

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

March 23, 2022

1. CALL TO ORDER & ROLL CALL

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by President Sanchez at 6:34 PM on Wednesday March 23, 2022 at the Maywood Public Library.

The roll was called as follows:

Present: Trustee Barber-Burnside, Lee, Rice, Williams, President Sanchez.

Absent: Trustee Winbush

There was a quorum present to conduct business.

Also present: Assistant Director Felipe Altamirano, library employees Jori Daniels, Jean Brooks, Stephanie Samuels, Marcia Burton, Library Consultant Kathy Parker and Maywood residents Elizabeth Villarreal and Erica Mister-Smiley

4. PUBLIC COMMENT

Erica Mister-Smiley introduced herself and stated her interest in filling the trustee vacancy and would be happy to serve the residents of Maywood as a library trustee. Elizabeth Villarreal introduced herself and stated she too was interviewing for the open trustee position and would be honored to serve as a library trustee.

5. APPROVAL OF MINUTES

5a. Approval of the February 16, 2022 Regular Board Meeting Minutes.

Trustee Rice addressed the comments made in the minutes and department reports from January 19, 2022 board meeting and would like those comments in reference to him struck from the minutes. Board discussed the issue at length.

The final determination was that Assistant Director Altamirano would review the January 19th recording with President Sanchez and any other trustees who wish to sit in, to determine what was said, and if amended minutes were necessary. If so the amended minutes would be presented to the board for approval at a later date.

A motion was made by Trustee Williams and seconded by Trustee Barber-Burnside to approve the minutes of the Regular Board Meeting held on February 16, 2022.

Ayes: Barber-Burnside, Lee, Rice, Williams, Sanchez

Nays: None

Absent: Winbush

Motion Passed

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6. COMMUNICATION AND ANNOUNCEMENTS

Assistant Director Altamirano stated that Jori Daniels, the Adult Services department head, was not able to attend the meeting, but her report is in the board packet..

Daniella Martinez, Youth Services department head, gave a verbal report to supplement her written report.

Assistant Director Altamirano commented that she is doing a great job and that there has been a lot of programs that are well attended.

President Sanchez stated she met with Senator Duckworth's legislative aid regarding the Surplus Program for the Library of Congress books that they have and asked Ms. Martinez if she would like some. Ms. Martinez asked a few questions about the types of books that would be able to be donated. President Sanchez also mentioned the GSA warehouse and Computers for Learners.

Assistant Director Altamirano discussed the proposals for the HVAC unit that is end of life in the Carnegie side of the building will need some time to get the third proposal. Trustee Rice commented about the leaking roof and the order of repairs after the unit is replaced. Assistant Director Altamirano stated that the HVAC must be repaired first, then roof then walls and ceilings, which will be different trades for each work necessary.

Assistant Director Altamirano reported to the county about the trustee vacancy left behind by the passing of Trustee Tapia. Trustee Rice asked about why it was reported. Altamirano state that it was required by law for trustee vacancy's to be reported.

Assistant Director Altamirano asked about how checks would be signed in the future. Trustee Williams said she would not sign any checks until the board has approved the invoices, except for the utilities that are due before the board meeting.

7.TREASURER'S REPORT

7a: February 2022 Treasurers Report

Treasurer Williams read the February 2022 Treasurers Report.

A motion made by Trustee Williams to accept the February 2020 Treasurer's Report subject to audit. Second by Trusteed Barber-Burnside.

Ayes: Barber-Burnside, Lee, Rice, Williams, Sanchez

Nays: None

Absent: Winbush

Motion Passed

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7b: March 23, 2022 Accounts Payable from February 17th – March 11th, in the amount of \$82,419.78

Trustee Rice asked about the health care health care premium amount payable to the village of Maywood, the invoice for Voris Mechanical and the for the elevator code violations.

Trustee Williams asked why the library has so many bank accounts and who are the signors on the accounts?

A motion made by Trustee Williams to approve the Accounts Payable for March 23, 2022 the amount of \$82,419.78. Seconded by Trustee Lee.

Ayes: Barber-Burnside, Lee, Rice, Williams, Sanchez

Nays: None

Absent: Winbush

Motion Passed

8. ASSISTANT DIRECTOR'S REPORT

Assistant Director Altamirano presented a spreadsheet and discussed why he recommended the library go Fine Free. He fielded questions from the board on the proposal. The overall consensus is that going fine free will be a great benefit the cardholders of the library.

A motion made by Trustee Barber-Burnside to approve the Assistant Directors report. Seconded by Trustee Lee.

Ayes: Barber-Burnside, Lee, Rice, Williams, Sanchez

Nays: None

Absent: Winbush

Motion Passed

9. COMMITTEE REPORTS

None

10. OLD BUSINESS

10a. Trustee Vacancy – refer to Executive Session

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10b. Request by Assistant Director to amend Circulation Policy/Fine Free

A motion made by Trustee Williams to approve the library going Fine Free. Seconded by Trustee Barber-Burnside.

