



BERWYN PUBLIC LIBRARY

Berwyn Public Library Board Meeting Minutes Monday, October 20, 2025 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, Vice-President Erika Harris, Secretary Maria Salinas, Trustees Nick DePetris, Claudia Flores, Ana Espinoza, Angela Kuczak and Amelia Plunk. Absent: Treasurer Marta Rodriguez.

A quorum has been established.

The pledge to the flag was recited.

Minutes:

It was motioned by Vice-President Harris and seconded by Trustee Plunk to approve the Open Session Minutes of the Regular Meeting of September 15 as presented. All Trustees present voting aye. Nays: None. Absent: Treasurer Marta Rodriguez. Motion carried.

Open Forum:

President Cagney opened the meeting for Open Forum.

Public Comments

There were none presented.

Board Comments

Trustee DePetris noted that he has come on Sundays to the library with his family and said there has been a good crowd and good fun.

Library Director Tammy Sheedy noted that they are averaging about 85 patrons on Sunday.



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President Cagney noted that he received a call from a representative of the new Senior Center and informed him that they would like to donate a wall to the library in the reception area. He discussed the library having a book sale or donate something to the center to have library representation. He also noted that Trustees Espinoza, Flores and himself attend the ILA Conference. He also said that he wanted Library Director Sheedy and staff to have a presence at future conferences.

Directors Report:

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

- Facilities Assessment – There was a library tour of the Trustees to review options 1 and 2 from the facilities assessment to decide on what would be the most feasible option. She indicated she would link Janet and Rob at the next meeting.
- Friends of the Library – They wanted to make a donation to the library of approximately \$20,000.00. There was a discussion of ideas of what can be done with these funds. One of the ideas was moving the Circulation Desk in front of the library as you walk in and lowering the shelves in the Teen Rooms. She discussed removing 10 out of the 20 computers and upgrading the remaining 10 computers.
- Fairy Tale Ball – Another successful year for the Annual Fairy Tale Ball. The attendance was a little lower than last year, which is probably due to the current events, however, many compliments were received.
- Strategic Plan – Training has started for the new website design. The library now has access to One Drive, which will facilitate the sharing of information between the library and city hall. Spreadsheet reflecting what has been accomplished on the Strategic Plan will be shared in the December library board packet.

It was motioned by Secretary Salinas and seconded by Trustee Plunk 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 the payables for September 2025 were presented in the amount of \$73,502.38.

It was motioned by Secretary Salinas and seconded by Trustee DePetrìs to approve the September 2025 payables in the amount of \$73,502.38 as presented. Roll Call: President Cagney, Vice-President Harris, Secretary Salinas, Trustees DePetrìs, Flores, Espinoza, Kuczak and Plunk. Nays: None. Absent: Treasurer Rodriguez. Motion carried.



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Secretary Salinas reported that the Library Restricted Grant Funds balance ending September 30, 2025 was \$384,876.20; Berwyn Library Deposit Fund balance ending September 30, 2025 was \$344,011.84; Berwyn Public Library Fund balance (formerly Endowment Fund) ending September 30, 2025 was \$599,822.93 and Illinois Fund Account balance ending August 31, 2025 was \$1,653,204.55.

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.

Library Director Sheedy briefed the Trustees on the capital outlay line item and indicated that any leftover monies from the library fund will be transferred to capital outlay, which is like the capital reserve fund. She also noted that a new account will be opened for the capital reserves. She also discussed some information relating to the budget for FY2026.

It was motioned by Secretary Salinas and seconded by Trustee DePetrìs to strike the approval of the FY2026 revised budget, as it was approved last month. All Trustees present voting aye. Nays: None. Absent: Treasurer Rodriguez. Motion carried.

Building and Grounds Committee

Trustee Plunk requested to approve the Building and Grounds Committee Meeting Minutes of September 15, 2025.

Trustee Plunk reported that they met with Jim to discuss the expected costs of repairs for the next 10 years. There will be items placed on a priority list, like the HVAC system which is really old. The plumbing system is also old and will also be placed on the priority list.

It was motioned by Secretary Salinas and seconded by Trustee DePetrìs to approve the Building and Grounds Committee Minutes of September 15, 2025. All Trustees present voting aye. Nays: None. Absent: Treasurer Rodriguez. Motion carried.

It was motioned by Trustee Plunk and seconded by Vice-President Harris to approve the Committee Charter for the Buildings & Grounds Committee as presented. All Trustees present voting aye. Nays: None. Absent: Treasurer Rodriguez. Motion carried.

Policy/Personnel Committee

Trustee DePetrìs reported that the committee did meet and requested to table the Policy/Personnel Committee Meeting Minutes of June 16, 2025 and September 15, 2025. He also noted that several policies were reviewed and recommended for approval as noted below.



