

**Berwyn Public Library Board Minutes**  
May 8, 2006 Regular Meeting  
Library Board Room, Riverside Drive & Harlem Avenue

**Call to Order**

President Patricia Zank called the meeting to order at 7:02 p.m. Members present: Deborah Cullen, Irene Martin, Ann Marrone, Eileen Pech, Doris Remp and Phyllis Walden. Staff: Kathi Behrendt. Library Liaison Alderman Nona Chapman. Special Guests: Mayor Michael O'Connor and Scott Waguespack, the city's administrative coordinator. Member Louise Sommese arrived at 8:01 p.m. Absent because of illness: Library Director Bill Hensley.

**Minutes**

The minutes of the April 10 regular meeting were approved on a motion by Marrone and those of the April 17 special meeting on a motion by Walden. The minutes of the closed session of April 17 were approved as amended on a motion by Cullen.

**Review of Bills for Payment**

On a motion by Walden, payment was approved for:

Bills for April 2006	
Salaries	\$ 96,980.99
Expenditures	<u>33,456.91</u>
Total	\$130,437.90
 Video Rentals	 \$1,743.00

**Comments from Guests**

Behrendt reported that in removing a sign from the Library door on May 6, she noted gang signs had been etched into the glass from the outside and inside of the glass. The police filed a report and suggested installing video surveillance for the recessed entryway. Behrendt said the glass may need to be replaced.

## Librarian's Report

Martin highlighted the increase in DVD circulation from 3,500 to 4,118 largely attributable to the rental free week offered patrons. Encouraging patrons to check out extra videos reduced the staff time required to rearrange and consolidate the AV and Computer services departments.

Pech cited the success of the Youth Services personalized story-time birthday party offered as a prize in a silent auction by St. Leonard Church in Berwyn. Behrendt agreed pre-packaged party fund-raisers might be offered as Library fund-raisers.

## Finance & Foundation Committee

Building Fund Report accepted and placed on file:

Opening April Balance	\$6,498.46
Deposits	+ 469.21
Expenditures	<u>- 31.78</u>
Closing Balance	\$6,935.89

Gel Bracelet Fund-raiser:

Opening April Balance	\$ 49.03
Deposits	<u>24.00</u>
Closing Balance	\$ 73.03

## Unfinished Business

Zank brought forward Pech's April proposal to update and flesh out the remaining two years of the 5-Year Strategic Plan and initiate the development of the next strategic plan. Cullen and Walden suggested strategic planning needs to be part of Board evaluation and training. They also suggested asking the director to include a brief summary of strategic plan progress in his monthly reports.

Walden presented a draft of a director evaluation process and calendar based on the 2007 fiscal year. Cullen suggested the calendar might be tied to the budgeting process and the director's goals tied to the budget. Walden was authorized to discuss the evaluation process in more detail with Director Hensley in preparation for further discussion by a Committee of the Whole.

Walden said MLS has identified two facilitators interested in working with the Library Board on self-evaluation. Walden was authorized to meet with them and the Director to obtain more details and invite them to the June Board meeting to outline their services offered free of charge as part of the Library's MLS membership. In addition, MLS is planning training workshops on effective meetings and new trustee orientation.

Pech distributed volunteer sign-up sheets for the 10<sup>th</sup> Anniversary Celebration. Because of the brief time remaining, a "treasure hunt" for grown-ups may be the only adult-oriented addition possible to broaden the June 10 event's child/family focus. Noting many organizations conduct a year-long anniversary celebration, Pech suggested coming back in the fall with a more adult-focused event, perhaps timed to completion of the Library's parking lot. Zank suggested a 10-K run from the Library to City Hall. Behrendt said a change in city sales tax policy may make a literary fair possible with authors to sign and sell their books. Suggestions will be forwarded to the Anniversary Committee.

Consent agenda and Robert's Rules of Order proposals will be included in board training discussions.

### **New Business**

It was reported the Friends of the Library netted approximately \$1,900 from the April book sale.

On a motion by Sommese, the Board unanimously approved closing the Library at 5 instead of 9 p.m. on Monday, July 3, in observance of the Independence Day holiday.

### **Trustee Topics**

The annual Board photograph was deferred to the June meeting.

### **Schedule of Meetings**

A special closed Board meeting will be held at 7 p.m. Wednesday, May 17, to review with Mr. Hensley the Mayor's performance suggestions for the director.

### **Adjournment**

The meeting adjourned at 9:33 p.m.