



BERWYN PUBLIC LIBRARY

**Berwyn Public Library Board Meeting Minutes
Monday, March 17, 2025 Regular Meeting
Meeting
Berwyn Public Library
Board Room**

Call to Order:

President Cagney called the meeting to order at 7:03 p.m.

Secretary Maria Salinas called the roll. Board Trustees present: President Pat Cagney, Vice-President Erica Harris, Secretary Maria Salinas, Trustees Angela Kuczak, Ana Espinoza, Nick DePetrakis and Amelia Plunk. Absent: Treasurer Marta Rodriguez and Trustee Sandeep Agnihotri.

A quorum has been established.

The pledge to the flag was recited.

Minutes:

It was motioned by Vice-President Harris and seconded by Trustee Kuczak to approve the Open Session Minutes of the Regular Meeting of February 18, 2025 as presented. All Trustees present voting aye. Nays: None. Absent: Treasurer Rodriguez and Agnihotri. Motion carried.

Open Forum:

President Cagney opened the meeting for Open Forum.

Jeannette Hess, Librarian Collection Management, said she was here to express her perspective and thoughts about the reinstatement of summer hours. She was here to urge the Trustees approach it in the same manner as done in the past, as in the strategic plan, where it is looked at objectively from various perspectives. She said that it would be a positive effective if the reinstatement is done in slow manner to ensure a smooth transition. She asked that Sunday programming be on hold until the staff is complete to ensure that everyone is ready to provide the services. She noted that in her department, they are cross-trained to help out in other departments, however, there is nobody that can assist in her



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department if needed. She asked that the transition is done in a timely manner to ensure that the library is ready for the patrons.

Trustee Agnihotri arrived at 7:09 p.m.

Board Comments

Vice-President Harris said that Alex is extremely helpful with the computer. She also said that she attended the silent book club was well attended and lots of fun.

Directors Report:

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

- Rethinking Libraries – Janet and Rob met with the staff on March 3, 2025, in an open forum type and said there was good conversation, good staff ideas. She noted that Janet and Rob took away very good information. There were tours for possible satellite locations and was in the process of working on writing a plan.
- She discussed continuing education for staff and noted that the library received \$31,000.00 from TIF.
- Strategic Plan – Managers met with Janet and Rob to review the plan. She will meet with staff to compile initiatives as established in the plan. The final format of the plan will be a Google document and will be discussed the next steps.
- In-Service Day – Scheduled for April 8, 2025. All Trustees names were submitted for the disc assessment. A new portal for training is in ILEAD.
- District 98 Benefit Dinner – Scheduled for March 22, 2025. Tammy indicated she purchased a Table for the event.
- Laconi Trustee Banquet – Scheduled for May 30, 2025. Trustees will need to notify Tammy if they plan on attending.

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

Finance Committee

Secretary Salinas reported on behalf of Treasurer Rodriguez and noted that the payables for February 2025 were presented in the amount of \$53,003.61.

It was motioned by Secretary Salinas and seconded by Trustee Espinoza to approve the February 2025 payables in the amount of \$53,003.61 as presented. Roll Call: President Cagney, Vice-President Harris,



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Secretary Salinas, Trustees Kuczak, Espinoza, DePetrus, Agnihotri and Plunk. Nays: None. Absent: Treasurer Rodriguez. Motion carried.

Secretary Salinas reported that the Library Restricted Grant Funds balance ending February 28, 2025 was \$378,599.75; Berwyn Library Deposit Fund balance ending February 28, 2025 was \$567,746.23; Board Designated Committee Fund balance ending February 28, 2025 was \$338,363.51 and Illinois Fund Balance ending on January 31, 2025 was 1,611,181.03.

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

Building and Grounds Committee

Library Director Sheedy reported on a quote that she just received from Olsson Roofing was \$23,615.00 and indicated that a second quote will be sought.

Library Director Sheedy discussed the window leaks that occur when there is heavy rain.

She reported on a quote from T. Fisher for window tuckpointing for 12 windows that was \$9,900.00. There was a discussion to research how to bid this project.

She also researched the cost for adding a window to the administration office and receive a quote of \$14,000.00.

Policy/Personnel Committee

Trustee DePetrus reported that the committee did meet to discuss the Home Delivery Policy and the Makerspace Assistant Job Description and was seeking board approval.

It was motioned by Trustee DePetrus and seconded by Trustee Plunk to approve the Home Delivery Policy as presented. All Trustees present voting aye. Nays: None. Absent: Treasurer Rodriguez. Motion carried.

It was motioned by Trustee DePetrus and seconded by Trustee Espinoza to approve the Makerspace Assistant Job Description as amended. All Trustees present voting aye. Nays: None. Absent: Treasurer Rodriguez. Motion carried

Board Designated Endowment Fund Committee

Trustee Espinoza reported that the committee did not meet.



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Strategic Planning Committee

Library Director Sheedy reported that it was discussed in her Director's Report.

Special Committee

Vice-President Harris reported that the committee did meet and the Book Club will start the second week of April.

It was motioned by Vice-President Harris and seconded by Secretary Salinas to table the Special Committee Meeting Minutes of February 18, 2025. All Trustees present voting Aye. Nays: None. Absent: Treasurer Rodriguez. Motion carried

Friends of the Library

Library Director Sheedy reported that the minutes from the last meeting were in the board packet for informational purposes. The Gail Lofgren Fundraiser is scheduled for April 27, 2025, from 1-4 p.m. at Michael Anthony's. She noted that the Friends will be funding more staff requests and have been very supportive with the library programs.

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 DePetrìs to adjourn into Closed Session at 8:08 p.m. All Trustees present voting aye. Nays: None. Absent: Treasurer Rodriguez. 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.



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Adjourned from Closed Session

It was motioned by Secretary Salinas and seconded by Trustee Kuczak to adjourn from closed session at 8:55 p.m. All Trustees present voting aye: Nays: None. Absent: Treasurer Rodriguez. Motion carried.

Reconvene to Open Session

It was motioned by President Cagney and seconded by Secretary Salinas to reconvene to Open Session at 8:55 p.m. All Trustees present voting aye: Nays: None. Absent: Treasurer Rodriguez. Motion carried.

POSSIBLE ACTION on items discussed in closed session.

Minutes:

It was motioned by Trustee Plunk and seconded by Trustee DePetrìs to approve the Closed Session Minutes of the Regular Meeting of February 18, 2025 as presented. All Trustees present voting aye. Nays: None. Absent: Treasurer Rodriguez. Motion carried.

Committee meetings:

Finance:

The Finance Committee was not scheduled, to be advised.

Policy and Personnel:

The Policy and Personnel Committee Meeting was scheduled for March 17, 2025 at 6:30 p.m.

Building and Grounds:

The Building and Grounds Committee Meeting was scheduled for April 21, 2025 at 6:15 p.m.

Board Designated Committee Fund:

The Board Designated Committee Fund was scheduled for April 21, 2025 at 6:00 p.m.

Strategic Planning:

The Strategic Committee was not scheduled, to be advised.



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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 21, 2025, at 7:00 p.m.

Adjournment:

It was motioned by Secretary Salinas and seconded by Trustee Kuczak to adjourn the meeting at 8:58 p.m. All Trustees present voting aye. Nays: None. Absent: Treasurer Rodriguez. Motion carried.

Maria Salinas, Secretary