



## BERWYN PUBLIC LIBRARY

**Berwyn Public Library Board Meeting Minutes  
Monday, April 21, 2025 Regular Meeting  
Meeting  
Berwyn Public Library  
Board Room**

### **Call to Order:**

President Cagney called the meeting to order at 7:07 p.m.

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

A quorum has been established.

The pledge to the flag was recited.

### **Minutes:**

It was motioned by Secretary Salinas and seconded by Trustee Espinoza to table the Open Session Minutes of the Regular Meeting of March 17, 2025. All Trustees present voting aye. Nays: None. Absent: Trustee Kuczak. Motion carried.

### **Open Forum:**

President Cagney opened the meeting for Open Forum.

### **Public Comments and Correspondence**

There were no public comments.

There were four thank you card notes from Kathy Behrendt, Mary Perentou, Elizabeth Cruz and the North Berwyn Park District.



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### **Board Comments**

Trustee DePetrìs noted he attended the event, Drop Everything and Read event and Lego Palooza. He said it was a very well attended event and great to see everyone come out and see what is going in the library.

Vice-President Harris noted she also attended the Drop Everything and Read, Silent Book Club and will be attending the Paint and Plant event on April 22, 2025. She also noted that the DISC Assessment that was planned into the In-Service went really well and Library Director Sheedy did a great job. She noted that there was a great presentation done by HR Source.

President Cagney also discussed the In-Service and also noted it went really well. The staff completed a survey and the results noted that 97% of staff enjoyed the In-Service. He also said that Library Director Sheedy did a great job planning for this event and hiring HR Source to provide the training. He also reminded everyone about the upcoming Gail Lofgren Fundraiser that is scheduled on April 27, 2025.

### **Directors Report:**

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

- Strategic Plan – Discussed at the In-Service on April 8, 2025. Met with all Department Managers and all will be working towards goals and guidelines to reach goals.
- Springshare – Christine Lojewski and Library Director Sheedy have a phone conference scheduled for April 22, 2025 to discuss the new calendar website.
- Laconi Trustee Banquet – Scheduled for May 30, 2025. A final rsvp is due to for all Trustees who plan on attending.
- Best of Berwyn Dinner – Scheduled on May 7, 2025, Trustees planning to attend will need to rsvp.

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. Absent: Trustee Kuczak. Motion carried.

### **Finance Committee**

Treasurer Rodriguez reported that the payables for March 2025 were presented in the amount of \$70,208.08.

It was motioned by Secretary Salinas and seconded by Trustee Espinoza to approve the March 2025 payables in the amount of \$70,208.08 as presented. Roll Call: President Cagney, Vice-President Harris,



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

Treasurer Rodriguez reported that the Library Restricted Grant Funds balance ending March 31, 2025 was \$379,385.52; Berwyn Library Deposit Fund balance ending March 31, 2025 was \$574,718.35; Board Designated Committee Fund balance ending March 31, 2025 was \$339,104.15 and the Illinois Fund Balance ending on February 28, 2025 was 1,616,745.85.

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: Trustee Kuczak. Motion carried.

Treasurer Rodriguez reported that they have an upcoming quarterly meeting with the city's finance department to ensure an open communication for preparing the budget for next fiscal year.

It was motioned by Treasurer Rodriguez and seconded by Trustee DePetrus to approve the Finance Committee Meeting Minutes of March 10, 2025 as presented. All Trustees present voting aye. Nays: None. Absent: Trustee Kuczak. Motion carried

### **Building and Grounds Committee**

Trustee Plunk updated the Trustees on the window tuck-pointing/repair update. She noted the work is starting on May 5, 2025.

Library Director Sheedy reported that she met with the contractors to discuss the work on the roof and noted that the front entrance would be closed for a couple of days.

Trustee Plunk briefed the Trustees on the quotes received for two pods, which were approximately \$ 10,000.00 for two of them. She also received a quote for a couch and table in the amount of \$ 6,500.00. She noted that these purchases will be paid with Per Capita Funds.

