



BERWYN PUBLIC LIBRARY

Berwyn Public Library Board Meeting Minutes

**Monday, January 16, 2023 Regular Meeting
Berwyn Public Library
Board Room**

Call to Order:

President Laureto called the meeting to order at 7:01 p.m.

Secretary Salinas called the roll. Board Trustees present: President Nora Laureto, Secretary Maria Salinas, Treasurer Marta Rodriguez, Trustees, Bridget Buckley, 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 Trustee Cagney and seconded by Secretary Salinas to approve the Open Session Minutes of the meeting of November 21, 2022 as presented. 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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- ILA Membership was discussed and it was noted that all Trustees were eligible to be members if they wished to do so.
- There was a brief discussion on the Google Drive and all the recent updates that have been added for the Trustees use and information.
- Indoor Mini-Golf Event is scheduled for January 27, 2023 from 6:00 p.m. – 8:00 p.m.
- The monthly statistics, charts and staff committees were discussed. The Trustees were asked to review to see what they would like to see in their monthly board packet. It was noted that receiving all the information exhibits the engagement of each library department.
- Discussion on data regarding spread sheets for inter-library loan, library cards and patron activity. It was noted that this information should be included to use with the Strategic Planning.

President Laureto discussed that she previously talked about having a department manager to speak at the monthly meetings to brief the Trustees on their respective department activities. It was noted that this would enhance the partnership with the staff and the Board of Trustees. It was also noted that a Trustee can attend the staff committee of their choice and are also invited to attend the in-service event that will be held in April.

It was motioned by Secretary Salinas and seconded by Trustee Cagney 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 briefed the Trustees on the FY2023 Library Budget that was received. She highlighted on the capital outlay, salaries, repairs and noted the library's fund balance exhibited healthy balances with a healthy reserve. Library Director Sheedy said that it was nice to have received an increase in the tax levy.

President Laureto briefly discussed the research that was done when the library was considering become a district library. She gave kudos to the Board of Trustees for doing their due diligence in hiring Meristem Advisors for the research. Although it wasn't feasible for the library to become a district, this





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project was really helpful in researching the library district status and the data provided really showed what was needed for the library to be financial solvent and keep moving forward to where the library wants to be.

It was motioned by Treasurer Rodriguez and seconded by Secretary Salinas to approve the FY2023 Library Budget as presented. Roll Call: President Laureto, Secretary Salinas, Treasurer Rodriguez, Trustees Buckley, Cagney and Harris. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.

Treasurer Rodriguez reported that the payables for November 2022 were presented in the amount of \$ 62,277.00.

It was motioned by Treasurer Rodriguez and seconded by Trustee Cagney to approve the November 2022 payables in the amount of \$ 62,277.00 as presented. Roll Call: President Laureto, Secretary Salinas, Treasurer Rodriguez, Trustees Buckley, Cagney and Harris. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.

Treasurer Rodriguez reported that the payables for December 2022 were presented in the amount of \$ 75,533.25.

It was motioned by Treasurer Rodriguez and seconded by Secretary Salinas to approve the December 2022 payables in the amount of \$ 75,533.25 as presented. Roll Call: President Laureto, Secretary Salinas, Treasurer Rodriguez, Trustees Buckley, Cagney and Harris. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.

Treasurer Rodriguez reported that the Berwyn Library Deposit Fund balance ending November 30, 2022 was \$ 1,777,482.91; Library Restricted Grant Funds balance ending November 30, 2022 was \$ 92,956.46 and the Veverka Fund balance ending November 30, 2022 was \$ 201,992.44.

Treasurer Rodriguez reported that the Berwyn Library Deposit Fund Balance ending December 31, 2022 was \$ 1,796,293.21; Restricted Library Grant Fund Balance ending December 31, 2022 was \$ 100,500.68 and the Veverka Fund Balance ending December 31, 2022 was \$ 202,065.49.





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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.

It was motioned by Treasurer Rodriguez and seconded by President Laureto to approve the Minutes from the Finance Committee meeting of December 19, 2022 as presented. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.

