

**Berwyn Public Library Board Meeting Minutes
Monday, October 15, 2018 Regular Meeting
Berwyn Public Library, Board Room**

Call to Order:

Board President, Jill Bambenek, called the meeting to order at 7:01p.m. Board Trustees present: Jill Bambenek, Rosemary Caruk, Erika Corona-Owens, Cynthia Hayes, Jousef Mondragon and Maria Salinas. Absent. Emily Diebold, Barbara Korbek and Paul Nudd. Also present was Interim Director Tammy Sheedy.

Agenda:

Board President Bambenek asked for approval on the agenda as presented. It was motioned by Secretary Salinas and seconded by Vice-President Mondragon to change the word in agenda items 6 b, c, d and-e to reflect "*approval*" and not "*acceptance*". All Trustees present voting aye. Nays: None. Absent: Members Diebold, Korbek and Nudd. Motion carried.

It was motioned by President Bambenek and seconded by Vice-President Mondragon to approve the presented agenda as amended. All Trustees present voting aye. Nays: None. Absent: Members Diebold, Korbek and Nudd. Motion carried.

Minutes:

It was motioned by Vice-President Mondragon and seconded by Trustee Corona-Owens to approve the September 17, 2018 Regular Meeting Minutes as presented. All Trustees present voting aye. Nays: None. Absent: Members Diebold, Korbek and Nudd. Motion carried.

Open Forum: There was no public comments, visitors or correspondence presented.

Directors Report:

It was motioned by President Bambenek and seconded by Trustee Corona-Owens to approve the Library Calendar of closed days for 2019 as presented. All Trustees present voting aye. Nays: None. Absent: Members Diebold, Korbek and Nudd. Motion carried.

It was motioned by Trustee Corona-Owens and seconded by Vice-President Mondragon to approve the Library Board Meeting Calendar for 2019 as presented. All Trustees present voting aye. Nays: None. Absent: Members Diebold, Korbek and Nudd. Motion carried.

Interim Library Director Tammy Sheedy reported that the library's participation in Oktoberfest was successful and commended President Bambenek for dressing in German attire during the event. She also reported that

there will be story times for the pre-school children during the ESL classes for parents. She also noted that they are in the process of re-ordering recycle bins and that the library staff was in the process of being retrained for proper recycling.

Finance Committee:

Trustee Corona-Owens reported that the Berwyn Public Library Board Fund Balance was \$ 1,181,482.71 and the Veverka Fund Balance was at \$360,506.75.

It was motioned by Secretary Salinas and seconded by Vice-President Mondragon to approve the September 2018 payables in the amount of \$44,684.73. Roll Call: President Bambenek, Trustees Caruk, Corona-Owens, Hayes, Vice-President Mondragon and Secretary Salinas. Nays: None. Absent: Trustees Diebold, Korbelt and Nudd. Motion carried.

Building and Grounds Committee:

It was motioned by Secretary Salinas and seconded by President Bambenek to table the acceptance of meeting minutes from Buildings & Grounds held on June 18, 2018, August 20, 2018 and September 17, 2018. All Trustees present voting aye. Nays: None. Absent: Trustees Diebold, Korbelt and Nudd. Motion carried.

Vice-President Mondragon briefed the Trustees on the structural modification options, costs and discussed when it would approximately take place and noted the work would be about 3 days.

It was motioned by Vice-President Mondragon and seconded by Trustee Hayes to authorize the approval of the structural modifications and prepare the Request for Proposal with the provision all corresponding information is received from Patrick Engineering. Roll Call: President Bambenek, Trustees Caruk, Corona-Owens, Hayes, Vice-President Mondragon and Secretary Salinas. Nays: None. Absent: Trustees Diebold, Korbelt and Nudd. Motion carried.

Interim Library Directory Tammy Sheedy briefed the Trustees on the snow plow bid. It was the consensus of the Board to renew the snow plow bid provided both parties agree to terms.

Policy/Personnel Committee:

It was motioned by President Bambenek and seconded by Trustee Corona-Owens to accept the meeting minutes from Policy/Personnel Meeting held on October 3, 2018 as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Diebold, Korbelt and Nudd. Motion carried.

It was motioned by Vice-President Mondragon and seconded by President Bambenek to approve the Library Director Job Description as presented. All members present voting aye. Nays: None. Absent: Trustees Diebold, Korbelt and Nudd. Motion carried.

It was motioned by Vice-President Mondragon and seconded by Secretary Salinas to approve the Library Meeting Room Policy as presented pending final legal review. All members present voting aye. Nays: None. Absent: Trustees Diebold, Korbelt and Nudd. Motion carried.

It was motioned by Trustee Corona-Owens and seconded by Secretary Salinas to approve the Code of Conduct Policy as presented. All members present voting aye. Nays: None. Absent: Trustees Diebold, Korbel and Nudd. Motion carried.

It was motioned by President Bambenek and seconded by Vice-President Mondragon to approve the Circulation Policy as presented. All members present voting aye. Nays: None. Absent: Trustees Diebold, Korbel and Nudd. Motion carried.

Veverka Committee: The committee did not meet. There was a discussion of the Age Options Grant and Interim Library Director Tammy Sheedy noted that the reimbursement would not be made to the library until approximately October 2019. It was discussed that the library would need to upfront the monies and that the Veverka funds could be used for such purpose.

Strategic Planning Committee: The committee did not meet.

Art Selection Committee: The Art Committee did not meet.

Old Business:

There was none reported.

Unfinished Business:

It was discussed that the review of closed minutes would need to take place, and perhaps be more practical to be done on a Saturday.

New Business:

There was one reported.

Closed Session:

There was no need for closed session, therefore, possible action was not needed.

Committee meetings:

Finance: Meeting not scheduled, but do plan to meet in November.

Policy and Personnel: Meeting not scheduled.

Building and Grounds: Meeting will be on November 12, 2018 at 6:30 p.m.

Veverka: Meeting not scheduled.

Strategic Planning: Meeting is pending with consultant.

Art Selection: Meeting not scheduled.

Adjournment:

It was motioned by Secretary Salinas and seconded by President Bambenek to adjourn the meeting at 8:15 p.m. All members present voting aye. Nays: None. Absent: Trustees Diebold, Korbek and Nudd. Motion carried.

Maria Salinas, Secretary