



BERWYN PUBLIC LIBRARY

Berwyn Public Library Board Meeting Minutes

**Monday, March 15, 2021 Regular Meeting
Berwyn Public Library
Board Room and Virtually Held**

**Meeting ID 830-8773-8618
Dial in 1-312-626-6799, Password 226709**

Call to Order:

President Corona-Owens called the meeting to order at 7:04 p.m. Board Trustees present virtually or in person: President Erika Corona-Owens, Vice-President Rosemary Caruk, Secretary Maria Salinas, Treasurer Marta Rodriguez, Trustees Cindy Hayes, Barbara Korbel and Nora Laureto. Absent Trustees Emily Diebold and Paul Nudd. Also present were 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 Rodriguez and seconded by Trustee Laureto to approve the February 16, 2021, Regular Board Meeting Minutes as amended. Roll Call: President Corona-Owens, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Hayes, Korbel and Laureto. Nays: None. Absent: Trustees Diebold and Nudd. Motion carried.

Open Forum:

There was nobody present for open forum or any correspondence.





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Directors Report:

Library Director Sheedy continued with the discussion of the Core Standards book and briefed on chapters 7, 8 and 9. She noted that the library has met the criteria as noted. She talked about the collections management policy and reference service policies that will need to be reviewed to be compliant. She noted that the library has met all the system responsibilities with RAILS. She indicated that one of the items the library was lacking was in the training and use of technology to make it more accessible for anyone with a disability that would have a need for adaptive equipment. She noted the library was meeting the standards as required. She noted that the library was acknowledged in the Library Reporter. She discussed the article regarding diversity and inclusion and reaching underserved communities. how it could be incorporated into the library. She indicated that Hannah Rapp would be instrumental in the internal diversity committee that is being planned for the library. President Corona-Owens talked about how the library would be great in the diversity and inclusion plan. She said the library did a great job in 2020 and was viable in informing the community of all the resources available and including the children in today's topic and noted how proud she was of the library and everything it did and continues to do.

Library Director Sheedy talked about the in-service day that was scheduled for April 6, 2021 and wanted to postpone it until June and try to incorporate it with the ALA conference that is being held virtually.

Secretary Salinas reported on the Trustee Forum that she participated on March 13, 2021. She noted she was sad to hear how some libraries were not paying their employees during the pandemic. She also indicated that the most popular discussion was the curb-side pickup, which has been successful for all libraries. She indicated that one of the things another library was doing is having a "reflect and reconnect", with staff during the pandemic to ensure they are ok or if they needed any type of assistance. Trustee Korbelt also reported that one of the things that was still being implemented was the "online book group", which has been beneficial for everyone to stay connected.

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

Finance Committee:

Treasurer Rodriguez reported that the software used to prepare the payables is now working.





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Treasurer Rodriguez reported that the payables for December 2020 were presented in the amount of \$ \$68,213.18.

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

It was motioned by Secretary Salinas and seconded by Trustee Korbelt to approve the December 2020 payables in the amount of \$ 68,213.187 as presented. Roll Call: President Corona-Owens, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Hayes, Korbelt and Laureto. Nays: None. Absent: Trustees Diebold and Nudd. Motion carried.

Treasurer Rodriguez reported that the payables for January 2021 were presented in the amount of \$ 46,286.96.

Treasurer Rodriguez asked for a motion on the January 2021 reporting payables as presented.

It was motioned by Treasurer Rodriguez and seconded by Trustee Laureto to approve the January 2021 payables in the amount of \$ 46,286.96 as presented. Roll Call: President Corona-Owens, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Hayes, Korbelt and Laureto. Nays: None. Absent: Trustees Diebold and Nudd. Motion carried.

Treasurer Rodriguez reported that the payables for February 2021 were presented in the amount of \$ 18,669.75

Treasurer Rodriguez asked for a motion on the February 2021 reporting payables as presented.

It was motioned by President Corona-Owens and seconded by Trustee Laureto to approve the February 2021 payables in the amount of \$ 18,669.75 as presented. Roll Call: President Corona-Owens, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Hayes, Korbelt and Laureto. Nays: None. Absent: Trustees Diebold and Nudd. Motion carried.

Treasurer Rodriguez reported that the Restricted Library Grant Fund Balance ending February 28, 2021 was \$168,272.20; Veverka Fund Balance ending February 28, 2021 was \$296,367.62 and the Berwyn Public Library Deposit Fund Balance ending February 28, 2021 was \$ 1,315,386.44.





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It was motioned by Treasurer Rodriguez and seconded by President Corona-Owens to approve the January 11, 2021, Finance Committee Minutes as presented. Roll Call: President Corona-Owens, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Hayes, Korbelt and Laureto. Nays: None. Absent: Trustees Diebold and Nudd. Motion carried.

It was motioned by Secretary Salinas and seconded by Trustee Hayes to table the February 16, 2021 Finance Committee Minutes. Roll Call: President Corona-Owens, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Hayes, Korbelt and Laureto. Nays: None. Absent: Trustees Diebold and Nudd. Motion carried.

Building and Grounds Committee:

Trustee Laureto reported that they met right before the meeting. She indicated there may be some outdoor library projects that may be eligible to be done with TIF, including the handicapped accessible ramp, the electrical sign and some of the entrance doors. She noted that Library Director Sheedy would be contacting Dave at the BDC for information, and also plans to meet with the health department to discuss the water fountains and a washing machine for washing the legos.

Policy/Personnel Committee:

Trustee Korbelt reported they met on March 15, 2021. She reported they reviewed the administrative succession plan, the circulation policy, and computer internet policies for updates. She asked if anyone had any questions. Trustee Caruk had a question on titles noted in the administrative succession plan and asked if they had already been approved by the union. Library Director Sheedy noted that the titles are updated as noted in the strategic plan.

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

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





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

Veverka Committee:

President Corona-Owens reported that they have not met.

Strategic Planning Committee:

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

It was motioned by President Corona-Owens and seconded by Trustee Laureto to approve the January 11, 2021, Strategic Plan Committee Minutes as presented. Roll Call: President Corona-Owens, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Hayes, Korbel and Laureto. Nays: None. Absent: Trustees Diebold and Nudd. Motion carried.

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.





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President Corona-Owens asked if there was anything new on the Friends of the Library. Library Director Sheedy responded they have made some progress and would be meeting with Lois, who is the sole member of the Friends of the Library. She also noted that she was contacted by an accountant for a non-profit organization. She noted that she may be instrumental into assisting the Friends of the library through the transition of electronic payments for membership and not paper checks. She talked about an idea to show who the Friends of the Library are and what is their purpose with the libraries.

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 scheduled for April 12, 2021 at 6:00 p.m.

Policy and Personnel:

The Policy and Personnel Committee Meeting was scheduled for April 12, 2021 at 6:30 p.m.

Building and Grounds:

The Building and Grounds Committee Meeting was scheduled for April 19, 2021 at 6:30 p.m.





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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.

President Corona-Owens noted that the next regularly scheduled Berwyn Public Library Meeting was on Monday, April 19, 2021, at 7:00 p.m.

Adjournment:

It was motioned by Secretary Salinas and seconded by Trustee Laureto to adjourn the meeting at 8:06 p.m. Roll Call: President Corona-Owens, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Hayes, Korbelt and Laureto. Nays: None. Absent: Trustees Diebold and Nudd. Motion carried.

Maria Salinas, Secretary

