

BERWYN PUBLIC LIBRARY BOARD MINUTES

May 18, 2009 Regular Meeting

Library Board Room, Riverside Drive & Harlem Avenue

Call to Order

President John Chrastka called the meeting to order at 7 p.m. Members present: Jill Bambenek, Roxanne Faulds, Irene Martin, Eileen Pech, Jerome Pohlen and Doris Remp. Member Tardy: Louise Sommese arriving at 7:52. Member Absent: Maria Salinas. Staff present: Director Bill Hensley and Verna Austen, Kathleen Behrendt, Mary Frank, Briana Perlot, Tammy Sheedy and Craig Schumacher.

Agenda

On a motion by Pech, the agenda was unanimously approved by the seven members present with the addition of Interlibrary Loan Policy discussion under the Policy and Personnel Committee Report.

Minutes

On motions by Pech, the Board by a 7-0 vote approved the closed minutes of April 20, 2009 as presented and the regular minutes as amended by Bambenek to indicate the Search Committee submitted an advertisement, not a job description, to the city's Director of Human Relations.

Open Forum

Alderman Nona Chapman, library liaison, said timelines for the 2010 budget will be forthcoming following an audit and risk assessment on a city in deficit. Nevertheless, she said Green Grant funds are being examined as a way to finance work on the library's heating, ventilating and air conditioning system.

President Chrastka announced completion of an informational mailing to newly elected city, township and park and school board officials. Alderman Chapman said she will continue to promote the library by distributing the monthly departmental reports to newly elected city officials along with summary highlighting library accomplishments.

Director's Report

Director Hensley said the Metropolitan Library System has confirmed the Berwyn Library will receive its Per Capita Grant as soon as state funds become available.

He confirmed that neither staff nor Berwyn Fire Department personnel were able to identify the source of the smoke that necessitated the evacuation of the building. Wednesday, April 15.

Finance Report

On a motion by Pech followed by a roll call vote, the Board voted 7-0 to approve the April payables of \$203,948.76. Pech reported the Library Board Fund increased by \$120 to \$872.94 through sales of "The History of the Berwyn Public Library."

Policy and Personnel Committee

Since the Metropolitan Library Service has discontinued facilitation of out-of-state loans for member libraries, Director Hensley recommended changing the Berwyn Library's lending policies to reflect a new service facilitator. He also recommended that Berwyn no longer ship audio-visual materials out of state due to the postage and staff time required. Accordingly, on a motion by Pech, the Board by a 7-0 vote approved a revised interlibrary loan policy as follows:

"The Berwyn Public Library will lend materials at no charge to any requesting Illinois library. As Berwyn Public Library is a member of LVIS (Libraries Very Interested In Sharing), the library will lend materials, out of state, at no charge to any library participating in the LVIS group. Non LVIS members will be charged the fee of \$5 per item for all out of state requests. The Berwyn Library does not lend its audio-visual materials out of state."

Search Committee

Bambenek and Chrastka said the committee will meet at 7 p.m. Tuesday, May 26, for a preliminary look at curriculum vitae submitted for the full-time Director's position.

Unfinished Business

After reviewing the parking lot recommendations of City Traffic Engineer Nicole Campbell, the Board cited the need for:

- Expanding snowfall parking restrictions from the customary 2 a.m. to 5 a.m. to include 2 a.m. to 7 a.m. in library lots;
- Changing the "No Parking Anytime" restriction recommended for Riverside Drive adjacent to the library to "Bus Parking Only";
- Correcting the landmarks reflected on the map accompanying the report

Thereafter, on a motion by Pech, the Board voted 7-0 to refer to the Library Director, the city traffic engineer and the City Council for a revision to city ordinances to provide improved street signage, striping and safety devices to safeguard pedestrians and to provide parking lot signage to assure proper use of the lot.

New Business

Board Self-Evaluation Forms were distributed to members with a request by Pech to return them at the June meeting for summary and report.

The staff's request for an employee's-only bathroom was presented by Verna Austen and referred to the Building and Grounds Committee and Fred Schlipf, space consultant.

On a motion by Faulds, the Board unanimously approved closing the library on Saturday, July 11, so that staff members may attend the American Library Association Conference in Chicago. The vote was 7-0 reflecting the abstention of Chrastka, an ALA employee, and the arrival of Sommese at 7:52 p.m. Votes recorded hereafter reflect the presence of eight Board members.

At Pohlen's request, signs will be posted reflecting library closure on two successive Saturdays for the July 4 holiday and the ALA Conference.

Closed Session

On a motion by Pech and an 8-0 roll call vote, the Board entered closed session at 7:58 p.m. pursuant to Open Meetings Act Section 120/2(c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of employees. The Board reconvened in open session at 8:23 p.m. with no action taken.

Committee Meetings

Search Committee – 7 p.m. Tuesday, May 26.

Strategic Planning – 7 p.m. Thursday, June 11.

Technology Committee – to be arranged by Craig Schumacher.

Adjournment

On a motion by Pohlen, the meeting adjourned at 8:28 p.m.

Eileen Pech, Secretary