

**Berwyn Public Library Board Meeting Minutes
Monday, January 21, 2019 Regular Meeting
Berwyn Public Library, Board Room**

Call to Order:

Board President, Jill Bambenek, called the meeting to order at 7:00 p.m. Board Trustees present: Jill Bambenek, Rosemary Caruk, Erika Corona-Owens, Emily Diebold, Jousef Mondragon, Paul Nudd and Maria Salinas. Absent: Cynthia Hayes and Barbara Korbel. Also present was Interim Director Tammy Sheedy.

Agenda:

It was motioned by Secretary Salinas and seconded by Trustee Diebold to approve the agenda as presented. All Trustees present voting aye. Nays: None. Absent: Members Hayes and Korbel. Motion carried.

Minutes:

It was motioned by Vice-President Mondragon and seconded by Trustee Corona-Owens to approve the November 12, 2018 Regular Board Meeting Minutes as presented. All Trustees present voting aye. Nays: None. Absent: Members Hayes and Korbel. Motion carried.

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

Kelly MacGregor, a staff member, was present in the audience.

Directors Report:

Interim Library Director Tammy Sheedy reported that there was a revision in the calendar for days that the library will be closed.

It was motioned by Secretary Salinas and seconded by President Bambenek to approve the revised calendar reflecting days the library will be closed as presented. All Trustees present voting aye. Nays: None. Absent: Members Hayes and Korbel. Motion carried.

Kelly MacGregor, new Head of Outreach, presented information on the Department of Justice Recognition and Accreditation Program. She noted it was a free program to provide legal immigration assistance. She indicated that if the library was interested in participating, selected employees would need to go through a training to become accredited. She noted that once the library was accredited and approved, the library would have control of program and how they want to proceed with it.

There was a discussion of the 2018 programs and their success and planning underway for 2019.

Finance Committee:

Trustee Corona-Owens reported that she and Interim Library Director Tammy Sheedy met with Rasheed to discuss the operating expenses for 2019. She noted that there was a 28% increase due to the capital improvement projects. She noted they were proposing a 2% salary increase for staff plus \$.50 for non-union staff who didn't receive a salary raise in 2018. She indicated she would keep everyone posted.

Trustee Corona-Owens reported that the Berwyn Public Library Board Fund Balance for November 2018 was \$ 1,184,822.19 and the Veverka Fund Balance for November 2018 was at \$360,701.02.

It was motioned by Secretary Salinas and seconded by Vice-President Mondragon to approve the November 2018 payables in the amount of \$46,130.81. Roll Call: President Bambenek, Trustees Caruk, Corona-Owens, Diebold, Vice-President Mondragon, Trustee Nudd and Secretary Salinas. Nays: None. Absent: Trustees Hayes and Korbel. Motion carried.

Trustee Corona-Owens reported that the Berwyn Public Library Board Fund Balance for December 2018 was \$ 1,186,770.47 and the Veverka Fund Balance for December 2018 was at \$360,701.02.

It was motioned by Vice-President Mondragon and seconded by Trustee Corona-Owens to approve the December 2018 payables in the amount of \$104,296.99. Roll Call: President Bambenek, Trustees Caruk, Corona-Owens, Diebold, Vice-President Mondragon, Trustee Nudd and Secretary Salinas. Nays: None. Absent: Trustees Hayes and Korbel. Motion carried.

Building and Grounds Committee:

Vice-President Mondragon briefed the Trustees on the structural bid and noted that it would include the options discussed.

He noted that prioritization for the capital projects would consist of following:

- Replacement of the stair treads
- Replacement of VAV boxes
- Children's Play area
- Construction of study rooms
- Remodel of Youth Service Program Room
- Carpeting for lower level

It was motioned by Secretary Salinas and seconded by Vice-President Mondragon to accept the meeting minutes from Building and Grounds Committee Meetings held on November 12, 2018 as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Hayes and Korbel. Motion carried.

Policy/Personnel Committee:

It was motioned by Secretary Salinas and seconded by Vice-President Mondragon to table the approval of the Replacement of Library Page. All members present voting aye. Nays: None. Absent: Trustees Hayes and Korbel. Motion carried.

Veverka Committee: The committee did meet. Interim Library Director Tammy Sheedy reported that the browsing bins are scheduled to be installed around March 18, 2019. She also noted that a new circulation desk may be ordered and paid for by Veverka funds.

Strategic Planning Committee: President Bambenek reported that professional services will need to go out to bid for Strategic Plan process.

Art Selection Committee: The Art Committee did not meet, however, the mural was in process.

Old Business:

There was none reported.

Unfinished Business:

There was none reported.

New Business:

It was motioned by Secretary Salinas and seconded by President Bambenek to table the approval of the purchase of furniture for Circulation seating area. All members present voting aye. Nays: None. Absent: Trustees Hayes and Korbel. Motion carried.

Closed Session:

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

Committee meetings:

Finance: Meeting not scheduled, but will be advised.

Policy and Personnel: Meeting was scheduled for January 30, 2019 at 6:00 p.m.

Building and Grounds: Meeting will be on February 19, 2019 at 6:00 p.m.

Veverka: Meeting not scheduled, but will be advised.

Strategic Planning: Meeting not scheduled, but will be advised.

Art Selection: Meeting not scheduled, but Marissa will update contingent on artist's schedule.

Adjournment:

It was motioned by Secretary Salinas and seconded by Trustee Diebold to adjourn the meeting at 8:08 p.m. All members present voting aye. Nays: None. Absent: Trustees Hayes and Korbel. Motion carried.



Maria Salinas, Secretary