

**Minutes of the Regular Meeting of the
Berwyn Public Library Board of Trustees
August 17, 2015
Berwyn Public Library, Board Room**

A. GENERAL BUSINESS

- a. Call to Order – President Jerry Pohlen called the meeting to order at 7:00 p.m. Board Members in attendance included: Jill Bambenek, Cindy Hayes, Augie Kalal, and Maria Salinas. Carlos Berrout, John Chrastka, Erika Corona-Owens and Jousef Mondragon were absent. Also present were Interim Library Director Marilyn Boria, Alderman Nona Chapman and incoming Library Director Keshia Garnett.
- b. Pledge of Allegiance - The first order of business was recitation of the Pledge of Allegiance.
- c. Approval of the Agenda - **On a motion by Bambenek, seconded by Hayes, the Board approved the agenda as presented.**
- d. Approval of Meeting Minutes - **On a motion by Salinas, seconded by Hayes, the Board approved the following meeting minutes:**
 - June 15, 2015 Regular Board Meeting Open Session
 - June 15, 2015 Regular Board Meeting Closed Session
 - July 14, 2015 Special Meeting Open Session
 - July 14, 2015 Special Meeting Closed Session
 - July 18, 2015 Special Meeting Open Session
 - July 18, 2015 Special Meeting Closed Session
 - July 27, 2015 Special Meeting Open Session
 - July 27, 2015 Special Meeting Closed Session
 - July 6, 2015 Committee of the Whole Open Session
 - July 6, 2015 Committee of the Whole Closed Session
 - July 7, 2015 Committee of the Whole Open Session
 - July 7, 2015 Committee of the Whole Closed Session

B. OPEN FORUM

- a. Public Comments and Correspondence – There were no public comments or correspondence.

- C. Alderman Nona Chapman, BPL Liaison – Alderman Chapman welcomed Ms. Garnett and thanked the Board for their efforts in hiring her.

- D. DIRECTOR'S REPORT – There were no questions on the written report. Boria then discussed a recent Freedom of Information Act request that the Library had received. One part of the request asked for information on registration of Trustees for ILA Trustees Day in Peoria in October 2015. Trustees had no information on that topic.

E. STANDING COMMITTEES

- a. Finance Committee - Treasurer Augie Kalal presented the Finance Report.
 - i. Kalal reviewed revenue and expenditure reports for June and July.
 - ii. The Foundation fund balance as of July 31, 2015 was: \$111,156.90. Brokerage Account balance: \$247,480.95
 - iii. Approval of June and July 2015 Payables - **On a motion by Kalal, seconded by Hayes, the Board approved June 2015 payables in the amount of \$32,384.77 and payroll in the amount of \$121,428 by roll call vote. On a motion by Kalal, seconded by Salinas, the Board approved July 2015 payables in the amount of \$64,197.14 and payroll in the amount of \$183,214.**

- iv. Boria presented a plan developed in conjunction with City Finance Director Rasheed Jones to improve accounting for library special funds. One step of this process involves transferring the Foundation or Veverka money from a brokerage account at BMO Harris to a Byline Bank Account so that it will be included in the Library's audit. **Kalal moved, seconded by Bambenek, that the Board approves transferring all of the funds from the BMO Harris Brokerage Account to the BMO Harris checking account. The Board approved this motion on a roll call vote:**

Bambenek	AYE
Hayes	AYE
Kalal	AYE
Pohlen	AYE
Salinas	AYE

Kalal moved, seconded by Salinas, that the Board approve the following changes to the investment accounts: 1) transfer all of the Foundation money to Byline Bank Account XXXXXX0345 and rename this account the Veverka Fund. 2) Use Byline Bank Account xxxxxx2624 as a pass through account for deposits and rename this account the Deposit Account. 3) Rename Byline Bank Account xxxxxx2616 the Special Purpose Grants Fund to be used for the construction grants from the Illinois State Library. The Board approved this motion on a roll call vote:

Bambenek	AYE
Hayes	AYE
Kalal	AYE
Pohlen	AYE
Salinas	AYE

b. Building and Grounds Committee

- i. LSTA Grant Construction Project Update - In the absence of Trustee Mondragon, Boria distributed a report to Trustees that had just been received from Edward Kalina, the owner's representative hired by the City of Berwyn for this project. Mr. Kalina reported that upon review of the proposal from Dearborn Company to provide non-destructive testing of the Library's foundations, the City was not satisfied with the language in the Certificate of Liability Insurance. Although City staff determined that this specific language is becoming more common, the City requested changes that Dearborn Company was not willing to make. Due to these circumstances, Dearborn Company asked to be released from the contract and will not be performing the work. Currently, Darren Schretter and Ed Kalina are seeking a new company to perform this work. The Board discussed this development and raised concerns about whether or not the project could be completed on time.

c. Policy/Personnel Committee – **On a motion by Bambenek, seconded by Hayes, the Board approved the following personnel changes:**

- i. Filling the 15-hour per week Library Page vacancy (\$8.25/hour) created by the resignation of Constance Meade.
- ii. Filling the 15-hour per week Library Page vacancy (\$8.25/hour) created by the resignation of Samantha Pszczola.
- iii. Filling the 15-hour per week Library Page vacancy (\$8.25/hour) created by the resignation of Victoria Agosta.

