

BERWYN PUBLIC LIBRARY BOARD MINUTES

May 19, 2008 Regular Meeting
Library Board Room, Riverside Drive & Harlem Avenue

Call to Order

In the absence of President Deborah Cullen, Vice President John Chrastka convened the meeting at 7:04 p.m. Members present: Ann Marrone, Irene Martin, Eileen Pech, Jerome Pohlen and Louise Sommese. Members Absent: President Deborah Cullen and Doris Remp. Staff present: Director Bill Hensley, Kathleen Behrendt, Tammy Clausen, Mary Frank, Briana Perlot, Tammy Sheedy. Guests: Alderman Nona Chapman, library liaison and Mary Karasek, former board member.

Agenda

On a motion by Sommese, the agenda was approved as presented.

Minutes

On a motion by Pech, the Board approved minutes of the regular board meeting of April 21 17, 2008 and the minutes of the closed session minutes of that same date.

Correspondence

Communications were received from PSA Dewberry and Paul Simpson and referred to Director Hensley.

Public Comment

Pech reported research for "*The History of the Berwyn Public Library*" indicated that in 1993 the Board established a \$2000 limit for expenditures requiring prior Board approval. She noted the present \$1,500 limit is under that amount and does not reflect the rate of inflation in the intervening 15 years. The chair referred further discussion to the Financial Report segment of the meeting.

Aldermanic Liaison Report

Alderman Chapman said she had placed a communication before the City Council requesting the reappointments of Pech and Sommese as well as her own appointment to fill the vacancy on the board.

Departmental Reports

Pohlen noted city time clocks are now operational and suggested the need to maintain written records as a backup in case of system failures.

With Plinket training now completed, Director Hensley anticipated the new library website will be operational within another month.

Hensley further noted that the April 30 CPR class for staff members, cancelled because of the water line break, has been rescheduled to June 4. The library will be closed from 9 a.m. to noon that day.

Chrastka congratulated the staff on receipt of an \$8,529 E-rate funding grant from Universal Service Administrative Company but cautioned that another form must be submitted to complete the application.

It was noted the new telephone system was implemented May 22.

Clausen detailed Berwyn centennial events and said there will be room for Board members to ride on the float the library has entered in the centennial parade that will kick off at 2 p.m. on Sunday, June 1.

Following a discussion of Board preferences for blood drives that are conducted in outdoor mobile units rather than indoor library facilities, the Board on a motion by Pech unanimously denied the request of Heartland Blood Center to hold a blood drive in the library's Community Room.

Financial Report

On a motion by Sommese, the Board unanimously approved paying six vouchers that exceeded the \$1,500 limit established by the Board but covered service contracts.

The Director noted the \$1,500 limit presents an obstacle to processing bills in time to meet payment deadlines. Alderman Chapman said the City Council some years ago established a \$10,000 limit and noted many municipalities have raised prior requirement limits to \$20,000. Pech again cited the \$2,000 limit set in 1993 and a discussion ensued as to the amount of inflation over succeeding years and its impact on expenditure limits. On a motion by Pech, the Board unanimously exempted ongoing contracts from the \$1,500 limit and deferred to the Finance Committee the raising of the limit on purchases requiring prior approval.

On a motion by Martin, the April payables were approved on a unanimous roll call vote.

Director Hensley presented a 2009 citywide budget preparation timeline noting it may change with the arrival of a new city finance director. Chrastka asked Hensley to develop with library staff a budget timeline that will assure Board Finance Committee assistance with preparation of the document. Hensley said the target date for a preliminary budget draft is September 15.

Buildings and Grounds

The Director reported Carrier requires a preliminary engineering fee to provide specifications for going out for bids on heating, ventilating and air conditioning repairs. On a motion by Chairman Martin, the Board unanimously approved contracting with Mike Wolf of Sunnyside Design Group for \$2,400 to provide a cool load analysis and narrative on the HVAC system to formulate recommendations as a basis for seeking bids.

Strategic Planning Report

Chairman Chrastka said he will meet with the Director to obtain his input on the Strategic Plan.

Policy Committee Report

On a motion by Chairman Pech, the Board unanimously accepted committee recommendations that according to the bylaws Cullen and Chrastka are eligible to seek election to a full term in the same offices since they previously were elected only to fill the remainder of others' unexpired terms. The bylaws limitation on succession would apply only to the secretarial position and can only be set aside by a unanimous vote of the Board.

Nominating Committee

In the absence of Chairman Remp, Sommese reported two offices are still undecided and further discussion was deferred to the June meeting.

Unfinished Business

Pohlen said "*History of the Berwyn Public Library*" will not be printed in time for the opening of Berwyn's centennial celebration. However, he said order forms can be made available.

Alderman Chapman said she will need to discuss name tag details with President Cullen.

The Board deferred formation of an ad hoc committee to prepare an annual report to city officials and residents pending further discussion of the report format.

New Business

At the Board's request, Hensley will ask the Illinois Department of Transportation to replace the Library sign removed for non-compliance with IDOT rules.

Closed Session

On a motion by Pech and a roll call vote, the Board entered closed session at 8:24 p.m. pursuant to Open Meetings Action Section 120/2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of employees. Following discussion, the Board reconvened into open session at 8:37 and Pech introduced three motions that were then unanimously adopted by the Board:

- 1) A motion that pursuant to city payroll policy, a one-time compensation be confirmed by Board President Deb Cullen and forwarded to Kathleen Behrendt for her six-week service as acting director pursuant to Board instruction;
- 2) A motion instructing the Board Secretary to draft a letter of commendation to be presented to Behrendt and placed in her personnel file;
- 3) A motion that in preparation for the finance period (sic), the director will cause an electronic copy of all job descriptions for filled and unfilled positions to be made available for the city and the Library Board.

Committee Meetings

The Policy Committee will meet at 7 p.m. Monday, June 9.

Adjournment

On a motion by Martin, the meeting adjourned at 8:43 p.m.

Eileen Pech, Secretary