

**Minutes of the Regular Meeting of the
Berwyn Public Library Board of Trustees
May 18, 2015
Berwyn Public Library, Board Room**

A. GENERAL BUSINESS

- a. Call to Order – President Jerry Pohlen called the meeting to order at 7:03 p.m. Board Members in attendance included: Carlos Berrout, Erika Corona-Owens, Cindy Hayes, Augie Kalal, Jousef Mondragon, and Maria Salinas. Jill Bambenek and John Chrastka were absent. Also present was Interim Library Director Marilyn Boria and visitors.
- 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 Corona-Owens, seconded by Hayes, the Board approved the agenda as presented.**
- d. Approval of Meeting Minutes - **On a motion by Corona-Owens, seconded by Hayes, the Board approved minutes of the April 20, 2015 meeting as amended by Augie Kalal. On a motion by Hayes, seconded by Mondragon, the Board approved the minutes of the Closed Session of the Primary Interview Committee Meeting of December 17, 2014.**

B. OPEN FORUM

- a. Public Comments and Correspondence – Mary Peranteau reported that the Friends of the Library will hold an annual meeting in June. Diane Mastny will begin a 3-year term as Vice President and Theresa Espinosa will begin a 3-year term as Board Member At-Large.

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. She noted that it was time for the Board to review minutes of Closed Session meetings to determine whether or not the information should remain confidential. President Pohlen appointed Corona-Owens and Hayes to work with Boria to review the appropriate meeting minutes and make a recommendation to the Board.
- b. Boria made a brief report on the SWAN migration from Innovative Interfaces software to SirsiDynix. Overall it had been a positive experience despite some problems which had occurred. SWAN staff reported that 1.3 million bibliographic records, 8 million item records, 83 thousand holds, 880 thousand patron records, and 330 thousand signatures/pictures were migrated. The largest issues still remaining are indexing and cataloging problems. Unfortunately, April circulation statistics are unreliable so an estimated figure will be used.
- c. The next item on the agenda was review of the FY 2016 Per Capita Grant requirements. Boria reported that in addition to the annual report, which had already been submitted, there are five other requirements.
 1. Library staff must review and report on progress in meeting Chapter 5, "Technology," of Serving our Public 3.0: Standards for Illinois Public Libraries, 2014.
 2. Staff must identify educational programs and training opportunities the library currently provides patrons.
 3. Library staff and Board must complete the EDGE Assessment. (June meeting)
 4. Library Board must identify and describe how library funds are used to support educational programs and training opportunities for patrons. (June meeting)

5. Library Board and staff must engage in a discussion on how the library fosters resource sharing, providing an example of how the library has expanded or improved resource sharing for patrons. (August meeting)

E. STANDING COMMITTEES

- a. Finance Committee - Treasurer Augie Kalal presented the Finance Report.
 - i. Kalal reviewed revenue and expenditure reports for April. It was noted that although the first installment of property tax revenue had been received in March, it had not yet been posted by City staff. Boria informed the Board that the expenditures included everything except credit card expenses which the City had not yet allocated by line item.
 - ii. The Foundation fund balance as of April 30, 2015 was: \$111,156.90. Brokerage Account balance: \$247,473.54
 - iii. **On a motion by Salinas, seconded by Corona-Owens, the Board unanimously approved April 2015 payables and payroll in the amount of \$207,101 by roll call vote.**
- b. Building and Grounds Committee
 - i. Trustee Mondragon presented the LSTA construction grant update report. He noted that on 30 April, City Administrator Brian Pabst called a meeting at City Hall to discuss the project. Representing the Library were Jousef Mondragon, Marilyn Boria and Jim Gerambia. Representing the City were Brian Pabst, Nona Chapman, Chuck Lazarra, Nicole Campbell and Ed Kalina from Engineering Solutions Team, Inc. Representing StudioGC were Rick McCarthy and Darren Schretter. The group reviewed the scope of work and the contract details. It was agreed that after the first phase of work which included analyzing the improvements that had been made in 1995 and determining whether or not the building structure could support more weight, the group would meet to discuss how to proceed. In addition, StudioGC staff agreed to some contract modifications. Mondragon reported that the modifications had been made and he distributed an email from Ed Kalina, the Owners Representative hired by the City, indicating that after discussion and review, he and Brian Pabst agreed that the Board should move forward with the contract. The Board approved signing the contract so that the project could begin. President Pohlen agreed to sign the contract only if Brian Pabst also signed. Boria was directed to contact him and obtain his signature.
 - ii. Complete Temperature Systems, Inc. Proposal to Re-commission and Verify Functionality of HVAC System - Based upon some serious problems regulating the HVAC system in the building, staff had obtained a proposal from Complete Temperature Systems, Inc., the Library's HVAC maintenance company, to evaluate the system and re-commission the equipment listed in the proposal. After Board discussion, **on a motion by Salinas, seconded by Mondragon, that the Board approved entering into a contract with Complete Temperature Systems, Inc. to re-commission and verify functionality of HVAC system controls as outlined in their proposal dated April 30, 2015 for a cost of \$4,450.00. Motion was unanimously approved on a roll call vote.**

- 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 during Crystal Vela's maternity leave at a salary of \$25 per hour.**
 - ii. Boria reported that she was interested in updating the Library's job descriptions before the new director started work. To do that requires AFSCME approval, which she has requested. President Pohlen noted that former Director Clausen had been working on this project which has the full support of the Board.
- 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 – There was no new business.
- I. CLOSED SESSION – There was no Closed Session.
Consultant John Keister, who phoned into the meeting at 8:05 p.m., indicated that rather than presenting specific candidates by name, he would be providing an update on the search which did not require a Closed Session. Keister noted that the search was taking longer than expected because the job ads had produced no applicants. He had recruited two strong candidates and was working on finding at least two more before the Board's June meeting. He perceived that librarians were simply not very aware of BPL because staff members have a very low profile in the library community. He thinks it is important for the new Director to be more active in the Library community as well as in the Berwyn community. At the June Board meeting, he will present the Board with information on candidates he has recruited, and work with the Board to develop interview questions and an interview schedule.
- J. SCHEDULE of Committee Meetings – No additional meetings were scheduled.

ADJOURNMENT - On a motion by Salinas, seconded by Mondragon, the meeting was adjourned at 8:31 p.m.

Next meeting: June 15, 2015