



## BERWYN PUBLIC LIBRARY

### **Berwyn Public Library Board Meeting Minutes**

**Monday, September 20, 2021 Regular Meeting  
Berwyn Public Library  
Board Room**

#### **Call to Order:**

President Laureto called the meeting to order at 7:13 p.m. Board Trustees present: President Nora Laureto, Secretary Maria Salinas, Trustees, Emily Diebold, Antoine Evans and Barbara Korbel. Absent: Vice-President Rosemary Caruk, Treasurer Marta Rodriguez, Trustees Cindy Hayes 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 Secretary Salinas and seconded by Trustee Korbel to approve the August 16, 2021 Regular Board Meeting Open Session Minutes as presented. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Treasurer Rodriguez, Trustees Hayes and Nudd. Motion carried.

#### **Open Forum:**

There were no visitors or correspondence presented for public comment.





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### **Directors Report:**

Library Director Sheedy reported that the Fairy Tale Ball was a huge success, with over 600 people in attendance and many volunteers participating in this event. It was noted that they would like to make this an annual event at Proksa Park. President Laureto noted it was an event enjoyed by the children, both at the ball and the playground.

Library Director Sheedy also reminded the trustees if they were interested in participating in the Illinois Trustee Day to let her know to be registered. She noted that the event would be archived so it would be available to be view at a later time for those trustees who are unable to attend. She also reported that they have received some items for the RFID Project and starting tagging the books, with training started with different groups. She also noted that once they are 80% complete, the next step was to put the kiosks in place. She also noted the walkthrough for the Central Service Desk would be on September 22, 2021.

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

### **Finance Committee:**

In the absence of Treasurer Rodriguez, President Laureto reported that the payables for August 31, 2021 were presented in the amount of \$ 102,525.73.

President Laureto asked for a motion on the August 2021 reporting payables as presented.

It was motioned by Secretary Salinas and seconded by Trustee Korbelt to approve the August 2021 payables in the amount of \$ 102,525.73 as presented. Roll Call: President Laureto, Secretary Salinas, Trustees Diebold, Evans and Korbelt. Nays: None. Absent: Vice-President Caruk, Treasurer Rodriguez, Trustees Hayes and Nudd. Motion carried.

President Laureto reported that the Restricted Library Grant Fund Balance ending August 31, 2021 was \$ 81,615.35; Berwyn Library Deposit Fund Balance ending August 31, 2021 was \$ 1,508,484.80 and the Veverka Fund Balance ending August 31, 2021 was \$ 281,395.50.





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### **Building and Grounds Committee:**

President Laureto reported that the committee did meet and asked for a motion on the minutes from the last Building & Grounds Committee Meeting.

It was motioned by Trustee Diebold and seconded by Trustee Korbelt to accept the Minutes from the Building and Grounds Committee Meeting of August 16, 2021 as presented. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Treasurer Rodriguez, Trustees Hayes and Nudd. Motion carried.

President Laureto updated the Board on the Digital Sign and noted that all projects are on back order, however, the electric scope was being prepared. She also noted that the water fountains were approved to be funded by the Health Department, however, were on back order. She also reported that the entrance doors were installed, along with repair of the sidewalk and landing. She also noted that the fence repair was under contract with Andreas and were in the process of obtaining the required permits.

### **Policy/Personnel Committee:**

Trustee Korbelt reported the committee did meet and asked for a motion on the minutes from the last meeting.

It was motioned by Trustee Diebold and seconded by President Laureto to accept the Minutes from the Policy/Personnel Committee Meeting of August 16, 2021 as presented. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Treasurer Rodriguez, Trustees Hayes and Nudd. Motion carried.

Trustee Korbelt discussed the various job descriptions that were updated for punctuation, but not for content and asked for a motion.

It was motioned by Secretary Salinas and seconded by Treasurer Diebold to approve the revised Job Description for Collection Management Manager as presented. Roll Call: President Laureto, Secretary





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

It was motioned by Trustee Diebold and seconded by President Laureto to approve the revised Job Description for Collection Management Librarian as presented. Roll Call: President Laureto, Secretary Salinas, Trustees Diebold, Evans and Korbel. Nays: None. Absent: Vice-President Caruk, Treasurer Rodriguez, Trustees Hayes and Nudd. Motion carried.

It was motioned by Secretary Salinas and seconded by Treasurer Diebold to approve the revised Job Description for Adult Service Manager as presented. Roll Call: President Laureto, Secretary Salinas, Trustees Diebold, Evans and Korbel. Nays: None. Absent: Vice-President Caruk, Treasurer Rodriguez, Trustees Hayes and Nudd. Motion carried.

### **Veverka Committee:**

Library Director Sheedy reported the committee did not meet.

### **Strategic Planning Committee:**

President Laureto reported that Connie's Restaurant would accommodate as the Board's venue for their retreat to meet for the Strategic Planning meeting, which was tentatively set for October 28, 2021.

### **Art Selection Committee:**

Library Director Sheedy reported the committee did not meet.

### **Old Business:**

Library Director Sheedy reported there was none to report.





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### **Unfinished Business:**

President Laureto asked the Trustees to complete the Director's Evaluation and submit them to her directly by September 24, 2021 so she can summarize all the results and discuss at the November meeting.

### **New Business:**

President Laureto reiterated how successful the Fairy Tale Ball and wanted to treat the library staff to a luncheon. She requested a motion for her request.

It was motioned by Secretary Salinas and seconded by Trustee Diebold to provide the staff a luncheon for their outstanding efforts for the Fairytale Ball, in an amount not to exceed \$ 550.00 as noted. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Treasurer Rodriguez, Trustees Hayes and Nudd. Motion carried.

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

### **Closed Session:**

It was motioned by Secretary Salinas and seconded by Trustee Evans to adjourn into closed session at 7:38 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. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Treasurer Rodriguez, Trustees Hayes and Nudd. Motion carried.

It was motioned by Secretary Salinas and seconded by Trustee Korbel to reconvene to open session at 7:55 p.m. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Treasurer Rodriguez, Trustees Hayes and Nudd. Motion carried.





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### **POSSIBLE ACTION on items discussed in closed session.**

#### **Minutes:**

It was motioned by Secretary Salinas and seconded by Trustee Diebold to approve the August 16, 2021, Regular Board Meeting Closed Session Minutes as presented in closed session. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Treasurer Rodriguez, Trustees Hayes and Nudd. Motion carried.

It was motioned by Trustee Korbel and seconded by Secretary Salinas to approve to retain Lisa Callaway of Engler, Callaway, Baasten & Sraga, LLC as legal counsel for the City of Berwyn Library Board. Roll Call: President Laureto, Secretary Salinas, Trustees Diebold, Evans and Korbel. Nays: None. Absent: Vice-President Caruk, Treasurer Rodriguez, Trustees Hayes and Nudd. Motion carried.

#### **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 not scheduled, to be advised.

##### **Veverka:**

The Veverka Committee was not scheduled, to be advised.





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### **Strategic Planning:**

The Strategic Committee was tentatively scheduled for October 28, 2021 or November 4, 2021, at 6:30n-p.m.

### **Art Selection:**

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

President Laureto announced that the next regularly scheduled Berwyn Public Library Meeting is on Monday, October 18, 2021, at 7:00 p.m.

### **Adjournment:**

It was motioned by Trustee Diebold and seconded by Trustee Evans to adjourn the meeting at 7:58 p.m. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Treasurer Rodriguez, Trustees Hayes and Nudd. Motion carried.

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Maria Salinas, Secretary

