

**MAYWOOD PUBLIC LIBRARY DISTRICT  
BOARD OF DIRECTORS MEETING**

**FEBRUARY 16, 2022**

President Erica Sanchez called the meeting to order at 6:33 p.m.

Adoption of the Agenda

E. Sanchez called for a motion to adopt the agenda. Board polled. All Ayes. Motion Carried

Visitor

Tanya Butler wants to know if the Library Board was interested in the exhibit that she presented last month since she didn't hear anything from the Board.

Ramona Sanders would like to know when the meeting rooms will be available. She is interested in booking them for a program concerning domestic violence.

Kathy Parker -Library Consultant

Roll Call

Present: Erica Sanchez, Sinaria Lee, Shakeesta Williams, Arnettra Barber- Burnside, Elliot Wimbush, and John Rice

Also present: Interim Director Felipe Altamirano, (via phone) Josephine Zaabel, Stephanie Samuels, Jori Daniels, Daniela Martinez, Marcia Burton, Trent Travis, Kiara Robles, and Jean Brooks.

Approval of Minutes

Arnettra Barber-Burnside wants a correction to the minutes. On the voting to hire K. Parker A. Burnside abstained. She would have liked more information before voting that is why she abstained. She agrees that the Library needs a consultant but would have preferred to have two more bids instead of one before deciding.

Signing of the checks should be signed by F. Altamirano, interim director and J. Zaabel, business manager along with the President and the Treasurer.

Arnettra Barber-Burnside moved and J. Rice to accept the minutes of the January 19, 2022 with corrections. Board Polled Ayes – E. Sanchez, J. Rice, A. Barber-Burnside, S. Williams, S. Lee and E. Wimbush. Ayes -6 Nays -0 Motion carried.

## Communications & Announcements

F. Altamirano spoke about going fine free. There would be no more late fees on materials. If this is passed there would be a better relationship with patrons. Lost items would still be charged for. The amount of fines that we collect is insignificant. Requesting the Board to amend the circulation policy and go fine free.

Trustee Wimbush inquired if there were any neighboring libraries that are charging late fees. F. Altamirano answered no. All our surrounding Libraries are fine free.

Trustee Burnside wants to know fines per day. F. Altamirano answered \$.10 per day with a three-day grace period. Trustee Burnside wants to know how you charge a patron for a lost item. She wants to know if there is depreciation for the item. Since many people in the community suffers hardship she would like to give them a break on the price of the book.

E. Wimbush wants a grid with different scenarios about lost items.

The Board tabled this request until they get a grid with the different scenarios about lost books.

Daniel Martinez spoke about her programs for the juvenile department. Visitation and usage of the juvenile department has increased due to Black History Month along with her programs. The Library is partnering with Dist. 89 with a reading program called Project Clifford. The program will begin on March 17, 2022 – March 26, 2022. Participants will receive stickers and the top 25 readers will receive a Clifford the Dog stuffed animal. Loyola students will be teaching good eating habits and good hygiene habits. Partnering with Oak Park to help young mothers to get help to finish school and receive diapers. Second annual contest with teens using the arts. The Library will supply the art supplies. Top three will win a prize.

Jori Daniels spoke about her programs for February. Two grab and go kits were done in February and they are doing very well. Astrology cards are being handed out. There is going to be another contest in March counting the chocolate coins. Social media is doing very well. University of Illinois extension will be doing a program for healthy eating and cooking. S. Williams wanted to know what programs are for seniors. A. Barber-Burnside interested in bringing back programs for seniors.

## Treasurer's Report

S. Williams read the Treasurer's Report January 2022 Treasurer's Report. E. Wimbush moved and S. Williams seconded to approve the January 2022 Treasurer's Report subject to audit.

Votes polled: Erica Sanchez, Sinaria Lee, Shakeesta Williams, Arnettra Barber-Burnside, John Rice and E. Wimbush. ayes 6, nays 0, absent 0. Motion carried.

## Accounts Payable

Wimbush moved and S. Lee seconded to approve the January/February 2022 Accounts Payable.

Votes polled: Erica Sanchez, Sinaria Lee, Shakeesta Williams, Arnettra Barber-Burnside, John Rice, Elliot Wimbush – ayes 6 nays 0, absent 0. Motion carried.

### Interim Director's Librarian's Report

F. Altamirano informed the Board that one of the rooftop units in the Carnegie Building have gone out. There is no heat on the First Floor of the Carnegie building where the Administrative office are. The one that is down has been on order since September 2021. He will get quotes for the second one.

A. Barber-Burnside moved and E. Wimbush seconded to accept the Interim Librarian's Report with thanks and that the good work continue. Board Polled. All ayes. Motion carried.

### Old Business

Trustee vacancy deferred to executive session

### New Business

Kathy Parker recommendations for the Maywood Library.

Agenda needs to be more information - The one done for the February board meeting is acceptable.

Accounts Payable should include any electronic payments on list.

Payroll information should be included on A/P

Include any transfers.

Open meetings act – Make sure Library is open when there is a Board Meeting.

Open meetings act training for Board Members within 90 days of taking office.

Kathy Parker will send link for new board members to take the training to E. Sanchez and she will forward to the Board

### Building/Facility

Put seating back in adult area - This was done last week.

Reinstate adult programming- This is in the process of resuming

Work on opening meeting rooms slowly.

Open study room for patrons. Staff should wipe down room after being used.

Exterior Signage and lighting- This should be part of your strategic planning.

Contact sign company for Library signs and ask Public Works to put them up.

New Director- Hire a search firm. Looking for three quotes.

Open more hours – Board requesting two scenarios for opening 40 hours and 50 hours.

Policies – K. Parker will look into the policies more.

Comments from the Board

AIR BOAT Productions use of the parking lot. They will pay the Library to \$2,000.00.

E. Sanchez forwarded Trustee Training information. These are three webinars for \$50.00. If you are interested contact J. Zaabel or F. Altamirano for registration.

Letter from the staff was given to the Board President.

J. Rice moved and S. Williams seconded to move to executive session to discuss filling board vacancy. Board Polled. Motion carried.

8:50 pm executive session began.

9:07pm executive session ending.

No action taken. E. Sanchez will contact two potential board members.

Adjournment

. Motion to adjourn by consensus. All ayes. Motion carried.

Respectfully submitted,

Felipe Altamirano