

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

Call to Order:

Vice-President Mondragon called the meeting to order at 7:03 p.m. Board Trustees present: Marta Rodriguez, Barbara Korb, Paul Nudd, Jousef Mondragon, Emily Diebold, Cindy Hayes and Maria Salinas. Absent: Rosemary Caruk and Erika Corona-Owens. Also present were Library Director Tammy Sheedy.

The Pledge to the Flag was recited.

Agenda:

Vice-President Mondragon asked if there were any amendments to the agenda presented.

There being none, it was moved by Trustee Hayes and seconded by Trustee Rodriguez to approve the agenda as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Caruk and Corona-Owens. Motion carried.

Minutes:

It was motioned by Trustee Hayes and seconded by Trustee Rodriguez to approve the June 17, 2019 Regular Board Meeting Minutes as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Caruk and Corona-Owens. Motion carried.

Open Forum:

There were no visitors present or correspondence.

Directors Report:

Library Director Tammy Sheedy reported that they were in preparations for the Annual Fairy Tale Ball. She noted that Mayor Lovero would be participating as the King and his wife as the Queen for the event. Ms. Sheedy briefed the Board about the YALSA Conference on November 1-3, 2019, in Memphis, Tennessee and requested permission for two staff members to attend the event. Vice-President Mondragon requested that the opportunity to attend the conference was afforded to all staff members. Ms. Sheedy indicated that the conference was accounted for in the library's budget.

It was motion by Trustee Hayes and seconded by Trustee Korb to approve two staff members to attend the YALSA Conference as noted per budget line item. Roll Call: Trustees Rodriguez, Korb, Nudd, Vice-President Mondragon, Trustees Diebold, Hayes and Secretary Salinas. Nays: None. Absent: Trustees Caruk and Corona-Owens. Motion carried.

In continuation of the Library Director's Report, Ms. Sheedy reported that the Staff In-Service Day was anticipated to be held on October 8 or 9, 2019 and would be confirmed at the next meeting in September. She also reminded the Trustees if they were interested in attending the Illinois Library Association Annual Conference on October 22-24, 2019 to let her know for registration purposes.

Trustee Caruk arrived at 7:18 p.m.

Ms. Sheedy also talked about the library processing passport applications and noted that the library would receive \$ 35.00 for each completed passport application. She anticipated the program to start in January 2020. Upon further discussion, it was the consensus of the Trustees to move forward with participation in the passport program. Ms. Sheedy also reported that the Friends of the Library will be having their meeting on September 9, 2019, at the library.

Finance Committee:

It was motioned by Trustee Hayes and seconded by Trustee Diebold to defer the Financial Reports of June 2019, July 2019, along with the Payables of June 2019 and July 2019 to the next meeting in September. Roll Call: Trustees Rodriguez, Korbelt, Nudd, Vice-President Mondragon, Trustees Diebold, Hayes, Caruk and Secretary Salinas. Nays: None. Absent: Trustees Corona-Owens. Motion carried.

Building and Grounds Committee:

Vice-President Mondragon reported on the proposals for the renovation of the second floor study room and play area. He noted that G. Fisher Commercial Construction Company was the lowest responsible bidder for the project.

It was motioned by Secretary Salinas and seconded by Trustee Caruk to approve the bid recommendation for the renovation of the second floor in the amount of \$ 39,500.00 with G. Fisher Commercial Construction Company. Roll Call: Trustees Rodriguez, Korbelt, Nudd, Vice-President Mondragon, Trustees Diebold, Hayes, Caruk and Secretary Salinas. Nays: None. Absent: Trustee Corona-Owens. Motion carried.

Vice-President Mondragon also reported that the stair treads will be installed by September 2019. He also noted that the carpet cleaning will be done until after the project has been completed. He also reported that the library received a grant award in the amount of \$ 25,000.00. It was discussed to explore ideas of how the monies will be spent, specifically for an art collection, or an LED sign with display in front of the library.

Policy/Personnel Committee:

The Personnel and Policy Committee did meet and discussed several items.

It was motioned by Trustee Hayes and seconded by Trustee Korbelt to accept the meeting minutes from Policy/Personnel Meeting held on April 1, 2019 as presented. All Trustees present voting aye. Nays: None. Absent: Trustee Corona-Owens. Motion carried.

