

**Berwyn Public Library Board Meeting Minutes
Monday, February 19, 2019 Regular Meeting
Berwyn Public Library, Board Room**

Call to Order:

Board President, Jill Bambenek, called the meeting to order at 7:10 p.m. Board Trustees present: Jill Bambenek, Rosemary Caruk, Erika Corona-Owens, Cindy Hayes, Jousef Mondragon and Maria Salinas. Absent: Emily Diebold, Barbara Korbelt and Paul Nudd. Also present was Interim Director Tammy Sheedy.

Agenda:

President Bambenek asked if there were any amendments to the agenda presented.

Member Corona-Owens requested to amend item 4d to reflect *February 2019 Payables* and add item 4e being the *Approval of the 2019 Budget as presented*.

It was motion by Secretary Salinas and seconded by Member Corona-Owens to amend item 4d as February 2019 Payables and also add item 4e Approval of the 2019 Budget to the agenda. All Trustees present voting aye. Nays: None. Absent: Members Diebold, Korbelt and Nudd. Motion carried.

It was motioned by Secretary Salinas and seconded by Member Hayes to approve the agenda as amended. All Trustees present voting aye. Nays: None. Absent: Members Diebold, Korbelt and Nudd. Motion carried.

Minutes:

It was motioned by Vice-President Mondragon and seconded by Trustee Caruk to approve the January 15, 2019 Regular Board Meeting Minutes as presented. All Trustees present voting aye. Nays: None. Absent: Members Diebold, Korbelt and Nudd. Motion carried.

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

There were no members present in the audience.

Directors Report:

Interim Library Director Tammy Sheedy reported that the Library Trustee Workshop was on March 16, 2019, and had registered all interested participants. She also briefed the Trustees on the Annual IPLAR Report.

Finance Committee:

Trustee Corona-Owens reported that the Berwyn Public Library Board Fund Balance for ending January 31, 2019 was \$ 1,184,302.93; Veverka Fund Balance ending January 31, 2019 was \$360,890.96 and the Restricted Grant Fund Balance was \$ 16,999.00.

It was motioned by Secretary Salinas and seconded by Trustee Caruk to approve the February 2019 payables in the amount of \$ 51,506.46. Roll Call: President Bambenek, Trustees Caruk, Corona-Owens, Hayes, Vice-President Mondragon and Secretary Salinas. Nays: None. Absent: Trustees Diebold, Korbel and Nudd. Motion carried.

Trustee Corona-Owens briefed the Board on the budget that was presented for approval and highlighted the changes in the budget for 2019. She noted that the expenses and salaries are in line with the 2% salary increase that occurs every year. She also noted that the next two years will be increasing due to the approval of the new minimum wage that was just approved at the state. The Board Fund expense was increased to \$ 10,000 due to strategic planning process. Interim Library Director Tammy Sheedy also discussed the priority projects that would be funded through capital outlay.

It was motioned by Trustee Hayes and seconded by Vice-President Mondragon to approve the 2019 Library Budget as presented. Roll Call: President Bambenek, Trustees Caruk, Corona-Owens, Hayes, Vice-President Mondragon and Secretary Salinas. Nays: None. Absent: Trustees Diebold, Korbel and Nudd. Motion carried.

Building and Grounds Committee:

Vice-President Mondragon briefed the Trustees on the projects taking place and noted that all work was due to be completed by March 8, 2019.

It was motioned by Secretary Salinas and seconded by President Bambenek to accept the meeting minutes from Building and Grounds Committee Meetings held on January 21, 2019 as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Diebold, Korbel and Nudd. Motion carried.

It was motioned by Secretary Salinas and seconded by Trustee Corona-Owens to approve the bid for the Structural Reinforcement in the amount of \$116,144.00 as presented. Roll Call: President Bambenek, Trustees Caruk, Corona-Owens, Hayes, Vice-President Mondragon and Secretary Salinas. Nays: None. Absent: Trustees Diebold, Korbel and Nudd. Motion carried.

It was motioned by Vice-President Mondragon and seconded by Secretary Salinas to approve the bid for carpeting in the amount of \$ 62,500.00 as presented. Roll Call: President Bambenek, Trustees Caruk, Corona-Owens, Hayes, Vice-President Mondragon and Secretary Salinas. Nays: None. Absent: Trustees Diebold, Korbel and Nudd. Motion carried.

It was motioned by Vice-President Mondragon and seconded by Trustee Corona-Owens to approve the moving of items in library during construction in the amount of \$24,500.00 as presented. Roll Call: President Bambenek, Trustees Caruk, Corona-Owens, Hayes, Vice-President Mondragon and Secretary Salinas. Nays: None. Absent: Trustees Diebold, Korbel and Nudd. Motion carried.

Vice-President Mondragon also reported that the electrical and communication cabling work would be performed for a cost of \$2,988.00. He also noted that the work at the circulation desk would be performed for a cost of \$ 1,630.00.

Policy/Personnel Committee:

President Bambenek reported that the committee did not meet, however, there were items that needed approval.

It was motioned by Secretary Salinas and seconded by Vice-President Mondragon to approve the replacement of Library Page. 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 President Bambenek to approve the Notary Policy as presented. All members present voting aye. Nays: None. Absent: Trustees Diebold, Korbelt and Nudd. Motion carried.

Veverka Committee: The committee did meet.

Strategic Planning Committee: The committee did not meet.

Art Selection Committee: The Art Committee did not meet, however, Library Interim Director reported that Marissa Elera was working with the muralist as needed.

Old Business:

There was none reported.

Unfinished Business:

There was none reported.

New Business:

Library Interim Director Tammy Sheedy reported that there was a need for a firewall security upgrade and presented a proposal with Fortinet.

It was motioned by Vice-President Mondragon and seconded by President Bambenek to approve the quote with Fortinet in the amount of \$3,592.95 as presented. 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.

Closed Session:

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

Committee meetings:

Finance: Meeting was scheduled for March 18, 2019 at 6:45 p.m.

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

Building and Grounds: Meeting was scheduled for March 18, 2019 at 6:30 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 will be advised.

Adjournment:

It was motioned by Secretary Salinas and seconded by Trustee Hayes to adjourn the meeting at 8:07 p.m. All members present voting aye. Nays: None. Absent: Trustees Diebold, Korbel and Nudd. Motion carried.

Maria Salinas, Secretary