



BERWYN PUBLIC LIBRARY

**Berwyn Public Library Board Meeting Minutes
Monday, August 16, 2021 Regular Meeting
Berwyn Public Library
Board Room**

Call to Order:

Vice-President Caruk called the meeting to order at 7:02 p.m. Board Trustees present: Vice-President Rosemary Caruk, Secretary Maria Salinas, Treasurer Marta Rodriguez and Trustees Barbara Korbelt and Nora Laureto. Absent: Trustees Cindy Hayes, Emily Diebold, Paul Nudd and Antoine Evans. Also present were Library Director Tammy Sheedy and Administrative Assistant Nona Chapman.

A quorum has been established.

The Pledge to the Flag was recited.

It was motioned by Trustee Laureto and seconded by Secretary Salinas to amend the agenda and move items 4 a, May 17, 2021 Regular Board Meeting Closed Session Minutes. 4 c, June 21, 2021 Regular Board Meeting Closed Minutes and 4 e, Regular Board Meeting Closed Minutes to item 16 a, b and c respectively. Roll Call: Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Korbelt and Laureto. Nays: None. Absent: Trustees, Hayes, Diebold, Nudd and Evans. Motion carried.

Minutes:

It was motioned by Secretary Salinas and seconded by Trustee Korbelt to approve the June 21, 2021 Regular Board Meeting Open Session Minutes as presented. Roll Call: Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Korbelt and Laureto. Nays: None. Absent: Trustees, Hayes, Diebold, Nudd and Evans. Motion carried.

It was motioned by Trustee Laureto and seconded by Trustee Korbelt to approve the August 2, 2021 Special Board Meeting Open Session Minutes as presented. Roll Call: Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Korbelt and Laureto. Nays: None. Absent: Trustees, Hayes, Diebold, Nudd and Evans. Motion carried





BERWYN PUBLIC LIBRARY

Open Forum:

Trustee Laureto commented that she attended the open house for the Berwyn Police Department. She noted there were many positive comments made about the library and commended Library Director Tammy Sheedy and her staff for doing such a wonderful job. Library Director Sheedy also commended Trustee Laureto and Mary Drensch for doing an amazing job obtaining donations from the Berwyn Fire Department for the Friends of the Library and processing 56 library card applications.

Directors Report:

Library Director Sheedy reported that the Diversity Audit was completed, however, they only included information for the English collection and not the Spanish collection. She noted that the audit went fairly well and it was done before they started the core collection. She also noted that the library was one of the first within SWAN to have this audit and has been receiving inquiries from other neighboring libraries.

She also reported that the Fairy Tale Ball was being held on September 19, 2021, from 2:00 – 4:00 p.m. at Proksa Park. She also noted that this year's ILA Trustee Day will be virtual. She also requested if the library can remain closed on Sundays until the end of this year. She also noted that it has been very slow and would like to close at 8:00 p.m. instead of 9:00 p.m. during the week as a safety precaution. It was the consensus of the Trustees to grant her request as noted. She also reported that they have received the funds for the Per Capita Grant and also received the check for the Digital Media Lab. She also noted that she has applied for the Children's Makers Space Grant.

It was motioned by Secretary Salinas and seconded by Trustee Korbelt to accept the Director's Report as presented. All Trustees present voting aye. Nays: None. Absent: Trustees, Hayes, Diebold, Nudd and Evans. Motion carried.

Finance Committee:

Treasurer Rodriguez reported that the payables for June 2021 were presented in the amount of \$ 62,759.50.

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





BERWYN PUBLIC LIBRARY

It was motioned by Secretary Salinas and seconded by Trustee Laureto to approve the June 2021 payables in the amount of \$ 62,759.50 as presented. Roll Call: Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Korbelt and Laureto. Nays: None. Absent: Trustees, Hayes, Diebold, Nudd and Evans. Motion carried.

Treasurer Rodriguez reported that the payables for July 2021 were presented in the amount of \$ 69,320.20

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

It was motioned by Trustee Laureto and seconded by Trustee Korbelt to approve the July 2021 payables in the amount of \$ 69,320.20 as presented. Roll Call: Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Korbelt and Laureto. Nays: None. Absent: Trustees, Hayes, Diebold, Nudd and Evans. Motion carried.

Treasurer Rodriguez noted that the majority expenses are for salaries and benefits. She noted that the purchase of the books is the next higher expense. Overall, Treasurer Rodriguez also reported that the history of expenditures exhibits fiscal responsibility of the library and noted it was commendable.

Treasurer Rodriguez reported that the Restricted Library Grant Fund Balance ending July 31, 2021 was \$ 81,585.39; Veverka Fund Balance ending July 31, 2021 was \$ 281,325.60 and Berwyn Library Deposit Fund Balance ending July 31, 2021 was \$ 1,504,169.93.

Building and Grounds Committee:

Trustee Laureto reported that the committee did meet. She noted that the digital sign was approved by City Council. She also reported that it was anticipated for the water fountains to be on the township's agenda for approval at their next meeting. She also noted that the power washing was completed and the entrance doors would be completed by the second week of September.

It was motioned by Trustee Laureto and seconded by Trustee Korbelt to accept the Minutes from the Building and Grounds Committee Meeting of June 21, as presented. All Trustees





BERWYN PUBLIC LIBRARY

present voting aye. Nays: None. Absent: Trustees, Hayes, Diebold, Nudd and Evans. Motion carried.

Policy/Personnel Committee:

Trustee Korbelt reported the committee did meet and discussed policies that needed revision.

