



BERWYN PUBLIC LIBRARY

**Berwyn Public Library Board Meeting Minutes
Monday August 19, 2024 Regular Meeting
Berwyn Public Library
Board Room**

Call to Order:

President Cagney called the meeting to order at 7:05 p.m.

Secretary Maria Salinas called the roll. Board Trustees present: President Pat Cagney, Vice-President Erika Harris, Treasurer Marta Rodriguez, Secretary Maria Salinas, Trustees Angela Kuczak, Ana Espinoza, Nick DePetris, Citlaly Gonzalez and Sandeep Agnihotri.

A quorum has been established.

The pledge to the flag was recited.

Election of Officers

As noted in the By-Laws, Election of Officers need to be re-established every other even year.

Secretary Salinas nominated Trustee Pat Cagney as President. President Cagney accepted. There were no further nominations presented.

It was motioned by Trustee Salinas and seconded by Trustee DePetris to re-elect Trustee Pat Cagney as President. All Trustees present voting aye. Nays: None. Motion carried.

President Cagney opened the floor for nominations for the role of Vice-President.

Trustee Espinoza nominated Trustee Erika Harris Vice-President. Trustee Harris accepted. There were no further nominations presented.

It was motioned by Trustee Espinoza and seconded by Trustee Kuczak to re-elect Trustee Erika Harris as President. All Trustees present voting aye. Nays: None. Motion carried.





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President Cagney opened the floor for nominations for the role of Secretary.

Trustee DePetris nominated Trustee Maria Salinas as Secretary. Trustee Salinas accepted. There were no further nominations presented.

It was motioned by Trustee DePetris and seconded by President Cagney to re-elect Trustee Maria Salinas as Secretary. All Trustees present voting aye. Nays: None. Motion carried.

President Cagney opened the floor for nominations for the role of Treasurer.

Secretary Salinas nominated Trustee Marta Rodriguez as Treasurer. Trustee Rodriguez accepted. There were no further nominations presented.

It was motioned by Secretary Salinas and seconded by Vice-President Harris to re-elect Trustee Marta Rodriguez as Treasurer. All Trustees present voting aye. Nays: None. Motion carried.

Minutes:

It was motioned by Vice-President Harris and seconded by Trustee Espinoza to approve the Open Session Minutes of the Regular Meeting of May 20, 2024 as presented. All Trustees present voting aye. Nays: None. Motion carried.

It was motioned by Secretary Salinas and seconded by Treasurer Rodriguez to remove the approval of the Closed Session Minutes of May 20, 2024, as they were approved at the June 2024 meeting. All Trustees present voting aye. Nays: None. Motion carried.

It was motioned by Trustee DePetris and seconded by Trustee Espinoza to approve the Open Session Minutes of the Regular Meeting of June 17, 2024 as presented. All Trustees present voting aye. Nays: None. Motion carried.

It was motioned by Treasure Rodriguez and seconded by Trustee Gonzalez to approve the Closed Session Minutes of the Regular Meeting of June 17, 2024 as presented. All Trustees present voting aye. Nays: None. Motion carried.





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It was motioned by Treasurer Rodriguez and seconded by Treasurer DePetris to approve the Open Session Minutes of the Special Meeting of June 27, 2024 as presented. All Trustees present voting aye. Nays: None. Motion carried.

It was motioned by Vice-President Harris and seconded by Treasurer Gonzalez to approve the Closed Session Minutes of the Special Meeting of June 27, 2024 as presented. All Trustees present voting aye. Nays: None. Motion carried.

Open Forum:

President Cagney opened the meeting for Open Forum.

Public Comments

Debra Bolda, Head of Collection Management, commented that she has worked over 35 years in the library and noted that most of the staff wanted to be present as well. She commented on the rumors circulating. She noted that she thought the majority of the staff was in full support of Library Director Tammy Sheedy and her leadership.

Kathy Behrendt, Youth Services Manager, commented that she has worked under nine library directors and said she lived in Berwyn and loved the community. She said she has continued to work because she has a director who fully supports her and that Library Director Tammy Sheedy has done wonderful things for her department and was present to support her.

Jim Gerambia, Maintenance Man, has worked in maintenance for 35 years, 25 years for retail management and just celebrated 10 years working for the library as maintenance. He noted that he knows a good manager when he sees one and sees one sitting here, referring to Library Director Tammy Sheedy, and was also present to support her.

Molly Mansfield, Adult Services Manager, commented that she was probably the reason the majority of the staff were present. She said she was wrongfully terminated and then reinstated by the City of Berwyn. She said that she hoped the library would take into consideration the voices that were heard and those who were unable to come to the meeting.





