

Berwyn Public Library Board Minutes
 September 11, 2006 Regular Meeting
 Library Board Room, Riverside Drive & Harlem Avenue

Call to Order

During a 6:40 p.m. discussion prior to the regular meeting, Treasurer Phyllis Walden reviewed recommendations for Board action developed by Berwyn trustees who attended Metropolitan Library System workshops. Discussion participants included President Patricia Zank, Vice President Ann Marrone, Secretary Eileen Pech, Member Doris Remp and Director Bill Hensley.

The regular meeting was called to order at 7:03 with President Zank requesting a moment of silence for 9-11 victims. Members now present included Deborah Cullen plus Marrone, Pech, Remp, Walden and Zank. Staff members: Tammy Clausen, Kathi Behrendt and Hensley. Guests: Ray Suda and Board Member-nominee John Chrastka.

Late arrivals: Member Irene Martin at 7:35 p.m. and Louise Sommese, 8 p.m.

Minutes

On a motion by Remp seconded by Marrone, the minutes of the June 12 regular meeting were approved.

Review of Bills for Payment

On a motion by Marrone, seconded by Walden, payment was approved for:

<u>June 2006</u>		<u>July 2006</u>	
Salaries	\$ 91,409.88	Salaries	\$ 91,145.83
Expenditures	<u>25,009.32</u>	Expenditures	<u>32,274.42</u>
Total	\$116,419.20	Total	\$123,420.25

<u>August 2006</u>	
Salaries	\$91,876.10
Expenditures	<u>35,184.97</u>
Total	<u>\$127,061.07</u>

Video Rentals

June 2006	\$2,238.00
July 2006	\$2,053.00
August 2006	\$2,279.00

Foundation Income

Starting Balance	\$170.51
Deposits	<u>67.70</u>
New Balance	\$238.21

Per Capita

June 2006

Previous balance	\$52,438.39
Expenditures	8,137.20
Interest income	<u>31.09</u>
Balance	\$44,332.28

July 2006

Previous balance	\$44,332.28
Expenditures	13,767.89
Interest income	<u>23.22</u>
Balance	\$30,587.61

August 2006

Previous balance	\$30,587.61
Expenditure	1,948.44
Interest income	<u>13.40</u>
Balance	\$28,652.57

Librarian's report

Hensley introduced Chrastka who has been nominated by Mayor Michael O'Connor to fill the Library Board vacancy. Chrastka described his employment by the American Library Association and his interest in volunteer service on the Berwyn Board.

Chrastka will be attending the ILA Conference to be held in Chicago Oct. 4-6. Trustees interested in free passes to view conference exhibits are to contact the director.

At Pech's suggestion, the Board Secretary will send letters of commendation to staff members Tony Montiel and Craig Schumacher for their extraordinary efforts to restore mechanical and computer services resulting from three August power outages.

Finance & Foundation Committee

The Building Fund opened June with a balance of \$7,696.45 and closed Aug. 31 with a balance of \$5,553.82. The report was accepted and placed on file.

Policy & Personnel Committee

On a motion by Marrone, seconded by Walden, the Board accepted the resignations of Gerardo Castorena, Audio-visual Library Assistant I, and Nicole Pullia, Circulation Page. It approved the hiring of Craig Schumacher, Technology Supervisor, at an annual salary of \$41,600, and of Kimberly Stack, Librarian II Readers' Advisory, at \$31,200, and concurred in the in-house transfer of Tawnee Cosino, Audio-visual Library Assistant I, at \$9.38 per hour.

Unfinished Business

Nominating Committee – Chairman Walden presented a proposed slate of officers for 2006-08 consisting of Zank for president; Cullen, vice president; and Pech, secretary. The candidates then described their qualifications and goals with Zank emphasizing team leadership and assistance from all in reaching out to city officials and the community.

There being no additional nominations from the floor, Remp motioned to declare the nominated slate as the elected slate. Martin, now present at the meeting, seconded the motion and participated in the favorable 7-0 vote. (Prior votes were all 6-0).

Strategic Plan Committee – Board members Cullen, Martin and Zank and Board Member-elect Chrastka volunteered to serve along with Staff member Tammy Clausen.