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It was motioned by Trustee DePetrìs and seconded by Secretary Salinas to table the Policy/Personnel Policy Committee Minutes of June 16, 2025. All Trustees present voting aye. Nays: None. Absent: Treasurer Rodriguez. Motion carried.

It was motioned by Trustee DePetrìs and seconded by Secretary Salinas to table the Policy/Personnel Policy Committee Minutes of September 15, 2025. All Trustees present voting aye. Nays: None. Absent: Treasurer Rodriguez. Motion carried.

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

It was motioned by Trustee DePetrìs and seconded by Trustee Plunk to approve the Freedom to View Statement as presented. All Trustees present voting aye. Nays: None. Absent: Treasurer Rodriguez. Motion carried.

It was motioned by Trustee DePetrìs and seconded by Trustee Espinoza to approve the Freedom to Read Statement as presented. All Trustees present voting aye. Nays: None. Absent: Treasurer Rodriguez. Motion carried.

It was motioned by Trustee DePetrìs and seconded by Vice-President Harris to approve the Free Access for Minors Statement as presented. All Trustees present voting aye. Nays: None. Absent: Treasurer Rodriguez. Motion carried.

It was motioned by Trustee DePetrìs and seconded by Trustee Kuczak to approve the Library Bill of Rights as presented. All Trustees present voting aye. Nays: None. Absent: Treasurer Rodriguez. Motion carried.

Berwyn Public Library Fund (formerly Endowment Fund)

Trustee Espinoza reported that the committee did meet and requested to table the minutes from the Berwyn Public Library Fund Committee Meeting Minutes of September 15, 2025.

It was motioned by Trustee Espinoza and seconded by Trustee DePetrìs to table the Berwyn Public Library Fund Committee Minutes of September 15, 2025. All Trustees present voting aye. Nays: None. Absent: Treasurer Rodriguez. Motion carried.

Special Committee

Vice-President Harris reported that the committee did meet. She requested to approve the She also requested to table the approval of the committee minutes for May 19, 2025.



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It was motioned by Vice-President Harris and seconded by Secretary Salinas to approve the Special Meeting Committee Meeting Minutes of May 19, 2025 as presented. All Trustees present voting aye. Nays: None. Absent: Treasurer Rodriguez. Motion carried.

She also requested to table the approval of the committee minutes for September 15, 2025.

It was motioned by Vice-President Harris and seconded by Trustee Espinoza to table the Special Meeting Committee Meeting Minutes of September 15, 2025. All Trustees present voting aye. Nays: None. Absent: Treasurer Rodriguez. Motion carried.

Vice-President Harris reported that she received notice that Irving School was interested in doing another Book Club and that she would be in touch with Library Director Sheedy to start the process.

Friends of the Library

Library Director Sheedy noted the minutes from the Friends of the Library meetings of August and September meetings were in the packet. She noted that they are working on a fundraiser and on the annual meeting.

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 President Cagney and seconded by Secretary Salinas to adjourn into Closed Session at 8:04 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 Plunk to adjourn from closed session at 8:41 p.m. All Trustees present voting aye: Nays: None. Absent: Treasurer Rodriguez. Motion carried.

Reconvene to Open Session

It was motioned by Secretary Salinas and seconded by Trustee DePetris to reconvene to Open Session at 8:41 p.m. All Trustees present voting aye: Nays: None. Absent: Treasurer Rodriguez. Motion carried.

POSSIBLE ACTION on items discussed in closed session.

It was motioned by Trustee Plunk and seconded by Trustee Kuczak to approve the closed minutes of September 15, 2025 as amended. All Trustees present voting aye: Nays: None. Absent: Treasurer Rodriguez. Motion carried.

Committee meetings:

Finance:

The Finance Committee was scheduled for November 17, 2025 at 6:30 p.m.

Policy and Personnel:

The Policy and Personnel Committee Meeting was scheduled for November 17, 2025 at 6:45 p.m.

Building and Grounds:

The Building and Grounds Committee Meeting was scheduled for November 17, 2025 at 6:00 p.m.

Berwyn Public Library Fund:

The Berwyn Public Library Fund was not scheduled, to be advised.

Special Committee

The Special Committee was not scheduled, to be advised.



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President Cagney announced the next regularly scheduled Berwyn Public Library Meeting is on Monday, November 17, 2025, at 7:00 p.m.

Adjournment:

It was motioned by Secretary Salinas and seconded by Trustee DePetrìs to adjourn the meeting at 8:47 p.m. All Trustees present voting aye. Nays: None. Absent: Treasurer Rodriguez. Motion carried.

Maria Salinas, Secretary