



BERWYN PUBLIC LIBRARY

Berwyn Public Library Board Meeting Minutes

**Monday, November 21, 2022 Regular Meeting
Berwyn Public Library
Board Room**

Call to Order:

President Laureto called the meeting to order at 7:00 p.m.

Secretary Salinas called the roll. Board Trustees present: President Nora Laureto, Secretary Maria Salinas, Treasurer Marta Rodriguez, Trustee, Pat Cagney and Erica Harris. Absent: Vice-President Rosemary Caruk, Trustees Antoine Evans and Paul Nudd Also present was Library Director Tammy Sheedy.

A quorum has been established.

The Pledge to the Flag was recited.

Minutes:

It was motioned by Treasurer Rodriguez and seconded by Secretary Salinas to approve the Open Session Minutes of the meeting of October 24, 2022 as amended. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. None Motion carried.

Open Forum:

President Laureto opened the meeting to public comments.

There were no comments presented.

Directors Report:

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





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- Holiday party for staff was planned for December 2, 2022, from 3:00 - 5:00 p.m. and extended an invitation to the Board of Trustees.
- The library will be participating in the Mayor's Holiday Party that is being held on December 3, 2022, in conjunction with the Berwyn Recreation Department. The library is providing a trolley for the event, there will be story time with Santa and the library will be giving away books.
- Holiday decorations were purchased, however, due to an electrical issue in the parking lot, the display has been delayed. She noted that the electrical issue is being looked into.
- The annual miniature golf event will take place on January 27, 2023 inside the library.
- Story time has been very successful in the local schools and the library has been very busy with this programming and were delighted with the growing partnership with the schools.
- An autographed signed copy of the book, Mystery of the Monarch book will be donated to each of the local schools for their library collection.
- The summer programming is planned to start in December.
- The pie chart for statistics was very well received and was very user friendly to understand and see the library's involvement and engagement in the community.
- The status of the library's goals will be discussed at the next strategic planning meeting.
- The library was earmarked to receive a \$ 25,000.00 grant from the state. The grant is for programs and services.

It was motioned by Treasurer Rodriguez and seconded by Secretary Salinas to accept the Director's Report for informational purposes. All Trustees present voting aye: Nays. None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.

Finance Committee:

Treasurer Rodriguez reported that the payables for October 2022 were presented in the amount of \$ 77,019.59.

It was motioned by Treasurer Rodriguez and seconded by President Laureto to approve the October 2022 payables in the amount of \$ 77,019.59 as presented. Roll call: President Laureto, Secretary Salinas, Treasurer Rodriguez, Trustees Cagney and Harris. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.





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Treasurer Rodriguez reported that the Restricted Library Grant Fund Balance ending October 31, 2022 was \$ 160,693.75; Berwyn Library Deposit Fund Balance ending October 31, 2022 was \$ 1,707,024.27 and the Veverka Fund Balance ending October 31, 2022 was \$ 201,916.53.

It was motioned by Treasurer Rodriguez and seconded by Secretary Salinas to accept the Treasurer's Report for informational purposes. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.

Building and Grounds Committee:

Library Director Sheedy briefed the Trustees on the proposal for the ramp entrance was quoted as \$ 481,000.00. She noted that the bricks on the pathway will need to be replaced and would seek funds from Veverka. She indicated that she would apply for the Live & Learn Grant and seek monies from TIF funding to alleviate the costs of the ramp project.

It was motioned by President Laureto and seconded by Treasurer Rodriguez to authorize Library Director Tammy Sheedy to pursue the grant funding applications for the Entrance Ramp Project. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.

President Laureto briefed the Trustees on the Land Acknowledgement proposal. She indicated it was returned to the committee to draft up language that would be more feasible for the library's stance. She noted that this would be anticipated for approval at the January 2023 Board Meeting.

It was motioned by Secretary Salinas and seconded by Trustee Harris to table the Land Acknowledgement proposal. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.

Policy/Personnel Committee:

It was motioned by Trustee Cagney and seconded by Treasurer Rodriguez to approve the Minutes from the Policy/Personnel Committee meeting of October 24, 2022 as presented. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.





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Trustee Cagney reported that the Confidentiality of Library Records Policy has been revised and needed approval.

It was motioned by Trustee Cagney and seconded by Trustee Harris to approve the revised Confidentiality of Library Records Policy as presented. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.

Trustee Cagney reported that the Library Culture Code has been revised and needed approval.

It was motioned by Trustee Cagney and seconded by Secretary Salinas to approve the revised Library Culture Code as presented. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.

Library Director Tammy Sheedy briefed the Trustees on the merging of two departments when the central desk was built. She proposed to rename it the Adult Services Department.

It was motioned by Trustee Cagney and seconded by Secretary Salinas to approve the renaming of the two merged departments to Adults Services Department. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.

Veverka Committee:

The committee did not meet.

Strategic Planning Committee:

The committee did not meet.

Art Selection Committee:

The committee did not meet.





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Friends of the Library

President Laureto reported that the Friends of the Library had a very good meeting. They were planning a fundraiser for March 11, 2023, for the mother of Sara Lofgren, similar to what was done in 2021.

Old Business:

President Laureto reported there was none to report.

Unfinished Business:

President Laureto there was none to report.

New Business:

It was motioned by Trustee Cagney and seconded by Secretary Salinas to approve the Board Meeting dates of 2023 as presented. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.

It was motioned by Secretary Salinas and seconded by Trustee Cagney to approve the Library's closed dates for 2023 as presented with pending In-Service dates. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.

Trustee Harris discussed having a proposed committee that involves literacy. She wanted to start small with Irving School and indicated she would gather more information. She also noted that the Trustees were invited to attend the literacy event at the schools. Upon further discussion, it was noted that Library Director Tammy Sheedy would share upcoming literacy events at the school with the Trustees.

President Laureto announced that Trustee Emily Diebold has resigned from the Library. She noted that due to her new job commitments, she is unable to fulfill her duties as a Library Trustee.

She indicated that Mayor Lovero was in the process of interviewing a new Trustee.





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Adjourned to Closed Session:

There was no need for a closed session.

- a. Closed Session 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.

Committee meetings:

Finance:

The Finance Committee was scheduled for December 19, 2022, at 6:00 p.m.

Policy and Personnel:

The Policy and Personnel Committee Meeting was scheduled for January 16, 2023 at 6:00 p.m.

Building and Grounds:

The Building and Grounds Committee was scheduled for January 9, 2023, at 5:30 p.m.

Veverka:

The Veverka Committee was not scheduled, to be advised.

Strategic Planning:

The Strategic Committee was scheduled for December 19, 2022, at 6:30 p.m.

Art Selection:

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





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President Laureto announced that the next regularly scheduled Berwyn Public Library Meeting is on Monday, January 16, 2023, at 7:00 p.m.

Adjournment:

It was motioned by Secretary Salinas and seconded by Trustee Cagney to adjourn the meeting at 7:52 p.m. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.

Maria Salinas, Secretary

