

Berwyn Public Library Board Meeting Minutes

**Monday, November 16, 2020 Regular Meeting
Berwyn Public Library
Board Room and Virtually Held**

**Meeting ID 896-4264-4279
Dial in 1-312-626-6799, Password 978896**

Call to Order:

Secretary Salinas called the meeting to order at 7:02 p.m. Board Trustees present virtually or in person: Secretary Maria Salinas, Treasurer Erika Corona-Owens, Trustees Barbara Korbel, Rosemary Caruk, Marta Rodriguez and newly appointed Trustee Nora Laureto. Absent: Trustees Cindy Hayes, Emily Diebold and Paul Nudd. Also present was Library Director Tammy Sheedy.

A quorum has been established.

The Pledge to the Flag was recited.

Agenda:

Secretary Salinas asked if there were any amendments to the agenda presented.

Secretary Salinas requested to add the approval of Policy and Personnel Meeting Minutes of October 19, 2020.

It was motioned by Secretary Salinas and seconded by Trustee Korbel to approve the agenda as amended. All Trustees present voting aye. Nays: None. Absent: Trustees Hayes, Diebold and Nudd. Motion carried.

Minutes:

It was motioned by Treasurer Corona-Owens and seconded by Trustee Laureto to approve the October 21, 2020 Regular Board Meeting Minutes as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Hayes, Diebold and Nudd. Motion carried.

Open Forum:

It was note that there was a student, Nora Hikari, present via conference call for the Open Forum. She noted she was listening to the meeting for a school assignment. Nona Chapman, Administrative Assistant to Library Director Sheedy, was also present. It was also noted that there wasn't any correspondence.

Directors Report:

Library Director Sheedy welcomed newly appointed Trustee Nora Laureto, who replaced Jousef Mondragon, whose commission had expired. All Trustees welcomed Trustee Laureto to the Library Board. It was

discussed that a brick or a plaque would be ordered for Jousef Mondragon as a token of appreciation for his seven years served on the Board. Upon further discussion of the Trustees, it was the consensus to order a brick in his honor and also purchase books in his honor.

Library Director Sheedy disseminated the Library Board Committee list for the Trustees to review and select which committees they would like to be on. She noted it would be on the agenda for approval at the January 2021 Library Board Meeting.

Trustee Diebold joined the meeting at 7:13 p.m.

Library Director Sheedy briefed the Trustees on this year's requirement for the Per Capita Grant. It involved reading the book "Standards for Illinois Public Libraries". She disseminated a check-list that correlated with the library's different areas as discussed in the book. One of the items noted was the website, that it wasn't Spanish Language or handicapped accessible. She indicated it would be on the list to accomplish in 2021.

Library Director Sheedy reported that she has started the kickoff for the Strategic Planning process. She had a management strategic planning meeting and noted that the it went really well and it was commended by the staff. She also talked about what the library's primary focus or values would be for 2021 and moving forward. She shared different samples and wanted the input of management staff and the Trustees.

Library Director Sheedy also discussed what other neighboring libraries are doing and briefed the Trustees on the recent Emergency Center Meeting that was held regarding the pandemic. She noted that the library will need to roll back and only provide curbside service. She noted that in-person activities would be restricted to 10. She noted that it was planned that the library would be closed to the public on November 17, however, staff will report. She also noted she would wait to hear from Mayor Lovero and or any new CDC guidelines that are put in place, due to the rising Covid positivity rates. She noted that the Library does have a You Tube Channel and will have some holiday and craft activities and will also do a Dear Santa Program.

Finance Committee:

Treasurer Corona-Owens reported that the Finance Committee has continued to meet on a Quarterly basis to review the budget and numbers and the reconciliation of bills was going well. She thanked Nona and Library Director Sheedy for assisting with this process. There was a discussion of planning ahead for the budget for the next four years and to incorporate the new required minimum wage. It was also noted that the library's budget would not be approved until 2021, as it has been done in the past. Library Director Sheedy noted that Karla, Union Representative, indicated they would work on the starting pay rate in a progressive manner to assist the library in meeting the required minimum wage when it becomes effective.

Trustee Corona-Owens reported that the payables for October 2020 were presented in the amount of \$128,475.46.

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

It was motioned by Trustee Diebold and seconded by Trustee Laureto to approve the October 2020 payables in the amount of \$128,475.46 as presented. Roll Call: Secretary Salinas, Treasurer Corona-Owens, Trustees

Korbel, Diebold, Caruk, Rodriguez and Laureto. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

Treasurer Corona-Owens reported that the Veverka Fund Balance ending October 31, 2020, was \$296,060.78; Restricted Library Grant Fund Balance ending October 31, 2020, was \$158,116.10 and the Berwyn Public Library Deposit Fund Balance ending October 31, 2020 was \$ 1,313,669.77.

Secretary Salinas requested a motion on the approval of the Finance Committee Meeting Minutes from October 26, 2020.