Director Evaluation – The Director presented a self-evaluation of 2006-07 goals based on the current Strategic Plan. Walden suggested consolidating Goals 4- 11 under the heading of "Enhancing and Expanding Services" and adding the goal of "Working with the City and Board on Financial Matters." The report was accepted and placed on file.

Budget – Because of turn-over in the City’s Finance Office, Hensley reported there may not be mid-year adjustments to departmental budgets. The director will request a reallocation of funds through the interim city finance director.

Board Training -- Board members were asked to complete forms rating suggested topics for continuing Board education. The forms are to be returned to Walden.

As part of the annual Board re-organization, consideration was given to moving regular meetings from the second to the third Monday of the month beginning Jan. 1. Zank asked members to report to Hensley any difficulties they anticipate from such a change. The rescheduling was deferred for a vote at the November meeting. Sommese arrived at 8 p.m. resulting in a 8-0 count on all succeeding votes.

Hensley was asked to e-mail regular meeting notices to those with e-mail service.

Roberts Rules of Order – **Robert Schuck’s presentation on Roberts Rules was finalized for 6:30 p.m. prior to the 7 o’clock start of the October 16 meeting.**

Parking Lot Open House

On a motion by Pech, seconded by Marrone, the planning of a thank-you reception for city officials for the new library parking lot will be scheduled on completion of the lot. Pech and Marrone are to coordinate the event with Barbara Ziemba.

Donor Reception – Discussion on a donor recognition event was deferred. It will be reconsidered later in the Library’s 10th anniversary year, which ends in June, or as part of the planning for the City of Berwyn’s 100th anniversary in 2008.

Bylaws Revision – Officers Cullen, Pech and Walden and Member-nominee Chrastka volunteered to serve on an Ad Hoc Committee to add the office of treasurer to the bylaws and consider other possible revisions.

New Business

Guest Speaker -- **Pat Segel, Berwyn Human Resource Director, will speak at the Board education session to be held at 6:30 p.m. November 13 prior to the regular meeting.**

Capital Improvements – Hensley reported a roofing contractor has been accepted and bids are expected to be opened at the next Council meeting for the cooling tower, variable air volume boxes and parking lot. Work will be paid for out of the City’s arbitrage improvement budget.

Checkpoint – Referred to the Technology Committee was a proposal from Checkpoint Systems Inc. to provide Berwyn with Y4U, a programming and patron-targeted promotion service that is considered a possible precursor to self-checkout.

The Technology Committee was reactivated with Staff Member Tammy Clausen, Board Members Cullen and Martin and Member-nominee Chrastka volunteering to serve.

Trustee Topics

Pech noted an Oral History Committee has spun off from the Archives Project with a goal of recording veterans' war experiences and residents' memories of Berwyn. An organizational meeting will be held at 7 p.m. Wednesday, Sept. 27, in the Library.

Schedule of Meetings

The Technology Committee called a meeting for 5:30 p.m. Tuesday, Sept. 26. Strategic Planning will meet at 6:30 p.m. Tuesday, Oct. 10, immediately followed by the Bylaws Committee at 7:30. All three meetings will be in the Library.

President Zank distributed sign-up sheets for the remaining committees and asked that they be returned to Secretary Pech.

Closed Session:

On a motion by Pech, seconded by Martin, and with the unanimous vote of all members, the Board adjourned into closed session at 9:12 p.m. pursuant to proper notice Section 2 (c) (21) of the Open Meetings Act – “To discuss minutes of meetings lawfully closed under the Open Meetings Act and for the semi-annual review of minutes mandated by Section 2.06 of the Act.”

Following discussion, the Board returned to open session at 9:15. On a motion by Cullen, seconded by Walden, minutes of the closed meeting of June 12 were unanimously approved. On a motion by Sommese, seconded by Remp, members unanimously voted to destroy the tape of the closed session of Feb. 14, 2005 and keep the written minutes closed.

Adjournment

The meeting adjourned at 9:16 p.m. on a motion by Cullen seconded by Walden.

Eileen Pech, Secretary