

Berwyn Public Library Board Meeting Minutes

**Tuesday, February 16, 2021 Regular Meeting
Berwyn Public Library
Board Room and Virtually Held**

**Meeting ID 870-6436-3151
Dial in 1-312-626-6799, Password 136118**

Call to Order:

President Corona-Owens called the meeting to order at 7:04 p.m. Board Trustees present virtually or in person: Secretary Maria Salinas, President Erika Corona-Owens, Vice-President Rosemary Caruk, Secretary Maria Salinas, Treasurer Marta Rodriguez, Trustees Emily Diebold, Barbara Korbelt and Nora Laureto. Absent Trustees Cindy Hayes and Paul Nudd. 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 Trustee Laureto and seconded by Trustee Korbelt to approve the January 18, 2021 Regular Board Meeting Minutes as presented. Roll Call: President Corona-Owens, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees, Diebold, Korbelt and Laureto. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

Open Forum:

It was noted that Vanessa Avalos and Benjamin Hening were virtually present during the open forum. President Corona-Owens indicated that Mr. Hening reached out to her about a link about an initiative that is being used in other several libraries that involve diversity and inclusion in their libraries. Mr. Hening said that he was an 18-month resident of Berwyn. He said he was an Associate Consultant of RGW Consulting, which is a diversity, equity and inclusion firm based out of Oak Park. He briefed the Trustees about the firm and the purpose and how they would work with the library and assist with a strategic plan. He talked about his engagement with other stakeholders in other libraries and the work he is currently doing with them. He thanked the Trustees for their time and hoped to work with the Berwyn Library. President Corona-Owens noted that many conversations have been started on the strategic plan and with the events of 2020, it prompted the library to work with the current social changes and incorporate them in the strategic plan.

Vanessa Avalos noted that she was just listening to the meeting.

Directors Report:

Library Director Sheedy continued with the discussion of the Core Standards of the book that was required to be read by the Trustees as a requirement for the Per Capita Grant. She talked about the several requirements that were needed that included the building infrastructure, succession plan, security cameras, ADA accessibility, safety plans and kits and noted that the library has met most of the standards and noted the library was where they needed to be and noted the library was in full compliance.

Library Director Sheedy briefed the Trustees on the library's reopening plan. She indicated the library was opening to the public on February 17, 2021, with a 25-person limit. She indicated she has met with her staff to ask if they felt safe to return and everyone seemed to be ok and the meetings went well. She indicated each visitor would have a 90-minute limit and would restrict food and drinks in the library. She noted the limited time also helps with staff having time to sanitize the used areas. President Corona-Owens reiterated that it was important to consider the concerns of the staff as they just want to be heard. Secretary Salinas asked if the staff would be vaccinated. Library Director Sheedy responded that the staff currently is under a different phase, however, they are working with the town to assist with the senior vaccinations. Presented Corona-Owens also talked about the library having tools available to assist the seniors.

Library Director Sheedy reported that the mayor and the union have come to an agreement with the contract. She indicated it only needed ratification by the Union and it was anticipated to be on the agenda at the next city council meeting for approval. She also reported she was working on the annual IPLAR report and anticipated to have it ready at the end of the month to submit it to the state.

It was noted that another guest, Elizabeth Ojeda-Jimenez joined the virtual meeting.

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

Finance Committee:

Treasurer Rodriguez briefed the Trustees on the proposed budget for fiscal year 2021. She noted there was a high balance on the library's fund. President Corona-Owens noted it was common for there to be extra funds as there is always a carryover every year. Library Director Sheedy noted that they were not sure if the library would be receiving any covid relief funds.

Treasurer Rodriguez reported that there was an issue with the payables for December 2020 and January 2021 due to the QuickBooks software and needed it to be tabled.

It was motioned by Secretary Salinas and seconded by Trustee Laureto to table the December 2020 and January 2021 payables. Roll Call: President Corona-Owens, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Diebold, Korbelt and Laureto. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

Treasurer Rodriguez reported that the Veverka Fund Balance ending January 31, 2021 was \$296,288.26; Restricted Library Grant Fund Balance ending January 31, 2021 was \$168,230.64 and the Berwyn Public Library Deposit Fund Balance ending January 31, 2021 was \$ 1,314,813.31.

It was motioned by Treasurer Rodriguez and seconded by Trustee Laureto to approve the proposed operating budget for fiscal year 2021 as presented. Roll Call: President Corona-Owens, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Diebold, Korbel and Laureto. Nays: None. Absent: Trustees Hayes and Nudd. Motion carried.

Building and Grounds Committee:

Library Director Sheedy reported that the committee did not meet and anticipating a meeting before the next library meeting to address the concrete on the ramp.

Policy/Personnel Committee:

Library Director Sheedy reported that the committee did not meet, however, there are some policies that would need to be reviewed and a meeting will be scheduled.

Veverka Committee:

President Corona-Owens reported that the Veverka Committee did not meet and there was nothing new to report. She also noted that Trustee Hayes still wants to be on this committee.

Strategic Planning Committee:

Library Director Sheedy reported that the brandings were redesigned. She noted that she would like the staff to review the current Strategic Plan before it is approved. President Corona-Owens noted she would prepare and submit the introductory letter for the plan. Library Director Sheedy also noted they would like to start a Diversity Committee.

Vice-President Caruk exited the virtual meeting at 7:52 p.m.

Art Selection Committee:

The committee did not meet.

Old Business:

Library Director Sheedy reported there was none to report.

Unfinished Business:

Library Director Sheedy reported there was none to report.

New Business:

Library Director Sheedy reported there was none to report.

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 not scheduled, to be advised.

Policy and Personnel:

The Policy and Personnel Committee Meeting was scheduled for March 1, 2021 at 6:00 p.m.

Building and Grounds:

The Building and Grounds Committee Meeting was scheduled for March 15, 2021 at 6:45 p.m.

Veverka:

The Veverka Committee was not scheduled, to be advised.

Strategic Planning:

The Strategic Committee was not scheduled, to be advised. Library Director Sheedy did talk about still consulting with Mark Puente for the community engagement portion of the Strategic Plan.

Art Selection:

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

Trustee Laureto asked about scheduling a Friends of the Library Meeting. Upon further discussion, she would reach out to invite the Trustees.

President Corona-Owens noted that the next regularly scheduled Berwyn Public Library Meeting was on Monday, March 15, 2021, at 7:00 p.m.

Adjournment:

It was motioned by Secretary Salinas and seconded by Trustee Diebold to adjourn the meeting at 8:04 p.m.
Roll Call: President Corona-Owens, Secretary Salinas, Treasurer Rodriguez, Trustees Diebold, Korbel and Laureto. Nays: None. Absent: Vice-President Caruk, Trustees Hayes and Nudd. Motion carried.

Maria Salinas, Secretary