

**BERWYN PUBLIC LIBRARY
2701 S Harlem Avenue
Berwyn, Illinois 60402**

**Regular Monthly Board Meeting
Board Room, 2nd Floor
Monday, November 16, 2009 7:00PM**

AGENDA

1. GENERAL BUSINESS (*John Chrastka*)

- A. Call to order (roll call of trustees)
- B. Determination of quorum and recognition of visitors
- C. Pledge of Allegiance
- D. Approval of presented agenda (vote)
- E. Approval of Meeting Minutes (vote)
 - 1. October 19, 2009 Regular Board Meeting

2. OPEN FORUM (Information only - *Chrastka*)

- A. Public Comment(s) and Correspondence
- B. Alderman Nona Chapman, BPL Liaison

3. DIRECTOR'S REPORT

- A. Review Departments' Summary Reports (*Tammy Clausen*)
- B. Staff Comments on Strategic Plan

4. STANDING COMMITTEE REPORTS

A. FINANCE COMMITTEE (*Louise Sommese*)

- 1. Financial Reports (Appendix A)
 - a. Treasurer's Report
 - b. Board fund balance
 - c. Approval September payables (roll call vote)
- 2. 2010 Budget Progress

B. BUILDINGS & GROUNDS COMMITTEE (*Irene Martin*)

- 1. Snow Removal

C. POLICY/PERSONNEL COMMITTEE (*Eileen Pech*)

1. Feasibility study and job descriptions:
 - a. Circulation Supervisor and Emergent Technologies Librarian II (vote)
 - b. Staff Changes - Replacements through resignations, retirements, or promotions
2. Committee Report
 - a. Attendance and Punctuality Policy (vote)

5. OLD BUSINESS

- A. Complaint Ad Hoc Committee (*Chrastka*)
 1. Report
 2. Discussion
 3. Vote

- B. Board Effectiveness Session - Trustee Responsibilities and Legal Basis in Illinois Library Law (*Chrastka*)

6. UNFINISHED BUSINESS

- A. Policy and Procedures Audit

- B. Board 2010 Calendar (vote)

7. NEW BUSINESS

8. CLOSED SESSION under ILCS 5 120/2(c)(1) to discuss personnel and 2(c)(21) to discuss minutes of meetings lawfully closed.
- A. September 21, 2009 Closed Session Minutes

9. POSSIBLE ACTION on Items Discussed in Closed Session

10. SCHEDULE of Committee Meetings (*Chrastka*) (Informational)
- A. Policy & Personnel
 - B. Building & Grounds
 - C. Technology Task Force
 - D. Contract Auditing

11. ADJOURN