



## BERWYN PUBLIC LIBRARY

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

**Monday, August 15, 2022 Regular Meeting  
Berwyn Public Library  
Board Room**

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

President Laureto called the meeting to order at 7:02 p.m.

Secretary Salinas called the roll. Board Trustees present: President Nora Laureto, Vice-President Caruk, Secretary Maria Salinas, Treasurer Marta Rodriguez, Trustees, Pat Cagney and Erica Harris. Absent: Trustees Emily Diebold, Antoine Evans 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 Open and Closed Session minutes of the meeting of June 21, 2022. All Trustees present voting aye. Nays: None. Absent: Trustees Diebold, Evans and Nudd. None Motion carried.

#### **Open Forum:**

President Laureto opened the meeting to public comments. Present in the audience were Carla Williams and Quinn Stitt. They were asked if they wanted to make any public comments, they indicated none.





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### **Directors Report:**

Library Director Sheedy provided the following update from her monthly report.

Library Director Sheedy reported that she attended the Director's University in Springfield and noted it was a very good experience with intense classes. She said there was a lot of networking with other library directors. She said that there were also several sessions on Board/Director relationships. She also discussed about improving the website to make it more secure.

She briefed the Trustees on the upcoming ILA Trustee Forum in October on October 20, 2022 and asked them to let her know if they wanted to attend so she can register them.

She reported that the Fairy Tale Ball will be on September 18, 2022, from 2:00 – 4:00 p.m., Library Open House will be held on September 24, 2022 from 11:00 a.m. – 4:00 p.m. and would be in conjunction with a local author signing event. There will be an Arts/Crafts exchange and the keynote speaker will be Candace Fleming, an Oak Park resident. The Dark Night will also be shown in the parking lot of the library on August 19, 2022. The library also participated in the Back to School picnic in conjunction with the South Berwyn School District 100.

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

### **Finance Committee:**

It was motioned by Secretary Salinas and seconded by Trustee Cagney to approve the Minutes from the Finance Committee meeting of July 11, 2022 as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Diebold, Evans and Nudd. Motion carried.

Treasurer Rodriguez reported that the payables for June 2022 were presented in the amount of \$ 127,767.83.

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





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It was motioned by Treasurer Rodriguez and seconded by Trustee Cagney to approve the June 2022 payables in the amount of \$ 127,767.83 as presented. Roll call: President Laureto, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Cagney and Harris. Nays: None. Absent: Trustees Diebold, Evans and Nudd. Motion carried.

Treasurer Rodriguez reported that the payables for July 2022 were presented in the amount of \$ 105,694.11.

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

It was motioned by Treasurer Rodriguez and seconded by Secretary Salinas to approve the July 2022 payables in the amount of \$ 105,694.11 as presented. Roll call: President Laureto, Vice-President Caruk, Secretary Salinas, Treasurer Rodriguez, Trustees Cagney and Harris. Nays: None. Absent: Trustees Diebold, Evans and Nudd. Motion carried.

Treasurer Rodriguez reported that the Restricted Library Grant Fund Balance ending June 30, 2022 was \$ 129,698.10; Berwyn Library Deposit Fund Balance ending June 30, 2022 was \$ 1,698,069.44 and the Veverka Fund Balance ending June 30, 2022 was \$ 201,643.29.

Treasurer Rodriguez reported that the Restricted Library Grant Fund Balance ending July 31, 2022 was \$ 129,731.20; Berwyn Library Deposit Fund Balance ending July 31, 2022 was \$ 1,700,871.01 and the Veverka Fund Balance ending July 31, 2022 was \$ 201,794.74.

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

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

President Laureto reported that the committee did not meet.

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





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It was motioned by Trustee Cagney and seconded by Secretary Salinas to table the Minutes from the Policy/Personnel Committee meeting of May 31, 2022 as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Diebold, Evans and Nudd. Motion carried.

It was motioned by Trustee Cagney and seconded by Secretary Salinas to table the Minutes from the Policy/Personnel Committee meeting of June 21, 2022. All Trustees present voting aye. Nays: None. Absent: Trustees Diebold, Evans and Nudd. Motion carried.

Trustee Cagney reported that the committee did review the Emeritus Board Member policy and requested a motion to approve.

It was motion by Trustee Cagney and seconded by Vice-President Caruk to reapprove the Emeritus Board Member Policy as amended in committee. All Trustees present voting aye. Nays: None. Absent: Trustees Diebold, Evans and Nudd. Motion carried.

Trustee Cagney briefed the Trustees on the revised job descriptions for Community Engagement Associate, IT Manager and Adult Services.

Trustee Cagney requested a motion to reapprove the Community Engagement Associate Job description.

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

Trustee Cagney requested a motion on the revised IT Manager Job Description.

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

Trustee Cagney requested a motion on the revised Adult Services Job Description.





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

### **Veverka Committee:**

It was motioned by Trustee Cagney and seconded by Secretary Salinas to approve the minutes from the Veverka Committee Meeting of June 21, 2022 as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Diebold, Evans and Nudd. Motion carried.

### **Strategic Planning Committee:**

President Laureto reported that the Strategic Planning Committee did not meet and would resume once more information is available from the financial advisors.

### **Art Selection Committee:**

It was motioned by Secretary Salinas and seconded by Trustee Cagney to approve the Minutes from the Art Selection Committee meeting of June 14, 2022 as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Diebold, Evans and Nudd. Motion carried.

Library Director Sheedy reported that the the painting of the storage container will start on September 12, 2022. She noted that it would be painted by someone from Youth Crossroads.

### **Special Committee**

President Laureto reported that a meeting will be scheduled for September 12, 2022 to discuss the update from the financial advisor.

### **Friends of the Library**

Library Director Sheedy reported that the she attended the last meeting they had and noted it was a huge turnout.





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### **Old Business:**

President Laureto reported there none to report.

### **Unfinished Business:**

President Laureto reported that the Personnel & Policy Committee will discuss at their next committee meeting.

### **New Business:**

President Laureto reported there was none to report.

### **Adjourned to Closed Session:**

There was no need for a closed session.

### **Committee meetings:**

#### **Finance:**

Finance Committee was not scheduled, to be advised.

#### **Policy and Personnel:**

The Policy and Personnel Committee Meeting was scheduled for September 19, 2022 at 6:00 p.m.

#### **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 not scheduled, to be advised after the results from the financial advisor.

### **Art Selection:**

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

### **Special Committee**

The Special Committee was scheduled for September 12, 2022, at 7:00 p.m.

President Laureto announced that the next regularly scheduled Berwyn Public Library Meeting is on Monday, September 19, 2022, at 7:00 p.m.

### **Adjournment:**

It was motioned by Secretary Salinas and seconded by Treasurer Rodriguez to adjourn the meeting at 7:50 p.m. All Trustees present voting aye. Nays: None. Absent: Trustees Diebold, Evans and Nudd. Motion carried.

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Maria Salinas, Secretary

