

**Berwyn Public Library Board Meeting Minutes
Monday, April 20, 2020 Regular Meeting
Berwyn Public Library
Board Room and Virtually Held**

**Meeting ID 945 2691 0953
Dial In 1-312-626-6799, Password 252424**

Call to Order:

Vice-President Mondragon called the meeting to order at 7:07 p.m. Board Trustees present virtually or in person: Vice-President Jousef Mondragon, Secretary Maria Salinas, Treasurer Erika Corona-Owens, Trustees Cindy Hayes, Barbara Korbel, Emily Diebold, Paul Nudd, Rosemary Caruk and Marta Rodriguez. Also present was 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.

There were no amendments to the agenda.

It was motioned by Secretary Salinas Treasurer Corona-Owens and seconded by Trustee Hayes to approve the agenda as presented. All Trustees present voting aye. Nays: None. Motion carried.

Minutes:

It was motioned by Trustee Hayes and seconded by Trustee Rodriguez to approve the February 18, 2020 Regular Board Meeting Minutes as presented. All Trustees present voting aye. Nays: None. Motion carried.

Open Forum:

Sandra Tomschin, Director of the Cicero Public Library, noted she called in to attend the meeting virtually.

Directors Report:

Library Director Tammy Sheedy briefed the Trustees on the tentative re-opening plan that had been emailed to all Trustees for the library and talked about the different phase of the plan. She talked about having a drive-thru for any return of library materials as there was a lot of outstanding materials. She noted that she would sanitize them with Lysol disinfectant. She noted that the library had their first virtual Yoga class and had a lot of participants. She noted that social media has been very active and that patrons have been following them consistently. She also talked about having a curbside pick-up for patrons. She indicated that staff can be called in as needed and would probably start on a rotational schedule maintain social distance. She noted that the tentative opening day was scheduled for May 4, 2020. She talked about the plastic shields to protect staff and also a plan to re-organize the seating and computer areas to adhere to the social distance guideline. She also talked about establishing another amnesty plan to not charge fees so there is no exchange of money between staff and patrons. She noted that there was a city management team meeting scheduled for April 21, 2020 and would update any new information as available and any guidelines set forth by Mayor Lovero.

Library Director Tammy Sheedy noted that all employees are being paid and briefed on what is being worked on remotely. Vice-President Mondragon talked about precautions that should be taken even when it has been established that everyone can go back to open, to ensure the safety of patrons and staff. It was discussed that limiting the patrons that visit the library would also be encouraged. Library Director Sheedy noted that she was waiting on guidelines from RAILS as well. She noted that the cleaning crew was coming in to do another deep cleaning. Vice-President Mondragon asked that if there are any revisions to the tentative plan, to please ensure that all Trustees receive it.

Library Director Sheedy also noted that in the event there is an Emergency Plan, the library will be closed as the command center would be stationed there with all volunteers. Library Director Sheedy noted that electricity is being worked on in the parking lot across the street.

Finance Committee:

Library Director Sheedy reported that due to the limited staff working at city hall, she hasn't received any financials or the adopted budget to disseminate and discuss with Treasurer Corona-Owens. Treasurer Corona-Owens noted that the quarterly finance meeting may be held virtually, however, a date has not been scheduled yet.

It was motioned by Treasurer Corona-Owens and seconded by Secretary Salinas to approve the February 12, 2020 Finance Committee Meeting Minutes as presented. All Trustees present voting aye. Nays: None. Motion carried.

Trustee Corona-Owens reported that the payables for February 2020 were presented in the amount of \$ 56,200.30, Berwyn Public Library Board Fund Balance ending February 29, 2020

was \$ 1,293,068.17, Restricted Grant Fund Balance ending February 29, 2020 was \$62,177.08 and the Veverka Fund Balance ending February 29, 2020 was \$ 295,671.08.

Treasurer Corona-Owens asked for a motion on the February 2020 as presented.

