

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

*The meeting was called to order by President Hawn at 6:30pm.
Present: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Williams.
Absent: Trustee Villafana.
A quorum was present.*

2. Approval of Agenda – Motion to accept the agenda for Wednesday, October 23, 2024.

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

3. Presentation – Audit of fiscal year 2024 financials. Riley Martin, Lauterbach and Amen.

Riley Martin presented the audit of library financials for the fiscal year ending April 30, 2024, briefly summarizing funds. Mr. Martin shared that the audit included an unmodified (or 'clean') opinion. Mr. Martin thanked the board and library administration for a smooth audit process.

Trustee Ditchfield asked about prior recommendation #5 included in the Management Letter, a recommendation related to an excess fund expense. It was explained that this was related to the 2022 remodeling work, and that spending had fallen over two fiscal years. Trustee Mason-Smith asked what the difference was between 'Replacement Taxes' and 'Property Taxes'. It was explained that replacement taxes or 'PPRT' are taxes collected that are paid to the Village of Berkeley, who then pays the Library, rather than funds being directly deposited in a Library bank account as is the case with property taxes.

4. Board Officer Reports

A. Secretary's Report

1. *Motion to accept the minutes for the September 25, 2024 monthly meeting.*

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

B. President's Report

President Hawn provided a brief reminder to fellow trustees regarding approach deadlines for the April 2025 election. Trustee DeFord shared with the board that she appreciated her time serving on the board, but had decided to not run for re-election. President Hawn thanked Trustee DeFord for her years of service to the board and to the library.

C. Treasurer's Report

1. *Motion to accept Claim Ordinance #607 in the amount of \$34,911.96.*

Motion to approve: Trustee Conlin

Second to Motion: Trustee Hawn

Vote: [roll call vote]

Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Williams

Nays: none

Absent: Trustee Villafana

Result: Motion carried.

5. Acknowledgement of Audience and Public Participation

Present: Director Cox, Assistant Director La Barbera, Paul Smith

There were no questions or comments.

6. Library Director's Report

A. Library Report & Updates

Director Cox presented the library report for September 2024. Director Cox also shared that the Youth Services position (12-15 hours a week) was now open and a posting would be made in the coming weeks; that the Library was working with the Village of Berkeley to plan Saturday December 7th Open House and festivities; and that the library had recently introduced a 'story by phone' service that was available 24 hours a day.

Trustee Conlin asked what items were included as 'Undefined' in the statistics provided. Director Cox shared that those items were not assigned an audience level by the cataloging library, and could be nearly any type of library, though most times seeds distributed through the library's seed collection were listed as such.

Trustee Mason-Smith inquired as to the results of the October 5th 'Friends Fall Sale'. Assistant Director La Barbera shared approximately \$1,000 had been raised, and that both the Friends as well as outside vendors were happy with the results.

7. Committee Reports

A. Building Committee Report

NO REPORT

B. Finance Committee Report

1. *Motion to accept the audit of fiscal year 2024 financials as presented.*

Motion to approve: Trustee Conlin

Second to Motion: Trustee DeFord

Vote: [roll call vote]

Ayes: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Williams.

Nays: none

Absent: Trustee Villafana

Result: Motion carried.

2. Motion to accept the library levy for fiscal year 2026.

The Board held a discussion on the library levy request and the upcoming budget for fiscal year 2026. Director Cox shared that library administration had worked to prepare a very early draft of the FY2026 budget. Some structural changes were being made, such as moving SWAN consortium fees to 'Office Operations' instead of 'Technology' where it has historically appeared. As of now, the operations portion of that draft budget showed an increase from the current fiscal year of 8.23%. The Board discussed the levying process, and tax distributions to various entities. Director Cox distributed a brief summary that included similarly-valued example properties throughout Proviso Township with brief tax obligation information. The Board agreed to seek a levy in the amount of \$510,435.16, a six-percent increase from the past year.

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

C. Policy Committee Report

1. Motion to accept the minutes of the October 10th, 2024 Policy Committee meeting.

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

2. Motion to accept the revised Sexual Harassment Policy as presented.

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

D. Personnel Committee

NO REPORT

E. Technology Committee

NO REPORT

8. Unfinished Business

Trustee DeFord shared with the board that following the conversation held at the September meeting about outreach and 'I Love My Library' signs, she had noticed them in other communities. The Board agreed that similar signs should be incorporated into future outreach plans.

9. New Business

NO NEW BUSINESS

10. Adjourn to Closed Session

Move that the Berkeley Public Library Board of Trustees adjourn to Closed Session pursuant to:
5 ILCS 120/2 (c)(1): the appointment, employment, compensation, discipline, or dismissal of specific individuals

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

The Board adjourned to Closed Session at 7:34pm.

11. Reconvene Regular Session

Motion to reconvene: Trustee Hawn
Second to Motion: Trustee Conlin
Vote: [voice vote]
Ayes: all
Nays: none
Absent: Trustee Villafana
Result: Motion carried.

Regular session was reconvened at 7:59pm, and roll call was again taken.
Present: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Williams.
Absent: Trustee Villafana.
A quorum was present.

12. Adjournment

*Motion to adjourn: Trustee Hawn
Second to Motion: Trustee DeFord
Vote: [voice vote]
Ayes: all
Nays: none
Absent: Trustee Villafana
Result: Motion carried.*

The meeting was adjourned at 7:59pm.

ACCEPTED AND RELEASED BY BOARD ACTION 11/20/2024.

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

*Closed Session was called to order by President Hawn at 7:35pm.
Present: Trustees Conlin, DeFord, Ditchfield, Hawn, Mason-Smith, Williams.
Absent: Trustee Villafana.
A quorum was present.*

Director Cox and Assistant Director La Barbera were also present.

Director Cox had distributed two documents related to Patron Services Coordinator Zamaira Vega Tello in advance of the meeting- the first being a position summary with a list of existing and potential responsibilities; the second being a cost breakdown that provided salary and benefit information for both her current hours per week (27,) as well as a potential adjustment to full time. The Board briefly discussed Ms. Vega's position at the library, library needs, and the value she brings to library operations.

Director Cox shared that this adjustment would result in some personnel-related budget lines being over budget for the current fiscal year. Discussion related to the financial aspects of the new position and budget were discussed. Treasurer Conlin noted that the board was aware of this, but that the total of operations would likely still be under budget.

The Board expressed thanks for the work that Ms. Vega continues to accomplish. It was agreed that she would be promoted to full-time status, with accompanying benefits, effective January 1, 2025.

2. Motion to Adjourn Closed Session.

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

The Board ended Closed Session at 7:58pm.