

Berwyn Public Library Board Minutes

June 18, 2007 Regular Meeting

Library Board Room, Riverside Drive & Harlem Avenue

Call to Order

Acting President Deborah Cullen called the meeting to order at 7:06 p.m. Members present were John Chrastka, Ann Marrone, Irene Martin, Eileen Pech, Jerome Pohlen, Doris Remp and Matthew Scharpf. Absent: Member Louise Sommese. Staff Present: Director Bill Hensley.

Agenda

On a motion by Chrastka, seconded by Remp, the Board unanimously approved adding to the agenda a closed session discussion on the May 19 closed minutes.

Regular Minutes

On a motion by Chrastka, seconded by Scharpf, the minutes of the May 19, 2007 meeting were approved with the following addition:

“Alderman Chapman noted that the mayor was ‘out of the loop’ in appointing Board members. A discussion followed on appointment procedures.”

The Board agreed clarification on appointments is needed and can be spelled out in the Board Policy Manual now under development.

Correspondence

Regarding a May 22 letter from Mayor Michael O’Connor requesting compliance with Illinois statutes requiring prior Library Board action on policy or payroll changes affecting employees, Cullen directed attention to the response sent out jointly under her signature and that of Director Hensley. That response requesting time for the Board to implement policy and operational modifications was referred to the Closed Session.

Regarding the Director’s June 12 communication to the Board asking authorization to replace the circulation supervisor, Hensley noted answers were received in time to secure City Council approval that same night. Since the Board meets only monthly, Hensley asked the Board to consider re-delegating to the Director the hiring authority he previously held.

Cullen noted the mayor’s letter was a response to a City hiring freeze that requires City Council approval of all departmental employment requests. “The City does not want any request that has not met with our Board’s approval,” Cullen said. The matter was referred to the Closed Session for discussion on policy development.

Similarly referred to Closed Session was a June 11 letter from the Mayor directing attention to city ordinances defining the role of library liaison. The mayor noted the job description does not include participation in executive sessions of the Library Board except at the Board’s invitation, nor does it include a vote in the proceedings. Similar restrictions apply to the Director.

As to correspondence regarding the June 11 Area Library Trustees meeting, Cullen noted no one from the Berwyn Library Board was able to attend. She suggested Board participation on a rotating basis.

Cullen also directed attention to member-rate registration coupons available for Illinois Library Association educational events such as workshops and conferences.

Financial Report

On a motion by Martin, seconded by Scharpf, financial reports and expenditures were unanimously accepted on a roll call vote. Attention was drawn to the Library's receipt of a \$66,088.58 state per capita grant and a \$5,011.31 Penny Severns grant.

At Remp's request, future reports will include an accounting of gifts to the Library of \$50 or more.

Director's Report

Hensley reported leaks in the equipment and telephone rooms have been sealed, but an engineer indicated the cost of sealing foundation leaks would be prohibitive.

The time clock has been installed but no date set for training and implementation.

Accepted as informational were reports of the transfer of Tammy Clausen from Reader's Advisory to head of Outreach at a salary of \$48,000 and the resignation of Michelle Ortiz, Youth Services page.

At Scharpf's suggestion a computer is to be installed in the children's room so that parents can access information on Library materials while their children play nearby.

An ad hoc committee was formed to select finalists in the library card design contest. Members Martin, Pohlen and Remp will bring recommendations to the full Board to select winners to be announced Aug. 20 and recognized at a Board meeting.

An offer to sell Carson Pirie Scott coupon books as a fund-raiser was referred to the Friends of the Berwyn Public Library.

Cullen cited as "impressive" the 40 percent increase in use of the Reference Department data base this May compared with May 2006.

Chrastka asked that Youth Services monthly reports differentiate between programs conducted in the community and those held inside the Library.

Bylaws Committee Report

On a motion by Pech, seconded by Remp, the bylaws were approved with the following amendments:

Article I, Section 1, Paragraph 2:

Terms shall be three years each with the terms of three trustees to expire each year.

Article I, Section 3:

Meetings will be scheduled and conducted in accordance with the Illinois Open Meetings Act and the Americans with Disabilities Act (*addition to text*).

Article III, Section 6, Closed Session (NEW with *subsequent sections renumbered*):

Participation in Closed Sessions of Regular or Special meetings shall be limited to members of the Board. Invitation to participate may be extended to other individuals for any reason; but must be named in the motion to convene the closed session.

Final bylaws copies are to be sent to the Board along with the draft of the minutes.

Nomination Committee Report

Chairman Remp presented a proposed slate of officers to fill vacancies until the next regular election in June 2008. Since there were no nominations from the floor, the

nominated slate consisting of Cullen as president; Chrastka, vice president; and Scharpf, treasurer, was declared the elected slate. The new officers said they were eager to serve.

Unfinished Business

Hensley said two space consultants have been chosen to bid on analyzing the Library's long-range space needs and service flow issues.

The director distributed sign-up sheets for Board At Your Service Day visits to various library departments.

New Business

President Cullen noted slides from Dan Cain's presentation at the Metropolitan Library Service workshop could be used in a Board self-training session in the fall.

Closed Session

On a motion by Pech, seconded by Chrastka, and following a roll call vote, the Board entered into closed session at 8:26 p.m. pursuant to Section 2 (c) (1) of the Open Meetings Act "to consider the appointment, employment, compensation, discipline, performance matters or dismissal of an employee" and Section (21) "to discuss minutes of meetings lawfully closed under the Act." Director Hensley was invited to attend to discuss staffing issues and remained as a guest until 8:45.

Following discussion, the Board reconvened into open session at 9:45 p.m. Then

On a motion by Martin, an increase in salary to \$17 per hour (\$35,000 annually) was approved for Tony Montiel, head of maintenance,

On a motion by Chrastka, authorization to hire for positions currently open was given to Director Hensley through the next regular meeting of the Board. It was stipulated if new positions become open they will be referred for authorization to the executive committee.

On a motion by Pech, minutes of the May 19, 2007 closed session were approved.

Committees

President Cullen appointed Treasurer Scharpf to chair the Finance Committee and Martin to chair the Buildings, Grounds and Furnishings Committee. She noted they can pursue non-trustees as committee members if desired.

The President appointed Pech to chair the Policy Committee with Chrastka as a member. A meeting was scheduled for 7 p.m. Thursday, July 19.

The Strategic Planning Committee will meet at 7 p.m. Thursday, July 26.

Adjournment

President Cullen asked members to let her know if they are interested in a summer picnic for trustees and their families, and the meeting adjourned at 10:03.

Eileen Pech, Secretary