

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

December 20, 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 PM on Wednesday December 20, 2023, at the Maywood Public Library.

The roll was called as follows:

Present: Trustees Williams, Barber-Burnside [arrived 6:35 PM], Banks, Rice, and Butler
Absent: Trustees Sanchez [excused], Villarreal [unexcused]

There was a quorum present to conduct business.

Also present: Library Director Leighton Shell.

2. ADOPTION OF AGENDA

President Williams asked to amend the agenda to move agenda item 13 (Executive Session) to before agenda item 11 (New Business). A motion was made by Trustee Butler to amend the agenda as requested and adopt the amended agenda. The motion was seconded by Secretary Banks.

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

President Williams asked for a motion to approve the consent agenda including the regular meeting minutes and the executive session minutes both held on November 15, 2023. A motion was made by Trustee Rice to approve the minutes consent agenda. The motion was seconded by Secretary Banks.

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President Williams called for a voice vote.

Motion Passed.

6. COMMUNICATION AND ANNOUNCEMENTS

Director Shell asked the Board to provide him with t-shirt sizes if they wanted to get summer reading t-shirts when we order them for the staff.

Trustee Butler informed the Board that library staff member Marcia Burton would be receiving an award at Operation Uplift's 35th Annual Dr. Martin Luther King, Jr. Celebration and Community Awards Gala on January 13th and requested that the Board attend.

7. TREASURER'S REPORT

- 7a. Approve November 2023 Treasurers Report
- 7b. Ratify the Accounts Payable for November 15, 2023, in the amount of \$4,828.35
- 7c. Approve the Library Payroll for November 15, 2023 in the amount of \$23,228.26 and November 29, 2023 in the amount of \$26,623.47.
- 7d. Ratify the IMRF payment for November 2023 in the amount of \$7,587.93
- 7e. Ratify the Accounts Payable for December 4, 2023, in the amount of \$18,896.28
- 7f. Approve the Accounts Payable for December 18, 2023, in the amount of \$12,288.91
- 7g. 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 consent agenda encompassing agenda items 7a through 7e. President Williams read through agenda items and the Summary of Monthly Cash Receipts and Disbursements. A motion was made by Trustee Rice and seconded by Secretary Banks to approve the Treasurer's Report as presented.

Trustee Rice asked for further clarification on what the Treasury Management Services charge from the bank statement was. Director Shell said he would reach back out to U.S. Bank for further clarification.

Trustee Rice asked if the Belcore Electric charge was for quarterly service or a single repair. Director Shell reported that the charge was for specific work done to repair the external lights along the south side of the building. It was not a recurring service charge.

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Trustee Rice asked what the \$742.87 Home Depot charge on the library credit card was for. Director Shell reported that the charge was for the new window blinds in the Patron Services work room that replaced the old plastic sheeting on the window.

President Williams called for a roll call vote.

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

Motion Passed.

8. DIRECTOR'S REPORT

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

Director Shell reported that he received the signed offer letter back from Latonya Williams so she would be able to start following her two-week notice at her previous employer.

Director Shell also indicated he would be working on standardizing the layout of the department reports, so they more clearly identify which department they are for.

The trustees had the following statements/questions:

Secretary Banks thanked Director Shell and the staff of the library for all the work they put into the annual Maywood Tree Lighting event. She reported receiving positive feedback from the residents who visited the library during this community event.

President Williams asked for a motion to approve the Director's report. Trustee Butler moved to approve the report and Vice President Burnside seconded the motion.

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

Motion Passed

9. COMMITTEE REPORTS

Trustee Butler made an announcement for what she hopes will become a Black History

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Month Committee. She is working on scheduling a number of Black History Month programs around Maywood and wants to have some take place at the library. She mentioned a book signing event and a performance by Stairway to the Stars. Vice President Burnside requested that during Black History Month the library decorates exclusively for Black History Month.

Trustee Butler also announced that she picked up some information about a Book Mobile grant when she was attending the Illinois Library Association conference and handed off that information to Daniela Martinez. Vice President Burnside requested that the library look into all liability issues related to book mobiles and book bicycles.

10. OLD BUSINESS

10a. None

13. EXECUTIVE SESSION

President Williams asked for a motion to go into executive session pursuant to:

- 5 ILCS 120/2(c)11, to discuss litigation “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”; and
- 5 ILCS 120/2(c)(1), to discuss “the employment, compensation, discipline, performance, or dismissal of specific employees”.

