

BERWYN PUBLIC LIBRARY BOARD MINUTES

April 21, 2008 Regular Meeting

Library Board Room, Riverside Drive & Harlem Avenue

Call to Order

President Deborah Cullen convened the meeting at 7:04 p.m. Members present: John Chrastka, Ann Marrone, Irene Martin, Eileen Pech, Jerome Pohlen, Doris Remp and Louise Sommese. Staff present: Acting Director Kathleen Behrendt, Tammy Clausen, Mary Frank, Briana Perlot, Tammy Sheedy and Craig Schumacher. Absent: Director Bill Hensley. Guests: Mary Karasek and Phyllis Walden, residents.

Agenda

With Pohlen's addition of a green audit report, the agenda was approved as presented.

Minutes

The Board approved minutes of the regular board meeting of March 17, 2008 on a motion by Pech followed by approval of the closed session minutes of that same date on a motion by Sommese.

Correspondence

Cullen reported a library sign posted on Harlem Avenue has been removed following receipt of Illinois Department of Transportation notification that the posting was in violation of state law. Alternative sign display options are being explored with city officials.

Notes were read from Director Hensley expressing appreciation for the planter sent during his recent hospitalization and from Pech for a similar gift sent to her hospitalized husband.

Departmental Reports

The Board congratulated Frank on achieving Level I Consumer Health Information Specialist designation from the Medical Library Association.

Schumacher reported Plinket training has been completed and each library department is developing its own web site with the end of May as the target completion date. Training for the new telephone system was scheduled for April 24 and 25. No dates have been set for training on the new time clock system.

Behrendt said the first of three Berwyn Fire Department CPR training sessions has been completed. Those already trained will staff library desks so that others may attend.

The Secretary of State's Office has confirmed a \$65,397 Berwyn Library fiscal 2008 per capita grant.

A request to replace a Youth Services Library Assistant II was referred to the closed session.

Financial Report

On a motion by Chrastka, the Board approved payables exceeding \$1,500 that included H – O – H Chemicals, Inc. annual billing of \$5,313; Newsbank annual subscription, \$14,497; Encyclopedia Britannica database renewal, \$2,464. Bills for Anderson Elevator and Tefco Construction were deferred. On a second motion by Chrastka, the March payables then were approved.

President Cullen expressed a desire for a complete chart of accounts that would clarify the two different reporting systems used by the library and the city and emphasized the need to balance to budget.

Cullen reported a Board Fund balance of \$322.94. She also reported:

- Sheedy has located audio/visual shelving at substantial savings to the library.
- Kiwanis officials will support any location for their garden donation so long as it is prominent.

- Illnesses may jeopardize the Garden Club's future, but Barbara Ziemba still will tend the planters.
- The Friends of the Library gift initially targeted for website improvement now will be divided among various departments of the library.

Behrendt reported National Humanities Foundation grants of \$2,400 each have been awarded to the library and South Berwyn Grade School District 100 for "We the People" displays. Clausen reported completion of applications for community development and Suburban Library System grants.

Buildings and Grounds

Cullen said a Complete Temperature System inspection revealed only part of the library's air conditioning system is working and that condenser tubes and seals are needed. Chairman Martin said to date Mike Wolf of Sunnyside has not submitted the recommendations on library cooling loads for the library that will serve as a guide to equipment purchases.

Cullen also noted the current snow removal contract expired in March, and the library will need to seek bids for next year or determine to pursue in-house snow removal. She noted the 2007-08 contract ran nearly \$20,000 over budget and said budget line items may need to be shifted to cover it

Strategic Planning Report

Chairman Chrastka said the committee will continue working on the framework of the plan while awaiting Director Hensley's input.

Policy Committee Report

On a motion by Chairman Pech, the Board adopted amendments to the Rules of Behavior Policy stipulating that library materials may not be taken into public rest rooms and that the library maintains the right to inspect visitors' bags and packages. The committee will review the total policy in the fall.

The Board also authorized the committee to draft policies regarding chain of command and public access to library staff work space and to develop forms for handling patron service complaints.

Unfinished Business

To meet a June 7 Berwyn Centennial distribution date, Pohlen suggested a mid-May editing deadline for the "History of the Berwyn Public Library." On a motion by Chrastka, the Board reaffirmed its intent to purchase soft-cover copies.

Requests for proposals have gone out to stripe the crosswalks between the library and the off-site parking lot and to place blinking lights on top of signs, Behrendt reported.

Pohlen reported availability of a free University of Illinois green audit of heating and air conditioning energy efficiency. Cullen recommended taking advantage of the free service before investing in new HVAC equipment for the library.

New Business

A Nominating Committee was named to seek a slate of Board officers for election at the June meeting. Remp will serve as chairman; Pohlen and Sommese as members. Pech noted the bylaws specify "no person may stand for election to the same office without an intervening term having expired except by unanimous consent of the Board." She suggested only the position of secretary may be affected this year since the president and vice president were elected mid-term to fill vacancies in office. From the audience, Karasek suggested the bylaws might state--"No officer can succeed himself after 2 full terms."

Closed Session

On a motion by Pech and a roll call vote, the Board entered closed session at 8:35 p.m. pursuant to open Meetings Act Section 120/2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of employees. Following discussion, the Board reconvened in open session at 8:40. On Chrastka's motion, the Board approved hiring a Library Assistant II to fill a vacancy.

Committee Meetings

The Nominating Committee will meet at 6:30 p.m. Thursday, May 1; Policy, 7 p.m. Thursday, May 8.

Adjournment

On a motion by Chrastka, the meeting adjourned at 8:45 p.m.