



BERWYN PUBLIC LIBRARY

Berwyn Public Library Board Meeting Minutes

**Monday March 18, 2024 Regular Meeting
Berwyn Public Library
Board Room**

Call to Order:

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

Secretary Maria Salinas called the roll. Board Trustees present: President Pat Cagney, Treasurer Marta Rodriguez, Secretary Maria Salinas, Trustees Bridget Buckley, Angela Kuczak, Ana Espinoza and Nick DePetris. Absent: Trustee Citlaly Gonzalez.

A quorum has been established.

The pledge to the flag was recited.

Minutes:

It was motioned by Treasurer Rodriguez and seconded by Trustee Kuczak to approve the Open Session Minutes of the Regular Meeting of January 15, 2024 as presented. All Trustees present voting aye. Nays: None. Absent: Trustee Gonzalez

It was motioned by Trustee DePetris and seconded by Trustee Espinoza to approve the Open Session Minutes of the Regular Meeting of February 20, 2024 as presented. All Trustees present voting aye. Nays: None. Absent: Trustee Gonzalez

Open Forum:

President Cagney opened the meeting for Open Forum.





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Trustee DePetris thanked Library Director Sheedy for sharing all the positive letters received by the library staff. Vice-President Harris also commented on the staff at the Circulation Desk and noted they are always very nice, professional and welcoming. Secretary Salinas also commented that we were lucky to have staff that enjoy engaging with the community and showcasing everything that the library does and noted that we were going in the right direction. Trustee Espinoza also commented on the social media postings that reflects everything good about the library. Vice-President Harris also noted that she saw Christine Lojewski at Irving School and said it was nice seeing the staff in their outreach activities. Treasurer Rodriguez commented on the Paint and Sip and noted it was well organized and enjoyed herself. Trustee DePetris noted that his wife was also in attendance. Library Director Sheedy noted that the Trivia Night has been very well attended. She also noted that the “Flying High Pan Am Stewardess” event went really well. The Friends of the Library were also there and sold pizza. President Cagney noted that the engagement team was awesome.

Trustee DePetris asked if the library has picked up since the pandemic. Library Director Sheedy responded that as noted in the statistics, it has not been at the same status it was, as people are more streaming now. She noted that it was a trend in all libraries.

Directors Report:

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

- Library’s 100th anniversary event was reserved with Paisan’s for November 21, 2024. She discusses various menu options with the Trustees and the invitation process. She estimated and planned for 170 attendees. There was a discussion that the library would fund the event and that there would be a cash bar.
- Service and Circulation statistic spreadsheets were led in discussion by President Cagney. He discussed the color-coded chart and the changes reflected in items being checked out and how it changed in the last few years. He talked about including this information with the Strategic Planner.
- Room Dedications, Nora Laureto Meeting Rooms. She noted that the process for the dedication was in process and were waiting on the name plates and the family for their availability.
- ILEAD Portal – Training portal for the Trustees to take courses at your pace.
- Representative Rashid passed a House Resolution in honor of Nora Laureto. It highlighted all of her accomplishments and various organizations that she served.





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- Laconi Banquet will be held on May 3, 2024 and an invitation was extended to all Trustees who would like to attend.

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

Finance Committee:

Treasurer Rodriguez reported that the payables for February 2024 were presented in the amount of \$54,836.49.

It was motioned by Treasurer Rodriguez and seconded by Secretary Salinas to approve the February 2024 payables in the amount of \$54,836.49 as presented. Roll Call: President Cagney, Vice-President Harris, Treasurer Rodriguez, Secretary Salinas, Trustees Buckley, Kuczak, Espinoza and DePetris. Nays: None. Absent: Trustee Gonzalez. Motion carried.

Treasurer Rodriguez reported that the Library Restricted Grant Funds balance ending February 29, 2024 was \$224,707.31; Berwyn Library Deposit Fund balance ending February 29, 2024 was \$510,430.54; Endowment Fund balance ending February 29, 2024 was \$323,600.21 and Illinois Fund Account balance ending February 29, 2024 was \$1,529,960.33.

It was motioned by Trustee DePetris and seconded by Vice-President Harris to accept the Treasurer's Report as informational. All Trustees present voting aye. Nays: None. Absent: Trustee Gonzalez. Motion carried.

It was motioned by Trustee DePetris and seconded by Vice-President Harris to approve the Minutes of the Finance Committee Meeting of February 20, 2024 as presented. All Trustees present voting aye. Nays: None. Absent: Trustee Gonzalez. Motion carried.