- iv. Filling the 18-hour per week Circulation Library Assistant vacancy (\$11.75/hour) created by the resignation of Brian McNamara.
- v. Filling the 18-hour per week Teen Library Assistant II vacancy (\$12.50/hour) created by the resignation of Marion Olea.
- vi. Filling the 18-hour per week Teen Library Assistant II vacancy (\$12.50/hour) created by the resignation of Tara Cobb.

- vii. On a motion by Salinas, seconded by Hayes, the Board approved requesting additional Major Medical Leave for Briana Perlot.** Following the vote, Alderman Chapman suggested that Boria set a meeting with the Mayor to discuss this issue, and Chapman volunteered to attend with Boria.

- viii. On a motion by Salinas, seconded by Bambenek, the approved a new Public Comment Policy for Board Meetings effective immediately.**

PUBLIC COMMENT POLICY

The Berwyn Public Library Board encourages input from the public. This policy is designed to ensure that interested parties representing various points of view are allowed time to present those viewpoints while permitting the Board to conduct its meetings efficiently and effectively.

Rules and Procedures

Agenda – There is an official agenda for each meeting of the Board of Trustees which determines the order and content of business to be conducted at that meeting.

Public Comment – The Board will provide an opportunity for public comments at each of its meetings by including a Public Forum agenda item. The Library Board President or the presiding officer will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized. When deemed appropriate, the Library Board President or presiding officer also may grant a request to address the Board during other portions of the meeting.

Presentation of Comments – Each speaker will provide name, address and group affiliation, if any. The Board President or presiding officer has the discretion to determine the length of time and the number of times a person may speak. Comments should be brief and to the point. Unless additional time is granted by the President or presiding officer, each person will have three minutes to speak. All comments should be addressed to the Board as a whole and no comments shall be addressed to individual members of the Board, Library staff or other members of the public. Individuals will not be allowed to speak a second time until all members of the audience who wish to speak have had the opportunity to do so. Speakers are expected to display proper decorum at all times. Those who fail to do so may be prohibited from making further comments or removed from the meeting for misconduct.

Petitions or Written Correspondence – Any petitions or written correspondence to the Board shall be presented to them at the next regularly scheduled Board meeting.

Board Response

Action – As a general rule, the Board will not respond to public comments at the time they are made. The Board may comment, take action, or not take action with respect to a public comment at a future Board meeting, as it deems appropriate.

Exceptions – The Library Board reserves the right to modify these procedures when necessary to conduct Board business effectively.

Minutes

Comments – Board minutes for the meeting will reflect the names of any speakers and the substance of any comments.

Attachments to the Minutes – Minutes are the official records of the Board’s discussions and actions. Speaker requests to append written statements to the minutes are not favored. Generally, written materials presented to the Board will be included in the Library’s files rather than in the minutes.

- d. Veverka Committee - Did not meet.
- e. Technology Committee - Did not meet.
- F. OLD BUSINESS – There was no Old Business.
- G. UNFINISHED BUSINESS – There was no Unfinished Business.
- H. NEW BUSINESS
 - a. Review of Resource Sharing for the Per Capita Grant Application – Boria suggested that this agenda item be postponed since the Illinois State Library had changed the Per Capita Grant due date from October 15, 2015 to January 15, 2016. The Board agreed.
- I. CLOSED SESSION – **On a motion by Bambenek, seconded by Salinas, the Board approved convening in Closed Session under ILCS 5 120/2(c)(1) To consider the appointment, employment, compensation, discipline, performance matters or dismissal of an employee and 120/2(c)(21) discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated in Section 2.06 of the Open Meetings Act.**

Bambenek	AYE
Hayes	AYE
Kalal	AYE
Pohlen	AYE
Salinas	AYE

At 8:19 p.m., the Board convened in Closed Session.

At 8:37 p.m. the Board reconvened in Open Session.

- J. Following the Closed Session, **on a motion by Bambenek, seconded by Hayes, the Board approved that the following Closed Session Minutes be opened for public inspection:**

November 13, 2006
May 19, 2007
June 18, 2007
April 21, 2008
May 19, 2008
August 18, 2008
September 15, 2008 – Partially Open
May 18, 2009
June 15, 2009
July 6, 2009
July 8, 2009
July 15, 2009
September 21, 2009 – Partially Open
January 18, 2010 - Session 1
February 16, 2010 – Partially Open
May 19, 2014
November 17, 2014

On a motion by Bambenek, seconded by Hayes, the Board approved that the following Closed Session Minutes remain closed:

April 14, 2003
September 15, 2008 – Partially Closed
September 21, 2009 – Partially Closed
January 18, 2010 – Session 2
February 16, 2010 – Partially Closed

- K. SCHEDULE of Committee Meetings –No other meetings were scheduled.

As a last item, President Pohlen thanked Interim Director Boria for her work over the past nine months. Trustees agreed that they had been pleased with her accomplishments.

ADJOURNMENT - On a motion by Salinas, seconded by Hayes, the Board approved adjourning the meeting at 8:42 p.m.

Next meeting: September 21, 2015