

## **BERWYN PUBLIC LIBRARY BOARD MINUTES**

September 21, 2009 Regular Meeting  
Library Board Room, Riverside Drive & Harlem Avenue

### **Swearing In Ceremony**

In a ceremony preceding the regular Board meeting, Berwyn City Clerk Thomas Pavlik administered the oath of office to President John Chrastka and Maria Salinas. They were reappointed by Mayor Robert Lovero on September 15, 2009 with the concurrence of the Berwyn City Council. Member Doris Remp, who was absent because of illness, will be sworn in at a later date. At the September Council meeting, Mayor Lovero also reaffirmed the appointments of all other Library Board Members.

### **Board Effectiveness Session**

Also prior to the start of the regular meeting, the Board met at 7:00 p.m. in special session for a discussion led by Roxanne Faulds and Eileen Pech on suggestions arising from the Board's annual self-evaluation. Members present: Jill Bambenek, John Chrastka Irene Martin, Jerome Pohlen, Maria Salinas and Louise Sommese. Absent: Doris Remp. Also present: Director Tammy Clausen and Berwyn resident Stacie Suhrbur.

President Chrastka volunteered to lead the first follow-up Board self-education session at the October 19 meeting focusing on Board job descriptions. Development of a policy and plan for annually evaluating the director was referred to the Policy and Personnel Committee. Members were asked to review and prioritize other suggestions arising from the self-evaluation and volunteer to lead a discussion on an item of interest to them.

### **Call to Order**

President Chrastka convened the regular meeting at 7:18 p.m. Also present: Alderman Nona Chapman and Staff Members Verna Austen, Kathleen Behrendt, Craig Schumacher and Tammy Sheedy.

Chrastka congratulated Clausen on her new post as Library Director.

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

### **Correspondence**

Residents of the 2700 Block of Wesley Avenue expressed appreciation for the presence of the Read, Rec and Roll van at their block party. Library Board Treasurer Sommese, who also serves as Deputy City Clerk, said she will alert future block party applicants to the availability of the van.

### **Minutes**

On a motion by Pech, the Board unanimously approved the minutes of the Regular Meeting of August 17, 2009.

### **Director's Report**

Director Clausen reviewed staff reassignments resulting from the retirement of Charmaine Szymonik. At Pech's suggestion a letter under the signature of the Board president will be sent to Szymonik and future retirees thanking them for their years of service to the library.

Clausen said System Wide Automated Network (SWAN) has asked libraries not to allow roaming. Materials now will circulate directly to the next library, filling the next hold in the queue, rather than returning to the originating library first and then being sent on from there. Clausen said the new protocol is expected to reduce the amount of time an item stays in the delivery process. The Berwyn Library will monitor the effect of the policy on audiovisual circulation.

The Director highlighted the new Museum Adventure Pass, presented by Macy's and offered through 146 area libraries including Berwyn. At Faulds' suggestion, the availability of four complimentary passes per library card holder will be advertised through the schools.

Clausen described a computerized “Linked Patrons” service, a feature of interest to some parents and staff. The proposal was referred to the Policy and Personnel Committee for review.

At the request of President Chrastka, a staff proposal to expand the types of documents used to verify the identity and addresses of library card applicants is to be submitted in writing to the Policy and Personnel Committee

Based on Finance Committee recommendations for staffing changes occasioned by retirements, resignations and promotions, the Board, on successive motions by Pech and unanimous roll call votes:

- approved employment to fill the vacancy of the position of Outreach Services Department Head at an annual salary of \$43,000;
- provisionally approved employment, once the positions are vacant, of:
  - Outreach Department Library Assistant II for 20 hours at \$10.75 per hour;
  - Readers Advisory Library Assistant I for 16 hours at \$10.75 per hour.

Also based on Finance Committee recommendations, the Board approved on unanimous roll call:

- the re-assignment of current hours among existing personnel and current hourly rates to Caron Jancik, Administration, (4 hours); Jennifer Cuevas, Audio Visual, (6 hours); Lizabeth Gomez, Audio Visual (12 hours); and Betty Chrastka, Readers’ Advisory, (4 hours).
- an increase of five hours for Building Maintenance Assistant Sally Beaumont and a promotion to Computer Services Clerk for Gema Hernandez at an increase in salary from \$10.75 to \$13 per hour, changes estimated by President Chrastka to cost \$1,200 for the remainder of 2009 and \$6,000 in 2010.

On a motion by Martin and the unanimous vote of the Board, job descriptions and proposed salaries for the new positions of Emergent Technologies Librarian II and Administrative Assistant Clerk were referred to the Finance Committee for a feasibility study.

At President Chrastka’s request, the Board is to receive an updated Staff Organizational Chart.

### **Finance Committee**

On a motion by Treasurer Sommese followed by a roll call vote, the Board unanimously approved August payables of \$159,836.78.

Sommese reported the Library Board Fund balance of \$767.94 remained unchanged in August.

To meet City of Berwyn requests for 10 percent cuts in every department, the Treasurer reported the Library Board’s Finance Committee succeeded in cutting 2009 expenditures by 6.58 percent. Chrastka said receipt of a state per capita grant some \$5,000 over the amount budgeted can help make up the difference. However, he noted the balance may be further affected by negotiations still under way on the quarterly payment shortage on the Minolta contract.

### **Building and Grounds**

Since only one bid was received for snow removal and salting of library parking lots, the matter was tabled to the October meeting at the request of Chairman Martin.

Alderman Chapman said she will ask the Public Works Department to deliver more soil to remedy the indentation on the site of the centennial time capsule,

### **Unfinished Business**

Sign-up sheets were distributed for October and November Board At-Your-Service days.

The 2010 Library Calendar, now including two in-service days, was accepted as informational.

Clausen reported the cost of 2010 Census publications was billed directly to the city.

### **Closed Session**

On a motion by Pech followed by a roll call vote, the Board entered closed session at 8:30 p.m. pursuant to Open Meetings Act Section 2 ( c ) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of employees, and ( c ) (21) to discuss minutes of meetings lawfully closed and for the semi-annual review of minutes.

Following discussion, the Board on a roll call vote emerged from closed session at 9:32 p.m. and on another roll call vote authorized:

- Opening minutes of October 17, 2005, January 9, 2006; February 13, 2006; May 8, 2006; and June 12, 2006;
- Destroying tapes and keeping minutes closed for April 17, 2006; and November 13, 2006;
- Keeping closed the minutes of April 14, 2003; June 9, 2003; February 14, 2005; and March 14, 2005 for which tapes already have been destroyed.
- Approved the minutes of June 15, 2009 as amended and agreed to keep them closed.

### **Committee Meetings**

Policy and Personnel – 6:00 p.m. Monday, October 5.

### **Adjournment**

On a motion by Sommese, the meeting adjourned at 9:37 p.m.

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Eileen Pech, Secretary