

1. Call to Order, Roll Call, and Declaration of Quorum

*The meeting was called to order at 6:32pm by President Hawn.
Present: Trustees Conlin, DeFord, Ditchfield, Hawn, Villafana, Williams.
Absent: Trustee Mason-Smith.
A quorum was present.*

2. Approval of Agenda – Motion to accept the agenda for Wednesday, August 28, 2024.

*Motion to approve: Trustee Conlin
Second to Motion: Trustee Williams
Vote: [voice vote]
Ayes: all
Nays: none
Absent: Trustee Mason-Smith
Result: Motion carried.*

3. Board Officer Reports

A. Secretary's Report

- 1. Motion to accept the minutes for the July 24, 2024 monthly meeting.*

Trustee Villafana volunteered to serve as secretary for the meeting in Trustee Mason-Smith's absence.

*Motion to approve: Trustee Villafana
Second to Motion: Trustee DeFord
Vote: [voice vote]
Ayes: all
Nays: none
Absent: Trustee Mason-Smith
Result: Motion carried.*

B. President's Report

No report, President Hawn thanked Vice President DeFord for leading the meeting on July 24th in her absence.

C. Treasurer's Report

- 1. Motion to accept Claim Ordinance #605 in the amount of \$51,433.91.*

Treasurer Conlin presented Claim Ordinance #605.

*Motion to approve: Trustee Conlin
Second to Motion: Trustee Hawn
Vote: [roll call vote]
Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Villafana, Williams.
Nays: none
Absent: Trustee Mason-Smith
Result: Motion carried.*

4. Acknowledgement of Audience and Public Participation

Village Trustee Roger Thomas, Library Director Cox, and Assistant Library Director La Barbera were in attendance. There were no questions or comments from the audience at this time.

5. Library Director's Report

A. Library Report & Updates

Director Cox presented the library report for August. In addition, the director shared a verbal summary of the August 11th parade and fun fest, thanking Trustee DeFord and library staff member Lisa Vega for arranging for additional participants in the library's parade entry. Director Cox also thanked staff member Zamaira Vega for preparing the library table and offerings at the Fun Fest, staff member Natalie Jenkins for working the kids rock painting table, and staff member Katie Korenchan for working the library table.

Director Cox shared that both he and Assistant Director La Barbera had recently met with representatives with Lauterbach and Amen regarding the status of the audit of fiscal year 2024 financials. It was shared that a presentation to the board would likely come at the October regular meeting.

Copies of the Fall 2024 newsletter were shared with the board. An Immunization Clinic on September 26th, a FAFSA Workshop on September 14th, the Friends' Fall Sale on October 10th were highlighted. Director Cox also shared the library was again partnering with Hines VA to conduct a drive of goods for local veterans, which would run from October 1st through Veterans Day.

The Library's annual Holiday Open House has been scheduled for Saturday, December 7th. The Village of Berkeley and the Centennial Committee are also working on public events for that day which will compliment the library's open house.

Trustee DeFord commented about the meeting on the director's report with the Berkeley Community Garden Club. Director Cox confirmed that he had been informed that the club was ending at the end of 2024. Village Trustee Thomas shared that while there is some discussion among other residents to potentially reform the club and that, as of right now, the club's physical space on St. Charles will continue to be available. Director Cox added that the library was currently working on plans to offer gardening-related programming in 2025.

6. Committee Reports

A. Building Committee Report - No report.

B. Finance Committee Report - No report.

C. Policy Committee

1. *Motion to accept the minutes of the July 24, 2024 meeting of the Policy and Personnel Committees.*

*Motion to approve: Trustee DeFord
Second to Motion: Trustee Villafana
Vote: [voice vote]
Ayes: all
Nays: none
Absent: Trustee Mason-Smith
Result: Motion carried.*

2. *Motion to accept the revised Personnel Policy as presented.*

Proposed revisions to Section #600 (Benefits and Leave) related to employee health insurance and vacation leave were presented.

*Motion to approve: Trustee DeFord
Second to Motion: Trustee Conlin
Vote: [roll call vote]
Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Villafana, Williams.
Nays: none
Absent: Trustee Mason-Smith
Result: Motion carried.*

D. Personnel Committee – No report.

E. Technology Committee – No report.

7. Unfinished Business

The Director shared that the group of residents that are assisting in the strategic planning process had met recently, following the completion of the community survey period. The library had received around 150 responses, and the director was encouraged by the data received. The group will meet again in the coming weeks and hopes to have a draft plan available to present to the board at the October meeting.

8. New Business – No new business.

9. Adjournment

*Motion to adjourn: Trustee Conlin
Second to Motion: Trustee DeFord
Vote: [voice vote]
Ayes: all
Nays: none
Absent: Trustee Mason-Smith
Result: Motion carried.*

The meeting was adjourned at 6:56pm.

Berkeley Public Library
Regular Monthly Meeting

Board of Trustees Meeting Minutes
August 28, 2024 6:30pm