



BERWYN PUBLIC LIBRARY

Berwyn Public Library Board Meeting Minutes

**Monday, March 20, 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, Antoine Evans and Angela Kuczak. Absent: Vice-President Rosemary Caruk and Trustee Erika Harris.

Also present was Library Director Tammy Sheedy.

A quorum has been established.

The Pledge to the Flag was recited.

President Laureto asked for a motion to amend the agenda to include the Building & Grounds Committee Meeting Minutes of February 21, 2023 under Buildings and Grounds Committee.

It was motioned by Secretary Salinas and seconded by Trustee Cagney to amend the agenda as noted. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk and Trustee Harris. Motion carried.

Minutes:

It was motioned by Trustee Cagney and seconded by Secretary Salinas to approve the Open Session Minutes of the meeting of February 21, 2023 as presented. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk and Trustee Harris. Motion carried.





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Open Forum:

President Laureto opened the meeting to public comments. There were none presented.

President Laureto read email correspondences that were received as noted below

- Jessica Fuentes, community outreach representative from Cicero Family Services. Ms. Fuentes was seeking an opportunity for a partnership with the library to offer free educational workshops to the community.
- Bobbie Melendy, a representative from Page Turner Adventures. Ms. Melendy was seeking an opportunity for a partnership with the library for a summer reading program.

President Laureto noted she informed them that Library Director Tammy Sheedy would follow up with them respectively.

It was motioned by Treasurer Rodriguez and seconded by Secretary Salinas to accept the email correspondence for informational purposes. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk and Trustee Harris. Motion carried.

Directors Report:

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

- Laconi Trustee Banquet is scheduled on May 19, 2023, from 6:00 p.m. – 11:00 p.m. at the Nineteenth Century Charitable Association. She asked the Trustees who were attending to select their dinner choice from the menu, which was needed to complete the registration.
- 2023 ALA Conference scheduled in June was the largest library conference and reminded the Trustees to let her know if they wanted to be registered for the conference and talked about the exhibit passes.
- Monarch Project to improve the library's garden was scheduled to kick-off on April 11, 2023, from 5:30 – 6:30 p.m.





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- Juan Estrada from the Reference Department presented an overview on the daily operations in the Reference Department. He noted that his roles included providing research assistance to patrons and one of his favorite things to do was the Genealogy aspect. He talked about the inter-loan library loan process and noted they just want to be as helpful as possible for the patrons and the community.

It was motioned by President Laureto 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 and Trustee Harris. Motion carried.

Finance Committee:

Treasurer Rodriguez reported that the payables for February 2023 were presented in the amount of \$ 39,504.52.

It was motioned by Secretary Salinas and seconded by Trustee Evans to approve the February 2023 payables in the amount of \$ 39,504.52 as presented. Roll Call: President Laureto, Secretary Salinas, Treasurer Rodriguez, Trustees Buckley, Cagney, Evans and Kuczak. Nays: None. Absent: Vice-President Caruk and Trustee Harris. Motion carried.

Treasurer Rodriguez reported that the Berwyn Library Deposit Fund balance ending February 28, 2023 was \$ 1,952,768.46; Veverka Fund balance ending February 28, 2023 was \$ 159,033.18 and the Library Restricted Grant Funds balance ending February 28, 2023 was \$ 117,950.54.

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

Building and Grounds Committee:

President Laureto reported she attended the Diversey Committee Meeting on February 28, 2023 and noted that the Land Acknowledgment was revised to reflect the intent as agreed upon by the Diversey Committee and the library and noted it was ready for approval.





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It was motioned by Treasurer Rodriguez and seconded by Trustee Evans to approve the Land Acknowledgement as presented. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk and Trustee Harris. Motion carried.

Library Director Sheedy briefed the Trustees on the proposal for the Rack UPS Battery Backup system and noted that the option presented was more feasible for the library to ensure the protection of the library's network and technology equipment.

It was motioned by Treasurer Rodriguez and seconded by Trustee Evans to approve the proposal with Richmond Electric Co., Inc. in the amount of \$ 9,460.00 as presented. Roll Call: President Laureto, Secretary Salinas, Treasurer Rodriguez, Trustees Buckley, Cagney, Evans and Kuczak. Nays: None. Absent: Vice-President Caruk and Trustee Harris. Motion carried.

