



## BERWYN PUBLIC LIBRARY

### **Berwyn Public Library Board Meeting Minutes Monday September 16, 2024 Regular Meeting Berwyn Public Library Board Room**

#### **Call to Order:**

President Cagney called the meeting to order at 7:13 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 DePetrìs, Citlaly Gonzalez and Sandeep Agnihotri.

A quorum has been established.

The pledge to the flag was recited.

#### **Minutes:**

It was motioned by Secretary Salinas and seconded by President Cagney to table the Open Session and Closed Session Minutes of the Regular Meeting of August 19, 2024 as presented. All Trustees present voting aye. Nays: None. Motion carried.

#### **Open Forum:**

President Cagney opened the meeting for Open Forum.

#### **Public Comments**

Quinn Stitt thanked the Trustees who attended the Local Author Event. Everyone who attended was very excited about the event.





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Library Director Sheedy reported that an email was received from a patron asking about the delay in the bricks. She said that she has been having a difficult time finding a vendor who can do the work on the bricks. She also noted that they will try to fill in the oldest orders first with in-house supplies. Library Director Sheedy will follow up with the patron regarding his brick order.

### Board Comments

Trustee DePetrìs said he attended the Local Authors Event with his children and said it was fantastic event and great work by all staff.

Vice-President Harris said she read a book that was recommended by Quinn, which was written by a local author. She indicated that it was a very good book read.

President Cagney noted he was amazed with Quinn's knowledge of books and authors.

### Directors Report:

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

- Juan Estrada, Reference Department, presented on the operations of his department. He noted that the biggest thing is the outreach with the community and helping patrons with housing difficulties. He noted that there are also hygiene products in the women's bathroom and the food pantry is continuously being replenished. Every Friday he assists with intakes with an organization to assist patrons with housing assistance and also helping them with resume preparation. He also works with Christine Lojewski to encourage patrons to take advantage of all the city's resources. He also noted that all of the library's events are posted on the library's calendar.
- ILA Trustee Day, October 10, 2024, reminder for the Trustees who may want to attend the event.
- The library made a monetary donation to the Lovero family for the recent passing of Mayor Lovero's son.
- Board Focus Group scheduled for October 2, 2024, at 7:00 p.m. with the Strategic Planner.
- Fairy Tale Ball scheduled for September 29, 2024, from 2:00 p.m. – 4:00 p.m.





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- The library will co-sponsor the Trick or Treat Event at Proksa Park on October 13, 2024, from 12:00 p.m. – 3:00 p.m. The library will provide the entertainment for the event.
- The library will close at 4:00 p.m. on November 21, 2024, to allow time for staff to get ready for the library's 100<sup>th</sup> celebration at Paisan's in Berwyn.
- Strategic Planner - will ask for guidance about the library hours for January 2025.

It was motioned by Secretary Salinas and seconded by Trustee DePetrìs 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 August 2024 were presented in the amount of \$76,364.20.

It was motioned by Treasurer Rodriguez and seconded by Secretary Salinas to approve the August 2024 payables in the amount of \$76,364.20 as presented. Roll Call: President Cagney, Vice-President Harris, Treasurer Rodriguez, Secretary Salinas, Trustees Kuczak, Espinoza, DePetrìs, Gonzalez and Agnihotri. Nays: None. Motion carried.

It was motioned by Secretary Salinas and seconded by Vice-President Harris to approve the Minutes of the Finance Committee Meeting of August 19, 2024 as presented. All Trustees present voting aye. Nays: None. Motion carried.

Treasurer Rodriguez reported that the Library Restricted Grant Funds balance ending August 31, 2024 was \$253,057.45; Berwyn Library Deposit Fund balance ending August 31, 2024 was \$550,254.95; Endowment Fund balance ending August 31, 2024 was \$333,561.26 and Illinois Fund Account balance ending July 31, 2024 was \$1,571,698.95.

Treasurer Rodriguez reported that she and Library Director Sheedy met with Ben, Monica, Randy and Jim to plan for the budget for next year. She noted that the library will start paying their portion of the phone's bill in the amount of \$12,431. 19.

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.





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### **Building and Grounds Committee**

Library Director Sheedy reported that the leak was fixed and that the repairs will be costlier than anticipated.

### **Policy/Personnel Committee**

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

It was motioned by Trustee DePetrìs and seconded by Vice-President Harris to approve the Equipment Usage Policy as presented. All Trustees present voting aye. Nays: None. Motion carried.

It was motioned by Trustee DePetrìs and seconded by Treasurer Rodriguez to approve the Posting and Distribution of Materials Policy pending style changes discussed. All Trustees present voting aye. Nays: None. Motion carried.

It was motioned by Trustee DePetrìs and seconded by Treasurer Rodriguez to approve the Patron Code of Conduct Policy as amended. All Trustees present voting aye. Nays: None. Motion carried.

### **Endowment Fund Committee**

Trustee Espinoza reported that the committee did not meet.

### **Strategic Planning Committee**

President Cagney noted the committee did not meet, however, the planning continues to move along with the strategic planner.

### **Special Committee**

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





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### **Friends of the Library**

The Minutes from the last meeting were in the board packet and noted that the 5K run went really well.

### **Old Business:**

There was none to report.

### **Unfinished Business:**

There was none to report.

### **New Business:**

Library Director Sheedy discussed the Multifactor Authentication and how it would impact the library.

There was a discussion about a cell tower to be placed on the roof of the library. She indicated this would generate monies for the library and could assist with paying the phone bill. There were different issues discussed and it was the consensus of the Board of Trustees to research the cell tower further.

### **Adjourned into Closed Session:**

It was motioned by Secretary Salinas and seconded by Treasurer Rodriguez to adjourn into Closed Session at 8:25 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 President Cagney and seconded by Trustee DePetrìs to adjourn from closed session at 8:50 p.m. All Trustees present voting aye: Nays: None. Motion carried.





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### **Reconvene to Open Session**

It was motioned by Secretary Salinas and seconded by Treasurer Rodriguez to reconvene to Open Session at 8:50 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 not scheduled, to be advised.

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

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

#### **Endowment:**

The Endowment Fund Committee was scheduled for October 21, 2024, at 6:30 p.m.

#### **Strategic Planning:**

The Strategic Committee was scheduled for October 2, 2024, 7:00 p.m.

#### **Special Committee**

The Special Committee was scheduled for November 18, 2024, at 6:00 p.m.





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President Cagney announced the next regularly scheduled Berwyn Public Library Meeting is on Monday, October 21, 2024, at 7:00 p.m.

### **Adjournment:**

It was motioned by President Cagney and seconded by Secretary Salinas to adjourn the meeting at 8:54 p.m. All Trustees present voting aye. Nays: None. Motion carried.

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Maria Salinas, Secretary

