



BERWYN PUBLIC LIBRARY

Berwyn Public Library Board Meeting Minutes

**Monday, May 15, 2023 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, Trustees Bridget Buckley, Pat Cagney, Erica Harris, Angela Kuczak and Ana Espinoza. Absent: Vice-President Antoine Evans.

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 Trustee Cagney to approve the Open Session Minutes of the meeting of April 17, 2023 as presented. All Trustees present voting aye. Nays: None. Absent: Trustee Evans. 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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- In-Service Date went really well. She indicated that each department presented on what their duties were in the library and the staff noted it was very informative.
- Mario Manfredini, from the Berwyn Fire Department, provided a brief talk on fire safety and also practiced a fire drill.
- She thanked the Library Trustees who attended the employee recognition event and also thanked them for sponsoring the lunch. The scavenger hunt went very well and everyone had fun.
- ALA Conference – Exhibit passes for attendees were \$ 40.00 each and asked the Trustees to let her know if interested in attending.
- LACONI Trustee Banquet – to be held on May 19, 2023, 6:00 p.m. at the 19th Century Charitable Association
- Summer Reading Kick-Off is on June 3, 2023, from 10:00 a.m. -12:00 p.m. in the parking lot. She indicated there would be bouncy houses and various activities planned for the event. She will be renting tables and chairs, however, indicated for anyone attending to bring their own chairs.
- State Representative Abdelnasser Rashid will be visiting the library on May 24, 2023 and indicated that he would like to meet with the Trustees if possible.
- She briefed the Trustees on the various statistics report from each department that was in the packet.
- Christine Lojewski, Community Engagement Manager, presented an overview on the daily operations in the Community Engagement Department. She noted that her main goal is to provide learning resources to the community and find a way to bring them into library. They also prepare the Limelight, which is a monthly newsletter about the happenings at the library. She briefed them on the process of how the library and she engage in community involvement. She briefed on the visits arranged with the local schools and summer camp. Also, noted they participate in the community events which include parades, Juneteenth and the pride walk. The library has also participated in the Parish market days, drive-in movies, Halloween events and the senior luncheon. She also discussed the participation in the non-traditional programming which included outdoor movies, book tastings, 4EVER4 Photo Exhibit and the American English concert. She also noted that they have a “book a librarian” program to assist the patrons with any assistance they may need. There was a discussion about having a program to educate the seniors on cyber security.

Trustee Harris thanked Christine for everything that she does for the library and the community. She noted that she is very visible in the schools.





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Finance Committee:

Treasurer Rodriguez reported that the payables for April 2023 were presented in the amount of \$ 70,291.17.

It was motioned by Treasurer Rodriguez and seconded by Trustee Cagney to approve the April 2023 payables in the amount of \$ 70,291.17 as presented. Roll Call: President Laureto, Secretary Salinas, Treasurer Rodriguez, Trustees Buckley, Cagney, Harris, Kuczak and Espinoza. Nays: None. Absent: Vice-President Evans. Motion carried.

Treasurer Rodriguez reported that the Library Restricted Grant Funds balance ending April 30, 2023 was \$ 118,009.39; Berwyn Library Deposit Fund balance ending April 30, 2023 was \$ 1,962,379.42 and the Veverka Fund balance ending April 30, 2023 was \$ 159,142.28.

Treasurer Rodriguez also reported that they anticipated a meeting with the city's finance department to review the reconciliations for the various accounts.

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

Building and Grounds Committee:

It was motioned by Secretary Salinas and seconded by Trustee Cagney to approve the Minutes from the Building and Grounds Committee Meeting of March 20, 2023. All Trustees present voting aye. Nays: None. Absent: Vice-President Evans. Motion carried.

It was motioned by Trustee Cagney and seconded by Trustee Harris to approve the Minutes from the Building and Grounds Committee Meeting of April 17, 2023. All Trustees present voting aye. Nays: None. Absent: Vice-President Evans. Motion carried.





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Construction Update - President Laureto reported that they have received permission to go out to bid for the Community Engagement Office and Meeting Rooms in the lower level.

Sundek – Library Director Sheedy reported that the stairs will need to be resurfaced with the total cost of \$ 1,995.00.

Hannah Plumbing – Library Director Sheedy reported that all sinks have been upgraded and a shut off valve was installed outside.

Policy/Personnel Committee:

Trustee Cagney discussed the Board By-Laws that were in the packet for their review. He also noted that the job descriptions were in the Google drive for their review.

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. She indicated that Trustee Harris was mentioned at the meeting and wanted to meet with her to discuss a fund raiser for the teachers. It would be called the “Teacher’s Closet”. She indicated they wanted to brainstorm with her to see how they can help the teachers.

Old Business:

There was none to report.

Unfinished Business:





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The Committee Assignments have not yet been determined, however, Trustee Buckley was interested in the Building & Grounds Committee or the Policy and Personnel.

Library Director briefed the new Trustees on the various committee meetings. She invited them to attend the meetings so they can determine which one they would like to be part of.

New Business:

Library Director Sheedy discussed summer hours for the library hours. She asked for permission to adjust the hours to 9:00 a.m. – 7:00 p.m., on Mondays through Thursdays and on Friday and Saturday, from 9:00 a.m. – 5:00 p.m. She indicated that there isn't enough traffic to justify the longer hours. She asked if they can start on May 30, 2023 and end on August 31, 2023.

It was motioned by Secretary Salinas and seconded by Treasurer Rodriguez to approve the adjusted library hours as noted. All Trustees present voting aye. Nays: None. Absent: Vice-President Evans. Motion carried.

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 June 20, 2023, at 6:30 p.m.

Building and Grounds:

The Building and Grounds Committee Meeting was scheduled for June 20, 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 Tuesday, June 20, 2023, at 7:00 p.m.

Adjournment:

It was motioned by Secretary Salinas and seconded by Trustee Cagney to adjourn the meeting at 8:03 p.m. All Trustees present voting aye. Nays: None. Absent: Vice-President Evans. Motion carried.

Maria Salinas, Secretary

