Call to Order:

Vice-President Mondragon called the meeting to order at 7:06 p.m. Board Trustees present: Jousef Mondragon, Maria Salinas, Erika Corona-Owens, Cindy Hayes, Emily Diebold, Rosemary Caruk and Marta Rodriguez. Absent: Barbara Korbel and Paul Nudd. Also present were Library Director Tammy Sheedy.

A quorum has been established.

The Pledge to the Flag was recited.

Agenda:

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

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

Minutes:

It was motioned by Trustee Hayes and seconded by Trustee Corona-Owens to approve the September 16, 2019 Regular Board Meeting Minutes as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Korbel and Nudd. Motion carried.

Open Forum:

Pam Martinez and Valentino Hernandez, students from Fenwick and Morton West High Schools respectively, were present in the audience. They indicated they were there for a civics assignment.

Directors Report:

Library Director Tammy Sheedy presented the Trustees with the schedules for the 2020 Board Meeting dates as well as the dates in 2020 in which the library will be closed.

It was motioned by Secretary Salinas and seconded by Trustee Rodriguez to approve the Library Board Meeting Dates for 2020 as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Korbel and Nudd. Motion carried.
It was motioned by Secretary Salinas and seconded by Trustee Caruk to approve the Library Calendar of closed days for 2020, as presented, pending the final schedule approved by City Council. All Trustees present voting aye. Nays: None. Absent: Trustees Korbel and Nudd. Motion carried.

Ms. Sheedy reported that the library has been approved for Department of Justice Recognition, meaning that the library can now legally start providing assistance with certain immigration forms. She noted that Ms. Kelly MacGregor was granted accreditation by the Department of Justice. She also noted that Jose Hernandez’s application was not approved at this time, however, he will be shadowing Ms. MacGregor to gain more knowledge and experience. Ms. Sheedy also reported that the library is looking into bringing ESL/Literacy/Citizenship classes into the library and were currently in the process of seeking volunteers. Trustee Corona-Owens indicated she would be interested in volunteering once this program is started. It was noted that Ms. Sheedy will reach out to community sponsors to assist with the aforementioned classes.

Finance Committee:

Trustee Corona-Owens reported that she and Ms. Sheedy were scheduled to tentatively meet with Ben Daisch, Head of Finance, to start the library’s budget discussions.

It was motioned by Secretary Salinas and seconded by Trustee Caruk to approve the September 2019 payables in the amount of $ 99,863.73 as presented. Roll Call: Vice-President Mondragon, Secretary Salinas, Corona-Owens, Hayes, Diebold, Caruk and Rodriguez. Nays: None. Absent: Trustees Korbel and Nudd. Motion carried.

Trustee Corona-Owens reported that the Berwyn Public Library Board Fund Balance for ending September 30, 2019 was $ 1,212,281.76; Veverka Fund Balance ending September 30, 2019 was $361,799.63; Restricted Grant Fund Balance ending September 30, 2019 was $ 67,067.78.

Building and Grounds Committee:

Vice-President Mondragon reported that the Building and Grounds Committee has met and noted that the library has been very busy with the ongoing renovations.

It was motioned by Trustee Hayes and seconded by Trustee Corona-Owens to accept the meeting minutes from Building and Grounds Committee Meeting held on September 16, 2019 as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Korbel and Nudd. Motion carried.

Ms. Sheedy reported that the stair tread project was completed and we are in the punch-list stage in the lower level. She also provided an update on the construction on program room and children’s play area. Construction will be completed after the additional carpet arrives.

It was motioned by Secretary Salinas and seconded by Trustee Diebold to table the approval of the snow removal bid. Roll Call: Vice-President Mondragon, Secretary Salinas, Corona-Owens, Hayes, Diebold, Caruk and Rodriguez. Nays: None. Absent: Trustees Korbel and Nudd. Motion carried.

Berwyn Public Library Meeting
October 21, 2019
Policy/Personnel Committee:

It was motioned by Trustee Hayes and seconded by Trustee Rodriguez to accept the meeting minutes from the Personal and Policy Committee Meeting held on July 8, 2019 as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Korbel and Nudd. Motion carried.
Ms. Sheedy briefed the Trustees on some of the revisions of the different policies below.

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

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

It was motioned by Trustee Caruk and seconded by Trustee Corona-Owens to approve the Dress Code Policy as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Korbel and Nudd. Motion carried.

It was motioned by Secretary Salinas and seconded by Trustee Caruk to approve the Investment Policy as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Korbel and Nudd. Motion carried.

It was motioned by Trustee Caruk and seconded by Trustee Hayes to approve the Posting Policy as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Korbel and Nudd. Motion carried.

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

It was motioned by Secretary Salinas and seconded by Trustee Caruk to approve the Public Art Policy as amended. All Trustees present voting aye. Nays: None. Absent: Trustees Korbel and Nudd. Motion carried.

Veverka Committee:

Ms. Sheedy reported that the committee will be meeting on October 28, 2019, at 4:00 p.m.

Strategic Planning Committee:

Ms. Sheedy reported that the committee will meet on November 4, 2019, at 6:00 p.m.

Art Selection Committee:

The Art Committee did not meet.
Old Business:

There was none reported.

Unfinished Business:

There was none reported.

New Business:

It was motioned by Trustee Diebold and seconded by Trustee Corona-Owens to approve the purchase of the Browser Bins in the amount of $15,544.00 as presented, pending city council final approval. Roll Call: Vice-President Mondragon, Secretary Salinas, Corona-Owens, Hayes, Diebold, Caruk and Rodriguez. Nays: None. Absent: Trustees Korbel and Nudd. Motion carried.

There was a discussion of the Special Board Election and it was the consensus to continue discussion at the next meeting in November.

There was a discussion about Library Assistant I and Library Assistant II and their duties as per their contract. It was discussed that one of the levels would be eliminated, but would need to wait until the next bargaining contract meetings.

Closed Session:

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

Committee meetings:

Finance:

Meeting was not scheduled.

Policy and Personnel:

Meeting was scheduled for November 11, 2019 at 6:00 p.m.

Building and Grounds:

Meeting was scheduled for November 18, 2019 at 6:30 p.m.

Veverka:

Meeting was scheduled for October 28, 2019 at 4:00 p.m.

Strategic Planning:

Berwyn Public Library Meeting
October 21, 2019
Meeting was scheduled for November 4, 2019 at 6:00 p.m.

Art Selection:
Meeting was not scheduled.

Adjournment:

Vice-President Mondragon thanked the Board of Trustees for their continued contribution and time on the Board.
It was motioned by Trustee Diebold and seconded by Secretary Salinas to adjourn the meeting at 8:03 p.m. All members present voting aye. Nays: None. Absent: Trustees Korbel and Nudd. Motion carried.

Maria Salinas, Secretary