



BERWYN PUBLIC LIBRARY

Berwyn Public Library Board Meeting Minutes

**Monday, March 21, 2022 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, Secretary Maria Salinas, Treasurer Marta Rodriguez, Trustees, Pat Cagney and Emily Diebold. Absent: Vice-President Rosemary Caruk, Trustees Antoine Evans, Barbara Korbelt and Paul Nudd. Also present were Library Director Tammy 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 Cagney to table the February 22, 2022 Regular Board Meeting Open Session Minutes. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Trustees Evans, Korbelt and Nudd. Motion carried.

Open Forum:

President Laureto opened the meeting to public comments. She thanked Sandy VanGotham for donating the banner for supporting Ukraine.





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Directors Report:

Library Director Sheedy reported that she donated some books to Irving School and disseminated some thank you notes from the students. She also reported that she repeated the Open Act Meeting training and said it was very informational. She reminded the new trustees to do the mandatory training and encouraged the other trustees to redo it as it has new information since the covid pandemic. She also said the In-Service day scheduled for April 5, 2022, which is also National Library Workers Day. She will be doing some sessions on book challenges and censorship. She noted that there was new legislation that could hold the librarian liable if what is deemed an inappropriate book is checked out. She said the library has updated the collection management policies and will train staff to properly respond to a patron who may challenge a book. She will also invite Bob Wyzak to do a safety session, will have staff recognition, teambuilding exercises for golf course decoration and will have coloring time.

Vice-President Caruk arrived at 7:11 p.m.

Library Director Sheedy also reported that she was exploring different ways to create a Trustee Orientation Manual.

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

Finance Committee:

Treasurer Rodriguez reported that the payables for February 2022 were presented in the amount of \$ 46,807.68.

Treasurer Rodriguez asked for a motion on the February 2022 reporting payables as presented.

It was motioned by Secretary Salinas and seconded by Trustee Diebold to approve the February 2022 payables in the amount of \$ 46,807.68 as presented. Roll Call: President Laureto, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Cagney and Diebold. Nays: None. Absent: Trustees Evans, Korbel and Nudd. Motion carried.





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Treasurer Rodriguez reported that the Restricted Library Grant Fund Balance ending February 28, 2022 was \$ 200,359.30; Berwyn Library Deposit Fund Balance ending February 28, 2022 was \$ 1,522,011.34 and the Veverka Fund Balance ending February 28, 2022 was \$ 281,895.28.

Building and Grounds Committee:

President Laureto reported that the committee did meet and requested a motion for approval of the minutes of the Building and Grounds Committee that was held on February 22, 2022.

It was motioned by President Laureto and seconded by Trustee Cagney to accept the Minutes from the Finance Committee of February 22, 2022 as amended. All Trustees present voting aye: Nays: None. Absent: Trustees Evans, Korbelt and Nudd. Motion carried.

Policy/Personnel Committee:

President Laureto reported that the committee did meet. Library Directory Sheedy briefed the Trustees on the changes of the various policies that were discussed and reviewed by the committee.

It was motioned by Trustee Cagney and seconded by Treasurer Rodriguez to approve the Information Service Policy as presented. All Trustees present voting aye: Nays: None. Absent: Trustees Evans, Korbelt and Nudd. Motion carried.

It was motioned by Trustee Cagney and seconded by Trustee Diebold to approve the revised Homebound Service Policy as presented. All Trustees present voting aye: Nays: None. Absent: Trustees Evans, Korbelt and Nudd. Motion carried.

It was motioned by Secretary Salinas and seconded by Treasurer Rodriguez to table the approval of the revised Circulation Policy. All Trustees present voting aye: Nays: None. Absent: Trustees Evans, Korbelt and Nudd. Motion carried.

It was motioned by Trustee Diebold and seconded by Secretary Salinas to approve the revised Community Engagement Librarian Job Description as presented. All Trustees present voting aye: Nays: None. Absent: Trustees Evans, Korbelt and Nudd. Motion carried.





