

**Berwyn Public Library Board Minutes**  
June 12, 2006 Regular Meeting  
Library Board Room, Riverside Drive & Harlem Avenue

**Call to Order**

President Patricia Zank called the meeting to order at 7:05 p.m. Members present: Deborah Cullen, Ann Marrone, Eileen Pech, Doris Remp and Phyllis Walden. Staff: Director Bill Hensley, Tammy Clausen and Kathi Behrendt.

Late arrivals: Library Liaison Alderman Nona Chapman at 7:15 p.m.; Member Irene Martin at 7:20 p.m. and Louise Sommese, 7:55 p.m.

**Minutes**

On a motion by Walden, minutes of the May 8 regular meeting were approved.

**Review of Bills for Payment**

On a motion by Remp, payment was approved for:

Bills for May 2006	
Salaries	\$134,595.30
Expenditures	<u>36,087.23</u>
Total	\$170,682.53

Video Rentals	\$1,596.00
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Foundation Income	\$14.00
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Per Capita	
Previous Balance	\$ 56,146.48
May Expenditures	<u>3,708.09</u>
Balance	\$ 52,438.39

**Correspondence**

President Zank cited a letter from Jewel Foods including a \$15 check covering proceeds from the Library's fund-raisers. The next Shop'N'Share days will be in July.

**Librarian's Report**

Walden commended the staff for the smooth transition to the consolidation of AV and Computer services and Periodicals and Reference. Hensley noted the old computer room has been refurbished as well.

**Finance & Foundation Committee**

The Building Fund opened May with a balance of \$6,938.94 and closed with \$7,692.96. The report was accepted and placed on file.

Treasurer Walden reported the new Foundation Account was opened June 6 at Harris Bank with an initial deposit of \$170.51. Since the foundation was created under the auspices of the Illinois State Library, there was no need to apply for 501(c)3 status.

### **Comments from Guests**

In the absence of a capital improvement line item in the Library budget, Chapman suggested procedures for obtaining city authorization for emergency expenditures.

Director Hensley explained that this spring's HVAC inspection revealed that one-third of the variable air volume boxes need to be replaced. Because of the age of the building, parts are not available for air flow control repairs. Replacements would cost approximately \$1,300 each or a total of \$20,000.

At the suggestion of Zank and Chapman, the city's building director will be asked to inspect the roof to determine the cause and possible remedies for drainage failures over the AV and Technical Services departments.

### **Policy and Personnel Committee**

On a motion by Remp, revisions in the Computer and Internet Policy were approved as presented.

The resignation of Jim Frank, technology supervisor, was "accepted with regret" on a motion by Pech. Craig Schumacher was employed as Frank's replacement at a salary of \$41,600. The hiring of Kimberly Stack, Librarian II Readers' Advisory, was approved at a salary of \$31,200. At Cullen's request, Hensley will furnish resumes for new hires.

### **Unfinished Business**

Zank suggested the Board consider at the September meeting how to go about updating the remaining two years of the 5-Year Strategic Plan.

Walden presented the Board with a proposed 2006-07 calendar for evaluating the director. To coordinate the establishment of the director's program and financial goals with the city's new budgetary process, Hensley said he will refer to the existing Strategic Plan in formulating his 2007 goals and place his proposal in the July board packet. Hensley and Walden expressed confidence the goals can be approved in September and the new evaluation process then can proceed on schedule. Cullen noted it also can get the Board more proactively involved in the budget process.

The Board commended the staff for its fine work in planning the celebration of the 10<sup>th</sup> anniversary of the Library's move to the building on Harlem Avenue. A second, donor-focused celebration may be considered for December.

Walden presented a 3-part Board training proposal which was adapted to include:

1. Board member participation at an off-site MLS-sponsored Trustee and Director training on Friday and Saturday, July 14 and 15.
2. One-hour MLS training at the Berwyn Library on Monday, Aug. 21, and a discussion of the need for further training.
3. Robert's Rules of Order training at the Berwyn Board's October meeting.

### **New Business**

Cullen noted the Library bylaws call for the formation of a nominating committee in June. Walden was selected as chairman to serve with Remp and Pech. Cullen suggested informing Mayor O'Connor that new officers will be elected in September so the mayor may consider filling the Board vacancy by the time the officers are installed.

The Director noted the bylaws need to be revised to include the office of treasurer as specified by state library law. He noted that Treasurer Walden needs to be bonded and will inquire whether this can be done through the City of Berwyn.

Hensley assured the Board there is a scheduled administrator in charge of the Library each evening and a chain of command to create an orderly process of administration in the absence or illness of the director.

The Board unanimously authorized participation in the Public Library Non-resident Library Card Program.

John Dolasinski, Berwyn finance director, tentatively was scheduled as a guest speaker for the October meeting, and Pat Segel, Berwyn human resource director, for the November meeting.

It was suggested that when the new parking lot is completed, a thank-you open house should be held for city officials.

### **Trustee Topics**

The annual Board photograph was taken by Clausen who then left the meeting.

Pech distributed a flyer outlining the names of pioneer Berwyn Library leaders and asked Board members to be on the lookout for descendents of these women.

### **Closed Session:**

On a motion by Walden, seconded by Marrone, and with the unanimous vote of all members present, the Board adjourned into closed session at 8:42 p.m. pursuant to proper notice Section 2(c)(1) of the Open Meetings Act – “To consider the appointment, employment, compensation, discipline, performance matters or dismissal of an employee.” Behrendt then left the room. Following discussion, the Board returned to open session at 8:55 and approved the minutes of the closed meeting of May 8 as corrected.

### **Schedule of Meetings**

The Nominating Committee agreed to meet at 1 p.m. Thursday, June 22, in the Library.

### **Adjournment**

The meeting adjourned at approximately 9:10 p.m.

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Secretary