

**Berwyn Public Library Board Minutes**  
April 10, 2006 Regular Meeting  
Library Board Room, Riverside Drive & Harlem Avenue

**Call to Order**

President Patricia Zank called the meeting to order at 7:05 p.m. Members present: Deborah Cullen, Ann Marrone, Eileen Pech, Doris Remp, and Phyllis Walden. Staff: Director Bill Hensley. Library Liaison Alderman Nona Chapman. Guest: Ray Suda. Member Irene Martin arrived at 7:20 p.m. Absent: Louise Sommese.

**Minutes**

On a motion by Marrone, the minutes of March 13 were approved as presented.

**Liaison's Report**

Ald. Chapman noted city officials had worked hard to correct most Library line items prior to passage of the 2006 City of Berwyn budget. If needed, mid-year adjustments can be made for any shortfalls in telephone or promotion expenses. A copy of the final 2006 budget will be in the May Board packets.

A group of city officials led by Mayor Michael O'Connor traveled to Springfield to lobby for the \$300,000 state grant to pave the Library's new parking lot. The group included Aldermen Chapman, Jim Ramos and Michelle Skryd; Scott Waguespack, administrative coordinator; and Jeanmarie Hajer, director of community outreach. The Board later approved a letter thanking officials for their efforts on behalf of the Library.

**Review of Bills for Payment**

On a motion by Walden, payment was approved for:

Bills for March 2006

Salaries	\$100,709.18
Expenditures	<u>39,115.65</u>
Total	\$139,824.83

Video Rentals	\$2,610.00
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Foundation Income	\$49.03
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**Librarian's Report**

Director Hensley said a Berwyn Community Development Block Grant will pay for the installation of door openers that will make the Library more ADA accessible.

At Hensley's suggestion, a policy will be developed to cover the Library's new disc and video repair service for patrons.

**Finance & Foundation Committee**

Building Fund Report accepted and placed on file:

Opening March Balance	\$7,244.03
Expenditures	- 748.71
Closing Balance	<u>\$6,495.32</u>

### **Unfinished Business**

Hensley suggested the Board establish a new fund to handle contributions to the Library's new foundation and receipts from Board-initiated fund-raisers. This will be in addition to existing funds that include: the Building Fund, which handles disbursements from small grants and memorials to the Library; the Library-controlled Maintenance Fund, into which copier receipts are deposited; and the Library (or Construction Fund) managed by the city to handle receipts such as audio visual fees. Zank will find a bank to handle the new account required by the Trustee Information and Assistance Foundation.

The Board's first Shop-and-Share fund-raiser brought in approximately \$80 and the gel bracelet sale has yielded \$49.03 to date.

### **New Business**

Walden was unanimously elected Board treasurer to comply with state statutes requiring Boards to have such an officer. The treasurer also will serve with the president as the necessary second signatory on the new Foundation account. Berwyn Library bylaws will be revised to reflect the additional office and responsibilities.

During its semi-annual review of closed meeting minutes, the Board unanimously approved the destruction of tape recordings of the closed sessions of April 14 and June 9, 2003 and ruled the written minutes also should remain closed. The Board also reviewed minutes of the closed meeting of Jan. 9, 2006 and decided to keep them closed as well.

Pech reported on plans to celebrate the 10<sup>th</sup> anniversary of the Library's Riverside Drive location. She relayed the planning committee's request for Board attendance at the rededication ceremony at 10 a.m. Saturday, June 10, and for Board volunteers to serve refreshments and assist in photographing children with Winnie the Pooh. Walden and Cullen suggested adding adult-oriented activities such as author presentations. A donor recognition program was proposed to highlight current Library needs and ways to meet them. They will discuss their ideas with the planning committee. Pech asked Board members to share mementos for the exhibit the Archives Committee is preparing on the 1996 building dedication. The Board waived a special viewing of the historic ribbon-cutting DVD prepared by Jim Frank and will view it during the June 10 celebration.

### **Trustee Topics**

It was determined the annual Board photograph will be taken at the May meeting.

### **Marketing, Business and Community Outreach Committee**

Zank deferred to the May agenda Pech's suggestion to flesh out the remainder of the Library's current 5-Year Plan and initiate a process for developing the next plan.

### **Adjournment**

The meeting adjourned at 8:34 p.m.