

Berwyn Public Library Board Meeting Minutes

**Monday, January 18, 2021 Regular Meeting
Berwyn Public Library
Board Room and Virtually Held**

**Meeting ID 897-9496-4379
Dial in 1-312-626-6799, Password 490383**

Call to Order:

President Corona-Owens called the meeting to order at 7:07 p.m. Board Trustees present virtually or in person: Secretary Maria Salinas, President Erika Corona-Owens, Trustee Paul Nudd, Vice-President Rosemary Caruk, Treasurer Marta Rodriguez and Trustee Nora Laureto. Absent: Trustees Cindy Hayes, Barbara Korbel and Emily Diebold. Also present was Library Director Tammy Sheedy and Administrative Assistant Nona Chapman.

A quorum has been established.

The Pledge to the Flag was recited.

Minutes:

It was motioned by Secretary Salinas and seconded by Vice-President Caruk to approve the November 16, 2020 Regular Board Meeting Minutes as amended. Roll Call: Secretary Salinas, President Corona-Owens, Trustee Nudd, Vice-President Caruk, Treasurer Rodriguez and Trustee Laureto. Nays: None. Absent: Trustees Hayes, Korbel and Diebold. Motion carried.

Open Forum:

It was noted there wasn't anyone present for open forum. A thank you note from Kathy Behrendt, Head of Youth Services, for the gift certificate that she received as a token of appreciation for her years of service in the library. Library Director Sheedy noted that the library celebrates milestone anniversaries of employees.

Directors Report:

Library Director Sheedy briefly discussed Core Standards of the book that was required to be read by the Trustees as a requirement for the Per Capita Grant and also noted on record. She discussed the items that were still needed, one being the Strategic Plan and the Mission Statement. It was anticipated that these standards would be met by the end of the 2021 year. It was noted that these items were a work in progress as the Board of Trustees continued to review the book. She also briefed them on the various Library's standards with governance, administration and personnel and noted the library has met these standards. She noted that on one of the items, she was working with the Union on establishing employee's achievement of goals' rather than an evaluation and noted the Union was in consensus.

Library Director Sheedy briefed the Trustees on the library's reopening plan. She noted they were starting with appointment only basis. She noted this would be done until the end of the month, as that seemed to be what other neighboring libraries were doing as well. She noted that curbside was doing very well. They discussed the boredom bags, which were done for the adults and said they have been very successful.

Library Director Sheedy also discussed her RFID project. She briefed the Trustees on the conference call she had with Envisionwear, and discussed the quotation. It was noted that RFID services consists of self-checkout,

security and inventory of library materials. She noted that it had many nice features and this would be something very beneficial. She also noted that this item would need to go out to bid. She indicated she would start working on the Request for Proposals.

There was a discussion about adding the acceptance of the Director's Report. It was noted that this was not done before. Upon further discussion, it was the consensus to accept the Director's Report moving forward.

It was motioned by Secretary Salinas and seconded by Treasurer Rodriguez to accept the Director's Report as presented. Roll Call: Secretary Salinas, President Corona-Owens, Trustee Nudd, Vice-President Caruk, Treasurer Rodriguez and Trustee Laureto. Nays: None. Absent: Trustees Hayes, Korbelt and Diebold. Motion carried.

Finance Committee:

Treasurer Rodriguez briefed the Trustees on the budget and the four-year plan and noted that the library's budget has not been approved as of yet and anticipated approval at the next meeting.

Treasurer Rodriguez reported that the payables for November 2020 were presented in the amount of \$37,636.87.

Treasurer Rodriguez asked for a motion on the November 2020 reporting payables as presented.

It was motioned by Secretary Salinas and seconded by Vice-President Caruk to approve the November 2020 payables in the amount of \$ 37,636.87 as presented. Roll Call: Secretary Salinas, President Corona-Owens, Trustee Nudd, Vice-President Caruk, Treasurer Rodriguez and Trustee Laureto. Nays: None. Absent: Trustees Hayes, Korbelt and Diebold. Motion carried.

Treasurer Rodriguez reported that the Veverka Fund Balance ending November 30, 2020, was \$296,138.72; Restricted Library Grant Fund Balance ending November 30, 2020, was \$158,150.86 and the Berwyn Public Library Deposit Fund Balance ending November 30,2020 was \$ 1,314,337.92.

Treasurer Rodriguez reported that the payables for December 2020 were not completed, as there are still several bills that were being processed. She indicated they would need to be reported on at the next meeting in February 2021.