It was motioned by Trustee Salinas and seconded by Trustee Hayes to approve the Board of Trustees By-Laws as presented. All Trustees present voting aye. Nays: None. Absent: Trustee Corona-Owens. Motion carried.

It was motioned by Trustee Hayes and seconded by Trustee Korbel to accept the Library Director Job Description as presented with the contingency to complete the Master of Library Science Degree. All Trustees present voting aye. Nays: None. Absent: Trustee Corona-Owens. Motion carried.

It was motioned by Secretary Salinas and seconded by Trustee Hayes to re-approve the Emeritus Library Board Member Policy as presented. All Trustees present voting aye. Nays: None. Absent: Trustee Corona-Owens. Motion carried.

It was motioned by Trustee Diebold and seconded by Trustee Korbel to re-approve the Tuition Reimbursement Policy as presented. All Trustees present voting aye. Nays: None. Absent: Trustee Corona-Owens. Motion carried.

It was motioned by Secretary Salinas and seconded by Trustee Rodriguez to re-approve the Collection Management Policy as presented. All Trustees present voting aye. Nays: None. Absent: Trustee Corona-Owens. Motion carried.

It was motioned by Secretary Salinas and seconded by Trustee Korbel to re-approve the FOIA Request Form as presented. All Trustees present voting aye. Nays: None. Absent: Trustee Corona-Owens. Motion carried.

It was motioned by Trustee Nudd and seconded by Trustee Caruk to approve the Board of Trustees Evaluation Form as presented. All Trustees present voting aye. Nays: None. Absent: Trustee Corona-Owens. Motion carried.

Veverka Committee: The committee did not meet.

Strategic Planning Committee:

The committee did not meet, however, Vice-President Mondragon noted that that process should start. It was discussed that some ideas from the staff in-service day may be used for Strategic Planning process.

Art Selection Committee:

The Art Committee did meet to discuss several items.

It was motioned by Trustee Nudd and seconded by Trustee Hayes to accept the meeting minutes from Art Selection Committee held on July 18, 2019 as presented. All Trustees present voting aye. Nays: None. Absent: Trustee Corona-Owens. Motion carried.

Trustee Nudd reported that there will be an Art reception on September 7, 2019, from 1-4 p.m. for the 111 portraits display. He also reported that there would be a book plate contest that will consist of a 3 tier level age groups. He noted that twenty prints were received for the library and was still in the process of art framing.

Old Business:

There was none reported.

Unfinished Business:

There was none reported.

New Business:

Ms. Sheedy discussed the possibility of the library having a social worker. She mentioned that this idea was brought forward from the conference she had attended. She noted it would be on a part-time basis to see the need and said it would be geared more towards adult groups.

It was motioned by Trustee Corona-Owens and seconded by Trustee Korbelt to approve the purchase of a Discovery Table in the amount of and not to exceed \$ 7,000.00 including shipping costs. Roll Call: Trustees Caruk, Corona-Owens, Korbelt, Vice-President Mondragon, Trustee Rodriguez and Secretary Salinas. Nays: None. Absent: Trustees Diebold, Hayes and Nudd. Motion carried.

Closed Session:

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

Committee meetings: Roll Call: Trustees Caruk, Corona-Owens, Korbelt, Vice-President Mondragon, Trustee Rodriguez and Secretary Salinas. Nays: None. Absent: Trustees Diebold, Hayes and Nudd. Motion carried.

Finance:

Meeting was not scheduled.

Policy and Personnel:

Meeting was scheduled.

Building and Grounds:

Meeting was scheduled for September 16, 2019 at 6:30 p.m.

Veverka:

Meeting not scheduled.

Strategic Planning:

Meeting not scheduled.

Art Selection:

Meeting scheduled for September 5, 2019, 4:00 p.m.

Adjournment:

It was motioned by Secretary Salinas and seconded by Trustee Korbel to adjourn the meeting at 8:34 p.m. All members present voting aye. Nays: None. Absent: Trustee Corona-Owens. Motion carried.

Maria Salinas, Secretary