

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

September 13, 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 Williams at 6:46 p.m. on Wednesday September 13, 2023, at the Maywood Public Library.

The roll was called as follows:

Present: Trustees Williams, Banks, Rice, and Butler.

Absent: Trustees Burnside (excused), Sanchez (excused), and Villarreal (excused)

There was a quorum present to conduct business.

Also present: Library Director Leighton Shell.

2. ADOPTION OF AGENDA

President Williams asked for a motion to adopt the agenda. A motion was made by Trustee Butler and seconded by Trustee Rice to adopt the agenda.

President Williams called for a voice vote.

Motion Passed

3. INTRODUCTION OF VISITORS

There were no visitors attending the meeting.

4. PUBLIC COMMENT

There were no public comments.

5. APPROVAL OF MINUTES

5a & 5b Approval of the minutes of the regular meeting held on August 18, 2023, and of the executive session minutes of the regular meeting held on August 18, 2023.

President Williams asked for a motion to approve the minutes of the regular meeting minutes and executive session minutes held on August 18, 2023. A motion was

Regular Board Meeting Minutes
of the
MAYWOOD PUBLIC LIBRARY DISTRICT

September 13, 2023

made by Trustee Butler to approve the minutes. The motion was seconded by Secretary Banks.

President Williams called for a voice vote.

Motion Passed.

6. COMMUNICATION AND ANNOUNCEMENTS

Secretary Banks handed out flyers for some additional upcoming community events including the West Cook Career and Life Readiness Fall Fair, the Glen Ellyn Area Alumnae Chapter Delta Sigma Theta Sorority College and Career Readiness Fair, and the Delta Sigma Theta Sorority Carnival Book Fair.

7. TREASURER'S REPORT

- 7a. Approve August 2023 Treasurers Report
- 7b. Approve the Accounts Payable for September 11, 2023, in the amount of \$22,147.16
- 7c. Approval of Library Payroll for August 23, 2023 payroll in the amount of \$19,810.52 and September 6, 2023 in the amount of \$20,140.44..
- 7d. Ratify the IMRF payment for September 2023 in the amount of \$4,534.38.
- 7e. Approve transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll.

President Williams asked for a motion to approve the Treasurer's Report encompassing agenda items 7a through 7f. A motion was made by Secretary Banks and seconded by Trustee Rice to approve all financial documents as presented.

Ayes: Butler, Rice, Banks, Williams
Nays: None
Absent: Burnside, Sanchez, Villarreal

Motion Passed.

8. DIRECTOR'S REPORT

President Williams asked for a motion to accept the Director's Report. Trustee Butler moved to accept the report and Secretary Banks seconded.

Regular Board Meeting Minutes
of the
MAYWOOD PUBLIC LIBRARY DISTRICT

September 13, 2023

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

Motion Passed

9. COMMITTEE REPORTS

The Decennial Committee will have its next meeting on October 18th at 6:00 pm before the October Board meeting.

10. OLD BUSINESS

10a. Security System Update

Director Shell has not received alternate quotes from Forest Security yet.

11. NEW BUSINESS

11a. Approve Budget & Appropriation Ordinance 24-02

President Williams called for a motion to pass the Budget and Appropriation Ordinance (Ordinance 24-02) which was presented at a public hearing immediately prior to the regular meeting. Secretary Banks motioned to pass the Budget and Appropriation Ordinance (Ordinance 24-02). Trustee Butler seconded the motion.

Ayes: Butler, Rice, Banks, Williams

Nays: None

Absent: Burnside, Sanchez, Villarreal

Motion passed.

11b. Approval of 2023/2024 Salary Schedule

Director Shell gave a brief explanation of the revised salary schedule based on the most recent HR Source salary survey results. President Williams requested this be discussed when the Treasurer and other board members were present.

12. COMMENTS FROM THE BOARD

Regular Board Meeting Minutes
of the
MAYWOOD PUBLIC LIBRARY DISTRICT

September 13, 2023

No additional comments from the Board.

14. ADJOURNMENT

President Williams called for a motion to adjourn. Trustee Butler moved to adjourn the Regular Board meeting and Secretary Banks seconded. President Williams called for a voice vote to adjourn.

Motion passed. Meeting adjourned at 7:35 p.m.

SIGNED: LaSondra Banks DATE: 10/18/23
LaSondra Banks, Secretary