

## **BERWYN PUBLIC LIBRARY BOARD MINUTES**

June 16, 2008 Regular Meeting  
Library Board Room, Riverside Drive & Harlem Avenue

### **Call to Order**

President Deborah Cullen called the meeting to order at 7:10 p.m. Members present: Irene Martin, Eileen Pech, Jerome Pohlen and Doris Remp. Absent: Ann Marrone and Louise Sommese. Staff present: Director Bill Hensley, Kathleen Behrendt, Mary Frank, Briana Perlot and Tammy Sheedy. Guests: Alderman Nona Chapman and Mary Karasek, resident. Member Tardy: John Chrastka, arriving at 7:45.

### **Agenda**

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

### **Minutes**

On a motion by Martin, the Board approved minutes of the regular board meeting of May 19, 2008, and on a motion by Pohlen, the minutes of the closed session of that same date.

### **Correspondence**

- A library survey from Western Illinois University – already completed and returned by Hensley;
- Web news regarding flooding at the National Czech and Slovak Museum in Iowa – information shared with Board members;
- A pre-cancelled Berwyn Centennial stamp – the donation to the library archives will be acknowledged in a thank-you note to donor Lucile Evans.

### **Aldermanic Liaison Report**

Alderman Chapman called attention to city cutbacks in the library's 2008 funding due to decreased revenues. Pech expressed concern about the effect cutbacks in personnel might have on library outreach and literacy programs, many undertaken jointly with other Berwyn agencies and public entities.

### **Departmental Reports**

Appreciation was expressed for Tony Montiel's willingness to give up his Memorial Day weekend to paint shelves for the Audio Visual Department and for restoring the library systems' functionality following recent storms.

Director Hensley reported a July 1 target date for launching the library's new website.

The director cited broad centennial parade participation by 20 members of the staff, Board and Friends of the Berwyn Public Library. Pech commended the patience of participants' children during the long wait for the parade to kick off, noting the parental skills exhibited testify to the staff's success in attracting patrons' children into the library.

John Wysocki, the city's new finance director, expects to have a 2009 budget timeline and guidelines available by mid-July, Director Hensley reported. As to shortfalls in tax revenue receipts for the 2008 budget, the Director reported Mayor O'Connor has sent 30-day dismissal notices to five library employees as well as to employees in other city departments. It was agreed that as soon as the dollar amount of the library shortfall becomes available, the Board and Alderman Chapman will request a meeting with the mayor to discuss the possibility of cuts to line items other than personnel.

A revised request was received from Heartland Blood Centers to hold a blood drive in a mobile unit on the library parking lot rather than inside the library as initially proposed. On a motion by Pohlen and a 7-1 vote, the Board approved the drive providing it is sponsored by a civic organization and not the library. Voting Aye: Cullen, Chrastka, Martin, Pohlen and Remp. Voting Nay: Pech. The matter also was referred to the Policy Committee for further consideration and drafting of an applicable library policy.

A Cystic Fibrosis Foundation request to place a used clothing drop box on library property was referred to the Director for a response explaining such boxes are against City of Berwyn policy.

Director Hensley also was asked to write to Paul Simpson informing him that his complaint has been referred to the Berwyn Library Board of Trustees. Simpson's questions regarding limits on the number of audio visual materials that can be placed on hold was sent to the Policy Committee for review.

A letter from PSA Dewberry asking to be included in the library's long range plan was referred to Strategic Planning Chairman Chrastka.

The director reported Complete Temperature Systems will review power outage damage to the magnetic strike switches on the air handler and exhaust fan. Also defunct are several surveillance cameras and the old computer server used for back up. Camera replacements will have police monitoring capabilities.

### **Financial Report**

On a motion by Chrastka, the Board unanimously approved two vouchers that exceeded the \$1,500 Board limit -- \$5,400 to Learning Express and \$1,795 to Clean Source Inc. for carpet cleaning.

On a similar motion by Chrastka and a roll call vote, the May payables were unanimously approved.

Cullen reported a Board Fund total of \$322.95.

### **Buildings and Grounds**

The Board tabled to the August meeting Tefco's proposal to repair the flag pole and library sign lighting on the front of the lot for \$2,750.

Also for the August meeting, additional bids will be sought to seal coat the adjacent parking lot.

Hensley will look into the possibility of painting rusting lamp posts to prolong their usefulness.

Requests for proposals will be sought for 2008-09 snow removal with Bob's Lawn Care, Inc. to be included on the mailing list at Remp's request. Prices will be compared with in-house plowing by staff.

### **Nominating Committee**

Chairman Remp presented a slate of officers consisting of Cullen as president; Chrastka, vice president; Pech, secretary; and Sommese, treasurer. By a unanimous roll call vote, the Board invoked Article II, Section I of the bylaws and set aside for the office of secretary the requirement that no individual can serve in the same office without an intervening term having expired. With no further nominations received from the floor, the proposed slate was elected unanimously.

Chrastka urged that efforts be made to assure Treasurer Sommese is bonded in a timely fashion.

Pech distributed Board self-evaluation forms to serve as a guide to the officers in the coming year. It was agreed the forms should be submitted to the Director by June 30<sup>th</sup>.

### **New Business**

An August 1 deadline was set for registering with Barbara Ziemba for Illinois Library Association Trustee Day in Chicago.

### **Closed Session**

On a motion by Pech and a roll call vote, the Board entered closed session at 8:42 p.m. pursuant to Open Meetings Act Section 120/2 (c) (1) to discuss appointment, employment, compensation, discipline, performance or dismissal of employees. After discussion, the Board reconvened in open session at 9:11.

### **Committee Meetings**

The Strategic Planning Committee will meet at 7 p.m. Monday, July 14, followed by Policy at 8.

### **Adjournment**

On a simultaneous motion of those present, the meeting adjourned at 9:19 p.m.

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Eileen Pech, Secretary