

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

**March 15, 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 6:33 PM on Wednesday March 15, 2023, at the Maywood Public Library.

The roll was called as follows:

Present: Trustees Lee, Rice, Williams, Sanchez

Absent: Trustee Villarreal. Trustee Barber-Burnside arrived at 6:33 PM

There was a quorum present to conduct business.

Also present: Library Director Leighton Shell, Library Consultant Kathy Parker, library employee Stephanie Samuel, residents LaSondra Banks, Eileen Olivier, Lisett Ramirez, Caitlin Williams, and Dawn Williams – Maywood Park District.

**2. ADOPTION OF AGENDA**

President Sanchez asked to amend the agenda to move agenda item 10 a. Trustee Interviews after agenda item 4. Public Comment.

A motion was made by Trustee Rice and seconded by Trustee Lee to move agenda item 10a after agenda item 4.

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

Nays: None

**Motion Passed**

**3. INTRODUCTION OF VISITORS**

Trustee candidates LaSondra Banks, Lisett Ramirez, Eileen Olivier and Caitlin Williams introduced themselves. Also present was Dawn Williams from the Maywood Park District.

**4. PUBLIC COMMENT**

Dawn Williams appreciated that Leighton Shell went to the Village of Maywood board meeting and introduced himself.

Caitlin Williams apologized for not being able to make the February trustee interviews as she was exposed to COVID that day.

Eileen Olivier wanted to express her thanks for the library opening more hours

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Lisett Ramirez stated that she didn't understand why she was interviewing for the trustee position when she interviewed last month and was told she would be appointed to the open position at this meeting.

Trustee Barber-Burnside asked why Ms. Ramirez was not given a reason as to why she was asked to re-interview.

President Sanchez said the vote was not on the February agenda and they had to rescind the vote.

Trustee Barber-Burnside apologized to Ms. Ramirez for the confusion in the interviewing process.

10 a. Trustee Interviews

Executive Session

A motion was made by Trustee Rice and seconded by Trustee Barber-Burnside to move into executive session at 6:39 PM per 5 ILCS 120/2(c)(3), for the purpose of interviewing candidates for the open trustee position.

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

Open Session

A motion was made by Trustee Barber-Burnside and seconded by Trustee Williams to reconvene open session at 7:46 PM.

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

A motion was made by Trustee Barber-Burnside and seconded by Trustee Lee to appoint LaSondra Banks to the open trustee position, to be sworn in at the April 19, 2023 meeting.

Ayes: Barber-Burnside, Lee, Rice, Williams.  
Nays: None  
Recuse: Sanchez  
**Motion Passed**

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5. APPROVAL OF MINUTES

5a & 5b Approval of the Regular Meeting minutes of February 15, 2023 and the Executive Session minutes of February 15, 2023.

Trustee Barber-Burnside stated that she wanted President Sanchez statement struck from the record under agenda item Trustee Interviews.

President Sanchez she is not withdrawing her statement – it is what she said at the meeting.

Trustee Barber-Burnside stated she wanted the record to reflect that she requested the original email chain to prospective trustee candidates and has no evidence of the email chain. There was a request for a special meeting which was not granted. She also asked for the correspondence with the attorney regarding this matter and stated that it is about equity and inclusion. Because of this confusion, they have to do the interview process over.

President Sanchez stated that she stands by her statement and will not allow it to be changed in the official record.

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

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

Nays: None

**Motion Passed**

Trustee Barber-Burnside left the meeting at 8:02PM.

6. COMMUNICATION AND ANNOUNCEMENTS

None.

7. TREASURER'S REPORT

7a. Approve February 2023 Financial Statements

7b. Approve the Accounts Payable for March 15, 2023 in the amount of \$39,193.74

7c. Approval of Library Payroll for February 22, 2023 in the amount of \$19,188.07 and the March 8, 2023 payroll in the amount of \$21,437.27

7d. Ratify the IMRF payment for February 2023 in the amount of \$2,941.38.

7f. Ratify US Bank check number 2767 in the amount of \$100,000 deposited into Seaway Payroll account on 1/18/2023 for payroll purposes.

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Treasurer Williams read the summary of monthly cash and balances with the opening balance on 2/01/23 being \$1,055,403.48 and the closing balance on 2/28/23 being \$998,909.18. Tax Revenues received was \$13,765.64 and other income was \$13,434.64.

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

Ayes: Lee, Rice, Williams, Sanchez  
Nays: None  
**Motion Passed**

### 8. DIRECTOR'S REPORT

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

Received notice from IDES that the library had an overpayment of \$22,790. He has applied for refund and will forward that amount to the LIMRiCC, who we contract with for unemployment, to pay our future quarterly unemployment payments until the funds are expended.

Reminded the trustees that the annual Statement of Economic Interest forms that each trustee must fill out is due to the county by May 1.

He attended the SWAN quarterly meeting on March 3, 2023. He voted to approve the 2023/2024 SWAN budget and gave the board an update on new databases and new message service for patrons regarding patron account status.

He also met with the IT company and discussed switching to Office 365 and utilizing Outlook email going forward.

The trustees had the following statements/questions:

Trustee Sanchez asked if the current email platform archives emails. She asked Director Shell to make sure that Outlook archived emails, since it is required for public entities.

Trustee Williams asked if Outlook was secure and why hadn't the library been using it before. She also commented that the lights outside are brighter now that new bulbs have been installed.

Trustee Rice stated that ComEd should be contacted about getting an energy grant to

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update.

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

Ayes: Lee, Rice, Williams, Sanchez

Nays: None

**Motion Passed**

9. COMMITTEE REPORTS

None

11. NEW BUSINESS

11a. Appoint Leighton Shell as the new IMRF Authorized Agent.

A motion made by Trustee Williams and seconded by Trustee Lee to appoint Director Leighton Shell as the new IMRF Authorized Agent for the library.

Ayes: Lee, Rice, Williams, Sanchez.

Nays: None

**Motion Passed**

11b. Policies: Youth Services, Staff Dress Guidelines

A motion made by Trustee Rice and seconded by Trustee Lee to approve the Youth Services and Staff Dress Guidelines as presented.

Ayes: Lee, Rice, Williams, Sanchez.

Nays: None

**Motion Passed**

12. COMMENTS FROM THE BOARD

President Sanchez stated that she has prepared a statement and wants it included into the official record. She read a prepared statement.

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14. ADJOURNMENT

President Sanchez adjourned the Regular Board Meeting by consensus at 8:22 PM.

SIGNED: Laronda Banks DATE: May 22, 2023