

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

**June 21, 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 6:31 p.m. on Wednesday June 21, 2023, at the Maywood Public Library.

The roll was called as follows:

Present: Trustees Williams, Sanchez, Rice, Villarreal, and Banks.

Absent: Trustee Butler (excused). Vice-President Burnside arrived at 6:32 p.m.

There was a quorum present to conduct business.

Also present: Library Director Leighton Shell, Andy Dogan of Williams Architects, Dan Eallonardo of Independent Construction Services, Inc., Doreen Berrien, interim business manager, and library employees Daniela Martinez and Stephanie Samuel.

**2. ADOPTION OF AGENDA**

President Williams asked for a motion to amend the agenda to move agenda item 11a Capital Needs Assessment Presentation by Andy Dogan to after agenda item 4 Public Comment.

A motion was made by Trustee Rice and seconded by Secretary Banks to move agenda items 11a after agenda item 4.

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

**Motion Passed**

President Williams asked for a motion to adopt the amended agenda.

A motion was made by Trustee Rice and seconded by Vice-President Burnside to adopt the amended agenda.

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

**Motion Passed**

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**3. INTRODUCTION OF VISITORS**

Andy Dogan of Williams Architects introduced himself and indicated he would be giving the Capital Needs Assessment presentation Dan Eallonardo of Independent Construction Services, Inc. introduced himself and indicated he is contracted to act as the owners' representative for the library. Doreen Berrien introduced herself and thanked the Board for the opportunity to come in and assist the Board and the Library through the transition period. Daniela Martinez and Stephanie Samuel introduced themselves to the Board.

**4. PUBLIC COMMENT**

There were no additional public comments.

**11a. FY2022 CAPITAL NEEDS ASSESSMENT PRESENTATION BY A. DOGAN**

Andy Dogan of Williams Architects gave a presentation summarizing the findings of his 2023-2033 Capital Needs Assessment. During the presentation, Dan Eallonardo of Independent Construction Services, Inc. offered input as part of his role as owner's representative.

**5. APPROVAL OF MINUTES**

5a & 5b Approval of the minutes of the regular meeting held on May 17, 2023, and of the executive session minutes of the regular meeting held on May 17, 2023.

President Williams asked for a motion to approve the minutes of the regular meeting held on May 17, 2023 as written and to approve the minutes of the executive session minutes as written. A motion was made Trustee Rice and seconded by Vice-President Burnside.

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

**Motion Passed**

**6. COMMUNICATION AND ANNOUNCEMENTS**

Director Shell referred to two communications included in the Board packet. The first

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was an article written by Library attorney Julie Tappendorf about the new state law tying state funding to the Library's adoption of the Library Bill of Rights or declaring that the Library prohibits the practice of banning specific books or resources.

The second was an invitation from Illinois Speaker Emanuel "Chris" Welch for library staff, trustees and families to attend the annual Juneteenth and Father's Day Celebration on Monday, June 19<sup>th</sup>, 2023. President Williams requested that future invitations be passed on to Trustees as soon as they are received.

**7. TREASURER'S REPORT**

- 7a. Approve May 2023 Treasurers Report
- 7b. Approve the Accounts Payable for June 15, 2023 in the amount of \$33,239.03
- 7c. Approve Library Payroll for May 17, 2023 in the amount of \$19,011.14, May 31, 2023 in the amount of \$18,856.53, and June 14, 2023 in the amount of \$18,638.21
- 7d. Ratify the IMRF payment for May 2023 in the amount of \$6,611.04
- 7e. Ratify the June 15, 2023, transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll
- 7f. Ratify the payments of invoices paid prior to the board meeting in the amount of \$ 3,259.21

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

Trustee Sanchez asked for clarification on check 2911 to Ben & Jerry's Catering. Director Shell explained that this was for our end of summer reading party on Saturday, August 5, 2023.

Trustee Sanchez asked for clarification on check 2931 to T-Mobile and the Misc. Grant Expense budget line it was charged to. Director Shell explained that the Library purchased a number of iPads using AgeOptions grant money for senior patrons to use and the T-Mobile charge was for the data plan for the devices. The data plan was also being paid for by AgeOptions grant money. For the FY2024 budget, a specific AgeOptions grant line was added to the chart of accounts.

Trustee Sanchez asked for clarification on check 2932 to Today's Business Solutions. Director Shell explained that Today's Business Solutions (TBS) provide the coin towers and credit card readers for the patron print/copy machines, as well as the software to manage the patron computer sign-in process and patron print management.

