

**Minutes of the Regular Meeting of the
Berwyn Public Library Board of Trustees
April 20, 2015
Berwyn Public Library, Board Room**

A. GENERAL BUSINESS

- a. Call to Order – Vice-President Jill Bambenek called the meeting to order at 7:07 p.m. Board Members in attendance included: Erika Corona-Owens, Cindy Hayes, Jousef Mondragon, Jerry Pohlen (via telephone) and Maria Salinas. Carlos Berrout, John Chrastka and Augie Kalal were absent. Also present was Interim Library Director Marilyn Boria.
- b. Pledge of Allegiance - The first order of business was recitation of 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. Approval of Meeting Minutes - **On a motion by Mondragon, seconded by Corona-Owens, the Board approved minutes from the following meetings:**
 - January 19, 2015 Board Meeting Closed Session
 - February 17, 2015 Board Meeting Closed Session
 - February 21, 2015 Committee of the Whole Open Session
 - February 21, 2015 Committee of the Whole Closed Session
 - February 23, 2015 Committee of the Whole Open Session
 - February 23, 2015 Committee of the Whole Closed Session
 - March 16, 2015 Primary Interview Committee
 - March 16, 2015 Regular Board Meeting

B. OPEN FORUM

- a. Public Comments and Correspondence – There were no public comments and no correspondence.

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 under Illinois law, the terms of office for all Library Trustees end on June 30. The terms of 3 Trustees expire 6/30/2015; 3 expire on 6/30/2016; and 3 expire on 6/30/2017. Boria is working with the City Clerk's office to make sure that the terms listed for each Trustee are correct.
- b. Boria then announced that the Library had received the 2015 Per Capita Grant allocation in the amount of \$70,821.25.
- c. The SWAN migration went live on Tuesday, April 13, 2015. There were a number of problems but after a week of working with the new system, issues have been resolved and staff are becoming more familiar with the new software.
- d. There are three Trustees (Berrout, Corona-Owens and Mondragon) who do not have pictures on the Library website. To remedy this situation, Trustees can submit their own photos or a Library staff member can take photos at the next Board meeting.
- e. Boria proposed that the Board consider a policy to allow the public to use the meeting room audiovisual equipment for a fee which would cover the cost of staff handling all equipment

requests including set-up, operation and replacement. Everyone agreed that staff should develop a policy for Board consideration.

E. STANDING COMMITTEES

- a. Finance Committee – In the absence of Treasurer Augie Kalal, Interim Director Boria presented the Finance Report.
 - i. Boria reviewed a chart comparing the Library’s 2014 operating budget and expenditures with the 2015 operating budget and estimated expenditures. Along with this chart, she included an explanation of each line item in the budget.
 - ii. Boria then presented new financial reports which more accurately reflect revenue and expenditures for the year.
 - iii. The Foundation fund balance as of March 31, 2015 is: \$111,156.90.
Brokerage Account balance: \$247,471.50
 - iv. **On a motion by Corona-Owens, seconded by Mondragon, the Board unanimously approved March 2015 payables and payroll in the amount of \$192,079.57 by roll call vote.**
- b. Building and Grounds Committee – In the absence of Committee Chair Chrastka, Interim Director Boria made this report.
 - i. Boria reported that the Library had received an AIA contract from StudioGC outlining the work that would be done on the construction project. Boria forwarded this contract to the City Administrator for legal review. The City Administrator proposed using the City’s contract rather than the AIA contract which favored the architect. StudioGC indicated that due to insurance regulations, they require an AIA contract. To resolve this impasse, **on a motion by Corona-Owens, seconded by Salinas, the Board appointed Jousef Mondragon to represent the Board in talks with the City Administrator and StudioGC.**
 - ii. In the course of discussion with the architects, Boria learned that the construction project included not only reinforcing 6,700 sq. ft. on the 2nd floor of the building but also a total of 2,330 sq. ft. in three different areas of the 1st floor. In addition, there would be sections on both floors that were not reinforced. Finally, she noted that the Board would have to consider whether or not to include replacement of the VAV boxes when the structural engineer had completed his assessment.
- c. Policy/Personnel Committee
 - i. **On a motion by Hayes, seconded by Corona-Owens, the Board approved the temporary promotion of Nora Mastny to Head of the AV/Collection Management Department for a period of 3 months at a salary of \$22 per hour.**
 - ii. **On a motion by Corona-Owens, seconded by Hayes, the Board accepted the resignation of Library Assistant I (Circulation Department) Brandon Marshall (currently working 20 hours per week) and approved replacing him with an 18-hour per week Library Assistant I.**
 - iii. **On a motion by Mondragon, seconded by Salinas, the Board approved accepting the resignation of Readers’ Advisory Librarian Becky Spratford (currently working 16 hours per week) and approved replacing her with an 18-per week Librarian.**

- iv. Boria reported that staff had hired Deniss Raigosa as a Library Assistant I in the Circulation Department.
 - v. Boria reported that staff had hired Sarah Ramirez as a Page in Collection Management.

- 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. Trustees discussed the website prepared by Keister & Associates, asking Boria to contact Keister and change the picture of the petting zoo.
 - ii. Boria informed Trustees that the Keisters planned on attending the May 20 Board meeting and presenting a list of potential candidates for Board review. Possible interview dates were discussed and the Trustees agreed that the best dates would be Monday (6/1) and Tuesday (6/2) evenings from 6-9 p.m.

- I. SCHEDULE of Committee Meetings – No additional meetings were scheduled.

ADJOURNMENT - On a motion by Salinas, seconded by Corona-Owens, the meeting was adjourned at 8:13 p.m.

Next meeting: May 18, 2015