

**Berwyn Public Library Board Meeting Minutes
Monday, April 16, 2018 Regular Meeting
Berwyn Public Library, Board Room**

Call to Order:

In the absence of Board President, Jill Bambenek, Vice-President Jousef Mondragon called the meeting to order at 7:02 p.m. Board Trustees present:

Erika Corona-Owens, Emily Diebold, Cindy Hayes, Barbara Korbek, Jousef Mondragon and Maria Salinas.

Absent: Jill Bambenek and Paul Nudd

Agenda:

It was motioned by Trustee Corona-Owens and seconded by Vice-President Mondragon, to add the Minutes of February 20, 2018 for approval. All members present voting aye. Nays: None. Absent. President Bambenek and Trustee Nudd. Motion carried.

It was motioned by Trustee Korbek and seconded by Trustee Diebold to approve the amended agenda. All members present voting aye. Nays: None. Absent. President Bambenek and Trustee Nudd. Motion carried.

Minutes:

It was motioned by Trustee Corona-Owens and seconded by Vice-President Mondragon to approve the March 19, 2018 minutes as presented. All members present voting ayes. Nays: None. Absent. President Bambenek and Trustee Nudd. Motion carried.

Open Forum: None

Alderman comments: None

Directors Report: Tammy reported that the Per Capita Grant was received. She also briefed the Trustees on the In-Service Day that was held and indicated that NIMS Training needs to be revisited and new staff would need to be trained. She also talked about National Library Week and noted that the Summer Reading Challenge kick-off would be June 9th at 11:00 a.m.

Finance Committee: On a motion by Trustee Diebold and seconded by Trustee Corona-Owens, the board approved the March 2018 payables in the amount of \$46,394.65. Roll Call: Trustees Corona-Owens, Diebold, Hayes, Korbek, Mondragon and Secretary Salinas. Absent: President Bambenek and Trustee Nudd. Motion carried. It was reported that the Board Fund balance as of the end of March 2018 was \$360,022.57.

Building and grounds Committee: Vice-President Mondragon discussed the lighting and carpeting throughout the library that perhaps would need to be replaced.

Policy/Personnel Committee:

It was motioned by Vice-President Mondragon and seconded by Secretary Salinas, to approve the Job Descriptions listed below: Roll Call: Trustees Corona-Owens, Diebold, Hayes, Korbek, Vice-President Mondragon and Secretary Salinas. Absent: President Bambenek and Trustee Nudd. Motion carried.

- Maintenance Assistant
- Youth Services Library Assistant I
- Youth Services Library Assistant II
- Youth Services Librarian
- Collection Management Librarian I
- Collection Management/Audio Visual Librarian II
- Reader's Advisory/Teen Librarian II
- Circulation Library Assistant I

It was motioned by Secretary Salinas and seconded by Trustee Corona-Owens, to approve the boiler plate wording for all job descriptions. All members present voting ayes. Nays: None. Absent. President Bambenek and Trustee Nudd. Motion carried.

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It was motioned by Secretary Salinas and seconded by Trustee Diebold, to approve the hiring of a Library Assistant I Youth Services. Roll call: Trustees Corona-Owens, Diebold, Hayes, Korb, Vice-President Mondragon and Secretary Salinas. Nays: None. Absent: President Bambenek and Trustee Nudd. Motion carried.

It was motioned by Vice-President Mondragon and seconded by Trustee Corona-Owens, to approve the hiring of a Collection Management/Audio Visual Librarian II. Roll call: Trustees Corona-Owens, Diebold, Hayes, Korb, Vice-President Mondragon and Secretary Salinas. Nays: None. Absent: President Bambenek and Trustee Nudd. Motion carried.

It was motioned by Trustee Diebold and seconded by Secretary Salinas, to approve the hiring of a Circulation Library Assistant I to replace Alex Perez. Roll call: Trustees Corona-Owens, Diebold, Hayes, Korb, Vice-President Mondragon and Secretary Salinas. Nays: None. Absent: President Bambenek and Trustee Nudd. Motion carried.

Acceptance of Committee Minutes

It was motioned by Secretary Salinas and seconded by Trustee Korb, to accept the Personnel and Policy Committee Meeting minutes of March 19, 2018. All members present voting ayes. Nays: None. Absent: President Bambenek and Trustee Nudd. Motion carried.

Veverka Committee: The committee met and concurred with the following actions:

It was motioned by Trustee Hayes and seconded by Trustee Korb, to approve the funding of Haley Tricycles Book Bike with a maximum amount not to exceed \$3,000.00. Roll call: Trustees Corona-Owens, Diebold, Hayes, Korb, Vice-President Mondragon and Secretary Salinas. Nays: None. Absent: President Bambenek and Trustee Nudd. Motion carried.

It was motioned by Trustee Hayes and seconded by Trustee Korb, to approve the funding of TMC Furniture Products to complete lobby on second floor, separate the portion of project, not to exceed \$11,000.00, to be in compliance with purchasing protocols. Roll call: Trustees Corona-Owens, Diebold, Hayes, Korb, Vice-President Mondragon and Secretary Salinas. Nays: None. Absent: President Bambenek and Trustee Nudd. Motion carried.

It was motioned by Trustee Diebold and seconded by Trustee Korb, to approve the funding of partial furniture for the Teen Room, not to exceed \$9,000.00. Roll call: Trustees Corona-Owens, Diebold, Hayes, Korb, Vice-President Mondragon and Secretary Salinas. Nays: None. Absent: President Bambenek and Trustee Nudd. Motion carried.

It was motioned by Trustee Hayes and seconded by Trustee Diebold, to approve the funding of the shelving display unit with stool for self-published/local author collection, not to exceed \$2,500.00. Roll call: Trustees Corona-Owens, Diebold, Hayes, Korb, Vice-President Mondragon and Secretary Salinas. Nays: None. Absent: President Bambenek and Trustee Nudd. Motion carried.

Strategic Planning Committee: Vice-President Mondragon reported that President Bambenek will be reaching out to a recommended consultant for the Strategic Planning.

Unfinished Business:

It was motioned by Secretary Salinas and seconded by Trustee Hayes to defer Unfinished Business until next meeting. All members present voting ayes. Nays: None. Absent: President Bambenek and Trustee Nudd. Motion carried.

Closed Session:

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

Committee meetings:

Finance: Meeting not scheduled.

Policy and Personnel: Meeting not scheduled.

Building and Grounds: Meeting will be on May 21, 2018, 6:30 p.m.

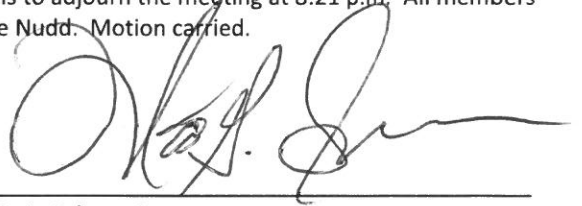
Veverka: Meeting not scheduled.

Strategic Planning: Meeting not scheduled.

Art Selection: Meeting not scheduled.

Adjournment:

It was motioned by Secretary Salinas and seconded by Trustee Corona-Owens to adjourn the meeting at 8:21 p.m. All members present voting ayes. Nays: None. Absent. President Bambenek and Trustee Nudd. Motion carried.

A handwritten signature in black ink, appearing to read 'M. Salinas', written over a horizontal line.

Maria Salinas, Secretary