

Berwyn Public Library Board Meeting Minutes
Monday, January 20, 2020 Regular Meeting
Berwyn Public Library
Board Room

Call to Order:

Vice-President Mondragon called the meeting to order at 7:00 p.m. Board Trustees present: Jousef Mondragon, Maria Salinas, Erika Corona-Owens, Barbara Korbel and Paul Nudd. Absent: Cindy Hayes, Emily Diebold, Rosemary Caruk and Marta Rodriguez. Also present were Library Director Tammy Sheedy.

A quorum has been established.

The Pledge to the Flag was recited. Vice-President Mondragon requested a moment silence for fallen Berwyn Police Officer Charles Sauer.

Agenda:

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

Library Director Tammy Sheedy requested to add the December 2019 Payables to the agenda.

It was moved by Secretary Salinas and seconded by Trustee Korbel to approve the agenda as amended with the inclusion of December 2019 Payables as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Hayes, Diebold, Caruk and Rodriguez. Motion carried.

Minutes:

It was motioned by Treasurer Corona-Owens and seconded by Trustee Korbel to approve the November 18, 2019 Regular Board Meeting Minutes as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Hayes, Diebold, Caruk and Rodriguez. Motion carried.

Open Forum:

There was no correspondence presented or visitors present for open forum.

Directors Report:

Library Director Tammy Sheedy reported that the Mini-Golf event will take place on Friday, January 24, 2020, from 6:30 -8:30 p.m. She also noted that the grand reopening of the library will be on Saturday, February 22, 2020 as 12:00 p.m. and noted that Mayor Lovero and Representative La Shawn Ford would be present for the event. She also reported that the TEACH Learn English program has started and that there was a good turnout. She also talked about the Check It Out Challenge that involved reading a book, then watching the movie with an award presentation at the end of the program.

Trustee Rosemary Caruk arrived at 7:08 p.m.

Finance Committee:

Treasurer Corona-Owens briefed the Board on the proposed budget. She noted that the salary increase for staff would start slowly to meet the new minimum age of \$ 15.00 per hour that would start in a few years. Library Director Tammy Sheedy noted that she submitted a few budget drafts to the Finance Department and was awaiting their approval. It was anticipated to be ready for approval at the February 2020 Library Meeting.

Trustee Corona-Owens reported that the Veverka Fund Balance ending November 30, 2019 was \$ 295,358.56, Berwyn Public Library Board Fund Balance ending November 30, 2019 was \$ 1,285,190.81 and the Restricted Grant Fund Balance ending November 30, 2019 was \$ 62,111.36.

It was motioned by Secretary Salinas and seconded by Trustee Nudd to approve the November 2019 payables in the amount of \$ 75,067.64 as presented. Roll Call: Vice-President Mondragon, Secretary Salinas, Treasurer Corona-Owens, Trustees Korbelt, Nudd and Caruk. Nays: None. Absent: Trustees Hayes, Diebold and Rodriguez. Motion carried.

Trustee Corona-Owens reported that the Veverka Fund Balance ending December 31, 2019 was \$ 295,462.26, Berwyn Public Library Board Fund Balance ending December 31, 2019 was \$ 1,288,823.10 and the Restricted Grant Fund Balance ending November 30, 2020 was \$ 62,133.16.

It was motioned by Secretary Salinas and seconded by Trustee Korbelt to approve the December 2019 payables in the amount of \$ 71,762.39 as presented. Roll Call: Vice-President Mondragon, Secretary Salinas, Treasurer Corona-Owens, Trustees Korbelt, Nudd and Caruk. Nays: None. Absent: Trustees Hayes, Diebold and Rodriguez. Motion carried.

Treasurer Corona-Owens reported that they would be meeting with the Friends of the Library to discuss the funding dissemination for the library programs to provide more clarity.

Building and Grounds Committee:

Vice-President Mondragon reported that an RFP will be done for the LED lighting.

Library Director Tammy Sheedy disseminated a list of proposed capital improvements projects for 2020 for informational purposes.

Policy/Personnel Committee:

Ms. Sheedy reported that the Policy/Personnel Committee did meet. She noted that the Dress Code Policy was updated to make changes that the staff had complained about and needed re-approval. It was motioned by Secretary Salinas and seconded by Treasurer Corona-Owens to approve the revised Dress Code Policy as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Hayes, Diebold and Rodriguez. Motion carried.

Library Director Tammy Sheedy briefed the Trustees on the Meeting Room Policy and noted there would be no reservations for now due to the meeting room being under construction.

Veverka Committee:

Ms. Sheedy reported that the Veverka Committee did not meet.

Strategic Planning Committee:

Ms. Sheedy reported that the staff completed the Strategic Planning survey and noted that the results of the survey would be used for the Strategic Planning. She also noted that established a staff committee to be involved in the Strategic Planning process.

Library Director Tammy Sheedy reported that she has been in touch with Mark Puente, the consultant for Strategic Planning. She noted that he may be used for the community outreach of the planning. It was also discussed that the library establish the vision of the library to start the process. Library Director Tammy Sheedy reported that she anticipated engaging the strategic planning consultant in April.

Art Selection Committee:

It was motioned by Vice-President Mondragon and seconded by Treasurer Corona-Owens to approve the meeting minutes from Art Selection Committee Meeting held on December 5, 2019 as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Hayes, Diebold and Rodriguez. Motion carried.

Trustee Nudd reported that he received a good deal for the artwork framing and that the placard contest was postponed until Fall 2020.

Old Business:

There was none presented.

Unfinished Business:

It was discussed that the Board of Trustees special election be deferred to May 2020 Library Meeting.

There was a discussion on the 2020 Committee Assignments and it was deferred to the February 2020 Library Meeting for approval.

Library Director Tammy Sheedy talked about the continued need for a Social Worker in the library and noted that she would be working on proposals to establish a partnership with a local agency.

Library Director Tammy Sheedy briefed the Board of Trustees on the costs for the PLA Conference in February 2020 for 4 attendees and noted it was estimated at a total cost of \$ 5,000.00.

It was motioned by Treasurer Corona-Owens and Secretary Salinas to approve the attendance of 4 staff members at the PLA Conference with an amount not to exceed \$ 5,000.00. Roll Call: Vice-President

Mondragon, Secretary Salinas, Treasurer Corona-Owens, Trustees Korbelt, Nudd and Caruk. Nays: None. Absent: Trustees Hayes, Diebold and Rodriguez. Motion carried.

New Business:

There was none.

Closed Session:

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

Committee meetings:

Finance:

Finance Committee Meeting was anticipated to be scheduled in February 2020.

Policy and Personnel:

The Policy and Personnel Committee Meeting was scheduled for February 3, 2020 at 5:00 p.m.

Building and Grounds:

The Building and Grounds Committee Meeting was scheduled for February 18, 2020 at 6:30 p.m.

Veverka:

The Veverka Committee was not scheduled.

Strategic Planning:

The Strategic Committee was scheduled for February 3, 2020 at 6:00 p.m.

Art Selection:

The Art Selection Committee was not scheduled.

Adjournment:

It was motioned by Secretary Salinas and seconded by Trustee Korbelt to adjourn the meeting at 8:04 p.m. All members present voting aye. Nays: None. Absent: Trustees Hayes, Diebold and Rodriguez. Motion carried.

Maria Salinas, Secretary