



BERWYN PUBLIC LIBRARY

Berwyn Public Library Board Meeting Minutes

**Monday, October 25, 2021 Regular Meeting
Berwyn Public Library
Board Room**

Call to Order:

President Laureto called the meeting to order at 7:00 p.m. Board Trustees present: President Nora Laureto, Vice-President Rosemary Caruk, Secretary Maria Salinas, Treasurer Marta Rodriguez, Trustees, Antoine Evans and Barbara Korbel. Absent: Trustees Emily Diebold, Cindy Hayes and Paul Nudd. Also present were Library Director Tammy Sheedy, Administrative Assistant Nona Chapman and a guest, Carla Williams, AFSCME representative, who noted she lived in Berwyn.

A quorum has been established.

The Pledge to the Flag was recited.

Minutes:

It was motioned by Trustee Korbel and seconded by Vice-President Caruk to approve the September 20, 2021 Regular Board Meeting Open Session Minutes as presented. Roll Call: President Laureto, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Evans and Korbel. Nays: None. Absent: Trustees Diebold, Hayes and Nudd. Motion carried.

Open Forum:

Carla Williams, AFSCME Representative was present and indicated she had no comments.





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Library Director Sheedy reported there was correspondence. She disseminated a card from the library staff thanking the Board for the lunch provided as gesture for their amazing work at the Fairy Tale Ball.

Directors Report:

Library Director Sheedy reported that the day after Thanksgiving is usually very slow with limited staff. She requested to closed the library on this day to the public. She noted that staff would report to work on this day and would be working on the RFID Project. President Laureto asked for the status on the RFID. Library Director Sheedy noted that they were about 28% complete and need to be at 80% by December 2021. Upon further discussion of the Trustees, it was the consensus to approve her request as noted.

Library Director Sheedy reported that part of the Strategic Plan for next year, the staff would create a Culture Code for their internal operations. She noted that this was done by the staff on their own, through the Diversity Committee. Treasurer Rodriguez asked how it was being done. Library Director Sheedy responded that how staff treat each other, will be a reflection of how patrons will be treated. She also noted that every staff member has participated in an outdoor event. She also noted that they had a good turnout for their outdoor showing of Coco.

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

Finance Committee:

Treasurer Rodriguez reported that she has met with the city's Finance Director and other officials and noted the budgeting process for FY22 has started. She said it was very educational and a good step for control going into next year's budget.

Treasurer Rodriguez reported that the payables for September 30, 2021 were presented in the amount of \$ 102,346.55.





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

It was motioned by Secretary Salinas and seconded by Vice-President Caruk to approve the September 2021 payables in the amount of \$ 102,346.55 as presented. Roll Call: President Laureto, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Evans and Korbel. Nays: None. Absent: Trustees Diebold, Hayes and Nudd. Motion carried.

Treasurer Rodriguez reported that the Restricted Library Grant Fund Balance ending September 30, 2021 was \$ 81,637.33; Berwyn Library Deposit Fund Balance ending September 30, 2021 was \$ 1,510,715.46 and the Veverka Fund Balance ending September 30, 2021 was \$ 281,471.29.

Building and Grounds Committee:

President Laureto reported that the committee did meet in September, however, reported that the library statue was back in place in front. Library Director Sheedy reported that there was a change. She noted that the two water filler stations will be installed, and any difference in the price would be absorbed by the library. She also noted that they were still waiting on the fence repair. She noted that the Digital Sign was on track for completion in December 2021. The Central Desk was set for installation during the first two weeks in November. She also said the fish tank was set to arrive and be installed during the week of November 1, 2021 in the Youth Services Department.

It was motioned by Secretary Salinas and seconded by Trustee Korbel to accept the Minutes from the Building and Grounds Committee Meeting of September 20, 2021 as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Diebold, Hayes and Nudd. Motion carried.

Policy/Personnel Committee:

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

It was motioned by President Laureto and seconded by Vice-President Caruk to accept the Minutes from the Policy/Personnel Committee Meeting of September 20, 2021 as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Diebold, Hayes and Nudd. Motion carried.





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Trustee Korbel presented the job description for Office Coordinator as discussed in committee and asked if there were any questions. There being none, she asked for a motion.

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

Library Director Sheedy discussed the revisions on the Notary Policy, and noted the changes were to clarify the language.

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

Veverka Committee:

Library Director Sheedy reported the committee did not meet.

Strategic Planning Committee:

President Laureto reported that the Trustees will be having a Strategic Plan Meeting on Thursday, 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:

Library Director Sheedy reported there was none to report.

New Business:

Administrative Assistant Nona Chapman reported that there will be a Memorial Benefit for Gail Lofgren held on November 6, 2021, from 1:00 – 5:00 p.m. She noted that all proceeds will be for the Friends of the Library.

Friends of the Library

President Laureto reported that the Friends of the Library are doing very well and noted there was a Proclamation at City Hall and the group is heading in the right direction. She also reported that the first lifetime member, Berwyn Local 506 donated \$ 1,000.00 to the fund.

It was motioned by Secretary Salinas and seconded by Vice-President Caruk to adjourn from open session at 7:26 p.m.

Closed Session:

It was motioned by Trustee Korbel and seconded by Treasurer Rodriguez to adjourn into closed session at 7:27 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: Trustees Diebold, Hayes and Nudd. Motion carried.

It was motioned by Secretary Salinas and seconded by President Laureto to reconvene to open session at 7:45 p.m. All Trustees present voting aye. Nays: None. Absent: Trustees Diebold, Hayes and Nudd. Motion carried.

POSSIBLE ACTION on items discussed in closed session.

Minutes:





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It was motioned by Vice-President Caruk and seconded by Trustee Korbel to approve the September 20, 2021, Regular Board Meeting Closed Session Minutes as presented in closed session. All Trustees present voting aye. Nays: None. Absent: Trustees Diebold, 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 scheduled for November 15, 2021, at 6:30 p.m.

Veverka:

The Veverka Committee was not scheduled, to be advised.

Strategic Planning:

The Strategic Committee was scheduled for October 28, 2021, at 6:30 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, November 15, 2021, at 7:00 p.m.

Adjournment:





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It was motioned by Secretary Salinas and seconded by Trustee Korbel to adjourn the meeting at 7:48 p.m. All Trustees present voting aye. Nays: None. Absent: Trustees Diebold, Hayes and Nudd. Motion carried.

Maria Salinas, Secretary

