



BERWYN PUBLIC LIBRARY

Berwyn Public Library Board Meeting Minutes

**Monday, April 19, 2021 Regular Meeting
Berwyn Public Library
Board Room and Virtually Held**

**Meeting ID 821-4365-0498
Dial in 1-312-626-6799, Password 624634**

Call to Order:

President Corona-Owens called the meeting to order at 7:02 p.m. Board Trustees present virtually or in person: President Erika Corona-Owens, Vice-President Rosemary Caruk, Secretary Maria Salinas, Treasurer Marta Rodriguez, Trustees Emily Diebold, Cindy Hayes, Barbara Korb, Nora Laureto and Paul Nudd. Also present were 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 Diebold to approve the March 15, 2021 Regular Board Meeting Minutes as presented. Roll Call: President Corona-Owens, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Diebold, Hayes, Korb, Laureto and Nudd. Nays: None. Motion carried.

Open Forum:

There was nobody present for open forum or any correspondence presented.





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Directors Report:

Library Director Sheedy continued with the discussion of the Review of Core Standards, Chapters 10 through 13. Upon reviewing the checklist Library Director Sheedy noted that the library has met all standards with the Youth/Young Adult. She noted that programming has been a strength in the library. She noted that the policies are being updated to be in compliance. She talked about webinars that will provide more training on autism. She discussed various training opportunities for staff, in specific the training on sexual harassment. Secretary Salinas talked about the GCN Training that would probably be beneficial for the library to use with their staff. She noted that one of the first updates on the website was to make it more adaptable and accessible so it can be more user friendly. She noted she was looking into a company that would assist with the translation of the website as well as with the policies. She also noted that the patron self-checkout was in the works and in progress. She also noted that there would need to be a walk-through of the library by the Trustees. She did report that the maintenance department did a walk-through of the library. She reported that the Review of Core Standards has now been completed.

Library Director Sheedy also reported that the RFID bid was approved by City Council to go out to bid and would be working on the bid process and anticipated having it ready by the June Board meeting. She reported on the Staff Diversity Committee and noted that Hannah Rapp has been very instrumental in these meetings. She said they had their first meeting and would follow up with her and report out later.

There was a discussion about the diversity statement that was prepared by Barbara Korbel. Upon further discussion by the Trustees, it was the consensus to accept and go with the blanket statement that was presented. It was noted that this statement would represent all diverse cultures and that it would be shared with the Diversity Committee for their feedback.

The meeting was joined at 7:26 by Summer Butler.

Library Director Sheedy reported that a patron was banned from the library, until further notice, due to exhibiting volatile behavior towards an employee. The police were called and a report was filed. She also noted that she would work with staff to have them retrain on de-escalation techniques.

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, Hayes, Korbel, Laureto and Nudd. Nays: None. Motion carried.





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Finance Committee:

Treasurer Rodriguez reported that the Finance Committee would be meeting on a quarterly basis to ensure the library is on track for the expenditures and budgeting.

Treasurer Rodriguez reported that the payables for March 2021 were presented in the amount of \$ 50,049.99.

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

It was motioned by President Corona-Owens and seconded by Trustee Korbel to approve the March 2021 payables in the amount of \$ 50,049.99 as presented. Roll Call: President Corona-Owens, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Diebold, Hayes, Korbel, Laureto and Nudd. Nays: None. Motion carried.

Treasurer Rodriguez reported that the Restricted Library Grant Fund Balance ending March 31, 2021 was \$239,122.49; Berwyn Library Deposit Fund Balance ending March 31, 2021 was \$ 1,317,723.49 and the Veverka Fund Balance ending March 31, 2021 was \$ 296,418.75.

Library Director Sheedy asked Ms. Butler if she wanted to make any public comments. She responded she didn't.

Building and Grounds Committee:

It was motioned by Secretary Salinas and seconded by President Corona-Owens to table the Acceptance of the Minutes from the Building and Grounds Committee Meeting of March 15, 2021. Roll Call: President Corona-Owens, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Diebold, Hayes, Korbel, Laureto and Nudd. Nays: None. Motion carried.

Policy/Personnel Committee:

Trustee Korbel reported they met on March 8, 2021 and asked if anyone had any questions on the minutes. She requested a motion for acceptance.





