

**Berwyn Public Library Board Meeting Minutes
Monday, September 21, 2020 Regular Meeting
Berwyn Public Library
Board Room and Virtually Held**

**Meeting ID 836-2788-6368
Dial In 1-312-626-6799, Password 862551**

Call to Order:

In the absence of Vice-President Mondragon, Treasurer Corona-Owens called the meeting to order at 7:10 p.m. Board Trustees present virtually or in person: Secretary Maria Salinas, Treasurer Erika Corona-Owens, Trustees Barbara Korbelt, Emily Diebold (virtually), Paul Nudd, Rosemary Caruk and Marta Rodriguez. Absent: Vice-President Jousef Mondragon, Trustees Cindy Hayes and Paul Nudd. Also present was Library Director Tammy Sheedy.

A quorum has been established.

The Pledge to the Flag was recited.

Agenda:

Treasurer Corona-Owens 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 Korbelt to approve the agenda as presented. All Trustees present voting aye. Nays: None. Absent: Vice-President Mondragon, Trustees Hayes and Nudd. Motion carried.

Minutes:

It was motioned by Secretary Salinas and seconded by Trustee Diebold to approve the August 17, 2020 Regular Board Meeting Minutes as presented. All Trustees present voting aye. Nays: None. Absent: Vice-President Mondragon, Trustees Hayes and Nudd. Motion carried.

Vice-President Mondragon joined the meeting virtually at 7:13 p.m.

Open Forum:

There were no public comments in open forum.

Directors Report:

Library Director Sheedy briefed the Trustees on the plans for a fine-free program. She noted the late fines grew when covid started. She noted that it was more feasible to have a fine free program so as to not discourage patrons from returning to the library. She noted the program was set to be implemented in January 2021, and anticipated to be on the agenda for approval at the next meeting in October 2020. She also reported that there would be a covid testing site at the library's parking lot that was across the street on September 25-27, 2020. She noted that this program does not have any library involvement. She noted that the local police would be assisting with the program. She also noted that the Fairy Tale Ball Drive –Thru was scheduled for October 4, 2020, from 2:00 p.m. – 4:00 p.m. She also noted they were in the process of hosting a Dinner and Drive-In for seniors and was working with the North Berwyn Park District to plan this event. She also talked about the library's involvement in a Halloween concert that was scheduled for October 27, 2020.

Finance Committee:

Treasurer Corona-Owens reported that she and Library Director Sheedy met in July with Ben Daish, City Finance Director. She noted that everything was in order. She noted there was an impact to expenditures due to the purchases of covid-19 supplies.

Treasurer Corona-Owens reported that the Veverka Fund Balance ending June 30, 2020, was \$295,911.36, Berwyn Public Library Board Fund Balance ending June 30, 2020 was \$ 1,300,610.47, and the Restricted Grant Fund Balance ending June 30, 2020 was \$133,048.89.

Trustee Corona-Owens reported that the payables for June 2020 were presented in the amount of \$46,200.80

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

It was motioned by Secretary Salinas and seconded by Trustee Korbelt to approve the June 2020 payables in the amount of \$46,800.80 as presented. Roll Call: Vice-President Mondragon, Secretary Salinas, Treasurer Corona-Owens, Trustees Korbelt, Diebold, Caruk and Rodriguez. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

Treasurer Corona-Owens reported that the Veverka Fund Balance ending July 31, 2020, was \$295,911.36, Berwyn Public Library Board Fund Balance ending July 31, 2020 was \$ 1,309,238.32, and the Restricted Grant Fund Balance ending July 31, 2020 was \$133,048.89.

Trustee Corona-Owens reported that the payables for July 2020 were presented in the amount of \$84,259.05

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

It was motioned by Treasurer Corona-Owens and seconded by Trustee Rodriguez to approve the July 2020 payables in the amount of \$84,259.05 as presented. Roll Call: Vice-President Mondragon, Secretary Salinas, Treasurer Corona-Owens, Trustees Korbelt, Diebold, Caruk and Rodriguez. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

Treasurer Corona-Owens reported that the Veverka Fund Balance ending August 31, 2020, was \$295,911.36, Berwyn Public Library Board Fund Balance ending August 31, 2020 was \$ 1,309,238.32, and the Restricted Grant Fund Balance ending August 31, 2020 was \$133,048.89.

