

**Berwyn Public Library Board Meeting Minutes  
October 17, 2016 Regular Meeting  
Berwyn Public Library, Board Room**

**Call to Order:**

Vice-President, Jill Bambenek called the meeting to order at 7:11pm. Board Members present: Maria Salinas, Augie Kalal, Cindy Hayes, Erika Corona-Owens, and Library Director, Keshia Garnet

**Agenda:**

On a motion by Hayes and seconded by Kalal, the board approved the agenda.

**Approval of Closed Meeting Minutes:**

- August 2, 2016: On a motion by Salinas and seconded by Hayes, the board approved the minutes.
- August 15, 2016: On a motion by Salinas and seconded by Kalal, the board approved the minutes.
- September 9, 2016: On a motion by Kalal and seconded by Hayes, the board approved the minutes.

**Minutes:**

On a motion by Kalal and seconded by Hayes, the board approved the minutes.

**Open Forum:** None

**Alderman comments:** None

**Directors Report:** Keshia reported that the Dynamic Planning Institute was very worthwhile attending. The training gave Keshia a good grasp on what is needed to develop a strategic plan for the library. There are items that she will need to help. For example, a needs assessment of the community will help understand how the library can fill certain gaps. Also, Keshia reported that over 500 walked through the doors of the library during the Fairy Tale Ball hosted at the end of September.

**Finance Committee:** On a motion by Salinas seconded by Bambenek and the board by unanimous roll call vote, approved the September 2016 payables in the amount of \$43,748.72.  
The Veverka Fund balance as of the end of September was: \$359,181.26

**Building and grounds Committee:** The library is compiling the finals costs of the construction and paying out any outstanding bills. There are a few furniture pieces that are waiting to be replaced. The bidding process for snow removal has begun. Most of the submitted contracts have come in at about 10k. A decision will be made by the end of November for vendor.

**Policy/Personnel Committee:**

**Approval Meeting Minutes were submitted and approved:**

- February 16, 2016: On a motion by Bambenek and seconded by Hayes, the board approved the minutes.
- April 14, 2016: On a motion by Bambenek and seconded by Hayes, the board approved the minutes.
- June 13, 2016: On a motion by Bambenek and seconded by Hayes, the board approved the minutes.

On a motion by Bambenek and seconded by Hayes, the board authorized to post and hire for a Circulation Department Head. On a motion by Bambenek and seconded by Salinas, the board authorized to post and hire for a Reference Library Assistant.

**Veverka Committee:**

**Approval Meeting Minutes were submitted and approved:**

- May 16, 2016: On a motion by Salinas and seconded by Bambenek, the board approved the minutes.
- June 20, 2016: On a motion by Salinas and seconded by Bambenek, the board approved the minutes.

**Unfinished Business:** None

**New Business:** None

**Closed Session:** None

**Upcoming Committee meetings:**

**Policy & Personnel to meet on 11/14.** Two items to discuss during meeting us to develop a new board member welcome packet and provide Roberts Rules pocket book.

**Adjournment:** On a motion by Salinas and seconded by Hayes the meeting was adjourned at 7:47pm