



# BERWYN PUBLIC LIBRARY

## Berwyn Public Library Board Meeting Minutes

**Tuesday, June 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, Vice-President Evans, Secretary Maria Salinas, Treasurer Marta Rodriguez, Trustees Pat Cagney, Bridget Buckley and Erica Harris. Absent: Trustees Angela Kuczak and Ana Espinoza.

Also present was Library Director Tammy Sheedy.

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 Session Minutes of the meeting of May 15, 2023. All Trustees present voting aye. Nays: None. Absent: Trustees Kuczak and Espinoza. Motion carried.

### **Open Forum:**

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

### **Directors Report:**

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





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- Summer Reading Kick-Off was on June 3, 2023, from 10:00 a.m. -12:00 p.m. in the parking lot. She noted that although there was low attendance this year, everyone enjoyed the event.
- Summer Events – July 15, 2023, Music for Generations, June 24, 2023, Pride Walk and the Back to School Picnic at Proksa Park.
- Fall Events – Local author signing event, Fairytale Ball and noted that the community engagement department has been very busy and involved.
- State Representative Abdelnasser Rashid visited the library on May 31, 2023 and was very engaged in the tour and staff.
- Decennial Committee Act – This Act doesn't apply to a city library.
- Jamie Kallo, Head of Adult Services, previously known as Readers Advisory and Audio Visual, presented an overview on the daily operations in her department. She talked about the computer lab services and noted they offer basic computer assistance to patrons. The staff will check materials for any scratches or broken cases. They maintain the inventory for all materials and make recommendations for purchases. She briefed them on the various materials available for adult and teens. She talked about "Bookmatch", which is a program which enables staff to recommend books, depending on the patron's data. They are involved with teen programming, participate in outreach opportunities with the community. They plan the book clubs and adult programming like "Dinner and a Movie", which is highly attended. The department staff participated in continued professional development with the ALA Conference.

President Laureto thanked her for a great job and presentation.

It was motioned by Secretary Salinas and seconded by Trustee Buckley to accept the Director's Report for informational purposes. All Trustees present voting aye: Nays. None. Absent: Trustees Kuczak and Espinoza. Motion carried.

### **Finance Committee:**

Treasurer Rodriguez reported that the payables for May 2023 were presented in the amount of \$ 45,763.92.

It was motioned by Secretary Salinas and seconded by Trustee Cagney to approve the May 2023 payables in the amount of \$ 45,763.92 as presented. Roll Call: President Laureto, Vice-President Evans, Secretary Salinas, Treasurer Rodriguez, Trustees Cagney, Buckley and Harris. Nays: None. Absent: Trustees Kuczak and Espinoza. Motion carried.

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Treasurer Rodriguez reported that the Library Restricted Grant Funds balance ending May 31, 2023 was \$ 118,051.64; Berwyn Library Deposit Fund balance ending May 31, 2023 was \$ 1,966,612.01 and the Veverka Fund balance ending May 31, 2023 was \$ 159,199.25.

Library Director Tammy Sheedy reported that the first quarter financials were reviewed. She also noted she met with the city's financial department to have clarification on deposits and noted that the financial numbers match between the library and the city.

It was motioned by Secretary Salinas and seconded by President Laureto to approve the Minutes from the Finance Committee Meeting of May 15, 2023. All Trustees present voting aye. Nays: None. Absent: Trustees Kuczak and Espinoza. Motion carried.

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: Trustees Kuczak and Espinoza. Motion carried.

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

It was motioned by Trustee Cagney and seconded by Vice-President Evans to approve the Minutes from the Building and Grounds Committee Meeting of May 15, 2023. All Trustees present voting aye. Nays: None. Absent: Trustees Kuczak and Espinoza. Motion carried.

It was motioned by Trustee Cagney and seconded by Vice-President Evans to approve the bid recommendation with G. Fisher in the amount of \$ 107,698.00, as the lowest responsible bid, for the construction project of the meeting office and additional meeting rooms. Roll Call: President Laureto, Vice-President Evans, Secretary Salinas, Treasurer Rodriguez, Trustees Cagney, Buckley and Harris. Nays: None. Absent: Trustees Kuczak and Espinoza. Motion carried.

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

Trustee Cagney reported that several policies were reviewed in committee.

It was motioned by President Laureto and seconded by Trustee Buckley to approve the revised Collection Management Policy as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Kuczak and Espinoza. Motion carried.





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It was motioned by Treasurer Rodriguez and seconded by Trustee Harris to approve the revised Code of Conduct Policy as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Kuczak and Espinoza. Motion carried.

It was motioned by Treasurer Rodriguez and seconded by Trustee Harris to approve the Nonresident Library Card Policy as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Kuczak and Espinoza. Motion carried.

It was motioned by Trustee Buckley and seconded by Treasurer Rodriguez to approve the revised Digital Media Lab Policy as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Kuczak and Espinoza. Motion carried.

It was motioned by Secretary Salinas and seconded by Treasurer Rodriguez to approve the revised By-Laws as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Kuczak and Espinoza. Motion carried.

It was motioned by Trustee Buckley and seconded by Vice-President Evans to approve the Minutes from the Policy and Personnel Committee Meeting of May 15, 2023 as presented. All Trustees present voting aye. Nays: None. Absent: Trustees Kuczak and Espinoza. Motion carried.

### **Veverka Committee:**

The committee did not meet.

### **Strategic Planning Committee:**

The committee did not meet.

### **Friends of the Library**

President Laureto reported that the Friends of the Library had a very good meeting. They welcomed Trustee Harris to start the ADHOC Committee and noted they will collaborate with the library to gather ideas and visions together. President Laureto also reported that the Kiwanis Club is disbanding and will be making a generous donation to the Friends of the Library.





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### **Old Business:**

There was none to report.

### **Unfinished Business:**

Committee Assignments were still being finalized and noted that Trustees Kuczak and Espinoza were added to the Special Committee for now.

### **New Business:**

President Laureto shared with the Trustees an informational brochure from the Morton High School District 201 Foundation that reflected the library's Bronze Sponsorship. She also shared a letter from Alexi Giannoulis, Secretary of State and State Librarian, that indicated the library received the Per Capita Grant in the amount of \$84,443.75.

### **Adjourned into 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.

### **POSSIBLE ACTION on items discussed in closed session.**

There was none, due to lack of closed session.

### **Committee meetings:**

### **Finance:**

The Finance Committee was not scheduled, to be advised.





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### **Policy and Personnel:**

The Policy and Personnel Committee Meeting was scheduled for August 21, 2023, at 6:30 p.m.

### **Building and Grounds:**

The Building and Grounds Committee Meeting was scheduled for August 21, 2023 at 6:15 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.

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

### **Adjournment:**

It was motioned by Secretary Salinas and seconded by Trustee Buckley to adjourn the meeting at 7:56 p.m. All Trustees present voting aye. Nays: None. Absent: Trustees Kuczak and Espinoza. Motion carried.

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Maria Salinas, Secretary

