

## **Berwyn Public Library Board Meeting Minutes**

August 16<sup>th</sup> 2010, Regular Meeting

Library Board Room, Riverside Drive & Harlem Avenue

### **Call to Order:**

Vice President Jerry Pohlen convened the meeting at 7:07 p.m. Board members present: Jill Bambenek, Roxanne Faulds, Cindy Hayes, Doris Remp, Director Tammy Clausen. Board members absent: Irene Martin, Louise Sommese, Maria Salinas. Staff present: Kathi Behrendt, Kathleen Sexton, Crystal Vela, Sally Beaumont, Tammy Sheedy. President John Chrastka arrived at 7:22 p.m. Alderman Chapman arrived at 7:35 p.m.

### **Agenda**

Director Tammy Clausen asked that the paper recycling project be moved forward in the agenda to open forum as staff member Sally Beaumont needed to leave the meeting. On a motion made by Hayes and seconded by Faulds the board unanimously approved the amended agenda.

### **Minutes**

On a motion by Faulds and seconded by Remp the minutes of June 21<sup>st</sup>, 2010 were unanimously approved.

### **Open Forum**

Sally Beaumont, acting as the representative of the Library's Green Committee, discussed the patron survey and several initiatives from the Library's plan to go green. She reported that the Berwyn Library would like to take a leading role on this issue in the community.

Sally described the Library's desire for a free recycling bin from AbitibiBowater. The company will pay for paper recycling and several local schools and community organizations in Berwyn already have them. The company pays by the weight of the paper recycling.

Secretary Bambenek asked about paper reduction in the Library including the possibility of electronic packets for the Library Board. Sally discussed other incentives in the Library including turning off the computers at night and the use of light sensors in the bathrooms.

The Ladies Auxiliary Fraternal Order of Eagles donated \$300.00 for senior programs including large print materials.

The American Legion group donated \$134.00 towards the purchase of a microphone.

Director Tammy Clausen discussed a statement she received from the Citizen's Community Bank which listed an amount of \$74,379.86 from the library's fund for revenue from AV materials. President Chrastka suggested researching the history of this fund and possible options for using the fund.

Alderman Chapman discussed the new accounting system for the budget.

### **Election of Officers**

Doris Remp reported that John Chrastka consented to be Board President for the coming term. Jerry Pohlen consented to be Board Vice President for the coming term. Jill Bambenek consented to be Board Secretary for the coming term. Louise Sommese consented to be Board Treasurer for the coming term. There were no other nominations from the floor and the election was closed.

### **Director's Report**

Director Clausen reported that the elevator and chiller funds process was finalized and Requests for Proposals will go out. She reported that the e-rate LAN project would take place on Wednesday August 18<sup>th</sup>, 2010. The Czech collection found a home through Alderman Ted Polashek and the Czech Cultural Center. The tax levy for the Library was discussed. Director Clausen commented on a library article in the Berwyn Life and reported that a limited number of staff would be attending the Illinois Library convention in September. On a motion by Vice President Pohlen and seconded by Hayes the Library Assistant I position was approved. President Chrastka asked that specific times of program be included in future youth services departmental reports.

### **Standing Committee Reports**

#### **Finance Committee**

On successive motions by President Chrastka and the board by unanimous roll call votes approved June and July payables in the amount of \$63,472.73. The Library Board Fund Balance is at \$767.94

The Library will receive a \$100,000.00 bequest from the estate of George Veverka. The Library will also receive \$133,000.00 in current market value in common securities. The question was raised whether the Library should liquidate the securities. The Finance Committee reported that they had voted to liquidate the securities. On successive motions by Secretary Bambenek and seconded by Remp and the Board by unanimous roll call votes voted to liquidate the securities in January 2011. Vice President Pohlen suggested that anything associated with the money should carry the name of George Veverka.

**Building & Grounds Committee** –

Vice President Pohlen reported the board deferred a vote earlier in the meeting on the recycling bin to make sure it was in compliance with the city policy on collection boxes. President Chraskta reported that the regulation gives the director the ability to turn down a box. On a motion by Faulds and seconded by Hayes the recycling bin was approved.

**Policy/Personnel Committee** –

The Committee did not meet

**Strategic Planning Committee** –

The meeting was deferred.

**Ad-Hoc Technology Committee** –

Director Clausen reported that the committee met on July 19<sup>th</sup> and discussed the IT restructuring.

Director Clausen will schedule another meeting.

**Old Business**

On a motion by Faulds and seconded by Secretary Bambenek the Board approved that the Berwyn Library will become a member of the SWAN intergovernmental agreement and ratified the drafter by-laws.

**Adjournment**

The meeting was adjourned at 9:01 p.m.

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Jill Bambenek, Secretary