It was motioned by Trustee Laureto and seconded by Treasurer Rodriguez to accept the Minutes from the Policy/Personnel Committee Meeting of April 12, 2021 as presented. All Trustees present voting aye. Nays: None. Absent: Trustees, Hayes, Diebold, Nudd and Evans. Motion carried.

It was motioned by Trustee Laureto and seconded by Treasurer Rodriguez to accept the Minutes from the Policy/Personnel Committee Meeting of June 14, 2021 as presented. All Trustees present voting aye. Nays: None. Absent: Trustees, Hayes, Diebold, Nudd and Evans. Motion carried.

It was motioned by Trustee Laureto and seconded by Treasurer Rodriguez to approve the revised Non-Resident Library Card Policy as discussed in committee. Roll Call: Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Korbelt and Laureto. Nays: None. Absent: Trustees, Hayes, Diebold, Nudd and Evans. Motion carried.

It was motioned by Secretary Salinas and seconded by Vice-President Caruk to approve the Programming Policy as discussed in committee. Roll Call: Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Korbelt and Laureto. Nays: None. Absent: Trustees, Hayes, Diebold, Nudd and Evans. Motion carried.

It was motioned by Trustee Laureto and seconded by Vice-President Caruk to approve the Program Contract as discussed in committee. All Trustees present voting aye. Nays: None. Absent: Trustees, Hayes, Diebold, Nudd and Evans. Motion carried.

Veverka Committee:

It was motioned by Secretary Salinas and seconded by Trustee Laureto to accept the Minutes from the Veverka Committee Meeting of June 14, 2021 as presented. All Trustees present voting aye. Nays: None. Absent: Trustees, Hayes, Diebold, Nudd and Evans. Motion carried





BERWYN PUBLIC LIBRARY

Library Director Sheedy reported that City Council accepted the bid for the Digital Sign.

Strategic Planning Committee:

Library Director Sheedy discussed doing another year plan. She noted they still need to have the community input, which is as one of the main goals. There was a discussion of various ideas to engage the community for their input. Some of the ideas were to have a survey posted on the library's website, or have a QR code at the upcoming Fairy Tale Ball.

Trustee Korbel asked if the committee can meet as a Trustee Retreat to further discuss the Strategic Plan. Upon further discussion, it was the consensus of the Trustees to plan for a retreat.

Art Selection Committee:

The committee did not meet.

Old Business:

The Election of President was discussed. Nominations were presented to Trustees Korbel and Laureto. Trustee Korbel declined the nomination, Trustee Laureto accepted the nomination for President.

There being no other nominations presented, it was motioned by Secretary Salinas and seconded by Treasurer Rodriguez to approve Trustee Laureto as President. Roll Call: Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Korbel and Laureto. Nays: None. Absent: Trustees, Hayes, Diebold, Nudd and Evans. Motion carried.

Unfinished Business:

Library Director Sheedy reported there was none.

New Business:

Trustee Korbel discussed the Director's Evaluation that would be coming up. Upon further discussion, it was the consensus it was discussed and it was the consensus of the Trustees to plan for discussion at the November 2021 meeting.





BERWYN PUBLIC LIBRARY

Closed Session:

It was motioned by Secretary Salinas and seconded by President Laureto to adjourn into closed session at 7:53 p.m. for the discussion under ILCS 5 120/2C (1) to consider appointment, employment, compensation, discipline, performance matters or dismissal of an employee;(C) (5) To discuss intergovernmental contract negotiations; and (C) (21) To discuss minutes of meetings lawfully closed.

Roll Call: Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustee Korbel and President Laureto. Nays: None. Absent: Trustees, Hayes, Diebold, Nudd and Evans. Motion carried.

It was motioned by Secretary Salinas and seconded by Vice-President Caruk to reconvene to open session at 8:12 p.m. Roll Call: Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustee Korbel and President Laureto. Nays: None. Absent: Trustees, Hayes, Diebold, Nudd and Evans. Motion carried.

POSSIBLE ACTION on items discussed in closed session.

Minutes:

It was motioned by Secretary Salinas and seconded by President Laureto to approve the May 17, 2021 Regular Board Meeting Closed Session Minutes as presented in closed session. Roll Call: Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustee Korbel and President Laureto. Nays: None. Absent: Trustees, Hayes, Diebold, Nudd and Evans. Motion carried.

It was motioned by President Laureto and seconded by Secretary Salinas to approve the June 21, 2021 Regular Board Meeting Closed Session Minutes as presented in closed session. Roll Call: Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustee Korbel and President Laureto. Nays: None. Absent: Trustees, Hayes, Diebold, Nudd and Evans. Motion carried.

It was motioned by President Laureto and seconded by Treasurer Rodriguez to approve the August 2, 2021 Special Board Meeting Closed Session Minutes as presented. Roll Call: Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustee Korbel and President Laureto. Nays: None. Absent: Trustees, Hayes, Diebold, Nudd and Evans. Motion carried.





BERWYN PUBLIC LIBRARY

Committee meetings:

Finance:

Finance Committee was not scheduled, to be advised.

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 scheduled for September 20, 2021 at 6:30 p.m.

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.

Vice-President Caruk announced that the next regularly scheduled Berwyn Public Library Meeting is on Monday, September 20, 2021, at 7:00 p.m.

Adjournment:

It was motioned by Secretary Salinas and seconded by President Laureto to adjourn the meeting at 8:15 p.m. Roll Call: Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Korbelt and Laureto. Nays: None. Absent: Trustees, Hayes, Diebold, Nudd and Evans. Motion carried.

Maria Salinas, Secretary