Ayes: Barber-Burnside, Lee, Rice, Williams, Sanchez

Nays: None

Absent: Winbush

Motion Passed

10c. Appoint Kathy Parker as Interim Director

Trustee Rice asked how long an interim would be necessary before a new director is hired. How many hours would she be working a week? How quickly can the library add more hours to the public?

Trustee Barber-Burnside asked if Parker would be getting paid as library consultant and as interim? Why is she interested in being interim director now, but not before and how is being interim different than being a library consultant? She stated that she doesn't doubt Parkers abilities and knowledge but is concerned about transparency and not having options in the process and not sure about the cost.

Trustee Williams stated that she thought it might require Parker to be at the library more in the beginning and may be able to back off hours in the future. Suggested putting cap on the monthly amount Parker will work.

Trustee Sanchez stated her commitment is to the library, staff and community and thinks a fresh set of eyes will be beneficial. She also would like the board to work in harmony with staff and rebuild the relationships.

Kathy Parker stated she is a library consultant and one of the things she does is interim work. As the current consultant she has been reviewing documents and making recommendations to the board. That is the same work that an interim would do, but some of recommendations she would bring to the board as a consultant, would just get done as an interim and things will progress more quickly. She also stated that she was interested in being interim director when first approached by President Sanchez but was not available. She is now finishing up at another library and can take on a new interim job.

She stated that she would work with the staff and they would continue their day to day work and responsibilities for the most part and she would take over any director type responsibilities that some staff have assumed over the years. One of her first priorities would be to open the library more hours to the public but would do it slowly to since the library needs more staff to do so.

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There also needs to be a deep dive into the finances of the library to find any cost savings, and if so, would it be sustainable to hire additional staff to handle the new hours. This all needs to be done hand in hand and shouldn't be rushed without careful research.

Parker would also like to find a way to help the staff and board find a way to work in harmony together. She also understands the trepidation of not having a concrete number to quote for the time she would work. The amount of work varies from library to library and it is hard to calculate exact costs on a weekly basis. She often works more hours than she charges libraries because she cares about libraries and the work. She retired so she can do this kind of work for other libraries. She is currently charging \$125/hr with no mileage and would be willing to drop charge to \$100/hr plus mileage. Parker also stated she would do consulting for free from March 24th through April 3rd to show a good faith to the board.

A motion made by Trustee Williams to appoint Kathy Parker as Interim Director effective Monday April 4, 2022, with a cap of \$5000 a month. Seconded by Trustee Lee.

Ayes: Lee, Rice, Williams, Sanchez

Nays: None

Abstain: Barber-Burnside

Absent: Winbush

Motion Passed

11. NEW BUSINESS:

11a. Kathy Parker Consulting report.

Board reviewed the Personnel Policy comparison chart Kathy Parker created and asked the following questions:

Trustee Barber-Burnside asked about the library attorney reviewing the policies and stated that the health insurance issue needs to be a priority.

Trustee Williams asked about IMRF policy and about the library paying 100% of the premium for the library retirees health care.

President Sanchez asked if any libraries are paying healthcare for retirees and stated that it is something that needs to be looked at. Asked for clarification on vacation policy and that all policies should be equitable for all employees.

Trustee Rice said that the healthcare payments are draining the library.

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Kathy Parker said she just wrote policies for another library that has been vetted by two labor attorneys in the past year and she would use the same policies and change according to the needs of Maywood.

Health care premiums paid for retirees by the library is inconsistent with what other libraries are doing. It would require a lot of research to determine what is the best course of action for board to take going forward and having an attorney answer some very specific questions. She stated it is important to note that when many of the policies were created, the library and corporate world was different, and we will need to adjust the new policies to where things are now in the world. What was possible 10 years ago may not be as sustainable now.

12. COMMENTS FROM THE BOARD

None

13. EXECUTIVE SESSION

A motion made at 8:46 PM by Trustee Barber-Burnside to enter into Executive Session to “consider the selection of a person to fill a public office, including a vacancy of a public office”. Seconded by Trustee Williams.

Ayes: Barber-Burnside, Lee, Rice, Williams, Sanchez

Nays: None

Absent: Winbush

Motion Passed

A motion made at 9:36 PM by Trustee Williams to reconvene Open Session. Seconded by Trustee Barber-Burnside.

Ayes: Barber-Burnside, Lee, Rice, Williams, Sanchez

Nays: None

Absent: Winbush

Motion Passed

A motion made at 9:36 PM by Trustee Barber-Burnside to direct President Sanchez to offer the chosen candidate the trustee vacancy. Seconded by Trustee Rice.

Ayes: Barber-Burnside, Lee, Rice, Williams, Sanchez

Nays: Lee

Absent: Winbush

Motion Passed

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14. ADJOURNMENT

A motion made at 9:38 PM by Trustee Williams to adjourn. Seconded by Trustee Barber-Burnside.

President Sanchez adjourned the Regular Board Meeting by consensus at 9:38 PM.

SIGNED _____ DATE _____