Trustee Corona-Owens reported that the payables for August 2020 were presented in the amount of \$69,380.97.

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

It was motioned by Secretary Salinas and seconded by Trustee Korbel to approve the August 2020 payables in the amount of \$69,380.97 as presented. Roll Call: Vice-President Mondragon, Secretary Salinas, Treasurer Corona-Owens, Trustees Korbel, Diebold, Caruk and Rodriguez. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

Building and Grounds Committee:

Vice-President Mondragon noted there was nothing new to report from his end. Library Director Tammy Sheedy did report that the carpeting project was anticipated completion by the end of the current week.

Policy/Personnel Committee:

Trustee Korbel reported that the Policy/Personnel Committee did meet. She indicated that a new photo video release policy was drafted for their review and approval.

It was motioned by Secretary Salinas and seconded by Treasurer Corona-Owens to approve the Photo Video Release Policy as presented. Roll Call: Vice-President Mondragon, Secretary Salinas, Treasurer Corona-Owens, Trustees Korbel, Diebold, Caruk and Rodriguez. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

Trustee Korbel reported that the job description for Circulation Supervisor was drafted. Library Director Sheedy briefed the Trustees on the rationale for creating this new position.

It was motioned by Trustee Korbel and seconded by Secretary Salinas to approve the job description for the new position of Circulation Supervisor as presented. Roll Call: Vice-President Mondragon, Secretary Salinas, Treasurer Corona-Owens, Trustees Korbel, Diebold, Caruk and Rodriguez. Nays: None. Absent: Trustees Hayes and Nudd. 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, however, she noted that she would like to start the meetings again in January 2021.

Art Selection Committee:

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

Old Business:

There was none reported.

Unfinished Business:

Due to not all Trustees being present, it was the consensus to table this item until the next meeting on October 19, 2020.

It was motioned by Secretary Salinas and seconded by Trustee Caruk to table the Election of Officers until the next Board Meeting on October 19, 2020. Roll Call: Vice-President Mondragon, Secretary Salinas, Treasurer Corona-Owens, Trustees Korbel, Diebold, Caruk and Rodriguez. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

New Business:

Library Director Sheedy requested that the library be closed on November 3, 2020, as this Election Day is now a holiday.

It was motioned by Secretary Salinas and seconded by Trustee Korbel to approve the closure of the library on November 3, 2020. Roll Call: Vice-President Mondragon, Secretary Salinas, Treasurer Corona-Owens, Trustees Korbel, Diebold, Caruk and Rodriguez. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

Closed Session:

It was motioned by Secretary Salinas and seconded by Trustee Hayes to adjourn into closed session at 8:14 p.m. under ILCS 5 120/2C (1) to consider the appointment, employment, compensation, discipline, performance matters or dismissal of an employee; (C) (5) To discuss intergovernmental contract negotiations; and (C) (21) To discuss minutes of meetings lawfully closed. Roll Call: Vice-President Mondragon, Secretary Salinas, Treasurer Corona-Owens, Trustees Korbel, Diebold, Caruk and Rodriguez. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

It was motioned by Secretary Salinas and seconded by Vice-President Mondragon to call back the Regular Meeting to order at 8:44 p.m. Roll Call: Vice-President Mondragon, Secretary Salinas, Treasurer Corona-Owens, Trustees Korbel, Diebold, Caruk and Rodriguez. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

Committee meetings:

Finance:

Finance Committee Meeting was scheduled for October 26, 2020, at 6:00 p.m.

Policy and Personnel:

The Policy and Personnel Committee Meeting was scheduled for October 19, 2020, at 6:45 p.m.

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.

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 Korbel to adjourn the meeting at 8:50 p.m. All members present voting aye. Nays: None. Absent: Trustee Hayes and Nudd. Motion carried.

Maria Salinas, Secretary