It was motioned by Treasurer Rodriguez and seconded by Trustee Harris to approve the Minutes from the Finance Committee meeting of January 5, 2023 as presented. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.

Building and Grounds Committee:

President Laureto reported that the Building and Ground Committee meetings were held on November 21, 2022 and January 9, 2023. Although there was not a quorum at either meeting, she wanted to share what was discussed as informational.

It was motioned by President Laureto and seconded by Trustee Cagney to accept the Minutes from the Building and Grounds Committee Meetings of November 21, 2022 and January 9, 2023 as informational. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.

Library Director updated the Trustees on the Ramp and Entrance Proposal. She noted that funding was not available and it would not be feasible for the library to do this project at this time.

It was motioned by Secretary Salinas and seconded by President Laureto to strike from the agenda the Ramp and Entrance Proposal. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.

President Laureto updated the Trustees on the Land Acknowledgement proposal. She indicated she has been meeting with Diversity Committee to discuss the proposal. She also noted that it was reviewed by library's attorney and they would work with the committee to draft the language that would be feasible for both sides.





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Policy/Personnel Committee:

It was motioned by Trustee Cagney and seconded by President Laureto to approve the Minutes from the Policy/Personnel Committee Meeting of November 21, 2022 as presented. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.

It was motioned by Trustee Cagney and seconded by Treasurer Rodriguez to table the Meeting Room Policy until the next meeting. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk, Trustees Evans and Nudd. Motion carried.

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

It was motioned by Trustee Cagney and seconded by Trustee Harris to approve the Library Board Self-Evaluation as presented. 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; however, the mural in the computer lab was completed by Michelle Valle-Flores, who used to work at the library. She also noted that the committee has been meeting informally without the chair-person and have come up with new ideas. President Laureto asked that they feel free to present their ideas to the Trustees.





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Friends of the Library

President Laureto reported that the Income Statement from the Friends of the Library was in their packet for their informational purposes. She indicating that they are a very energetic group and that a fundraiser was planned for Gail Lofgren, former library director, on March 11, 2023. She also asked the Trustees if they knew of any businesses in the area who would want to make a basket donation for this event.

Old Business:

President Laureto reported there was none to report.

Unfinished Business:

President Laureto there was none to report.

New Business:

President Laureto asked the Trustees to complete the Library Director's Evaluation and submit it to her by February 10, 2023. She noted this would be discussed at the next meeting during closed session.

The committee assignments needed to be updated to reflect new Trustees.

Trustee Harris noted she serves as the PTO President at Irving School. She noted that as part of the school's improvement plan, their main goal was that by 2024 for 45% of students to be meeting or exceeding standards in ELA, which is the Illinois Assessment of Readiness. She briefed them on the ideas, like a book club, a core reading program. She noted they would need at least three committed adults to start the reading program. She talked about other various ideas that can help the students meet their goal. Upon further discussion, it was the consensus of the Trustees to add an additional committee that Trustee Harris would chair.

Library Director Sheedy briefed the new Trustee Buckley on the current standing committees and their function.





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There was a discussion about the Art Selection Committee and it was the consensus to remove it from the library's standing committees.

The Special Committee would now resume with Trustee Harris as the Chair-Person.

She announced that Trustee Paul Nudd informed her that he was not looking to renew his term as a Trustee. She indicated that interviews are being held for the new Trustee and it was anticipated to be announced at the next meeting.

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 not scheduled, to be advised.

Policy and Personnel:

The Policy and Personnel Committee Meeting was scheduled for February 21, 2023 at 6:15 p.m.

Building and Grounds:

The Building and Grounds Committee 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.

Art Selection:

The Art Selection Committee was not scheduled, it is being eliminated from the standing committees.

Library Director Sheedy proposed a Library Orientation for February 27, 2023, at 6:30 p.m.

President Laureto announced that the next regularly scheduled Berwyn Public Library Meeting is on Tuesday February 21, 2023, at 7:00 p.m.

Adjournment:

It was motioned by Secretary Salinas and seconded by Trustee Cagney to adjourn the meeting at 8:02 p.m. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk and Trustee Evans. Motion carried.

Maria Salinas, Secretary