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President Cagney commented that the board meetings are open to the public and everyone was more than welcome to attend. He noted that all minutes are posted and only the closed session are not open to the public.

There was a discussion that anyone from the public is welcomed to email the Board of Trustees. Various Trustees noted that they welcomed emails from staff at any time.

President Cagney clarified that any correspondence regarding grievances must follow the protocol and go through the rules established in their collective bargaining agreement.

Secretary Salinas noted that all emails are welcomed, however, any emails related to library operations or grievances, must be addressed to Library Director Tammy Sheedy, who the Trustees have entrusted to lead the library.

President Cagney also noted that he understands that the last two weeks have been difficult, however, hoped that we can move on, being that it was an important year, the library celebrating 100 years. He mentioned the Strategic Plan and reiterated that the staff were invited to participate in the plan. He noted that the completion of the survey that was made available for all, would be very instrumental in the library's success and their opportunity to shape the library. He has seen a lot of amazing things happening at the library, the programs have been phenomenal and that is all to the hard work by all the staff.

Library Director Sheedy thanked the staff who came to support her and appreciated them for having her back.

Board Comments

Vice-President Harris said she attended the Books & Brew and the Silent Book Club and said she enjoyed it and that it was really great. She said it was host by Quinn, she attended the community picnic and noted it was a great job done by all the staff.

Trustees Espinoza and DePetris attended the Lucky Diaz and said it was great.

Trustee Kuczak attended the Boy Band and said it was also a great event.





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Preside Cagney attended the trivia at Outta Space and said it was a nice crowd.

Trustee Gonzalez was saddened to miss the library events, due to scheduling conflicts.

President Cagney noted that the Strategic Planning is going great, the people are very involved. He talked about the board displays that allowed for people to put dots on what they would like to see in the library and noted that this would be very helpful for collecting data.

Trustee Kuczak gave a shout out to Alex in IT Department who assisted with helping her get her library email on her phone and also helped her with a printing job while she was in the library.

Directors Report:

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

- Drop Box – All information relevant to the library meeting documents are being stored in this new location.
- ILA Trustee Day, October 10, 2024 – Registration is open and has asked all Trustees to let her know if they are interested in attending.
- Interns - Seasonal Interns can be hired if needed and would be paid \$15.00 per hour. Interns needing service hours can also be hired to work on a volunteer basis.
President Cagney noted that it would be feasible if some of the volunteering interns can also be used to help out at the library events.
- By-Law Review – Sections 4-6 called for Biennial organizational Meeting to be held in even years. An Annual report was discussed and also to have a short presentation at a city council meeting.
- IT Update – Art will work with Novisus Consulting Firm to break down the services between the city and the library so that the library can finance their own IT costs. She note that Art was working on obtaining some quotes.
- Organization Chart – There was a briefing on the Organizational Chart.
- Committee Assignments - Trustee Agnihotri indicated he would like to be part of the Finance Committee. President Cagney indicated he would be the Chair of the Buildings and Grounds Committee.
- Maria Lupercio, Circulation Manager, talked about the monthly Book Mark contest for patrons and noted that three were selected to be displayed.





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- Kathy Behrendt, Youth Services Manager, presented on the operations of her department. She noted that they have been weeding the books and replacing old books with new collections and also add more tables for book displays. The fall program will start next month and noted the play space was packed, especially on Saturdays and needed more room.

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

Finance Committee

Treasurer Rodriguez reported that the payables for June 2024 were presented in the amount of \$56,240.43.

It was motioned by Treasurer Rodriguez and seconded by Secretary Salinas to approve the June 2024 payables in the amount of \$56,240.43 as presented. Roll Call: President Cagney, Vice-President Harris, Treasurer Rodriguez, Secretary Salinas, Trustees Kuczak, Espinoza, DePetris, Gonzalez and Agnihotri. Nays: None. Motion carried.

Treasurer Rodriguez reported that the payables for Jul 2024 were presented in the amount of \$43,729.58.

It was motioned by Treasurer Rodriguez and seconded by Trustee Kuczak to approve the July 2024 payables in the amount of \$43,729.58 as presented. Roll Call: President Cagney, Vice-President Harris, Treasurer Rodriguez, Secretary Salinas, Trustees Kuczak, Espinoza, DePetris, Gonzalez and Agnihotri. Nays: None. Motion carried.

