

**Berwyn Public Library Board Meeting Minutes
Monday, May 18, 2020 Regular Meeting
Berwyn Public Library
Board Room and Virtually Held**

**Meeting ID 812 0187 2673
Dial In 1-312-626-6799, Password 958811**

Call to Order:

Vice-President Mondragon called the meeting to order at 7:02 p.m. Board Trustees present virtually or in person: Vice-President Jousef Mondragon, Secretary Maria Salinas, Treasurer Erika Corona-Owens, Trustees Cindy Hayes, Emily Diebold, Rosemary Caruk and Marta Rodriguez. Absent: Trustees Barbara Korbelt and Paul Nudd. 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 and seconded by Trustee Hayes to approve the agenda as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Korbelt and Nudd. Motion carried.

Minutes:

It was motioned by Trustee Diebold and seconded by Trustee Rodriguez to approve the April 20, 2020 Regular Board Meeting Minutes as amended with the corrections noted. All Trustees present voting aye. Nays: None. Absent: Trustees Korbelt and Nudd. Motion carried.

Open Forum:

There were no public comments in open forum.

Directors Report:

Library Director Tammy Sheedy briefed the Trustees on the reopening phases of the library. She talked about the curbside pickup that is being planned to be with minimal contact. She noted that the information would be posted on social media and was looking into having the library's information shared on the automated system with city hall. She noted that staff would be called back after the Memorial Day holiday. Vice-

President Mondragon noted that patrons should be informed that personal protective equipment (PPE) would be required to enter the library via social media or any resource to assure everyone is informed. Library Director Sheedy noted reported that the library would be open from 10:00 a.m. to 6:00 p.m. for six days during the first few weeks with limited staff to adhere to social distance guidelines as mandated during this opening phase. Library Director Sheedy noted that she would have a reopening draft ready at least 10 days before opening. She noted that the tentative plan was already approved by City Hall. Vice-President Mondragon asked her to please request PPE from the city before a mass order is placed.

Library Director Sheedy talked about the safety plans and initiatives that are being planned in collaboration with the city's plans. She noted that there will be a temperature check for all employees. Vice-President Mondragon asked her to request the needed resources from the city if they have them. She noted that reading program kick-off event has been cancelled, as well as the Annual Fairytale Ball that usually takes place in August.

It was noted that due to the covid-19 pandemic, it was a good time to expand the remote work process to assure that the library is prepared to handle the workload with the current technology systems.

Finance Committee:

Trustee Corona-Owens reported that the payables for April 2020 were presented in the amount of \$62,641.30. Berwyn Public Library Board Fund Balance ending April 30, 2020 was \$ 1,292,713.19, Restricted Grant Fund Balance ending April 30, 2020 was \$62,199.52 and the Veverka Fund Balance ending April 30, 2020 was \$295,777.78.

It was motioned by Treasurer Corona-Owens and seconded by Trustee Hayes to approve the April 2020 payables in the amount of \$ 62,641.30 as presented. Roll Call: Vice-President Mondragon, Secretary Salinas, Treasurer Corona-Owens, Trustees Hayes, Diebold, Caruk and Rodriguez. Nays: None. Absent: Trustees Korbelt and Nudd. Motion carried.

Building and Grounds Committee:

Vice-President Mondragon asked about the LED lighting project. Library Director Sheedy reported that the lighting was completed. She also noted that once the stay in order was lifted, the bid for the carpet project would be prepared.

Policy/Personnel Committee:

Library Director Sheedy reported that the Personnel and Policy Committee did not meet.

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.

Art Selection Committee:

Library Director Sheedy reported that the Art Selection Committee did not meet.

Old Business:

There was none reported.

Unfinished Business:

There was none reported.

New Business:

There was none reported.

Closed Session:

There was no closed session held.

Committee meetings:

Finance:

Library Director Sheedy noted that she hasn't received any payables or a copy of the actual approved budget. She anticipated with staff returning to work, she would receive her budget information from city hall. Finance Committee Meeting was not scheduled, however, it was anticipated to be in mid-June.

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, however, it was anticipated to be in mid-June.

Strategic Planning:

The Strategic Committee was not scheduled, to be advised.

Art Selection:

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

Adjournment:

It was motioned by Secretary Salinas and seconded by Trustee Diebold to adjourn the meeting at 8:03 p.m. All members present voting aye. Nays: None. Absent: Trustees Korbelt and Nudd. Motion carried.

Maria Salinas, Secretary