It was motioned by Trustee Plunk and seconded by Vice-President Harris to approve the purchase of 2 Pods in the amount not to exceed \$10,000.00. Roll Call: President Cagney, Vice-President Harris, Treasurer Rodriguez, Secretary Salinas, Trustees Espinoza, DePetrus and Plunk. Nays: None. Absent: Trustee Kuczak. Motion carried.

It was motioned by Trustee Plunk and seconded by Secretary Salinas to approve the purchase of a couch and a table in the amount of \$6,500.00. Roll Call: President Cagney, Vice-President Harris, Treasurer Rodriguez, Secretary Salinas, Trustees Espinoza, DePetrus and Plunk. Nays: None. Absent: Trustee Kuczak. Motion carried



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Trustee Plunk also noted that the proposed charter goals of the Buildings & Grounds Committee were discussed with maintaining a document file relating to these matters. She indicated she would provide a draft at the next meeting.

### **Policy/Personnel Committee**

Trustee DePetrus reported that the committee did meet and only needed the approval of minutes.

It was motioned by Secretary Salinas and seconded by Trustee Plunk to approve the Policy/Personal Committee Meeting Minutes as presented. All Trustees present voting aye. Nays: None. Absent: Trustee Kuczak. Motion carried.

### **Board Designated Endowment Fund Committee**

Trustee Espinoza reported that the committee did not meet. They discussed the definition of the designated, restricted and unrestricted funds. Also found out the library is a 170c1 status. She also noted that they would reach out to estate planners and find different ways to promote to give back to the library.

### **Special Committee**

Vice-President Harris reported that the committee did meet and only needed approval of meeting minutes.

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

It was motioned by Vice-President Harris and seconded by Treasurer Rodriguez to approve the Special Committee Meeting Minutes of March 17, 2025. All Trustees present voting aye. Nays: None. Absent: Trustee Kuczak. Motion carried

Vice-President Harris also reported that the Book Club started on April 10, 2025 and will go through May 22, 2025. She said they have 11 students participating and are reading the book "Good Dog". She said that the students took a tour of the Youth Services Department and the students loved it.

### **Friends of the Library**

Library Director Sheedy reported that the minutes from the last meeting were in the board packet for informational purposes.



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### **Old Business:**

There was none to report.

### **Unfinished Business:**

Library Director Sheedy noted that the committee assignments will need to be updated to reflect the new Trustee, Claudia Flores.

### **New Business:**

There was none to report.

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

It was motioned by Secretary Salinas and seconded by Trustee Espinoza to adjourn into Closed Session at 7:45p.m. All Trustees present voting aye. Nays: None. Absent: Trustee Kuczak. 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 DePetrìs to adjourn from closed session at 8:21 p.m. All Trustees present voting aye: Nays: None. Absent: Trustee Kuczak. Motion carried.

### **Reconvene to Open Session**

It was motioned by Secretary Salinas and seconded by Treasurer Rodriguez to reconvene to Open Session at 8:22 p.m. All Trustees present voting aye: Nays: None. Absent: Trustee Kuczak. Motion carried.

### **POSSIBLE ACTION on items discussed in closed session.**

### **Minutes:**

It was motioned by Secretary Salinas and seconded by Vice-President Harris to table the Closed Session Minutes of the Regular Meeting of March 17, 2025 as presented. All Trustees present voting aye. Nays: None. Absent: Trustee Kuczak. Motion carried.



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### **Committee meetings:**

#### **Finance:**

The Finance Committee was not scheduled, to be advised.

#### **Policy and Personnel:**

The Policy and Personnel Committee Meeting was scheduled for May 19, 2025 at 6:15 p.m.

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

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

#### **Board Designated Committee Fund:**

The Board Designated Committee Fund was not scheduled, to be advised.

#### **Special Committee**

The Special Committee was scheduled for May 19, 2025 at 6:00 p.m.

President Cagney announced the next regularly scheduled Berwyn Public Library Meeting is on Monday, May 19, 2025, at 7:00 p.m.

#### **Adjournment:**

It was motioned by Secretary Salinas and seconded by Trustee Plunk to adjourn the meeting at 8:24 p.m. All Trustees present voting aye. Nays: None. Absent: Trustee Kuczak. Motion carried.

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Maria Salinas, Secretary