Building and Grounds Committee:

Trustee Buckley reported on the Makerspace expansion and noted it was nearing completion. Library Director Sheedy briefed the Board on an estimate that she received for the roof. She noted that someone came out to the library to offer their roofing maintenance services. She noted that she would





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seek a second inspection as the current repairs were approximately \$3,000.00. She also noted that it would be five years or so before a replacement would be needed.

Policy/Personnel Committee:

Trustee DePetris reported that the committee met. They discussed the Board self-evaluation, which was for informational purposes only.

He also noted the discussion of a need for a full-time Community Engagement Associate and recommended approval.

It was motioned by Secretary Salinas and seconded by Trustee Kuczak to approve the hiring of a Community Engagement Associate as presented. Roll Call: President Cagney, Vice-President Harris, Treasurer Rodriguez, Secretary Salinas, Trustees Buckley, Kuczak, Espinoza and DePetris. Nays: None. Absent: Trustee Gonzalez. Motion carried.

He also noted the discussion of the revised Information Service Policy and recommended approval.

It was motioned by Secretary Salinas and seconded by Trustee DePetris to approve the revised Information Service Policy as presented. Roll Call: President Cagney, Vice-President Harris, Treasurer Rodriguez, Secretary Salinas, Trustees Buckley, Kuczak, Espinoza and DePetris. Nays: None. Absent: Trustee Gonzalez. Motion carried.

He also noted the discussion of the Study-Meeting Room Policy and recommended approval.

It was motioned by Treasurer Rodriguez and seconded by Trustee Espinoza to approve the Study-Meeting Room as amended. Roll Call: President Cagney, Vice-President Harris, Treasurer Rodriguez, Secretary Salinas, Trustees Buckley, Kuczak, Espinoza and DePetris. Nays: None. Absent: Trustee Gonzalez. Motion carried.

Endowment Fund Committee:

President Cagney reported that the committee did not meet.





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Strategic Planning Committee:

Library Director Sheedy reported that the Strategic Committee will meeting on March 21, 2024 at 6:00 p.m. This meeting will be to interview each of the strategic planners who submitted proposals.

Special Committee

It was motioned by Secretary Salinas and seconded by Trustee Buckley to table the Minutes of the Special Committee Meeting of January 15, 2024. All Trustees present voting aye. Nays: None. Absent: Trustee Gonzalez. Motion carried.

Friends of the Library

Library Director Sheedy reported that the Friends of the Library will host the Gail Lofgren fundraiser event on April 26, 2024, at Michael Anthony's from 6:00 – 8:00 p.m.

Old Business:

There was none to report.

Unfinished Business:

There was none to report.

New Business:

There was none to report.

Adjourned into Closed Session:

It was motioned by Secretary Salinas and seconded by Trustee Buckley to adjourn into Closed Session at 7:55 p.m. All Trustees present voting aye. Nays: None. Absent: Trustee Gonzalez. Motion carried.





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- 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 President Cagney and seconded by Secretary Salinas to adjourn from closed session at 8:09 p.m. All Trustees present voting aye: Nays: None. Absent: Trustee Gonzalez. Motion carried.

Reconvene to Open Session

It was motioned by Secretary Salinas and seconded by Trustee Espinoza to reconvene to Open Session at 8:10 p.m. All Trustees present voting aye: Nays: None. Absent: Trustee Gonzalez. Motion carried.

POSSIBLE ACTION on items discussed in closed session.

There was none presented.

Committee meetings:

Finance:

The Finance Committee was scheduled for April 15, 2024 at 6:30 p.m.

Policy and Personnel:

The Policy and Personnel Committee Meeting was scheduled for April 15, 2024 at 6:00 p.m.

Building and Grounds:

The Building and Grounds Committee Meeting was not scheduled, to be advised.

Endowment:

The Endowment Fund Committee was not scheduled, to be advised.





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Strategic Planning:

The Strategic Committee was scheduled for March 25, 2024, 6:00 p.m.

Special Committee

The Special Committee was not scheduled, to be advised.

President Cagney announced the next regularly scheduled Berwyn Public Library Meeting is on Monday, April 15, 2024, at 7:00 p.m.

Adjournment:

It was motioned by Secretary Salinas and seconded by Trustee DePetris to adjourn the meeting at 8:20 p.m. All Trustees present voting aye. Nays: None. Absent: Trustee Gonzalez. Motion carried.

Maria Salinas, Secretary