Trustee Sanchez asked for clarification on check 2933 to US Bank. Director Shell

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explained that this was the payment for the new Library credit card. The Board discussed what a reasonable limit on the credit card would be. The Board would prefer a limit less than \$15,000. Director Shell will try to get a limit of \$8,000 to \$10,000.

Trustee Villarreal asked for clarification on the Summary of Monthly Cash Receipts and Disbursements. She asked about the additional \$476.80 showing up in the Transfers column of the US Bank Accounts Payable account. Director Shell did not have an immediate answer as to what the deposit was but said he would find out. Trustee Villarreal indicated that she would like the report to “zero out”.

Trustee Villarreal asked for clarification on why the Summary of Monthly Cash Receipts & Disbursements report had an ending balance for the US Bank Accounts Payable account of \$52,047.78, while the Statement of Financial Position report had an ending balance of \$42,698.13 for the same account. Director Shell said he suspected it was due to checks entered into QuickBooks that had not cleared yet and said he would find out. Trustee Villarreal had the same question regarding the Seaway Payroll account (\$19,987.57 vs \$9,325.87) and the Cash-Circulation and Petty-Cash. Director Shell will investigate and report back to the Board at the next meeting.

Finally, Trustee Villarreal asked why the Seaway Foundation account information is showing up on the summary report but not the statement of financial position report. Director Shell explained that the statement of financial position is only showing information about accounts directly controlled by the Library. The Library may receive bank statements from Foundation bank accounts and can report them to the board, but that money is not directly under the control of the Library.

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

**Motion Passed**

**8. DIRECTOR'S REPORT**

Director Shell added the following remarks to supplement his written report:

We received a letter from IMRF indicating that IMRF has credited our employer IMRF account for \$11,422.46 which were member contributions paid by the Library. More information could be presented in closed session if there were questions.

Pedro Diaz has been having difficulties getting a plumber to come out and look at the

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sump pumps in the basement, so that issue is still not resolved.

Pedro Diaz has also been having difficulties getting an electrician to come out to look at the wiring for the external parking lot lights. He is reaching out to some new electricians to try getting this resolved.

Pedro Diaz and Marcia Burton have been working their way through the non-functioning security cameras and have managed to get a few of them working again.

The Dot5 company that our old email system was provide through was recently bought by another company and they don't have a simple tool to migrate old emails from Trustee accounts to the new Office 365 accounts. Marcia Burton will need to change the passwords on the Trustee accounts stating on Friday, June 23<sup>rd</sup>, to do that, so Trustees will not have access to their email until the new Office 365 accounts are turned on.

The trustees had the following statements/questions:

Vice-President Burnside asked if the plumbers or electricians were under any kind of contract that they are violating by not being responsive. Director Shell said they were not contracted workers.

Trustee Sanchez requested that Director Shell get additional tree removal quotes to compare with Paul Bunyon and Sons and to focus on local businesses if possible. Directed Shell indicated that he would welcome any suggestions for local vendors, as he is not as familiar with what businesses are in the area.

Vice-President Burnside asked about the possibility of having Library provided "company" cell phones to use for doing Library Board business. Director Shell said he could look into pricing and bump up the Technology budget line to accommodate this if the Trustees wanted.

Vice-President Burnside asked about having their photos taken for a display of Board members in the Library. Director Shell said those photos could be taken any time that the Trustees wanted to come into the Library to have them done. They didn't need to be done at the same time or coordinated by Library staff.

President Williams and Vice-President Burnside thanked Director Shell for representing the Library and giving a Juneteenth presentation to the Rotary Club of Maywood-Proviso.

President Williams asked for a motion to accept the Director's Report. Vice-President Burnside made a motion to accept the report and Trustee Villarreal seconded.

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

**Motion Passed**

9. COMMITTEE REPORTS

None

10. OLD BUSINESS

None

11. NEW BUSINESS

11b. Board Treasurer Position

President Williams nominated Trustee Erica Sanchez for the position of Board Treasurer. Vice-President Burnside seconded the nomination.

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

**Erica Sanchez has been elected to the position of Board Treasurer.**

11c. FY23/24 Budget

Director Shell gave a brief overview of the proposed FY24 operational budget. The Board was not sure when they normally approved the budget in past years.

Trustee Sanchez asked for clarification about the IMRF credit mentioned during the Director's Report. It was decided to discuss it in a closed session.

