

Berwyn Public Library Board Meeting Minutes
September 17th, 2012 Regular Meeting
Library Board Meeting, Riverside Drive & Harlem Avenue

Call to Order

President John Chrastka called the meeting to order at 7:01pm. Board members present: Jill Bambenek, Steve Brantley, Roxanne Faulds, Cindy Hayes, Augie Kalal, Jerry Pohlen, Doris Remp, Maria Salinas and Director Tammy Clausen. Absent: Alderman Nona Chapman, BPL Liaison.

Agenda

On a motion by Remp and seconded by Pohlen the board unanimously approved the agenda.

Minutes

On a motion by Hayes and seconded by Salinas the board unanimously approved the minutes of the August 20th, 2012 regular board meeting. On a motion by Bambenek and seconded by Kalal the board unanimously approved the minutes of the June 18th, 2012 closed session meeting. On a motion by Pohlen and seconded by Salinas the board unanimously approved the minutes of the August 20th, 2012 closed session meeting.

Open Forum

Phyllis Welden present from the Friends of the Library. Setting up a book station at the Oak Park Train Station. Planning a retreat in November.

Director's Report

Finishing touches are being done to the website. A preliminary budget meeting is set for September 28th. A early childhood \$4000 grant was received from Dollar General. Working on 21st Century Grant with Youth Crossroads and School District 100.

Finance Committee:

On a motion by Treasurer Kalal, seconded by Salinas and the board by unanimous roll call vote, the board approved August 2012 payables and payroll in the amount of 236,644.80. The Berwyn Public Library Foundation Fund Balance for July 2012 is 109,033.37. Additional signatures on Foundation Account: A motion was made by Kalal to have four signatures on account. The four positions with authority are Executive Director, President of the Board, Treasurer and Administrative Assistant. Seconded by Pohlen and the board approved by unanimous roll call vote

Building and Grounds Committee:

Need to set a date for walk-thru meeting.

Policy and Personnel Committee:

Director Clausen decided not to write any comments in regards to her review.

Veverka Committee:

No report.

Technology Committee:

No report.

New Business:

Need to start on strategic planning 2014. Work on 2 sections each meeting—finish up by February.

All policies need to be updated, revised or reformatted.

Job descriptions are being updated and revised to include core competencies.

Closed Session:

No closed session

Schedule of Committee Meetings:

Policy and personnel –October 3rd at 6:30pm

Building and Grounds- October 4th at 4pm (Clausen will verify by email)

Veverka- October 15th at 6pm

Technology- September 24th at 7pm.

Finance- September 25th at 6:30pm

On a motion by Faulds and seconded by Pohlen, Faulds will be the pro-tem president at the October 15th regular meeting.

Adjournment:

On a motion by Salinas and seconded by Pohlen the meeting was adjourned at 7:50.

The next regular meeting is scheduled for October 15th, 2012 at 7pm.

Cindy Hayes, Secretary