

Berwyn Public Library Board Meeting Minutes

June 21st, 2010 Regular Meeting

Library Board Room, Riverside Drive & Harlem Avenue

Call to Order:

President John Chrastka convened the meeting at 7:06 p.m. Board Members present: Jill Bambenek, Roxanne Faulds, Cindy Hayes, Irene Martin, Jerome Pohlen, Doris Remp, Maria Salinas, Louise Sommese, Director Tammy Clausen. Alderman Chapman arrived at 7:41 p.m. Staff present: Tammy Sheedy, Kathleen Sexton, Verna Austen.

Agenda:

Vice President Pohlen suggested that a TIF discussion be added to the agenda. On a motion by Salinas and seconded by Sommese the Board unanimously approved the agenda as presented.

Minutes:

On a motion by Vice President Pohlen the minutes of May 17th, 2010 were unanimously approved.

Open Forum:

Doris Remp presented a letter from the Woman's Club detailing the donation of two books and a brick in honor of her years of service. Doris also thanked the board and staff of the Berwyn Public Library for their support.

Director's Report:

Director Tammy Clausen discussed the timeline and August 31st deadline for the SWAN agreement. SWAN is working to become separated from the Metropolitan Library System (MLS) with independent governance. The fee and dues structure will remain the same as the MLS fee structure. Delivery will be guaranteed until the end of the year. Director Clausen discussed the need for an interim IT person to assist with E-Rate and other Library projects. Treasurer Sommese asked about the cost and Clausen explained it would be hourly or could be outsourced. Vice President Pohlen commented that it would make sense to take the time to thoughtfully look at ways to restructure IT. President Chrastka suggested the possible formation of a technology committee. Clausen reported that as this was already discussed with staff this should be a board committee. President Chrastka reported that board endorsement was not needed for the decision on temporary IT help as a consultant would be a natural choice at this time. President Chrastka suggested that two ad hoc Technology Committee meetings be scheduled. The committee will consist of Vice President Pohlen, Irene Martin, John Chrastka and Cindy Hayes. Clausen detailed the staff vacancies and job descriptions included in the board packet. A motion was made by Hayes and seconded by Sommese to refer the four positions for hire. Clausen recommended that the coin op phone be taken out of the library and a phone line for the public added.

The Board discussed possible logo designs included in the packet and unanimously approved a design.

Vice President Pohlen reported that for reasons of medical confidentiality, library staff should never put specific reasons for staff sick time in departmental reports.

Finance Committee Report

On successive motions by Treasurer Sommese and the Board by unanimous roll call votes approved April operating expenses of \$80, 661.47 and May operating expenses of \$63,621.99. Treasurer Sommese noted that the Library Board fund balance is at \$767.94. Sommese reported that a \$100.00 donation was received from the Bohemian Woman's Club for the purchase of a brick. Sommese also reported that \$5000.00 was received from the American Library Association. A donation totaling \$479.75 was received from the Berwyn Woman's Club to include the purchase of a brick and books to honor Doris Remp

Building & Grounds Committee

The Committee did not meet.

Policy\Personnel Committee

The Committee met in closed session on May 24th, 2010

Strategic Planning Committee

The Committee of the Whole met at 6:30 pm on June 21st prior to the Board meeting to discuss strategies around goals number eight and nine. The Board will look for ideas for effective governance and sound finances. The vision and mission statement was also discussed at the board meeting. On a motion by Secretary Bambenek and seconded by Salinas the vision and mission statement was approved.

Old Business

President Chrastka discussed DVD fines and reported that we have enough information from the city to compare numbers to show it evens out. Vice President Pohlen reported on the TIF information that the Library received and stated that he determined the Library will not be directly affected.

New Business

President Chrastka reported that the Board will be holding officer elections in August and Doris Remp will lead the committee.

Committee Meetings

Director Clausen will schedule the ad hoc technology committee meetings. The nominating committee will include Doris Remp, Louise Sommese and Irene Martin.

Adjournment

On a motion by Martin and seconded by Salinas the meeting was adjourned at 8:12 p.m.

Jill Bambenek, Secretary