

Berwyn Public Library Board Minutes
March 13, 2006 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: Deborah Cullen, Eileen Pech, Doris Remp, and Phyllis Walden. Staff: Director Bill Hensley and Kathleen Behrendt. Guest: Ray Suda. Member Louise Sommese arrived at 8 p.m. Members absent: Ann Marrone and Irene Martin.

Jim Frank Presentation

Staff member Jim Frank explained how he uses computer statistics and graphs to determine patron and staff needs and design useful and appealing web site features.

Minutes

On a motion by Cullen, the minutes of the regular meeting of Feb. 13 were approved as presented. The minutes of the closed session of Feb. 13 were distributed, read and returned to the secretary followed by a unanimous voice vote.

Review of Bills for Payment

On a motion by Remp, payment was approved for:

Bills for February 2006

Salaries	\$ 90,917.95
Expenditures	<u>31,056.59</u>
Total	\$121,974.54

Video Rentals	
December	\$2,273.00

Librarian's Report

Director Hensley said the City Council's Budget Committee will recommend reinstating certain supply, audio-visual and personnel line items cut from the proposed 2006 budget.

Hensley also reported the Illinois Department of Commerce and Economic Opportunity has granted the Library \$300,000 to help pave the new parking lot.

The Audio Visual/Computer Department reported the purchase of a disc repair machine that will enable the Library to offer fee-based CD repair services to patrons.

Finance & Foundation Committee

Building Fund Report, accepted and placed on file:

Opening February Balance	\$8,300.85
Expenditures	1,178.17
Revenues	<u>118.00</u>
Closing Balance	\$7,240.69

It was noted only \$4.97 in additional sales are needed to recoup the cost of the gel bracelets purchased for the Library fund-raiser.

Policy & Personnel Committee

On a motion by Cullen, revisions in the Attendance and Punctuality Policy were approved as presented.

On a motion by Walden, the Board accepted the resignation of Stephanie Carlile, circulation supervisor, and approved the in-house transfer of Briana Periot from Readers' Advisory Librarian II to Circulation Supervisor.

Unfinished Business

After extensive discussion on ways to balance the Board's fiscal and public service responsibilities, Pech motioned to reduce the rental fee on children's fiction videos from \$1 to 50 cents. The vote split 3-3 with Pech, Remp and Walden voting for the measure and Cullen, Sommese and Zank against. The \$1 fee will remain in place.

A sign-up sheet was circulated for Board attendance and menu contributions for the Tuesday, April 4, National Library Workers Day luncheon.

New Business

Zank appointed an ad hoc committee to consider the process used in evaluating the Library director. The committee consisting of Cullen, Pech, Sommese and Walden will draw on American Library Association sources and Pat Segel, human resources director for the City of Berwyn, to draft an evaluation format that will be acceptable to the City as well as useful to the Library Board and Director in establishing annual goals and measuring performance. The first meeting will be 6 p.m. Wednesday, April 12.

An ad hoc committee was appointed to draft a proposal for Board training and development so that plans can be activated as soon as a full Board is appointed. The committee of Cullen, Pech, Walden and Zank will meet at 1 p.m. Thursday, March 30.

Hensley announced a Staff committee has been formed to plan an observance of the Library's 10th anniversary in the building at Riverside Drive and Harlem Avenue. Pech was asked to represent the Board at the committee meeting at 1:30 p.m. March 16.

Trustee Topics

Reporting on the February Illinois Library Association Trustee Workshop, Pech asked that suggestions for dialogue between library boards and directors be referred to Berwyn's new ad hoc Board Training committee. Questions inspired by the workshop presentation on insurance will be referred to Alderman Nona Chapman, library liaison, for information and advice.

Hensley and Walden related progress in developing a Metropolitan Library System Trustee Information and Assistance Center.

Reporting on behalf of the Library Archives Volunteers, Pech noted Director Hensley has arranged for Sarah Shulhafer, an archives intern from Dominican University, to assist the volunteers.

President Zank described her "enlightening" visit to the Library's Reference Department and encouraged other Board members to take part in At Your Service Days. Zank's report will be filed in the Board Resource Center and ultimately in the Archives.

Adjournment

The meeting adjourned at 9:10 p.m.