A motion was made by Trustee Butler and seconded by Vice President Burnside to go into executive session per the above exceptions.

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

Motion Passed. Entered closed session at 6:55 p.m.

President Williams called for a motion to come out of closed session. Vice President Burnside motioned to reconvene open session and Secretary Banks seconded the motion.

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

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Motion Passed. Re-entered open session at 7:34 p.m.

11. NEW BUSINESS

11a. Approve Director Mid-Year Review

President Williams asked for a motion to approve Director Shell's mid-year review. Trustee Butler moved to approve the Director's mid-year review and Vice President Burnside seconded the motion.

President Williams called for a voice vote to approve the Director's mid-year review.

Motion Passed.

11b. Approve Paid Leave Policy (to replace Vacation Policy, Personal Time Policy, and Sick Time Policy)

President Williams asked for a motion to approve the Paid Leave Policy. Vice President Burnside moved to approve the Paid Leave Policy and Trustee Rice seconded the motion.

Director Shell explained again that the main reason for modifying the policies and combining them into one was to be compliant with the new Paid Leave For All Workers Act which goes into effect in the new year.

President Williams called for a voice vote to approve the Paid Leave Policy.

Motion Passed.

11c. Approve Employee Classification and Compensation Policy

President Williams asked for a motion to approve the Employee Classification and Compensation Policy. Secretary Banks moved to approve the Employee Classification and Compensation Policy and Trustee Rice seconded the motion.

Trustee Butler asked for clarification about if the classifications are levels. Director Shell explained that in order to have our Paid Leave Policy accurately comply with the Paid Leave For All Workers Act, it was necessary to have two classifications of part-time workers so they can accrue time off at two slightly different levels. He also explained that the policy also clarifies how the library will use annual benchmarking to ensure staff are compensated appropriately.

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President Williams called for a voice vote to approve the Employee Classification and Compensation Policy.

Motion Passed.

11d. Approve Collection Management Policy

President Williams asked for a motion to approve the Collection Management Policy. Secretary Banks moved to approve the Employee Classification and Compensation Policy and Trustee Rice seconded the motion.

Trustee Butler asked for clarification about Collection Management. Director Shell explained Collection Management was the overall term for how the library decides to purchase new materials, how it maintains the materials that it has, and how it eventually removes materials from the collection. He explained that the majority of the policy was not changing, but that the Intellectual Freedom paragraph was fleshed out to comply with the new Illinois anti-book banning legislation.

President Williams called for a voice vote.

Motion Passed.

11e. Approve Resolution 24-01, A Resolution Adopting the American Library Association Library Bill of Rights Pursuant to Public Act 103-100

President Williams asked for a motion to approve Resolution 24-01, A Resolution Adopting the American Library Association Library Bill of Rights. Trustee Butler moved to approve the Resolution 24-01 and Trustee Rice seconded the motion.

Director explained that it wasn't necessary to update the Collection Management Policy and pass Resolution 24-01, but that this was a "belt and suspenders" approach to make sure there is no doubt that we are in compliance.

President Williams called for a roll call vote.

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

Motion Passed.

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12. COMMENTS FROM THE BOARD

President Williams said she appreciated all the Trustees giving up their time and advocating on behalf of the library and being community leaders and being proactive and visible in the community. She reminded the Board that the roles and responsibilities of the Trustees is to advocate for the library, to create policy for the library, to create the budget, to hire the Director and oversee management of the library, and to set the vision and the tone of the library. She asks the entire Board to be present on behalf of their constituents. This means attending meetings and being prepared with appropriate questions. She reminded the Board that there must be a quorum present to conduct library business and that it is not fair if Trustees repeatedly do not attend meetings and put library business in jeopardy. Director Shell asked President Williams if he should add the Trustee Training videos to the meeting agenda starting in January. President Williams requested the Trustee Training videos be added.

Vice President Burnside added that the Board officer positions have additional responsibilities, which makes their attendance at meetings even more important.

Trustee Butler thanked President Williams for having the Trustee holiday dinner outing. She thought it was a very enjoyable time.

14. ADJOURNMENT

President Williams asked for a motion to adjourn the Regular Board Meeting. Vice President Burnside moved to adjourn and Trustee Rice seconded.

President Williams called for a voice vote.

Motion Passed. Meeting adjourned at 7:52 p.m.

SIGNED:  _____
LaSondra Banks, Secretary

DATE: 1/17/24