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It was motioned by Trustee Cagney and seconded by Trustee Diebold to approve the IT Associate Job Description as presented. All Trustees present voting aye: Nays: None. Absent: Trustees Evans, Korbelt and Nudd. Motion carried.

Veverka Committee:

President Laureto reported the minutes from the Veverka Committee meeting held on February 22, 2022, will need to be tabled.

It was motioned by Secretary Salinas and seconded by Trustee Cagney to approve the revised Community Engagement Librarian Job Description as presented. All Trustees present voting aye: Nays: None. Absent: Trustees Evans, Korbelt and Nudd. Motion carried.

Strategic Planning Committee:

President Laureto briefed the Trustees on the various community input options. She asked Library Director Sheedy to reach out to someone at the Berwyn Development Corporation for guidance on the best process to establish a library survey. Vice-President Caruk discussed using the right methodology to ensure the questions on the survey are welcomed and understandable. Library Director Sheedy responded that they have participated in the senior luncheons as part of their outreach to help with the strategic planning process.

Art Selection Committee:

There was no update to report.

Special Committee

President Laureto reported the committee did meet and requested a motion for approval of the minutes of the Special Committee that was held on March 14, 2022.

It was motioned by Trustee Cagney and seconded by Trustee Diebold to approve the meeting minutes from the March 14, 2022 Special Committee as presented. All Trustees present voting aye: Nays: None. Absent: Trustees Evans, Korbelt and Nudd. Motion carried.





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President Laureto discussed the addition of a library staff member to the Special Committee to increase the members to 6 and requested a motion.

It was motioned by Trustee Diebold and seconded by Trustee Cagney to approve the appointment of library staff member to the Special Committee as presented. All Trustees present voting aye: Nays: None. Absent: Trustees Evans, Korbelt and Nudd. Motion carried.

Friends of the Library

President Laureto reported that the Friends of the Library did not meet.

Old Business:

Library Director Sheedy reported there was none to report.

Unfinished Business:

Library Director Sheedy reported there was none to report.

New Business:

President Laureto discussed the Statement of Economic Interest that needs to be filed by the Trustees. She reminded them to complete and submit a copy of the proof to Virginia Pacheco at City Hall.

Closed Session:

It was motioned by Secretary Salinas and seconded by Trustee Cagney to adjourn from Open Session and enter into closed session at 7:42 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: President Laureto, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Cagney and Diebold. Nays: None. Absent: Trustees Evans, Korbelt and Nudd. Motion carried.





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It was motioned by Trustee Diebold and seconded by Trustee Cagney to reconvene to open session at 7:57 p.m. Roll Call: President Laureto, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Cagney and Diebold. Nays: None. Absent: Trustees Evans, Korbelt and Nudd. Motion carried.

POSSIBLE ACTION on items discussed in closed session.

Minutes:

It was motioned by Trustee Diebold and seconded by Trustee Cagney to approve the Regular Meeting Closed Session Minutes of November 15, 2021 as presented. Roll Call: President Laureto, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Cagney and Diebold. Nays: None. Absent: Trustees Evans, Korbelt 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 April 18, 2022 at 6:30 p.m.

Veverka:

The Veverka Committee was not scheduled, to be advised.





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Strategic Planning:

The Strategic Committee was not scheduled, to be advised.

Art Selection:

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

Special Committee

The Special Committee was scheduled for April 11, 2022, at 7:00 p.m.

President Laureto announced that the next regularly scheduled Berwyn Public Library Meeting is on Monday, April 18, 2022, at 7:00 p.m.

Adjournment:

It was motioned by Secretary Salinas seconded by Trustee Cagney to adjourn the meeting at 8:01 p.m. All Trustees present voting aye: Nays: None. Absent: Trustees Evans, Korbel and Nudd. Motion carried.

Maria Salinas, Secretary

