

## **BERWYN PUBLIC LIBRARY BOARD MINUTES**

September 15, 2008 Regular Meeting  
Library Board Room, Riverside Drive & Harlem Avenue

### **Call to Order**

Acting President John Chrastka called the meeting to order at 7:02 p.m. Present were Members Eileen Pech, Jerome Pohlen, Doris Remp, Maria Salinas and Louise Sommese. Members Tardy: Ann Marrone arriving at 7:12 and Irene Martin at 7:30. Member Absent: Jill Bambenek.

Also present: Director Bill Hensley; Staff Members Tammy Clausen, Mary Frank, Briana Perlot, Craig Schumacher and Tammy Sheedy; and Guests: former Board Member Phyllis Walden and Mike Wulf of Sunnyside Design Group.

### **Recognition Approval**

On a motion by Pech, the Board agreed to proceed with prospective recognition as discussed previously.

### **Agenda**

At Chrastka's suggestion, the minutes of the two closed sessions of August 18, 2008 were referred for discussion in the closed session scheduled later in the meeting.

### **Minutes**

On a motion by Pech, the regular board meeting minutes of August 18 were approved with an amendment requested by Sommese to include the June payables.

### **Aldermanic Liaison**

Alderman Nona Chapman, library liaison, said the City Council is exploring ways to restore some library staff and programs lost through city wide budget cuts.

### **New Member Introduction**

Chrastka welcomed new Member Salinas to the Board.

### **Departmental Reports**

Staff realignments to serve the public despite cutbacks in personnel were outlined.

Pech thanked Circulation and Reference Department for reports that enabled Board members to trace growth through statistics comparing the current month with the same month one year previously. Audio/Visual Department's new one-on-one patron computer instruction and the interfiling of Books on CD and Tape that enhance patron access to the total collection also were highlighted along with the Limelight article pointing out "What the Library Does for You."

Chrastka commended the staff's handling of the fire in the air conditioning system's air handler.

Clausen reported enthusiastic school and community response to the Berwyn Reads initiative including donations of \$1,000 each from resident Robert Soucek and Alderman Mark Weiner. The project will kick off with a promotional event from 1 to 4 p.m. Saturday, September 20, in Proksa Park.

Pohlen was cited for numerous donations to the library of extra copies of books published by Chicago Review Press.

### **HVAC Report**

Mike Wulf reported on his Sunnyside Design Group's evaluation of the library's 38-year-old heating, ventilating and air-conditioning systems. He said the boilers are inefficient but are not failing like the chiller. He said the library could continue to repair the chiller but it would "take a lot of money to keep it running" and parts will be increasingly difficult to obtain. Instead, Wulf recommended replacing existing cooling equipment prior to the start of the 2009 cooling season at an estimated total cost of

\$328,600. At a minimum, replacements should include \$160,000 for the chiller; \$8,200 for cooling coil and trim; and \$18,400 to install pumps at the recommended rate of two pumps for each existing one. Wulf said ductwork, update of controls and installation of a building management system might be completed later. He noted costs might be offset as much as \$12,000 through the sale of the metal and refrigerant from the present cooler. If no asbestos is found, that \$20,000 cost might also be eliminated.

On the recommendation of Chairman Martin, the report was referred to the Strategic Planning Committee, and Alderman Chapman and Director Hensley offered to explore the availability of grants.

### **Financial Report**

On motions by Sommese and roll call votes, the Board unanimously approved the August payables and the submission to the City of a 2009 library budget request of \$2,510.84, a decrease of \$116,450 from the 2008 budget. With 2008 salaries still being negotiated by the city and union, the 2009 budget proposal includes a request for a 4 percent increase in library salaries next year.

Sommese reported a Board Fund total of \$322.94 but cautioned lack of activity on the account almost led to its being turned over to the state.

### **Buildings and Grounds Committee**

On a motion by Chairman Martin, the Board unanimously awarded a snow removal contract for the 2007-08 season in the amount of \$220 for each service appearance to Enriquez of Lyons, the lower of two bidders. The contract includes plowing when snow accumulations reach 2 inches and the salting of parking lots and sidewalks.

On a motion by Martin, the Board voted 7-1 to award a \$3,691 contract to American Seal Coating, the lower of two bidders, to seal coat the two library parking lots this year, thus initiating a preventive maintenance program. Voting aye: Chrastka, Marrone, Martin, Pech, Remp, Salinas and Sommese. Voting nay: Pohlen.

### **Policy Committee Report**

On a motion by Pech, the Board unanimously amended the Patron Service Complaint Policy to afford greater flexibility in scheduling.

### **Strategic Planning**

Following a review of the plan by Chairman Chrastka and Director Hensley, a first draft will be reviewed in Committee and presented to the Board in October.

### **Friends of the Library**

Chrastka reported dialog with the Friends of the Berwyn Public Library that opened the way for increased cooperation between the Board and the Friends. One joint venture might be a mini-golf fundraiser in the library.

### **Unfinished Business**

Pech presented a check for \$300 to be deposited in the Board Fund. That donation in memory of Eleanor Rys Timmreck plus another \$100 promised by an anonymous donor will finance the first printing of *"The History of the Berwyn Public Library."* Pohlen reported the book is in the final editing stages, and Clausen urged early publication so that it can be included in the Berwyn Centennial Time Capsule scheduled for October.

On a motion by Pech, the threshold for library purchases requiring prior Board approval was raised from \$1,500 to \$3,000 by a unanimous vote.

Also on a motion by Pech, the 2009 library calendar was approved as presented.

### New Business

Chrastka announced he will step down from the office of vice president so that a Nominating Committee can act freely in recommending a slate to fill the vice presidency as well as the office of president vacated in August by Deborah Cullen. Remp was named to chair the committee with Pech and Sommese as members. The election will be held at the October 20 Board meeting.

### Closed Session

On a motion by Pech and a roll call vote, the Board entered closed session at 8:05 p.m. pursuant to Open Meetings Act Section 120/2 (c) (1) to discuss appointment, employment, compensation, discipline, performance or dismissal of employees and (21) to discuss the minutes of meetings lawfully closed and (21) (2.06) for the semi-annual review of closed meeting minutes. After discussion, the Board reconvened into open session at 9:49 and took the following actions:

- 1) On a motion by Pech and the unanimous vote of the Board, the request for elevating the vacant Youth Services Library Assistant I position to a Library II position requiring a master's degree was referred to an ad hoc committee composed of the **Finance and Policy** committees;
- 2) On a motion by Pohlen and a unanimous vote of the Board, the secretary was instructed to write a letter to Mr. Paul Simpson stating that if wishes his interlibrary loan privileges reinstated he must appear at a regularly scheduled Board meeting of his choice with one week prior notice so it can be publicly posted;
- 3) On a motion by Pech, the Board unanimously approved the minutes of the two closed sessions of August 18 and the destruction of the tapes and the release of the closed minutes of September 11, 2006, November 13, 2006 and March 19, 2007. At the suggestion of Chrastka, the criteria for future semi-annual reviews will be that anything dealing with current personnel will remain closed during their term of service.

### Committees

Strategic Planning Chairman will meet with Director Hensley on Tuesday, September 23.

Buildings and Grounds, Finance, Nominating, Policy and the **Ad Hoc Finance/Policy Committee** will meet at the call of the chair.

### Adjournment

On a motion by Pech, the meeting adjourned at 9:54 p.m.

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Eileen Pech, Secretary