

Berwyn Public Library Board Meeting Minutes
August 18th, 2011 Regular Meeting
Library Board Meeting, Riverside Drive & Harlem Avenue

Call to Order

Vice-President Jerry Pohlen called the meeting to order at 7:03pm. Board members present: Jerry Pohlen, Roxanne Faulds, Maria Salinas, Louise Sommese, Cindy Hayes and Director Tammy Clausen. Board members absent: John Chrastka, Doris Remp, Jill Bambenek and Irene Martin.

Agenda

Amendments were made to the agenda: Item 1D 1. approval of meeting minutes (June 20th, 2011—tabled, Item 7A TIF District—added. A motion to approve the amended agenda was made by Treasurer Sommese and seconded by Faulds. Motion unanimously approved.

Open Forum

The library received three letters from patrons showing their appreciation of the library staff. The letters were passed around for board members to view.

Director's Report

On September 10th, 2011, the Library kicks off its program Berwyn Reads at 2pm. Copies of the book *Parrot in the Oven* will be given out. The Veverka Ceremony is set for September 24th, 2011 from 2pm-4. On September 20th the library will be closed for an in-service. The Per-Capita grant is due October 15th, 2011. Director Clausen went over the checklist with the board. Director Clausen has 2 changes in personnel to submit to the board for approval. Director Clause is asking the board to approve the replacement of 10 computers in the amount of \$6317.00. The Capital Assessment needs to be completed by September 30th, 2011. (The top 3 items are 1. Boiler 2. Security System 3. weather stripping.) Money for this will not be released until the Spring of 2012. Director Clausen is requesting money from the Veverka fund in the amount of \$4275 for a program that has students of School District 100 sign-up for library cards. On a motion by Faulds and seconded by Hayes and the board by unanimous roll call approves the amount of \$4275.00 for the library card campaign.

Standing Committee Reports

Finance Committee

On successive motions by Treasurer Sommese and the board by unanimous roll call votes approved June payables in the amount of \$176,732.76 and July payables in the amount of \$142,881.52. The Berwyn Public Library Foundation balance is \$99,920.56. On a motion by Faulds and seconded by Treasurer Sommese and the board by unanimous roll call votes the purchase of 10 computers in the amount of \$6317.00

Building and Grounds

The Chiller Project just has a few items that need to be finished up. The board expressed their appreciation of the staff that worked during the time that the library was closed while the new chiller was installed. Maintenance on the handicap ramp will begin.

Policy/Personnel Committee

In the circulation policy, the section titled Small Business Card was updated. A motion was made up Faulds and seconded by Hayes. The board unanimously approved the update.

Personnel change: Briana Perlot requested to reduce her hours from 40 to 32. Becky Spratford increases hours from 8 to 16. The change in hours results in a savings of \$1515.12. A motion was made by Faulds and seconded by Hayes. The board unanimously approved the change in personnel hours.

New Business

Vice President Pohlen went to the TIF meeting at City Hall on June 28th, 2011. It will be a 23 year budget up to \$80 million.

Schedule of Committee Meetings

Policy and Personnel will meet September 12th, 2011 at 6pm

Strategic Planning will meet August 29th, 2011 at 6pm.

Adjournment

On a motion by Salinas and seconded by Treasurer Sommese the meeting was adjourned at 8:10pm.

Cindy Hayes, Secretary pro temp