It was motioned by Treasurer Corona-Owens and seconded by Secretary Salinas to approve the October 26, 2020, Finance Committee Minutes as presented. Roll Call: Secretary Salinas, Treasurer Corona-Owens, Trustees Korbel, Diebold, Caruk, Rodriguez and Laureto. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

Building and Grounds Committee:

The Building and Grounds Committee Meeting did not meet, however, Library Director Sheedy reported that the price for snow removal remained the same, therefore, bidding was not required. She noted that the current contractor, Andreas and Sons would continue to do the snow removal for the library. She noted that an issue came out with the boiler. She noted that due to it being an emergency repair, bidding would not be required. She also reported that in the event this problem causes a heating issue, staff would be sent home.

Policy/Personnel Committee:

Trustee Korbel reported that the Policy and Personnel Policy Committee met prior to this meeting. She noted that the Circulation Policy was updated and requested a motion.

It was motioned by Trustee Rodriguez and seconded by Secretary Salinas to approve the updated Circulation Policy as presented. Roll Call: Secretary Salinas, Treasurer Corona-Owens, Trustees Korbel, Diebold, Caruk, Rodriguez and Laureto. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

Trustee Korbel discussed the changing of the format of the Library Board Meeting Agenda starting next year.

Secretary Salinas requested a motion on the approval of the Policy and Personnel Committee Meeting Minutes from October 19, 2020.

It was motioned by Treasurer Corona-Owens and seconded by Trustee Caruk to approve the October 19, 2020, Policy and Personnel Committee Minutes as presented. Roll Call: Secretary Salinas, Treasurer Corona-Owens, Trustees Korbel, Diebold, Caruk, Rodriguez and Laureto. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

Veverka Committee:

Library Director Sheedy reported that the Veverka Committee did not meet. She anticipated when they do meet next year, they would discuss some goals for the use of these funds.

Strategic Planning Committee:

Library Director Sheedy reported that the Strategic Committee did not meet. As noted in her Director's Report, they have started with a staff survey and hoping to have documents plans to review in January.

Art Selection Committee:

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

Old Business:

There was none reported.

Unfinished Business:

Library Director Sheedy reported that the Elections of Officers was still pending.

Secretary Salinas asked the Trustees if they should table this matter or move forward with the election of officers. Upon further discussion of the Trustees, it was the consensus to move forward with the selection of the Officers.

It was motioned by Secretary Salinas and seconded by Trustee Korbelt to nominate Treasurer Corona-Owens as President. Treasurer Corona-Owens accepted the nomination. There were no further nominees presented or none opposed of said nomination. Trustee Corona-Owens approved as President. Roll Call: Secretary Salinas, Treasurer Corona-Owens, Trustees Korbelt, Diebold, Caruk, Rodriguez and Laureto. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

It was motioned by President Corona-Owens and seconded by Secretary Salinas to nominate Trustee Caruk as Vice-President. Trustee Caruk accepted the nomination. There were no further nominees presented or none opposed of said nomination. Trustee Caruk approved as Vice-President. Roll Call: Secretary Salinas, Treasurer Corona-Owens, Trustees Korbelt, Diebold, Caruk, Rodriguez and Laureto. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

It was motioned by Trustee Rodriguez and seconded by Trustee Diebold to nominate Secretary Salinas to remain as Secretary. Secretary Salinas accepted the nomination. There were no further nominees presented or none opposed of said nomination. Secretary Salinas approved to remain Secretary. Roll Call: Secretary Salinas, Treasurer Corona-Owens, Trustees Korbelt, Diebold, Caruk, Rodriguez and Laureto. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

It was motioned by Secretary Salinas and seconded by Trustee Korbelt to nominate Trustee Rodriguez as Treasurer. Trustee Rodriguez accepted the nomination. There were no further nominees presented or none opposed of said nomination. Trustee Rodriguez approved as Treasurer. Roll Call: Secretary Salinas, Treasurer Corona-Owens, Trustees Korbelt, Diebold, Caruk, Rodriguez and Laureto. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

New Business:

Library Director briefed the Trustees on the revised Library Calendar for the closed dates. She noted the change was due to the Easter Holiday.

It was motioned by President Corona-Owens and seconded by Vice-President Caruk to approve the Library Calendar as amended. Roll Call: Secretary Salinas, Treasurer Corona-Owens, Trustees Korb, Diebold, Caruk, Rodriguez and Laureto. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

It was motioned by Secretary Salinas and seconded by Trustee Laureto to approve the Board Meeting Dates for 2021 as presented. Roll Call: Secretary Salinas, Treasurer Corona-Owens, Trustees Korb, Diebold, Caruk, Rodriguez and Laureto. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

Closed Session:

There was no need for a Closed Session.

POSSIBLE ACTION on items discussed in closed session.

There was no action presented.

Committee meetings:

Finance:

Finance Committee was scheduled for January 11, 2021, at 5:30 p.m.

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.

Strategic Planning:

The Strategic Committee was scheduled for January 11, 2021, at 6:00 p.m.

Art Selection:

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

Adjournment:

It was motioned by Trustee Laureto and seconded by Trustee Korbelt to adjourn the meeting at 7:51 p.m. All members present voting aye. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

Maria Salinas, Secretary