

**Berwyn Public Library Board Minutes**  
Dec.10, 2006 Regular Meeting  
Library Board Room, Riverside Drive & Harlem Avenue

**Call to Order**

President Patricia Zank called the meeting to order at 7:07 p.m. Present were John Chrastka, Ann Marrone, Eileen Pech, Doris Remp and Phyllis Walden. Staff attending included: Director Bill Hensley and Tammy Clausen. Guests: Aldermanic Liaison Nona Chapman and Ray Suda. Member Deborah Cullen arrived at 7:15. Members Absent: Louise Sommese and Irene Martin.

**Minutes**

The minutes of the meeting of Nov. 13 were accepted as presented.

**Bills for Payment**

Accepted as presented and placed on file were the following:

**November 2006**

Salaries	\$ 140,914.37
Expenditures	<u>59,401.58</u>
Total	\$ 200,315.95

**Video Rentals**

November 2006\$ 2,121.00

**Per Capita**

November 2006	
Previous balance	\$ 21,048.04
Expenditures	1,946.87
Interest income	<u>n/a</u>
Balance	\$19,101.17

**Building Fund**

November 2006	
Previous balance	\$5,618.54
Expenditures	101.88
Interest income	<u>n/a</u>
Balance	\$5,516.54

**Correspondence**

Zank reported receipt of a check for \$11.06 from Shop'N'Share day at the Jewel.

**Comments from guests**

Alderman Chapman said a public hearing on the tax levy to be held Dec. 12 would help determine whether the 5 percent increase posted for the Library and other departments of the city would be adopted by the City Council.

**Librarian's Report**

Because of a lack of verifiable results from joint park district/Library bulletins, Director Hensley detailed plans for the Library to print and bulk mail its own bulletins. Hensley said the Berwyn Park District director assured him that if the experiment does not work out, the Library and park district can reconsider joint promotions.

Clausen said newspaper promotion has been chancy but recent coverage in The Gazette gave a boost to adult program attendance. Chrastka suggested Board members contact The LIFE to encourage publicity. Walden suggested reminding patrons of programs through updates on the Library's website. It was proposed that Zank's concept of an outdoor electronic sign to promote events should be forwarded to the Friends of the Library as a possible fund-raising goal.

Board members requested definitions of the terms “total unique usernames” and “E Reference” found in the Computer Services report. They also asked for comparison data and trend perspectives that would give more meaning to monthly statistical reports. Hensley said most statistic gathering focuses on data needed for state reports and grant applications but that comparison figures can be furnished to meet Board members’ specific requests. Clausen said goals and objectives are discussed frequently at departmental levels and then reviewed with the director.

On a motion by Chrastka, seconded by Cullen, a proposal to contract with Unique Collection Agency for fines totaling \$25 or more was unanimously approved for staff review and forwarding to the City Council for development of language to implement the program.

Data submitted by Checkpoint in response to Board questions regarding the Youniquely4U service was forwarded to the Technology Committee for review.

The Director called attention to the need to update the Library’s disaster plan and noted the Metropolitan Library Service will be sponsoring a workshop on the subject at an unspecified time in the first quarter of 2007.

The director called attention to an error in the Departmental Expenditures Report relating to the periodicals budget. The correct line should read (\$2,072.33).

### **Strategic Plan Report**

Chairman Chrastka said the committee will reconvene to review the existing plans for 2007 and 2008 and begin discussing methodology for a three-year phase in by looking at staff and interview components of the original plan to discover where the Library needs to go in terms of staff and Library usage.

### **Bylaws Report**

Chairman Walden asked Board concurrence in the committee’s belief that the bylaws need to be completely revised not tweaked with a view to distinguishing between bylaws and Board policies. Chrastka suggested structural revisions such as an executive committee empowered to respond quickly in emergencies with actions later to be confirmed or rejected by the Board.

### **Finance Report**

Walden noted the Shop’N’Share check received from Zank increased the Building Fund total to \$5,527.12.

### **Policy and Personnel**

The Board accepted as informational the resignation of Isabel Gonzalez, Readers’ Advisory, Part-time Librarian I.

### **Unfinished business**

Pech reported the parking lot thank-you reception for city officials will be held at 11 a.m. Saturday, April 14.

Since attendance at 6:30 p.m. Board education sessions has been “problematical,” Walden said the next training will be held as part of the regular February meeting as an experiment to assure that everyone can participate. Chrastka will lead a discussion on the American Library Association ethics statement and bill of rights.

Chairman Walden said the Budget Committee is working toward an advocacy budget proposal to present to the mayor and council. It will be built around salary increases approved by the mayor, a Library wish list and the 12 percent expenditures for acquisitions needed to qualify the Library for state grants.

**Trustee topics**

Hensley reported that recording equipment has been received for the oral history project and veterans' interviews will begin soon.

**Committee Meetings**

Budget Committee will meet at 5:15 p.m. Wednesday, Jan. 10.

Strategic Plan Committee will meet at 6 p.m. Thursday, Jan. 11.

Bylaws Committee will meet at 6 p.m. Monday, Jan. 29.

**Adjournment**

President Zank declared the meeting adjourned at 8:39 p.m.

Respectfully submitted,

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Eileen Pech, Secretary