

Minutes of Monthly Board Meeting
Berwyn Park District
December 21st, 2021
Proksa Park Activity Center

The regular monthly meeting of the Berwyn Park District Board of Commissioners was called to order at 7:00pm by Board President Brian Brock.

Commissioners in attendance: Brian Brock (President), Ana Espinoza, Gretchen Hause Kostelny, Mario Manfredini, and Zachary Taylor.

Staff in attendance: Sandra Fejt (Executive Director), Debbi Gayon (Superintendent of Recreation), and Cindy Hayes (Superintendent of Finance and HR).

Guests: Jerry Sebesta (treasurer).

Agenda: A motion made by Manfredini, seconded by Espinoza to approve the agenda as presented. Motion unanimously carried.

Minutes: A motion made by Manfredini, seconded by Kostelny to approve the minutes of the Regular Board meeting from November 16th, 2021, as presented. Motion unanimously carried.

Public Comments: no comments.

Treasurer's Report: The monthly financial report given by Sebesta. The total investments as of November 30th, 2021, is \$2,204,275.03. A motion was made by Brock, seconded by Kostelny to approve the monthly financial report, and place it on file for audit. Motion unanimously carried. A motion was made by Kostelny, seconded by Manfredini to approve December's payables \$43,787.68 and November's payroll \$68,671.04 for a total of \$112,458.72. Roll call: Brock-Aye, Espinoza- Aye, Kostelny-Aye, Manfredini- Aye, and Taylor- Aye. Motion carried.

Executive Director's Report presented by Fejt. The Holiday Lights at Mraz was held December 5th, Santa's Special Delivery had nineteen houses signed up for the program. The Polar Express Program had two sessions- 70 participants for each session. GAIA Restaurant in Berwyn hosted refreshments. The Candy Cane Hunt had two hundred participants. The Building and Grounds team have prepped all snow removal equipment. All buildings were rekeyed. The audit season has started. New financial procedures will be taught to all staff. The personnel policy book is currently being reviewed and revised. It will be presented to the board at a later date. The park district worked with the City of Berwyn on the Food Holiday Box program. The fire and burglar alarms for each building will begin to switch over to FSS starting after January 1st, 2022.

West Suburban Special Recreation Association (WSSRA): minutes from December 2021 included in packet.

Correspondence: none this month.

Standing Committee Reports:

Finance: report in packet.

Building and Grounds: report in packet.

Policy and Personnel: A motion was made by Kostelny, seconded by Espinoza to carry over unused vacation days as presented by April 30th, 2022, for Executer Director Fejt, Deborah Gayon, Cindy Hayes, and John Roberts. Roll call: Brock-Aye, Espinoza- Aye, Kostelny-Aye, Manfredini- Aye, and Taylor-Aye. Motion carried.

Recreation: A motion was made by Manfredini, seconded by Taylor to approve the affiliate agreements with Chance to Dance and the Berwyn Little League. Roll call: Brock-Aye, Espinoza- Aye, Kostelny-Aye, Manfredini- Aye, and Taylor- Aye. Motion carried.

Unfinished Business: The pasta fundraiser has been postponed due to the rising cases of covid-19. A new date has not been determined.

New Business: A motion was made by Manfredini, seconded by Espinoza to go into closed session under 5 ILCS(c) 120 to discuss personnel. Roll call: Brock-Aye, Espinoza- Aye, Kostelny-Aye, Manfredini- Aye, and Taylor- Aye. Motion carried.

A motion was made by Manfredini, seconded by Kostelny to resume the regular meeting. Roll call: Brock-Aye, Espinoza- Aye, Kostelny-Aye, Manfredini- Aye, and Taylor- Aye. Motion carried. No further action is needed from closed session.

Meeting Dates:

Finance Committee, Recreation Committee, Policy and Personnel and Building and Grounds Committee, will meet Monday, January 10th, 2022, at 4:30pm at the Proksa Park Activity Center.

Next Regular Board Meeting will meet Tuesday, January 18th, 2022, at 7pm, at the Proksa Park Activity Center.

Adjournment: A motion was made by Manfredini, seconded by Kostelny to adjourn at 7:45pm. Motion unanimously carried.

Attested to by:

President: Brian Brock


Recording Secretary: Cynthia Hayes