Treasurer Rodriguez asked for a motion to table the December 2020 reporting payables.

It was motioned by President Corona-Owens and seconded by Secretary Salinas to table the December 2020 payables. Roll Call: Secretary Salinas, President Corona-Owens, Trustee Nudd, Vice-President Caruk, Treasurer Rodriguez and Trustee Laureto. Nays: None. Absent: Trustees Hayes, Korbelt and Diebold. Motion carried.

Treasurer Rodriguez reported that the Restricted Library Grant Fund Balance ending December 31, 2020 was \$ 158,188.48; Veverka Fund Balance ending December 31, 2020, was \$296,209.20 and the Berwyn Public Library Deposit Fund Balance ending December 31, 2020 was \$ 1,314,406.76.

Building and Grounds Committee:

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

Policy/Personnel Committee:

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

Veverka Committee:

President Corona-Owens reported that the Veverka Committee did not meet and there was nothing new to report.

Strategic Planning Committee:

President Corona-Owens reported the committee did meet on January 11, 2021. Library Director Sheedy reported that the last section of the strategic plan was not completed and recommended it be tabled.

It was motioned by Trustee Laureto and seconded by Treasurer Rodriguez to table the Strategic Plan. Roll Call: Secretary Salinas, President Corona-Owens, Trustee Nudd, Vice-President Caruk, Treasurer Rodriguez and Trustee Laureto. Nays: None. Absent: Trustees Hayes, Korbelt and Diebold. Motion carried.

Art Selection Committee:

Trustee Nudd reported that the Art Selection Committee did not meet, however would need to schedule a meeting. He wanted to discuss the framing of additional art material and also had an idea of visualizing the pandemic.

Old Business:

Library Director Sheedy indicated that Trustee Laureto contacted her to inform her that she would like to be on the committee assignments that were held by former Trustee Jousef Mondragon and that she would also serve on the Veverka Committee. She indicated she would share out the finalized Committee assignments with the Trustees if there were no additional changes.

It was motioned by Secretary Salinas and seconded by Trustee Laureto to approve the revised Library Board Meeting dates for calendar year 2021 as presented. Roll Call: Secretary Salinas, President Corona-Owens, Trustee Nudd, Vice-President Caruk, Treasurer Rodriguez and Trustee Laureto. Nays: None. Absent: Trustees Hayes, Korbelt and Diebold. Motion carried.

It was motioned by Trustee Laureto and seconded by President Corona-Owens to approve the revised Library closure dates for calendar year 2021 as presented. Roll Call: Secretary Salinas, President Corona-Owens, Trustee Nudd, Vice-President Caruk, Treasurer Rodriguez and Trustee Laureto. Nays: None. Absent: Trustees Hayes, Korbelt and Diebold. Motion carried.

Unfinished Business:

Library Director Sheedy reported there was none to report.

New Business:

Trustee Laureto reported on the Friends of the Library. She noted that she reached out to Mary Drenth and noted that she was very interested in being part of it and that she has other interested people who want to participate. She noted that a meeting will need to take place to start the planning of reorganizing the Friends of the Library. President Corona-Owens noted that Ms. Drenth was very experienced and would be a valuable asset in bringing awareness to this initiative. Trustee Laureto suggested having a Friends of the Library Membership Drive at the library to bring in more interest. President Corona-Owens suggested to recruit someone from a financial sector that can help with the integration of processing payments.

President Corona-Owens talked about various plans for re-introducing the Friends of the Library back into the community and inform who they are and how they work with the library. She asked if they could work with Brianna Perlot to start the process. Library Director Sheedy also recommended Christine Lojewski to assist with this matter.

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 February 8, 2021, at 6:00 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 not scheduled, to be advised.

Art Selection:

The Art Selection Committee was not scheduled, but Trustee Nudd indicated he would reach out to the committee directly.

President Corona-Owens noted that the next regularly scheduled Berwyn Public Library Meeting was on Tuesday, February 16, 2021, at 7:00 p.m.

Adjournment:

It was motioned by Secretary Salinas and seconded by President Corona-Owens to adjourn the meeting at 7:58 p.m. Roll Call: Secretary Salinas, President Corona-Owens, Trustee Nudd, Vice-President Caruk, Treasurer Rodriguez and Trustee Laureto. Nays: None. Absent: Trustees Hayes, Korbel and Diebold. Motion carried.

Maria Salinas, Secretary