

**Berwyn Public Library Board Meeting Minutes
Monday, June 15, 2020 Regular Meeting
Berwyn Public Library
Board Room and Virtually Held**

**Meeting ID 847 6261 5223
Dial In 1-312-626-6799, Password 533878**

Call to Order:

Vice-President Mondragon called the meeting to order at 7:06 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, Paul Nudd, Rosemary Caruk and Marta Rodriguez. Absent: Trustee Barbara Korbel. 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 Trustee Hayes and seconded by Secretary Salinas to approve the agenda as presented. All Trustees present voting aye. Nays: None. Absent: Trustee Korbel. Motion carried.

Minutes:

It was motioned by Secretary Salinas and seconded by Trustee Caruk to approve the May 18, 2020 Regular Board Meeting Minutes as presented. All Trustees present voting aye. Nays: None. Absent: Trustee Korbel. Motion carried.

Open Forum:

There were no public comments in open forum. Library Director Sheedy reported that she received a letter from the state indicating that the library will receive per capital grant monies in the amount of \$ 70,821.25 for the upcoming year. She also noted that the per capital grant monies received for the current year has been extended to be spent by December 31, 2020.

Directors Report:

Library Director Sheedy reported on the next two phases of the library's reopening plan. She noted that starting July 6, 2020, patron visits will be on appointment only basis. She noted with the current phase 2 mode, they are doing curbside services for local residents only. She briefed on the library's plans for the

gradual safe reopening of the library. She noted that the reopening plans may change depending on the state's guidance updates. She talked about the library materials and the quarantine process. Vice-President Mondragon asked to keep everyone updated on a weekly basis with any new information and all Trustees present were in consensus.

Library Director Sheedy reported that in view of the current pandemic, this year's Summer Reading Program will be done virtually that will consist of games and sports. She indicated that sponsors for the program responded before covid-19 and will have t-shirts made with their names on it.

Library Director Sheedy reported that there were new Open Meeting Act (OMA) updates. One of the updates was that meetings have been recorded and that at least two people need to be present in the library, which has been compliant by Secretary Salinas and Library Director Sheedy being present at the library during the Board meeting. She also noted that the Trustees must have their public email posted on the website for anyone to have access to contact them.

Library Director Sheedy reported that the negotiations for the current Union contract were set to start soon. Vice-President Mondragon requested that all Trustees receive a current copy for their review and for everyone to become familiarized. Library Director Sheedy noted that one of the issues were the stipends for speaking Spanish and also job descriptions. She also noted that the current contract was ending on December 31, 2020.

Finance Committee:

Treasurer Corona-Owens reported that she and Library Director Sheedy will be meeting with Ben Daish, City Finance Director to discuss the budget. She also noted that it was anticipated that the Finance Committee would meet sometime in July 2020.

Trustee Diebold exited the virtual meeting at approximately 7:17 p.m.

Trustee Corona-Owens reported that the payables for May 2020 were presented in the amount of \$57,619.26.

Treasurer Corona-Owens asked for a motion on the May 2020 reporting payables as presented.

It was motioned by Treasurer Corona-Owens and seconded by Trustee Hayes to approve the May 2020 payables in the amount of \$ 57, 619.26 as presented. Roll Call: Vice-President Mondragon, Secretary Salinas, Treasurer Corona-Owens, Trustees Hayes, Nudd, Caruk and Rodriguez. Nays: None. Absent: Trustees Korbel and Diebold. Motion carried.

Treasurer Corona-Owens reported that the Restricted Grant Fund Balance ending May 31, 2020 was \$62,213.59, Berwyn Public Library Board Fund Balance ending May 31, 2020 was \$ 1,292,668.58, and the Veverka Fund Balance ending May 31, 2020 was \$295,844.60.

Building and Grounds Committee:

Vice-President Mondragon asked about the sealant proposal. Library Director Sheedy responded that the item wasn't on the agenda as it was approved by Treasurer Corona-Owens as the Chair for the Finance Committee, due to the amount being under \$ 5,000.00, due to current Library Board Policy.

Trustee Diebold re-entered the meeting at approximately 7:37 p.m.

Library Director Sheedy reported that bid presented for the lower level carpeting and moving didn't include all the required specs. She indicated that she needed to have the project rebid.

It was motioned by Secretary Salinas and seconded by Trustee Caruk to allow the Library Director to go out to bid for the lower level carpeting and moving. Roll Call: Vice-President Mondragon, Secretary Salinas, Treasurer Corona-Owens, Trustees Hayes, Diebold, Nudd, Caruk and Rodriguez. Nays: None. Absent: Trustee Korb. Motion carried.

Policy/Personnel Committee:

Library Director Sheedy briefed the Trustees on the new policy for the face coverings in response to the new state's guidelines.

Trustee Hayes asked about patrons having underlying health issues and not being able to use the face covering and not being able to enter the library. Library Director Sheedy noted that they will have masks available should anyone need it before entering. It was also discussed that city and state mandates everyone entering any building will need a mask.

It was motioned by Trustee Hayes and seconded by Trustee Diebold to approve the Face Covering Policy with the language as amended to coincide with the city's guidelines. Roll Call: Vice-President Mondragon, Secretary Salinas, Treasurer Corona-Owens, Trustees Hayes, Diebold, Nudd, Caruk and Rodriguez. Nays: None. Absent: Trustee Korb. Motion carried.

Veverka Committee:

Library Director Sheedy reported that the Veverka Committee did not meet. She did report that she was in the process of obtaining quotes for face desk shields and the digital sign replacement. She noted that the shields will take about two weeks. She noted that the digital sign replacement would take longer. Vice-President Mondragon requested that the desk shields be resolved within two weeks.

She noted that the Berwyn Fire Department did a walk through and reported that the library was safe and good to open to the public. She noted the pending quotes was for additional shields. It was also discussed that these two aforementioned items could be paid with Veverka funds and noted a meeting would be scheduled to discuss further.

Strategic Planning Committee:

Library Director Sheedy reported that the Strategic Planning Committee did not meet and there was nothing new to report.

Art Selection Committee:

Library Director Sheedy reported that the Art Selection Committee did not meet. Trustee Nudd reported that Naomi did a virtual hangout with his students and noted it was amazing.

Old Business:

There was none reported.

Unfinished Business:

There was none reported.

New Business:

There was a discussion to defer the Officer nominating committee/elections to the next meeting on August 17, 2020.

Library Director Sheedy noted that a date to review the closed minutes needs to be scheduled. It was discussed that this would be revisited sometime in September 2020.

Closed Session:

There was no closed session held.

Committee meetings:

Finance:

Finance Committee Meeting was not scheduled, however, it was anticipated to be in early July.

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 during first week of July.

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 Hayes to adjourn the meeting at 8:10 p.m. All members present voting aye. Nays: None. Absent: Trustee Korbel. Motion carried.

Maria Salinas, Secretary