Keister and Associates be hired for the Berwyn Director Search. **On a motion by the Committee, the Board approved hiring John Keister and Associates to assist with the search for a new library director at a fee of \$14,800.**
- I. SCHEDULE of Committee Meetings – No additional meetings were scheduled. Jill Bambenek, Jousef Mondragon, and Jerry Pohlen volunteered to serve on a Director Search Committee. Interim Director Boria was asked to poll the two absent Board members before assignments were made to this committee.
- J. CLOSED SESSION – The Board did not convene in Closed Session.

ADJOURNMENT - On a motion by Salinas, seconded by Mondragon, the meeting was adjourned at 8:10 p.m.

Next meeting: April 20, 2015