Treasurer Rodriguez reported that the Library Restricted Grant Funds balance ending June 30, 2024 was \$251,858.09; Berwyn Library Deposit Fund balance ending June 30, 2024 was \$544,607.45; Endowment Fund balance ending June 30, 2024 was \$326,664.41 and Illinois Fund Account balance ending May 31, 2024 was \$1,557,594.01.

Treasurer Rodriguez reported that the Library Restricted Grant Funds balance ending July 31, 2024 was \$252,447.14; Berwyn Library Deposit Fund balance ending July 31, 2024 was \$546,670.45; Endowment Fund balance ending July 31, 2024 was \$327,428.15 and Illinois Fund Account balance ending June 30, 2024 was \$1,564,547.65.





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Treasurer Rodriguez briefed on the various library fund accounts to familiarize Trustee Agnihotri with the library's monies.

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

Building and Grounds Committee

Library Director Sheedy reported there was a small leak in the front of the building. She noted it was more feasible to reach out to a plumber for a quote on the repairs. She received two estimates, one to repair and one to replace the water line. She indicated that they may need to go out bid for the work.

Policy/Personnel Committee

Trustee DePetris reported that the committee met and discussed various policies.

It was motioned by Secretary Salinas and seconded by Trustee DePetris to approve the Tuition Reimbursement Policy as presented. All Trustees present voting aye. Nays: None. Motion carried.

It was motioned by Trustee DePetris and seconded by Trustee Kuczak to approve the Absence and Tardiness Policy as presented. All Trustees present voting aye. Nays: None. Motion carried.

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

It was motioned by Secretary Salinas and seconded by Trustee Gonzalez to table the revised Public Art Display and Donation Policy. All Trustees present voting aye. Nays: None. Motion carried.

It was motioned by Trustee DePetris and seconded by Trustee Kuczak to table the Equipment Usage Policy. All Trustees present voting aye. Nays: None. Motion carried.

Endowment Fund Committee

Trustee Espinoza reported that they will be making packets to be distributed at the Library's 100th Anniversary dinner. She also discussed that they are working on updating the Endowment Policy in the future.





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It was motioned by Trustee Espinoza and seconded by Vice-President Harris to approve the Minutes of the Endowment Committee Meeting of June 17, 2024 as presented. All Trustees present voting aye. Nays: None. Motion carried.

Strategic Planning Committee

President Cagney noted he will be at the library on August 20, 2024 to meet with the staff for the focus groups. He would be looking to promote the web survey and hoped to have a goal of 150 to 200 people to complete the survey.

Special Committee

It was motioned by Secretary Salinas and seconded by Trustee Espinoza to table the Minutes of the Special Committee Meeting of June 17, 2024. All Trustees present voting aye. Nays: None. Motion carried.

Friends of the Library

The Minutes from the last meeting were in the board packet and noted that they didn't meet in July.

Library Director Sheedy noted that former Library Secretary, Eileen Pech, has republished the book "History of the Library". She indicated she may be at local event that was scheduled for September 14, 2024.

Old Business:

There was none to report.

Unfinished Business:

There was none to report.

New Business:

The Board Self-Evaluation was discussed.





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It was motioned by Secretary Salinas and seconded by Trustee DePetris to table the Annual Review of Closed Session Minutes. All Trustees present voting aye. Nays: None. Motion carried.

Adjourned into Closed Session:

It was motioned by President Cagney and seconded by Secretary Salinas to adjourn into Closed Session at 8:35 p.m. All Trustees present voting aye. Nays: None. 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 Gonzalez to adjourn from closed session at 9:39 p.m. All Trustees present voting aye: Nays: None. Motion carried.

Reconvene to Open Session

It was motioned by Secretary Salinas and seconded by Trustee Gonzalez to reconvene to Open Session at 9:39 p.m. All Trustees present voting aye: Nays: None. Motion carried.

POSSIBLE ACTION on items discussed in closed session.

There was none presented.

Committee meetings:

Finance:

The Finance Committee was not scheduled, to be advised.

Policy and Personnel:

The Policy and Personnel Committee Meeting was scheduled for September 16, 2024, at 6:30 p.m.





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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.

Strategic Planning:

The Strategic Committee was not scheduled, to be advised.

Special Committee

The Special Committee was scheduled for September 16, 2024, at 6:00 p.m.

President Cagney announced the next regularly scheduled Berwyn Public Library Meeting is on Monday, September 16, 2024, at 7:00 p.m.

Adjournment:

It was motioned by Secretary Salinas and seconded by Trustee Gonzalez to adjourn the meeting at 9:45 p.m. All Trustees present voting aye. Nays: None. Motion carried.

Maria Salinas, Secretary