President Laureto briefed the Trustees on the need for an additional meeting room in the Reference Department and also an office for Community Engagement. She noted that it was more feasible for the library to seek bids for both projects.

It was motioned by Trustee Cagney and seconded by Trustee Evans to approve to go out to bid for the Meeting Room in the Reference Department and the Community Engagement Office. Roll Call: President Laureto, Secretary Salinas, Treasurer Rodriguez, Trustees Buckley, Cagney, Evans and Kuczak. Nays: None. Absent: Vice-President Caruk and Trustee Harris. Motion carried.

It was motioned by Trustee Cagney and seconded by Trustee Buckley to approve the Minutes from the Building and Grounds Committee Meeting of February 21, 2023 as presented. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk and Trustee Harris. Motion carried.

Policy/Personnel Committee:

It was motioned by President Laureto and seconded by Secretary Salinas to table the Minutes from the Policy/Personnel Committee Meeting of February 21, 2023. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk and Trustee Harris. Motion carried.

Trustee Cagney briefed the Trustees on the revisions to the revised Notary Policy.





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It was motioned by Treasurer Rodriguez and seconded by President Laureto to approve the revised Notary Policy as presented. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk and Trustee Harris. Motion carried.

Library Director Sheedy briefed the Trustees on the revisions to the revised Circulation Policy.

It was motioned by Secretary Salinas and seconded by President Laureto to approve the revised Circulation Policy as amended in committee. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk and Trustee Harris. Motion carried.

Veverka Committee:

The committee did not meet.

Strategic Planning Committee:

The committee will be tabled until the new Trustee is appointed.

Friends of the Library

President Laureto reported that the Friends of the Library have been very busy and that the fundraiser at Concordia Church for Gail Lofgren was very well attended. She noted that they requested to have a mural in the library in honor of Gail Lofgren and asked the Trustees if they were in consensus with this idea. All Trustees present were in consensus.

Old Business:

There was none to report.

Unfinished Business:

There was none to report.

New Business:





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President Laureto reported that the Friends of the Library will sponsor a breakfast for the library's In-Service on April 25, 2023 in the amount of \$ 260.00 plus tip. She asked the Trustees if they would approve to sponsor a luncheon for this day.

It was motioned by Secretary Salinas and Trustee Evans to approve to pay for the luncheon in the amount not to exceed \$ 350.00 for the In-Service on April 25, 2023. Roll Call: President Laureto, Secretary Salinas, Treasurer Rodriguez, Trustees Buckley, Cagney, Evans and Kuczak. Nays: None. Absent: Vice-President Caruk and Trustee Harris. Motion carried.

Adjourned to Closed Session:

It was motioned by Secretary Salinas and seconded by Trustee Buckley to adjourn into Closed Session at 7:48 p.m. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk and Trustee Harris. Motion carried.

- 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.

Adjourned from Closed Session

It was motioned by Secretary Salinas and seconded by Trustee Buckley to adjourn from closed session at 8:16 p.m. All Trustees present voting aye: Nays: None. Absent: Vice-President Caruk and Trustee Harris. Motion carried.

Reconvene to Open Session

It was motioned by Secretary Salinas and seconded by Trustee Cagney to reconvene to Open Session at 8:17 p.m. All Trustees present voting aye: Nays: None. Absent: Vice-President Caruk and Trustee Harris. Motion carried.

POSSIBLE ACTION on items discussed in closed session.

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It was motioned by Treasurer Rodriguez and Trustee Evans to remove Vice-President Rosemary Caruk from the Library Board, due to her absence from the last three Board Meetings and not submitting here resignation or following protocol. Roll Call: President Laureto, Secretary Salinas, Treasurer Rodriguez, Trustees Buckley, Cagney, Evans and Kuczak. Nays: None. Absent: Vice-President Caruk and Trustee Harris. Motion carried.

Committee meetings:

Finance:

The 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 17, 2023 at 6:45 p.m.

Veverka:

The Veverka Committee was not scheduled, to be advised.

Strategic Planning:

The Strategic Committee was not scheduled, pending a full library Board.

Special Committee

The Special 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, April 17, 2023, at 7:00 p.m.

Adjournment:

It was motioned by Secretary Salinas and seconded by Trustee Cagney to adjourn the meeting at 8:20 p.m. All Trustees present voting aye. Nays: None. Absent: Vice-President Caruk and Trustee Harris.

Maria Salinas, Secretary