It was motioned by Secretary Salinas and seconded by Trustee Hayes to approve the February 2020 payables in the amount of \$ 56,200.30 as presented. Roll Call: Vice-President Mondragon, Secretary Salinas, Treasurer Corona-Owens, Trustees Hayes, Korb, Diebold, Nudd, Caruk and Rodriguez. Nays: None. Motion carried.

Trustee Corona-Owens reported that the March 2020 payables were presented in the amount of \$73,303.47, Berwyn Public Library Board Fund Balance ending March 31, 2020 was \$ 1,292,520.63, Restricted Grant Fund Balance ending March 31, 2020 was \$62,190.18 and the Veverka Fund Balance ending March 31, 2020 was \$ 295,733.41.

Treasurer Corona-Owens asked for a motion on the February 2020 as presented.

It was motioned by Secretary Salinas and seconded by Trustee Korb to approve the March 2020 payables in the amount of \$ 73,303.47 as presented. Roll Call: Vice-President Mondragon, Secretary Salinas, Treasurer Corona-Owens, Trustees Hayes, Korb, Diebold, Nudd, Caruk and Rodriguez. Nays: None. Motion carried.

Building and Grounds Committee:

It was motioned by Secretary Salinas and seconded by Trustee Salinas to accept the minutes from the February 18, 2020 Buildings and Grounds Committee Meeting Minutes as presented. All Trustees present voting aye. Nays: None. Motion carried.

Vice-President Mondragon asked about the LED lighting bid. Library Director Sheedy reported that the bid was done for the LED lighting project and was just waiting on staff to finalize it.

Library Director Sheedy talked about the bid packages ready for the carpeting installation. She noted that the painting was done and reported that the moving bid came in lower than anticipated.

Policy/Personnel Committee:

It was motioned by Secretary Salinas and seconded by Treasurer Corona-Owens to approve the meeting minutes from Personnel and Policy Committee Meeting held on February 3, 2020 as presented. All Trustees present voting aye. Nays: None. Motion carried.

Veverka Committee:

Library Director Sheedy reported that the Veverka Committee did not meet.

Strategic Planning Committee:

Library Director Sheedy reported that the Strategic Planning Committee did not meet.

It was motioned by Trustee Korbel and seconded by Trustee Hayes to approve the meeting minutes from Strategic Planning Committee Meeting held on February 3, 2020 as presented. All Trustees present voting aye. Nays: None. Motion carried.

Library Director Sheedy reported that she talked with Mark Puente, and did indicate he was interested in working with the library for the Strategic Plan.

Art Selection Committee:

The committee did not meet, however, Trustee Nudd reported that he has been distributing art lessons remotely with his students at Cicero School District 99. He noted he was planning to post videos on social media for Earth Day.

Old Business:

There was none reported.

Unfinished Business:

It was noted that the security of the closed minutes can be compromised if shared on screen. Therefore, it was noted to be deferred until the next physical meeting.

It was motioned by Trustee Hayes and seconded by Trustee Rodriguez to defer the approval of the closed minutes from the regular meeting of February 18, 2020, until the next physical Board Meeting. All Trustees present voting aye. Nays: None. Motion carried.

New Business:

There was none.

Closed Session:

There was no closed session held.

Committee meetings:

Finance:

Finance Committee Meeting was not scheduled, to be advised.

Policy and Personnel:

The Policy and Personnel Committee Meeting was not scheduled, to be advised.

Building and Grounds:

The Building and Grounds Committee Meeting was not scheduled, to be advised.

Veverka:

The Veverka Committee was not scheduled, to be advised. It was noted that the LED digital sign was pending in view of the current circumstances.

Strategic Planning:

The Strategic Committee was not scheduled, to be advised.

Art Selection:

The Art Selection Committee was not scheduled, to be advised.

It was noted that the next meeting was scheduled on May 18, 2020.

Adjournment:

It was motioned by Secretary Salinas and seconded by Trustee Diebold to adjourn the meeting at 8:05 p.m. All members present voting aye. Nays: None. Motion carried.

Maria Salinas, Secretary