Trustee Sanchez asked for clarification about the increase in budget line *4140011 Postage* for additional mailings. She indicated she would like to prioritize mailing out the newsletter to all households in Maywood over the welcome brochure for new residents.

Vice-President Burnside said she met with a PLCCA representative and that they will be stopping by the Library to mee with Director Shell to discuss partnership opportunities. She also requested that the Library send a letter of introduction to the PLCCA.

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**11d. A Resolution to Honor Trustee Sinaria Lee**

Vice-President Burnside made a motion to pass the resolution honoring Trustee Sinaria Lee for his service to the Library and the Maywood community. Treasurer Banks seconded the motion.

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

**Motion Passed**

**11e. Complete Temperature Systems (CTS) Contract Approval**

President Williams asked for a motion to approve the Preventative Maintenance Agreement with Complete Temperature Systems (CTS). Trustee Villarreal motioned to approve the contract and Secretary Banks seconded.

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

**Motion Passed**

**11f. Square Account Access**

President Williams asked for a motion to approve allowing the linking of the Square point of sale system with the Library's accounts payable bank account. Vice-President Burnside made the motion and Trustee Villarreal seconded.

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

**Motion Passed**

**11g. License Plate Renewal Account Access**

President Williams asked for a motion to approve allowing the State of Illinois and whichever license plate renewal company we contract with to deduct their fees directly from the accounts payable bank account. Trustee Rice made the motion and Secretary Banks seconded.

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

**Motion Passed**

11h. Maximon Behavioral Health Proposal Discussion

President Williams asked for a motion to table agenda item 11h due to Trustee Butler's absence. Secretary Banks made the motion and Trustee Rice seconded the motion.

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

**Motion Passed**

11h. Financial Policies: Gifts and Donations Policy

Treasurer Sanchez asked if there was a separate policy regarding employee gifts and donations, that specifies that employees cannot accept gifts. Secretary Banks pointed out that paragraph three in the draft policy does state the procedure if a patron gives a gift or tip to a staff member.

Suggestions for possible edits were made including...

"If a gift or "tip" is left for any individual Library staff member it will be considered a gift or donation to the library as a whole and not to the individual staff member."

"Tips or monetary gifts for individuals cannot be accepted."

Secretary Banks made a motion to adopt the Gifts and Donations Policy as amended using the suggestions above and Trustee Villarreal seconded the motion.

After further discussion, Secretary Banks made a motion to rescind her previous motion on the Gifts and Donations Policy and Trustee Villarreal seconded the motion to rescind.

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

**Motion Passed**



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President Williams asked for a motion to table agenda item 11i so more work can be done on the policy. Secretary Banks made the motion and Trustee Rice seconded the motion.

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

**Motion Passed**

**12. COMMENTS FROM THE BOARD**

President Williams thanked the Board for the opportunity to serve as President. She also wanted to go on record to say that Erica Sanchez's work as previous President was phenomenal. She knows all the work that Erica Sanchez did behind the scenes, including when on vacation. Work that may not be seen by other Board members. She personally thanked Treasurer Sanchez for the work she did as President and her leadership. Trustee Rice and Vice-President Burnside also thanked Treasurer Sanchez for the work she did.

**13. EXECUTIVE SESSION**

President Williams called for a motion to go into executive session per 5 ILCS 120/2(c)(2) for "deliberations concerning salary schedules for one or more classes of employees". Vice-President Burnside motioned to go into executive session and Secretary Banks seconded.

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

**Motion Passed. Entered closed session at 9:31 pm**

At 9:38pm the Board ended the closed session per 5 ILCS 120/2(c)(2) and went right into a new closed session, per 5 ILCS 120/2(c)(1) to discuss "the employment, compensation, discipline, performance, or dismissal of specific employees", resulting from earlier discussions in open session and per 5 ILCS 120/2(c)(11) to discuss "when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when a public body finds an action is probable or imminent".

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President Williams called for a motion to reconvene open session. Trustee Villarreal motioned to reconvene open session at 9:49 pm and Secretary Banks seconded the motion.

Ayes: Banks, Burnside, Butler, Rice, Sanchez, Villarreal, Williams

Nays: None

**Motion Passed**

14. ADJOURNMENT

President Williams adjourned the Regular Board Meeting by consensus at 9:50 pm.

SIGNED: LaSondra Banks DATE: 8/16/23  
LaSondra Banks, Secretary