

Berwyn Public Library Board Meeting Minutes

September 20th, 2010, Regular Meeting

Library Board Room, Riverside Drive & Harlem Avenue

Call to Order:

President John Chrastka convened the meeting at 7:00 p.m. Board members present: Jill Bambenek, Roxanne Faulds, Cindy Hayes, Irene Martin, Jerry Pohlen, Maria Salinas, Louise Sommese, Director Tammy Clausen and Alderman Nona Chapman. Board members absent: Doris Remp.

Agenda

On a motion by Salinas and seconded by Martin the closed minutes review was deferred until the October Board Meeting. On a motion by Salinas and seconded by Vice President Pohlen the new agenda was approved.

Minutes

On a motion by Vice President Pohlen and seconded by Salinas the minutes of the August 16th, 2010 board meeting were unanimously approved.

Open Forum

Alderman Chapman reported that the budget meetings will be held in the middle of October. A letter was received from Sande Brennan thanking the Berwyn Public Library for their participation in National Night Out.

Director's Report

Director Clausen reported that Lizbeth Gomez will be promoted to a 20 hour AV Library Assistant position leaving a 16 hour Page position. Elizabeth Behrendt resigned her 13 hour Page position. Both Page positions will be replaced and responsibilities for all page positions will be reorganized and centralized. Director Clausen asked that the policy for pages who work on Sundays be changed so that the pages are exempt from the standard staff policy of getting paid for 8 hours of work for working a 5 hour day. A motion was made by Faulds and seconded by Hayes to replace the 16 hour and the 13 hour Page positions.

Clausen reported that the 2010 Per Capita Grant requires that the Library Board Bylaws and Library Technology Plan are reviewed and ratified by the Library Board. On a motion by Secretary Bambenek and seconded by Treasurer Sommese the 2008 Library Bylaws and the current Technology Plan were ratified.

The Staff In-Service day will be September 21st and will focus on customer service techniques and decluttering tactics. Director Clausen reported that Esther Chase did a great job on the Library's successful Literacy Day event. Clausen also reported that a new vehicle received from the Berwyn Police Department will replace the library van.

Standing Committee Reports

Finance Committee

On successive motions by Treasurer Sommese and the board by unanimous roll call votes approved August 2010 payables in the amount of \$36, 120.07. The Library Board Fund Balance is at \$767.94.

Budget Committee

Tammy is working on budget for a self-check machine and a meeting will be scheduled.

Building & Grounds Committee

The committee did not meet.

Policy/Personnel Committee

The committee did not meet. Vice President Pohlen suggested that a meeting should be scheduled for the investment committee. Director Clausen reported that a letter was sent to the Veverka estate informing them of the purchase of a library brick.

Strategic Planning Committee

The committee did not meet.

Ad-Hoc Technology Committee

The committee met prior to the Board Meeting. Three proposals were received and the committee voted against outsourcing IT services. The committee recommended consolidating IT services with the City of Berwyn with an IT position housed in the Library and reporting to Jim Frank. President Chrastka recommended that the Ad-Hoc Committee work out the logistics. On a motion by Martin and seconded by Faulds the Board accepted the recommendation of the committee and referred implementation and planning back to the Ad-Hoc Technology Committee.

New Business

On a motion by Treasurer Sommese and seconded by Salinas the 2011 Library calendar was approved. President Chrastka recommended the purchase of a new tape recorder for closed sessions.

Closed Session

The Library Board was unable to enter into closed session under ILCS 5 120/C-1 due to the lack of a functional tape recorder.

Committee Meetings

Ad-Hoc Technology will be scheduled at the call of the chair

Policy and Personnel will meet on Tuesday October 12th, 2010 at 6 p.m.

Budget Committee will meet on September 30th, 2010 at 5:30 p.m.

Adjournment

On a motion by Salinas and seconded by Martin the meeting was adjourned at 8:21 p.m.

Jill Bambenek, Secretary