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It was motioned by Trustee Diebold and second by Trustee Laureto to accept the Policy/Personnel Committee Minutes of March 8, 2021, as presented. Roll Call: President Corona-Owens, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Diebold, Hayes, Korb, Laureto and Nudd. Nays: None. Motion carried.

Trustee Korb reported that that the committee also discussed the proposed revisions to the Posting Policy, Code of Professional Conduct Policy and Attendance and Tardiness Policy. She asked the Trustees if they had any questions. Vice-President Caruk noted she thought they were difficult to understand. Trustee Korb responded that there were some issues with employees and that Library Director Sheedy did not have the needed support. It was also discussed that the Union would need to review the changes and that they would be given a deadline of when they would need to respond to Library Director Sheedy so any proposed changes could be presented for approval in a timely manner. Library Director Sheedy also noted that any discipline issued to employees was in accordance with the Union contract and the City of Berwyn Employee Handbook.

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

It was motioned by President Corona-Owens and seconded by Secretary Salinas to approve the revised Code of Professional Conduct Policy as presented, pending acceptance by the Union. Roll Call: President Corona-Owens, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Diebold, Hayes, Korb, Laureto and Nudd. Nays: None. Motion carried.

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

Library Director Sheedy briefed the Trustees on the Meeting Room Policy. She noted that it was still being worked on and noted more discussion would be needed when revising the Meeting Room Policy. She noted that the meeting room was not feasible to be reopened until the fall. She asked the Trustees if they had any questions. Trustee Korb responded that if the library is putting up a statement to reflect "openness to all", there should not be a restriction as to who can use the meeting room. Vice-President Caruk reiterated that there should be more conversations about the purposes of its use. President Corona-Owens also talked about when the charter school video that was shown and at that time, it was noted that the reality was that the





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community is in support of charter, public and private schools. Trustee Korbel noted it was a critical time in the country and people were not being heard and that the library needs to be brave. Trustee Nudd also reiterated that the meeting room should be opened to all and noted that another library was involved in litigation for discriminating usage of an area and they lost the case. It the consensus to further discuss this matter.

Trustee Korbel noted that Summer Butler posted a comment on the discussion in hand, in which she also reiterated to open the rental of the meeting room to all and if there is any violation of code of conduct, the library had the right to act accordingly.

Trustee Korbel discussed the by-laws and noted that all Trustees should review the by-laws, and not just by the personnel and policy committee.

Veverka Committee:

The committee did not meet.

Strategic Planning Committee:

The committee did not meet.

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 that she has been in contact with Lois, who is the sole member of the Friends of the Library. She indicated there was a meeting scheduled on April 26,2021 at 12:00 p.m. Trustee Laureto noted this meeting would help with the re-establishment of the Friends of the Library.





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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 May 3, 2021 at 6:00 p.m.

Building and Grounds:

The Building and Grounds Committee Meeting was scheduled for May 17, 2021 at 6:30 p.m.

Veverka:

The Veverka Committee was scheduled for May 24, 2021 at 5:30 p.m.

Strategic Planning:

The Strategic Committee was not scheduled, to be advised.





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Art Selection:

The Art Selection Committee was scheduled for May 18, 2021 at 3:00n p.m.

Announcement:

President Corona-Owens announced that she would be leaving the Library Board. She noted that it has been a fantastic journey, she joined before she had children, however, has become difficult to manage with her small children. She said she loved the library and noted they do so much for the community and thanked the Board from the bottom of her heart, and said that the library will continue to do good things.

Secretary Salinas said she was sad to see her leave, said that she was very instrumental and an important asset to the library.

Library Director Sheedy thanked President Corona-Owens for her time and dedication and hoped she would join the Friends of the Library as they only meet 4 times a year.

President Corona-Owens announced that the next regularly scheduled Berwyn Public Library Meeting was on Monday, May 17, 2021, at 7:00 p.m.

Adjournment:

It was motioned by Secretary Salinas and seconded by Trustee Laureto to adjourn the meeting at 8:18 p.m. Roll Call: President Corona-Owens, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Diebold, Hayes, Korbelt, Laureto and Nudd. Nays: None. Motion carried.

Maria Salinas, Secretary

