

**Regular Board Meeting Minutes
of the
MAYWOOD PUBLIC LIBRARY DISTRICT**

January 17, 2024

1. CALL TO ORDER & ROLL CALL

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by President Williams at 6:32 PM on Wednesday January 17, 2024, at the Maywood Public Library.

President Williams called for a motion to allow Trustee Butler to attend the meeting via phone due to illness. Secretary Banks motioned to allow Trustee Butler to attend the meeting via phone and President Williams seconded the motion.

President Williams called for a voice vote.

Motion Passed

Secretary Banks conducted the roll call.

Present: Trustees Williams, Barber-Burnside, Sanchez, Banks, and Rice,

Absent: Trustees Villarreal [unexcused] and Butler [arrived 6:37 p.m. via telephone]

There was a quorum present to conduct library business.

Also present in person: Library Director Leighton Shell and Library Business Office Administrator Latonya Williams.

Also present via teleconference: Andrew Dogan, Williams Architects, and Dan Eallonardo, Independent Construction Services, Inc.

2. ADOPTION OF AGENDA

Director Shell informed the Board that two additional checks were added to the Accounts Payable report, which would require amending agenda item 7e from \$54,362.21 to \$58,899.62.

President Williams asked for a motion to approve the agenda amending item 7e to \$58,899.62. A motion was made by Vice President Burnside to amend the agenda as requested and adopt the amended agenda. The motion was seconded by Trustee Rice.

Trustee Butler joined the meeting by telephone at 6:37 p.m.

President Williams called for a voice vote.

Motion Passed

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3. INTRODUCTION OF VISITORS

New library Business Office Administrator Latonya Williams attended the meeting.

4. PUBLIC COMMENT

There were no public comments.

5. APPROVAL OF MINUTES

Director Shell reported that he did not have minutes prepared for the December 20, 2023, closed session. President Williams asked for a motion to approve the minutes from the regular meeting held on December 20, 2023. A motion was made by Trustee Butler to approve the December 20, 2023, regular meeting minutes. The motion was seconded by Secretary Banks.

President Williams called for a voice vote.

Motion Passed.

6. COMMUNICATION AND ANNOUNCEMENTS

Director Shell reported to the Board the email communication received from the Illinois State Library informing him that the library had been invited to participate in the Federal Broadband, Equity, Access, and Deployment (BEAD) Program funding challenge process because the library had been identified through an effort with the Illinois Secretary of States Office along with the regional library systems of RAILS and IHLS as a prioritized library in the BEAD Challenge process. The library has been identified by the Illinois Office of Broadband as a Community Anchor Institution (CAI) and should be connected to internet speeds of 1 gigabit symmetrical service. He has started the process of measuring and reporting the library's actual internet connection speeds to the BEAD program.

7. TREASURER'S REPORT

- 7a. Approve December 2023 Treasurers Report
- 7b. Approval of Library Payroll for December 13, 2023, in the amount of \$19,548.70 and December 27, 2023, in the amount of \$23,231.51.
- 7c. Ratify the IMRF payment for December 2023 in the amount of \$4,474.81.

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- 7d. Ratify the Accounts Payable for January 5, 2024, in the amount of \$9,499.74
- 7e. Approve the Accounts Payable for January 17, 2024, in the amount of \$58,899.62
[as amended]
- 7f. Approve transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll.

Before the reading of the treasurer's report, Treasurer Sanchez asked for clarification on the wording of agenda item 7a. Specifically, she was concerned that the wording of agenda item 7a could cause confusion if there was a need to separate parts out from the consent agenda. Director Shell said that the current format of the report was the same that was used before but that it could be changed at any time if the Treasurer preferred a different format. Additionally, he said he would look into alternate wording for the agenda item. Treasurer Sanchez read the report to the Board.

President Williams asked for a motion to approve the Treasurer's Report consent agenda encompassing agenda items 7a through 7f, with the amended item 73. A motion was made by Trustee Butler and seconded by Treasurer Sanchez to approve the amended Treasurer's Report consent agenda as presented.

Trustee Rice had comments about the expenses incurred at the Guadalajara book fair where staff was sent to purchase Spanish language materials for the library collection.

Treasurer Sanchez indicated she was qualifying her vote to not include approval for check #3162 to Operation Uplift because she feels it is not appropriate for library funds to be spent on this type of event.

Trustee Rice indicated he was qualifying his vote to not include approval for check #3195 to Multicultural Books and Videos because he feels it was not appropriate to send staff to the International Book Fair in Guadalajara to purchase materials.

President Williams called for a roll call vote.

Ayes:	Butler, Banks, Williams
Ayes:	Sanchez, except for check #3162
Ayes:	Rice, except for check #3195
Nays:	n/a
Abstain:	Burnside
Absent:	Villarreal

Motion Passed.

Treasurer Sanchez informed the Board that effective immediately that she was resigning

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from the officer position of Treasurer. President Williams asked Treasurer Sanchez if she would make her resignation formal by submitting it in writing. Treasurer Sanchez indicated she would.

8. DIRECTOR'S REPORT

President Williams asked for a motion to approve the Director's report. Trustee Butler moved to approve the report and Vice President Burnside seconded the motion.

Director Shell had no additional remarks to supplement his written report.

