

Berwyn Public Library Board Minutes
August 20, 2007 Regular Meeting
Library Board Room, Riverside Drive & Harlem Avenue

Call to Order

President Deborah Cullen called the meeting to order at 7:01 p.m. Members present were John Chrastka, Ann Marrone, Irene Martin, Eileen Pech, Jerome Pohlen and Louise Sommese. Absent: Doris Remp and Matthew Scharpf. Staff Present: Director Bill Hensley, Kathleen Behrendt and Brianna Perlot.

Agenda

On a motion by Chrastka the Board unanimously approved additions to the agenda including a:

- Archives Committee report during the Open Forum;
- New Business discussion of Library fees and charges and the Library Card Design Contest;
- Closed session review under Open Meetings Act Section 2 (c) (21) of the minutes of the June 18 closed session and the Aug. 16 Committee of the Whole.

Regular Minutes

On a motion by Pech the minutes of the regular meeting of August 20, 2007 were approved.

Open Forum

Pech reported that copy for the History of the Berwyn Public Library has been forwarded to the proofreader. The First Edition will be placed on the Library's web site with an invitation to readers to help fill in the gaps with documents and memories. The Archives Committee with Pohlen's help will explore ways to print a Second Edition hard copy. Chrastka suggested sending a copy to the Illinois State Library.

Financial Report

On a motion by Pohlen and following a roll call vote the expenditures were unanimously approved.

Director's Report

Reporting on the success of the Children's Summer Reading Program, Behrendt attributed the increased participation to collaboration with South Berwyn District 100 Grade Schools. A desire was expressed for a similar cooperative effort with North Berwyn District 98. Chrastka complimented the staff on the "very effective technique" of telephoning to remind children of the approaching deadline for completion.

Hensley said website designers are being interviewed, and it appears the funds contributed by the Friends of the Library will cover the cost of the upgrade.

A new leak that developed in the ceiling of the Director's office is being investigated by the contractor, Riddiford Roofing. Martin suggested scanning the roof with an infra red camera.

To identify the source of persistent leaks in the telephone closet, the contractor, Sonoma, once again will excavate around the foundation.

Accepted as informational were reports of the in-house transfers of Joel Holcombe and Martuice Toney to Circulation Library Assistant I at salaries of \$9.39 per hour and the resignations of Kenneth Hainsworth, Youth Services Page and Kimberly Stack, Readers' Advisory Librarian II. Cullen reported the executive committee approved submission to the City Council of a request to hire a replacement for Stack.

On a motion by Martin, the Board unanimously approved the revised reference and circulation policies.

Strategic Planning Committee Report

Chairman Chrastka said the Committee's will go on-line with an anonymous survey to obtain staff views on the Library's strengths, weaknesses, opportunities and threats. The first outreach to obtain community views will be at the All Berwyn Committee's Executive Board meeting on Monday, August 27.

Policy Committee Report

Chairman Pech reported progress in distinguishing between policies that must be staff or city generated and those that must be Board developed. Policies on collection management and Board attendance are to be presented at the September Board meeting.

Personnel Committee Report

Chairman Sommese reported completion of the Director's annual performance evaluation and asked to refer it to the closed session.

Unfinished Business

Director Hensley said the Buildings and Grounds Committee will review proposals for analyzing the Library's space needs and service flow issues submitted by PSA Dewberry and Frederick Schlipf.

The sprinkling system for the Berwyn Kiwanis Club Garden has been installed, the area has been sprayed for weeds, and planting will be undertaken in late September or early October. Chrastka, Cullen and Pohlen volunteered to help with the work.

President Cullen said the bonding of Treasurer Scharpf "is in process."

New Business

Perlot reported the library card design contest drew approximately 100 entries. Martin noted the contest rules changed while the competition was in progress and urged the need for consistency in the future. The Board selected a winner from among the five finalists and decided that in addition to the prizes to be awarded to all finalists, the Library will seek permission to honor the winner at a City Council meeting during Library Card Signup Month in September. Pech is to draft a resolution.

President Cullen suggested Saturday, September 29, as a date for the Board to host a coffee for Friends of the Library during their fall book sale.

Chrastka will represent the Berwyn Library as well as the American Library Association at the fall conference of the Illinois Library Association in Springfield.

President Cullen appointed an ad hoc committee on fees and services to address questions raised by Mary Frank, head of reference services, regarding the problems the Berwyn Library's video/DVD fees present for certain interlibrary loans. Pohlen will chair the committee which will consider ways to balance fiduciary responsibility with freedom to view obligations under the Library Bill of Rights. Members are to include Treasurer Scharpf and volunteers from the Library staff.

Closed Session

On a motion by Pech and following a roll call vote, the Board entered into closed session at 8:12 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."

Following discussion and review of the Director's written response, the Board reconvened into open session at 8:28 p.m.

Actions Resulting from the Closed Session:

On a motion by Pohlen, the minutes of the August 16 closed Committee of the Whole were unanimously approved.

On a motion by Chrastka, the minutes of the closed session of the regular meeting of June 18 were unanimously approved.

On a motion by Sommese, the Board accepted the 2006-07 Performance Evaluation of Director Hensley and his written response. A copy of the signed evaluation will be entered in Mr. Hensley's personnel file.

Schedule of Committee Meetings

The Finance Committee will meet at 7:30 p.m. Tuesday, September 4.

Strategic Planning will meet at 7 p.m. Thursday, September 6, followed by Buildings and Grounds at 8 o'clock.

The Policy Committee will meet at 7 p.m. Thursday, September 13, followed by the Ad Hoc Committee on Fees and Services

The Bylaws Committee will be reactivated with Pech as chairman. Changes necessitated by Attendance Policy considerations will be handled through via computer.

Adjournment

Eileen Pech, Secretary