

Berwyn Public Library Board Meeting Minutes
June 20th, 2016 Regular Meeting
Berwyn Public Library, Board Room

Call to Order:

Vice-President Jerry Pohlen called the meeting to order at 7:02pm. Board Members present: Jerry Pohlen, Maria Salinas, Augie Kalal, Cindy Hayes, Richard Mondragon, Jill Bambenek, Erika Corona-Owens, Library Director and Keshia Garnet

Agenda:

On a motion by Bambenek, and seconded by Kalal, the board approved the agenda.

Minutes:

On a motion by Mondragon, and seconded by Kalal board approved the minutes.

Open Forum:

Lois Hummel from the Friends of the Library was present and shared that the Friends contributed to the Big Read event. The board acknowledged the Friends contribution.

Alderman comments: No comments.

Directors Report:

The Director reported on recent staff resignations and the impact this would have on the library. Director shared that a decision regarding posting positions would need to be further discussed in closed session. It was found during the construction project that additional items within the library need to be addressed. Twenty VAV boxes need to be replaced. Additionally, the chiller on the water fountains needs to be replaced. Both repair need to be approved by the board.

On a motion by Mondragon and seconded by Hayes, the board unanimously approved the replacement of the water chillers for the water fountains.

On a motion by Mondragon and seconded by Kalal, the board unanimously approved the replacement of the VAV boxes.

Finance Committee: On a motion by Salinas seconded by Hayes and the board by unanimous roll call vote, approved the May 2016 payables in the amount of \$45,480.43.

The Veverka Fund balance as of the end of May was \$358, 889.81.

Building and grounds Committee: An update from the director was provided regarding the progress of the construction project. Project is moving along with only slight delays. The staff is managing the temporary move of items to accommodate construction.

Policy/Personnel Committee: The committee continued the conversation regarding tuition re-imbusement. A specific policy was not yet established. It was discussed that if an employee wanted to submit a re-imbusement for a class, they would need to submit their intent by August of the upcoming budget year. Also, there would need to be money in the approved budget for tuition reimbursement before an employee could make a request.

Veverka Committee: Committee met on June 20th at 6pm. On a motion by Corona and seconded by Bambenek, the board approved the notes from this meeting. The board will need to approve the presented Veverka Fund Use Policy during the August meeting.

Technology Committee: Did not meet

Strategic Planning: Did not meet

Unfinished Business: In order to start the liquidation of the figures, the Library needs to open an account through the city for the sale through e-bay. We will then bring the money through an existing line item such as the "Library Fees" account.

New Business: The Library needs to search for receipts of the purchase of the Library Book drop box in the parking lot. There are complaints of water damage as a result of the box not working properly.

Closed Session: On a motion by Pohlen, the Board chair moved to go into closed session at 7:44pm. Closed session notes will be in separate notes.

Upcoming Committee meetings: None noted

Adjournment: On a motion by Salinas and seconded by Hayes the meeting was adjourned at 8:07pm