Library Business Office Administrator Latanya Williams introduced herself to the Board and gave a brief history of her experience. She indicated she had plans to help better utilize the HR technology the library uses for payroll and bookkeeping.

President Williams called for a voice vote to accept the Director report.

Motion Passed

9. COMMITTEE REPORTS

Director Shell reminded the Board that the Decennial Committee meeting would take place at 6:00 p.m. on February 21st, immediately prior to the Board meeting.

10. OLD BUSINESS

10a. None

11. NEW BUSINESS

11a. Approve Treasurer's Annual Statement

Vice-President Burnside expressed concern about voting on a Treasurer's Annual Statement when the Treasurer has resigned the office. Director Shell explained that the TAS was a summary of the monies received and spent from July 1, 2022 through June 30, 2023. President Williams asked for a motion to approve the Treasurer's Annual Statement. Trustee Butler made motion to approve the TAS and Trustee Rice seconded.

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Vice-President Burnside asked if Treasurer Sanchez had a chance to review the Treasurer's Annual Statement. Treasurer Sanchez indicated she had not but that the report was generated from information that had been approved by the Board over the previous fiscal year.

President Williams called for a roll call vote to approve the Treasurer's Annual Statement.

Ayes: Butler, Banks, Williams, Burnside, Sanchez, Rice
Nays: n/a
Abstain: n/a
Absent: Villarreal

Motion Passed.

11b. Approve Williams Architect Proposal for Managing Elevator Modernization Project

President Williams asked for a motion to approve the Williams Architect Proposal for Managing Elevator Modernization Project. Trustee Butler moved to approve the proposal and Trustee Rice seconded the motion.

Trustee Rice indicated he had concerns with hiring Williams Architects to do the elevator modernization construction. Director Shell clarified that this proposal is not to do the elevator repairs, it is a proposal to design the repairs, prepare the bid documents and manage the public bid, and to supervise the construction by whichever company wins the public bid.

Dan Eallonardo with Independent Construction Services introduced himself to the Board again and reminded them that he has been acting as the "owners' representative" throughout the building assessment process. Dan summarized the results of the building assessment that had been conducted the previous year and what will be involved in modernizing the elevators to keep them in code.

Andy Dogan with Williams Architects introduced himself and summarized the information included in the proposals put before the Board.

President Williams called for a roll call vote to approve the Williams Architect Proposal for Managing Elevator Modernization Project.

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Ayes: Butler, Banks, Williams, Burnside, Sanchez
Nays: Rice
Abstain: n/a
Absent: Villarreal

Motion Passed.

11c. Approve Williams Architect Proposal for Assisting with Illinois Public Library Construction / Remodeling for Accessibility Grant Application

President Williams asked for a motion to approve the Williams Architect Proposal for Assisting with Illinois Public Library Construction / Remodeling for Accessibility Grant Application. Vice-President Burnside moved to approve the proposal and Treasurer Sanchez seconded the motion.

President Williams called for a roll call vote to approve the Williams Architect Proposal for Assisting with Illinois Public Library Construction / Remodeling for Accessibility Grant Application.

Ayes: Butler, Banks, Williams, Burnside, Sanchez
Nays: Rice
Abstain: n/a
Absent: Villarreal

Motion Passed.

11d. Strategic Plan Options

President Williams summarized the importance of having a clear strategic plan for the library Board and staff to follow. Director Shell informed the Board that he provided a few possible ways to proceed so they could see the range of costs associated. One option could be to do the entire strategic planning process in-house, which may be possible as Latonya Williams indicated she has experience with strategic planning. The other option would be to hire a consultant to work with the library in developing the strategic plan. Latonya Williams shared a high-level plan document she prepared with the Board.

11e. Approve Library Policies Consent Agenda

- (1) Notary Policy
- (2) Social Media Policy
- (3) Library Programs and Events Policy

President Williams asked for a motion to approve the Library Policies Consent Agenda.

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Trustee Butler moved to approve the policies consent agenda and President Williams seconded the motion.

Trustee Butler asked if the Notary Policy marked OLD was being combined with the draft Notary Policy put before the Board. Director Shell explained that the policy marked OLD was the old policy that will be replaced by the draft policy being voted on.

In regards to the Library Programs and Events Policy, Trustee Butler expressed concerns that the patrons might not be aware that they are being photographed. Director Shell said he would look into having signage created to post during events explaining the library's event photo policy.

President Williams called for a voice vote to approve the policy consent agenda.

Motion Passed.

12. COMMENTS FROM THE BOARD

Trustee Butler explained how she emailed a schedule of programs she arranged for Black History Month but was told there were conflicts with existing library events and she wanted to know what the conflicts were. President Williams indicated that due to the time constraints of the Board meeting, this topic should be handled one on one with Director Shell.

Trustee Butler asked if the Board had accepted Treasurer Sanchez's resignation from the Treasurer's office. President Williams explained that the verbal resignation had not been accepted because Treasurer Sanchez indicated she would be submitting a formal written resignation at a later time.

13. EXECUTIVE SESSION

No executive session.

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14. ADJOURNMENT

President Williams asked for a motion to adjourn the Regular Board Meeting. Vice President Burnside moved to adjourn and Trustee Rice seconded.

President Williams called for a voice vote.

Motion Passed. Meeting adjourned at 7:45 p.m

SIGNED:



LaSondra Banks, Secretary

DATE:

