

Berwyn Public Library Board Minutes
February 19, 2008 Regular Meeting
Library Board Room, Riverside Drive & Harlem Avenue

Call to Order

President Deborah Cullen called the meeting to order at 7:15 p.m. Members present: Irene Martin, Eileen Pech, Jerome Pohlen, and Louise Sommese. Members absent: Ann Marrone, Doris Remp and Matthew Scharpf. Staff present: Kathleen Behrendt, Tammy Clausen, Diane Jepsen, Joel Holcombe and Briana Perlot. Staff absent: Director Bill Hensley. Guest: Phyllis Walden, resident. Member John Chrastka arrived at 7:48 p.m.

Agenda

The agenda was approved on a motion by Sommese. Later, on a motion by Pohlen, a closed session was added to consider a request to hire a Library Assistant I.

Minutes

On Pech's motion, January 29 regular and closed session minutes were approved.

Correspondence

President Cullen reported receipt of the thank-you note from Trustee Remp for flowers sent during her illness.

On a motion by Pech, letters of commendation were approved for Mary Frank and Craig Schumacher for extraordinary service on the 1st Edition History of the Berwyn Public Library. It was agreed similar commendations would be drafted for Connie Ceballos and Scott Waszak for assistance rendered an ailing patron.

Departmental Report

Schumacher was asked to include in his written report a comparison of the most recent month's statistics with those of one year ago.

A request from the Audio Visual Department to use money from the video rental account to upgrade the disc repair machine was referred to the Finance Committee.

Pohlen was asked to find a facilitator to meet with staff to prepare them for quarterly reporting on ecologically conscious practices in the library.

Clausen reported the Berwyn Reads project will be pursued under the umbrella of a family literacy grant to be written by Morton College.

As to Berwyn's Centennial, Clausen said the library and the Friends of the Berwyn Public Library each will purchase a cake figure to be decorated for Centennial Figures on Parade. The library will print maps for the self-directed walking tour of the city.

Schumacher reported that since E-rate funding will not be available until July, eligible technology upgrade purchases must be postponed until that time.

Financial Report

Cullen cited seven purchases exceeding \$1,500 made without prior review. Chrastka noted some were service contracts. Discussion clarified that no exceptions to the \$1,500 purchase approval policy were indicated in the December 2007 approved motion. Although this is a temporary purchase policy no specific term was outlined in the

December motion and every effort should be made to comply moving forward. On Chrastka's motion, January financial reports were approved as presented

Buildings & Grounds Committee Report

Chairman Martin said Mike Wolf will examine the library's cooling system.

Holcombe was asked to verify that the library's snow removal contract does not include a provision for the library to pay for extra salt if the contractor ran out. Cullen asked whether the vendor provided the library with a certificate of insurance holding the library harmless. Holcomb will verify.

Policy Committee Report

Cullen will contact the city about the possibility of a police department review of library security and possible basic instruction review. Chrastka will look into new state confidentiality law regarding patron records.

Strategic Planning Committee Report

Chrastka said the committee's next steps are to draft an outline for long-range planning discussions with the director and a Saturday, March 15, Board retreat with Kathryn Diess as facilitator. Diess then will write the first draft of the plan.

Ad Hoc Technology Committee

With the library's technology plan now certified by the state, Chairman Chrastka has found a consultant to work with the staff after Easter.

Unfinished Business

On a motion by Chrastka, the Board approved the expenditure of Board funds to cover the initial expenses for Print-on-Demand copies of the "History of the Berwyn Public Library." Pohlen will obtain firm costs for printing 150 copies.

Cullen asked the Board to consider using the Kiwanis Club of Berwyn gift to create a garden on the library's adjacent property where trees and shrubs were removed last fall rather than the far corner of the off-site parking lot.

A request for new electric sign wiring was referred to the Finance Committee.

Committee Meetings

The Policy Committee will host a closed all-Board training session at 7 p.m., Thursday, March 6, on Board/Director Relations. The facilitator will be Don Roalkvam..

The Strategic Planning Committee will host a meeting of the entire Board from 9:30 a.m. to 12:30 p.m. Saturday, March 15, to obtain Board input on the Strategic Plan.

Buildings and Grounds – Cullen will contact the mayor to discuss the possibility of striped crosswalks from the library's main site to the off-site parking lot and to seek assistance from Public Works to help remove the ice buildup on the NW sidewalks of the new parking lot corner.

Closed Session

On a motion by Pech and a roll call vote, the Board entered closed session at 8:35 p.m. pursuant to Open Meetings Act Section 120/2(c)(1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of employees.

Following discussion, the Board reconvened in open session at 8:57, and on a motion by Chrastka approved filling a staff vacancy by hiring a Library Assistant I with time to be divided between Audio-visual and Circulation Departments.

Adjournment

The meeting adjourned at 8:59 p.m. following a motion by Chrastka.

Respectfully submitted,

Eileen Pech, Secretary