



## BERWYN PUBLIC LIBRARY

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

**Monday, January 17, 2022 Regular Meeting  
Berwyn Public Library  
Board Room and Virtually Held**

**Meeting ID 876-6288-9548  
Dial in 1-312-626-6799, Password 229456**

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

President Laureto called the meeting to order at 7:00 p.m. Board Trustees present in person or virtually: President Nora Laureto, Vice-President Rosemary Caruk, Secretary Maria Salinas, Treasurer Marta Rodriguez, Trustees, Pat Cagney, Antoine Evans, Barbara Korbel and Paul Nudd. Absent: Trustee Emily Diebold. Also present was Library Director Tammy Sheedy and Office Manager Nona Chapman.

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 November 15, 2021 Regular Board Meeting Open Session Minutes as amended. All Trustees present voting aye. Nays: None. Absent: Trustee Diebold. Motion carried.

#### **Open Forum:**

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

Library Director Sheedy reported there was no correspondence.





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### **Directors Report:**

Library Director Sheedy reported that Brianna Perlot, former staff member, was responsible for maintaining the approved minutes on the library's website. It was discussed how long the approved minutes need to be posted and it was the consensus to have all approved minutes posted for six months as required by law. She also provided an update on the RFID Project and noted that all materials were done being tagged, which equaled approximately 1000,000 items that were processed in three months. She also noted that a luncheon will be planned for the staff as a token of appreciation for their exemplary work for this project. She also noted that the self-checkout kiosks should be ready by the second week of February, with on-site training to assist staff and patrons. She also reported that due to the current COVID situation, it was feasible for the staff to participate in the PLA 2022 Conference virtually instead of in person. There was a discussion if staff receive any type of credit for professional development for attending the conference. Library Director Sheedy responded that this information is updated and kept in their personnel file.

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

### **Finance Committee:**

Treasurer Rodriguez reported that the payables for November 2021 were presented in the amount of \$ 43,941.76.

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

It was motioned by Secretary Salinas and seconded by President Laureto to approve the November 2021 payables in the amount of \$ 43,941.76 as presented. Roll Call: President Laureto, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Cagney, Evans, Korbelt and Nudd. Nays: None. Absent: Trustee Diebold. Motion carried.

Treasurer Rodriguez reported that the Restricted Library Grant Fund Balance ending November 30, 2021 was \$ 116,680.76; Berwyn Library Deposit Fund Balance ending November 30, 2021 was \$ 1,512,918.66 and the Veverka Fund Balance ending November 30, 2021 was \$ 281,641.78.





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Treasurer Rodriguez reported that the payables for December 2021 were presented in the amount of \$ 62,418.22.

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

It was motioned by President Laureto and seconded by Vice-President Caruk to approve the December 2021 payables in the amount of \$ 62,418.22 as presented. Roll Call: President Laureto, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Cagney, Evans, Korbelt and Nudd. Nays: None. Absent: Trustee Diebold. Motion carried.

Treasurer Rodriguez reported that the Restricted Library Grant Fund Balance ending December 31, 2021 was \$ 116,709.49; Berwyn Library Deposit Fund Balance ending December 31, 2021 was \$ 1,514,195.49 and the Veverka Fund Balance ending December 31, 2021 was \$ 281,728.34.

It was motioned by Secretary Salinas and seconded by President Laureto to accept the Minutes from the Finance Committee of October 4, 2021 as presented. All Trustees present voting aye. Nays: None. Absent: Trustee Diebold. Motion carried.

It was motioned by Treasurer Rodriguez and seconded by Trustee Cagney to accept the Minutes from the Finance Committee of December 13, 2021 as presented. All Trustees present voting aye. Nays: None. Absent: Trustee Diebold. Motion carried.

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

President Laureto reported that the committee did meet and discussed new proposed items.

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

Trustee Korbelt reported the committee did meet and requested a motion for approval of the minutes of the Finance Committee that was held on October 18, 2021.

