

BERWYN PUBLIC LIBRARY BOARD MINUTES

August 17, 2009 Regular Meeting
Library Board Room, Riverside Drive & Harlem Avenue

Call to Order

President John Chrastka convened the meeting at 7:03 p.m. Board Members present: Jill Bambenek, Roxanne Faulds, Irene Martin, Eileen Pech, Jerome Pohlen, Doris Remp, Maria Salinas and Louise Sommese. Staff Members: Kathleen Behrendt, Mary Frank, Antonio Montiel, Briana Perlot, Craig Schumacher, Kathy Sexton and Tammy Sheedy. Alderman Nona Chapman arrived at 8:30.

The President thanked Frank and Sheedy for extraordinary service as librarian in charge.

Agenda

On a motion by Pech, the Board unanimously approved the agenda as amended.

Minutes

The Board unanimously approved the minutes of the Regular Meeting of June 15, 2009 on a motion by Pech. On a motion by Martin, closed session minutes of the Special Board Meeting of July 15 and the closed Committee of the Whole Meetings of July 6 and 8 were approved. On a motion by Vice President Pohlen, minutes of the closed session of June 15 were tabled to September.

Departmental Reports

Pech cited innovative new programming such as Baby Play, story times at Toys R Us, and the Artsy-Smartsy Craft Club focus on famous artists.

Vice President Pohlen and President Chrastka supported efforts to translate the library website into Spanish but expressed concerns regarding use of the IGoogle translation. The translation selection was referred to the Technology Committee for further review.

Pohlen and Chrastka applauded library involvement in obtaining an accurate 2010 census count for Berwyn but asked for assurances that the library will not be financially responsible for the printing of 50,000 promotional brochures.

Financial Reports

On successive motions by Treasurer Sommese followed by roll call votes, the Board unanimously approved June payables of \$134,203.84 and July payables of \$157,131.54.

Sommese reported a July opening balance in the Library Board Fund of \$872.94 with deposits of \$45.00 through sales of "The History of the Berwyn Public Library" and expenditures of \$150.00 for Director Hensley's retirement reception resulting in a concluding balance of \$767.94.

Sommese noted John Wysocki, city finance director, has recommended the Library Board adopt an investment policy.

Chrastka noted the library still has not received the anticipated per capita grant from the state. He expressed hope of receiving confirmation by the September Board meeting but observed that some authorities predict a 20 to 50 percent funding reduction due to the depressed economy.

Building and Grounds

Montiel reported receipt of only one response to the library's request for proposals for 2008-09 snow plowing of adjacent and off-site parking lots. Following discussion, the Board by consensus asked Montiel and Building and Grounds Chairman Martin to seek bids for plowing by an outside contractor while simultaneously exploring the possibility of obtaining a donated or low cost used truck through the city and storing the plowing blades and vehicle at the Public Works Department during the off season.

Chrastka said city and state officials are trying to learn if \$150,000 in American Recovery and Reinvestment Act funds they obtained and earmarked for the BPL elevator might be applied instead

toward Heating, Ventilation and Air Conditioning System replacement. Application might then be made for additional HVAC funding as federal and state grants become available.

Policy and Personnel Committee

On a motion by Pech, the Spanish translation of the Circulation Policy was unanimously approved. The Committee's annual report was presented as informational.

Strategic Planning

Chrastka announced the September 22 staff in service day will feature a planning discussion led by Gretel Stock-Kupperman of the Metropolitan Library System.

Search Committee

On Faulds' motion, the Board unanimously agreed to proceed with the informational referral to the City Council on the hiring of Tammy Clausen as Library Director. The committee then disbanded.

Old Business

Photos were displayed of the July 4 burial on library grounds of the Centennial Time Capsule.

The report of the public address system failure during the burial ceremony was referred to the Building and Grounds Committee. The committee will obtain fresh quotes for repairing the electrical connections that power the PA system and the sign on the front lawn of the library property.

The staff was asked to prepare for signature by President Chrastka a request to the city for replacement signs for the library parking lots.

Chrastka said the Outreach Department budget will be examined for ways to address a shortfall in funding materials and programs that are the library's contribution to the Read, RECreation and Roll van operated by the North Berwyn Park District.

Schumacher said it has been determined that the Illinois Paper Company's buyout of the library's contract with Minolta was one quarterly payment short. The library will pay the \$5,200 due and attempt to obtain reimbursement from Illinois Paper.

Unfinished Business

In response to a request from the city for an audit of contract policies and procedures, the Board formed an Ad Hoc Contract Audit Committee with Chrastka, Bambenek and Clausen as members.

At the suggestion of Faulds, questions raised about Board policies and procedures by the 2009 Board Self-Evaluation Survey will be discussed at an Executive Session preceding the regular September 21 Board meeting. The Executive Session will begin at 7 p.m. followed by the regular meeting at 7:15.

The Board decided to end the sale of "The History of the Berwyn Public Library" and reserve the remaining 16 copies for use in orientation packets for new Board members.

The Board agreed to a six-month trial period for converting bathrooms on the library's lower level to "staff only" use. As outlined by Kathy Sexton, Reader's Advisory librarian and A.F.S.C.M.E. representative, bathrooms on the first and second floors will remain open for public use. Lower level bathrooms will be locked and keys only to full- and part-time staff. In an emergency, a patron will be allowed access to the lower level facilities. The Reference Department will track patron comments for review at the February Board meeting when the trial period ends.

A new calendar for Board At-Your-Service days will be developed for the September meeting.

New Business

A tentative Board calendar was distributed. City budget deadlines will be inserted when finalized.

President Chrastka said he will arrange a welcome reception for new Director Tammy Clausen in September or October. The guest list is to include state and city officials.

Alderman Chapman then arrived at 8:30 p.m. to say budget deadlines will be forthcoming with open meetings to be scheduled for each city department. Because of the recession, she anticipated a possible reduction of up to 10 percent in funding for all city departments.

A discussion of grants and awards administration was tabled by the chair.

The Board agreed to a staff proposal to designate the weeks of November 23 and December 21 as Fine Amnesty Weeks.

To address staff changes necessitated by resignations, retirements and promotions, the Board on successive roll call votes:

- On a motion by Pohlen, unanimously deferred a decision to fill the position of Outreach Director because it will not be vacant until Clausen assumes the director's position on September 1;
- On a motion by Pech, unanimously approved the hiring of:
 1. Two Circulation Department Library Assistants I, each to work 20 hours per week at \$10.75 per hour;
 2. One Readers' Advisory page to work 16 hours per week at \$8.00 per hour;
 3. One Reference Department Library Assistant I to work 20 hours per week at \$10.75 per hour;
 4. One Youth Services Page to work 13 hours per week at \$8.00 per hour to replace 13 hours that are being lost through reduction in hours by another page.

Committee Meetings

Policy and Personnel – 6:30 p.m. Monday, August 31, pending availability of Sexton;

Building and Grounds – Call of the Chair;

Technology Task Force – to be arranged by Schumacher;

Ad Hoc Contract Audit Committees – Call of the chair.

Adjournment

On a motion by Bambenek, the meeting adjourned at 9:02 p.m.

Eileen Pech, Secretary