

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

April 20, 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 6:31 PM on Wednesday April 20, 2022, at the Maywood Public Library.

The roll was called as follows:

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

There was a quorum present to conduct business.

Also present: Interim Director Parker, library employees Felipe Altamirano, Jori Daniels, Jean Brooks, Stephanie Samuels, Marcia Burton, Trenton Travis, Jo Zaabel, and Maywood residents Michael Dawson, Dennis Murphy, Francisco Aguirre, Shanda Steer.

2. ADOPTION OF AGENDA

A motion was made by Trustee Rice and seconded by Trustee Wimbush to adopt the agenda, as presented.

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

Nays: None

Motion Passed

4. PUBLIC COMMENT

Shanda Steer introduced herself and stated she recently moved to Maywood and thanked the board for all that they have done and that she is a part of the Peach Garden group and is interested in what the library is doing.

Michael Dawson introduced himself and stated that he has been a Maywood resident since 2005 and was at another community meeting and was invited to attend the Library board meeting.

Dennis Murphy introduced himself and stated he wanted to observe the meeting.

5. APPROVAL OF MINUTES

5a & 5b. Approval of the March 23, 2022, Regular Board Meeting Minutes and the March 23, 2022, Executive Session Meeting Minutes.

A motion was made by Trustee Williams and seconded by Trustee Barber-Burnside to approve the minutes of the Regular Board Meeting and the Executive Session Meeting held on March 3, 2022.

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

Nays: None

Motion Passed

6. COMMUNICATION AND ANNOUNCEMENTS

None

7. TREASURER'S REPORT

A motion made by Trustee Williams to accept the March 2022 Treasurers Report, the Accounts Payable for April 20, 2022, in the amount of \$36,015.43, to ratify the payments from the March 23, 2022 and April 20, 2022, board meetings to avoid late fees in the amount of \$5,340.23, and to approve the Library Payroll for March 23, 2022, in the amount of \$23,363.89 and April 6, 2022, in the amount of \$22,111.84, subject to audit.

Second by Trustee Barber-Burnside.

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

Nays: None

Motion Passed

8. INTERIM DIRECTOR'S REPORT

Interim Director Parker asked if there were any questions or comments about her written report.

President Sanchez said the report looked great and recommended that trustees attend the ATLAS trustee training on May 21, 2022 at Alsip-Merrionette Library.

Trustee Barber-Burnside asked a question about the Seaway Bank Bond Account and if closing the inactive bank accounts would affect the library's credit rating.

Trustee Rice stated that the library still would have too many bank accounts open, even after the inactive ones were closed.

Trustee Williams stated that she felt keeping four accounts open at this time was agreeable compared to how many we currently have.

Interim Director Parker responded that she would image having fewer accounts that were active instead of numerous active and inactive accounts would help the credit rating and that she would instruct Jo Zaabel to close the inactive accounts asap.

Trustee Rice expressed concern about having the police do walk throughs and the possible negative impact that could have on the young people's perception of law enforcement, given the climate in the past few years.

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Trustee Williams said it would likely be during day when the library security guard was not present, and when kids are not usually in the building.

Trustee Barber-Burnside stated she felt it was vital for police presence and to allow for an opportunity for Maywood police go build rapport with the community, that safety is a priority and a sense of security is good.

Trustee Wimbush stated that it might be a benefit for people to see the police in non-emergency situations.

A motion made by Trustee Wimbush to approve the Interim Directors report. Seconded by Trustee Barber-Burnside.

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

Nays: None

Motion Passed

9. COMMITTEE REPORTS

None

10. OLD BUSINESS

10a. Trustee Vacancy

President Sanchez gave the Oath of Office to newly appointed trustee Elizabeth Villarreal.

11. NEW BUSINESS:

11a. Engagement of new law firm

Trustee Barber-Burnside asked if we could wait to engage a new firm until a new library director is hired and that she was familiar with Ancel Glink through the park district. Interim Director Parker said there are many issues that will need remedy before a new director is hired and engaging a new firm to handle these issues sooner than later is imperative.

Trustee Wimbush said that he had prior experience with Ancel Glink and found them acceptable.

Trustee Rice said he preferred Ancel Glink.

Trustee Villarreal said that Ancel Glink was more budget friendly than Robbins Schwartz.

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A motion made by Trustee Wimbush to engage Ancel Glink as the new law firm for the library. Seconded by Trustee Williams.

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

Nays: None

Motion Passed

11b. Approve the following personnel policies: At-Will Employment, Drug and Alcohol Free Workplace, Fair Labor Standards Act (FLSA) Family Medical Leave Act (FMLA), Military Leave, Smoke Free Workplace, Victim Economic Security and Safety (VESSA), Whistleblower Compliance, Workers Compensation

Trustee Barber-Burnside asked Interim Director Parker to explain the Victim Economic Security and Safety policy.

A motion made by Trustee Wimbush to approve the At-Will Employment, Drug and Alcohol Free Workplace, Fair Labor Standards Act (FLSA) Family Medical Leave Act (FMLA), Military Leave, Smoke Free Workplace, Victim Economic Security and Safety (VESSA), Whistleblower Compliance, Workers Compensation policies. Seconded by Trustee Baber- Burnside.

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

Nays: None

Motion Passed

12. COMMENTS FROM THE BOARD

Trustee Rice asked why the library had to pay to replace the old HVAC unit on the Carnegie side if the board was not informed and had not approve the work prior? Interim Director Parker said that when the unit failed in December, an emergency board meeting should have been called to inform and seek approval from the board prior to engaging the HVAC company. In the process to replace the other end of life unit the library will need to go out to public bid since the quotes that Felipe Altamirano obtained were over the \$25,000 threshold. She also stated that what happened in the past can't be changed, however, going forward, full transparency with the board is a high priority.

13. EXECUTIVE SESSION

None

14. ADJOURNMENT

A motion made by Trustee Wimbush to adjourn. Seconded by Trustee Williams.

President Sanchez adjourned the Regular Board Meeting by consensus at 7:35 PM.

SIGNED _____ DATE _____