It was motioned by President Laureto and seconded by Vice-President Caruk to accept the meeting minutes from the October 18, 2021 Finance Committee as amended. All Trustees present voting aye. Nays: None. Absent: Trustee Diebold. Motion carried.





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It was motioned by President Laureto and seconded by Secretary Salinas to approve the Travel/Reimbursement Policy as amended per the GSA regulations. Roll Call: President Laureto, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Cagney, Evans, Korbelt and Nudd. Nays: None. Absent: Trustee Diebold. Motion carried.

It was motioned by President Laureto and seconded by Trustee Korbelt to table the Board Self-Evaluation. All Trustees present voting aye. Nays: None. Absent: Trustee Diebold. Motion carried.

### **Veverka Committee:**

Library Director Sheedy reported the committee did not meet, but needed approval of meeting minutes from August 2, 2021 Veverka Committee Meeting.

It was motioned by President Laureto and seconded by Trustee Korbelt to approve the meeting minutes from August 2, 2021 as presented. Roll Call: President Laureto, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Cagney, Evans, Korbelt and Nudd. Nays: None. Absent: Trustee Diebold. Motion carried.

### **Strategic Planning Committee:**

President Laureto reported that another meeting needs to be scheduled. The next meeting was tentatively scheduled for February 17, 2021 at 6:30 p.m., but would follow up with an email to confirm.

### **Art Selection Committee:**

Trustee Nudd reported that there is a backup of the framing due to COVID-19. It was noted that Trustees Nudd and Korbelt would meet to discuss the framing of the blueprints which were reproduced.

### **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:**

It was motioned by Treasurer Rodriguez and seconded by Trustee Cagney to approve the Library Board Meeting Dates for 2022 as presented. Roll Call: President Laureto, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Cagney, Evans, Korbel and Nudd. Nays: None. Absent: Trustee Diebold. Motion carried.

It was motioned by Trustee Cagney and seconded by Trustee Korbel to approve the Library Days closed for 2022 as presented. Roll Call: President Laureto, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Cagney, Evans, Korbel and Nudd. Nays: None. Absent: Trustee Diebold. Motion carried.

President Laureto discussed the Committee Assignments that were disseminated. Upon further discussion, it was the consensus for Trustee Cagney to be the Chair of the Veverka Committee and to be added to the Finance Committee. It was discussed that Trustee Evans was assigned to the Building and Grounds Committee and he was also added to the Special Committee, which was formed to discuss the pros and cons of becoming a library district.

### **Closed Session:**

It was motioned by Secretary Salinas and seconded by Treasurer Rodriguez to adjourn from Open Session and enter into closed session at 7:45 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: Trustee Diebold. Motion carried.





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It was motioned by Secretary Salinas and seconded by Vice-President Caruk to reconvene to open session at 8:25 p.m. All Trustees present voting aye. Nays: None. Absent: Trustee Diebold. Motion carried.

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

#### **Minutes:**

It was motioned by Secretary Salinas and seconded by Vice-President Caruk to table the approval of the Regular Meeting Closed Session Minutes of November 15, 2021. Roll Call: President Laureto, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Cagney, Evans, Korbelt and Nudd. Nays: None. Absent: Trustee Diebold. Motion carried.

It was motioned by Secretary Salinas and seconded by Trustee Korbelt to approve the 2022 Library Operating Budget as presented. Roll Call: President Laureto, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Cagney, Evans, Korbelt and Nudd. Nays: None. Absent: Trustee Diebold. 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 February 17, 2022, at 6:30 p.m.

### **Special Committee**

The Special Committee was scheduled for January 31, 2022, at 7:00 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 Tuesday, February 22, 2022, at 7:00 p.m.

### **Adjournment:**

It was motioned by Secretary Salinas seconded by President Laureto to adjourn the meeting at 8:28 p.m. All Trustees present voting aye. Nays: None. Absent: Trustee Diebold. Motion carried.

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Maria Salinas, Secretary

