

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

January 18, 2023

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 6:31 PM on Wednesday January 18, 2023, at the Maywood Public Library.

The roll was called as follows:

Present: Trustee Barber-Burnside, Lee, Rice, Villarreal, Williams, Sanchez

Absent: Wimbush (unexcused)

There was a quorum present to conduct business.

Also present: Interim Director Parker, library employees Stephanie Samuel and John Fruit

2. ADOPTION OF AGENDA

President Sanchez asked to approve the agenda by consensus.

All trustees present voted aye by consensus

Motion Passed

3. INTRODUCTION OF VISITORS

None.

4. PUBLIC COMMENT

None.

5. APPROVAL OF MINUTES

5a. & 5b. Approval of the minutes of the Tax Levy hearing minutes held on November 16, 2022, the minutes of the regular meeting held on November 16, 2022 and the minutes of the executive session meeting held on November 16, 2022.

A motion was made by Trustee Williams and seconded by Trustee Barber-Burnside to approve all minutes as presented.

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

Nays: None

Motion Passed

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6. COMMUNICATION AND ANNOUNCEMENTS

None.

7. TREASURER'S REPORT

- 7a. Approve November 2022 and December 2022 Financials Statements
- 7b. Ratify the Accounts Payable for December 14, 2022 in the amount of \$43,864.78.
- 7c. Approve the Accounts Payable for January 18, 2023 in the amount of \$53,614.83
- 7d. Approval of Library Payroll for November 16, 2022 in the amount of \$15,424.46, the November 30, 2022 payroll in the amount of \$14,705.63, the December 14, 2022 payroll in the amount of \$16,765.12, the December 29, 2022 payroll in the amount of \$16,217.94 and the January 11, 2023 payroll in the amount of \$16,168.53.
- 7e. Ratify the IMRF payment for October 2022 in the amount of \$6,944.58, the November 2022 IMRF payment in the amount of \$10,996.93, the December 2022 IMRF payment in the amount of \$7,980.58, the 2021/2022 IMRF wage adjustments as requested from the IMRF audit in the amount of \$2,762.67, and the J. Zaabel IMRF Return to Work violation fine in the amount of \$5,061.36.
- 7f. Ratify the LIMRiCC Unemployment Compensation 3rd quarter payment in the amount of \$750.93, including the \$50 late fee
- 7g. Ratify the transfer of \$150,000 on 12/15/2022 from the US Bank Primary Account to the US Bank Accounts Payable account, to pay library invoices

Interim Director Parker noted that the financials are more extensive due to not having a December meeting.

A motion made by Trustee Williams and seconded by Trustee Villarreal to approve all financial documents as presented.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams, Sanchez
Nays: None
Motion Passed

8. INTERIM DIRECTOR'S REPORT

Interim Director Parker added the following remarks to supplement her written report:

Senate Bill 208 - Paid Leave for All Workers: This bill is on the Governors desk. It would give required paid leave for ALL staff, regardless of part time or full time status. While the board has recently granted benefit time for part time staff, this bill may make it necessary to adjust the benefit time awarded. There will likely be an attorney memo coming out discussing the parameters of this bill and how libraries should proceed. The Board will be updated as more is known.

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Digital Sign for front of building: Parker distributed a rendering made by a sign company for a digital sign that could be erected on 5th Avenue in front of the library, in the event that the grant funding comes through.

Youth Services Collection: After doing an inventory report, it was discovered that 46% of the collection has never been checked out. The entire collection needs to be evaluated and weeded, so that we can order new books that will get checked out.

The trustees had the following questions:

Trustee Sanchez asked about the grant funding from the legislature, and also commented on the difficulty with parking in the library parking lot with all the police municipal vehicles in the lot blocking, taking many parking spots, or blocking the pass through.

Trustee Barber-Burnside asked Interim Director Parker to contact the police chief regarding the parking lot situation.

Trustee Rice stated that the village needs to use TIF monies to create another entrance/exit for the library.

President Sanchez asked all in favor to accept the Interim Director report, say aye.

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

Nays: None

Motion Passed

9. COMMITTEE REPORTS

None

10. OLD BUSINESS

10a. Director Search update

Interim Director Parker stated that there will be Zoom interviews on January 23rd & 24th.

10b. Additional Benefit Time Off policy

Discussion about the current and proposed Additional Benefit Time off, much centered around giving Birthdays off for all staff.

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A motion made by Trustee Barber-Burnside and seconded by Trustee Villarreal to pass new Additional Benefit Time Off policy, with the change of allowing the paid Birthday day off for 2022 but ceasing the paid Birthday day off practice in 2023.

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

Nays: Rice

Motion Passed

11. NEW BUSINESS

11a. April 4, 2023 Election

Interim Director Parker stated that there were 3 candidates for the three expiring trustee positions: Elizabeth Villarreal, Tanya Butler and John Rice.

11b. Resignation of Elliot Wimbush

President Sanchez stated that Trustee Wimbush has resigned as a trustee. We will post the open trustee position on website and ask for letter of intent and resume to be sent to her. The Board is obligated to fill the open board position within 90 days.

11c. Raises for staff employed prior to July 2022

Interim Director Parker stated that there were longer employed staff who have not received raises since 2019, and would like to give them a 3% increase effective the first payroll in February. She stated that the few staff who the board approved a wage bumps in the past 6 months would not be included in the raises. She did calculate 3% raises in the budget line and this would bring all staff closer the midpoint of the salary survey. The library needs to be on a annual staff raise protocol, budget permitting. This makes it easier for staff to keep up with the costs of living and for the library to plan the budget appropriately

Trustee Barber-Burnside stated that we should give 3% increase so staff could try to keep up with inflation.

A motion made by Trustee Barber-Burnside and seconded by Trustee Villarreal to give raises to staff who were employed prior to July 2022 and did not get a prior wage bump that was approved by the board.

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

Nays: None

Motion Passed

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12. COMMENTS FROM THE BOARD

President Sanchez thanked each board member for this year and noted that the library has seen a complete turnaround since the first meeting that Interim Director Parker attended in January 2022. The library would not be where it is today without the board asking all the questions they did and being willing to make some difficult decisions. The next step is to choose a director who has the same goals as the board so the library can continue to move forward.

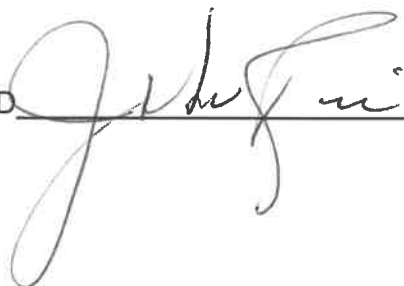
Trustee Williams thanked President Sanchez for being a levelheaded president and for allowing the board to talk through issues.

13. EXECUTIVE SESSION

None.

14. ADJOURNMENT

President Sanchez adjourned the Regular Board Meeting by consensus at 7:59 PM.

SIGNED  DATE 4/1/23

