

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

**August 16, 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 6:34 PM on Wednesday August 16, 2023, at the Maywood Public Library.

The roll was called as follows:

Present: Trustees Banks, Burnside, Butler, Rice, Sanchez, Williams

Absent: Trustee Villarreal (unexcused)

There was a quorum present to conduct business.

Also present: Library Director Leighton Shell via telephone call.

**2. ADOPTION OF AGENDA**

President Williams asked for a motion to adopt the agenda. A motion was made by Vice President Burnside 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. PRESENTATION BY MAXIMON BEHAVIORAL HEALTH**

The presentation by Maximon Behavioral Health has been canceled at the request of Maximon Behavioral Health.

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6. APPROVAL OF MINUTES

6a & 6b Approval of the minutes of the regular meeting held on July 19, 2023, and of the executive session minutes of the regular meeting held on July 19, 2023.

President Williams asked for a motion to approve the minutes of the regular meeting minutes and executive session minutes held on July 19, 2023. A motion was made by Vice President Burnside to approve the minutes. The motion was seconded by Trustee Rice.

President Williams called for a voice vote.

**Motion Passed.**

7. COMMUNICATIONS AND ANNOUNCEMENTS

In addition to the two communications and the printout of the Budget & Appropriation Hearing notice included in the printed Board packet, Director Shell indicated he would print out the email from Maximon Behavioral Health canceling their presentation and file it with the Board packet. Director Shell also indicated that he responded to the FOIA request in the communications with the requested salary information.

Trustee Banks shared information about the 2023 Maywood Fest, which is scheduled for September 8, 9, and 10 and requested that the library have a booth at the event. She also indicated she would send a formal request to the library. Vice President Burnside asked if the library would be able to sign people up for library cards at the event. Director Shell indicated they were working on a process to be able to do that since September is also Library Card Sign Up Month.

8. TREASURER'S REPORT

- 8a. Approve July 2023 Treasurers Report
- 8b. Approve the Accounts Payable for August 9, 2023, in the amount of \$ 42,972.29 and the Accounts Payable for August 15, 2023, in the amount of \$4,544.43.
- 8c. Approval of Library Payroll for July 26, 2023, payroll in the amount of \$20,442.37 and August 9, 2023, in the amount of \$19,746.55.
- 8d. Ratify the IMRF payment for July 2023 in the amount of \$3,020.61.
- 8e. Approve transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll.

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Treasurer Sanchez reviewed the information in the included treasurer's report.

President Williams asked for a motion to approve the Treasurer's Report encompassing agenda items 8a through 83. A motion was made by Trustee Sanchez and seconded by Vice President Burnside to approve all financial documents as presented.

Trustee Sanchez asked where the payment for the balloon artist from the summer reading event appeared in the Treasurer's Report. Director Shell explained that the vendor was paid in cash and appeared under the reimbursement check to Director Shell on page 4 of Accounts Payable Report #1.

President Williams called for a roll call vote.

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

**Motion Passed.**

#### 9. DIRECTOR'S REPORT

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

September is Library Card Sign Up Month. Maywood Library is partnering up with the other Proviso Township public libraries to hold a library card sign-up passport contest where people who sign up for a new card will receive a passport booklet. If they take it to all ten of the Proviso Township libraries and get it stamped, they will be entered into a prize drawing for a \$100 Amazon gift card donated by Proviso Township.

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

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

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

**Motion Passed.**

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10. COMMITTEE REPORTS

President Williams asked about the Decennial Committee. Director Shell indicated that the committee was originally going to meet prior to the September meeting but that since now the Budget & Appropriation Hearing will be before the September meeting, perhaps the Decennial Committee should meet prior to the October meeting on October 18<sup>th</sup>. President Williams agreed with doing this.

11. OLD BUSINESS

None

12. NEW BUSINESS

12a. Review Budget & Appropriation Ordinance 24-02

Director Shell provided a draft copy of Ordinance FY24-02, the Budget & Appropriation Ordinance, which is available for public inspection, and which will be voted on in September after the public hearing.

12b. Youth Department Carpeting Project

Director Shell explained that the initial estimate to have the carpeting replaced in the Youth Department exceeded the \$25,000 threshold that requires a public bidding process. He requested permission from the Board to begin the public bidding process for this project. The Board instructed Director Shell to begin the bidding process.

12c. Smart Locker Proposal

Director Shell discussed the benefits of having a smart locker and talked the Board through the Smiota locker proposal included in the Board packet. He also explained there would be some additional costs to have the locker "skinned" with graphics, to extend electricity if there isn't an outside outlet, and to expand the concrete area where the locker would be located.

President Williams asked for a motion to approve the smart locker proposal from Smiota and associated costs. Trustee Butler motioned to approve the smart locker plan. Treasurer Sanchez seconded the motion. President Williams called for a roll call vote.

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

**Motion passed**

12d. Policies to Review/Approve: Collection Management Policy (was Materials Selection Policy), Homebound Delivery Policy and Application, Hotspot Lending Policy, Investment of Public Funds Policy, iPad Lending Policy and Agreement Form, Meeting Room Policy, Outstanding Check Policy, Patron Services Policy (was Circulation Policy), Petty Cash Policy, Public Bidding Policy, Surplus Property Policy, Volunteer Policy, and Application

Director Shell explained that the Meeting Room Policy was only included per questions Trustee Butler had about the policy. It has already recently been approved, but prior to Trustee Butler joining the Board.

Director Shell also explained that the general policies had been reviewed and updated by library staff, and that the financial policies had been reviewed and updated by former interim director and current library consultant Kathy Parker.

President Williams called for a motion to approve the Collection Management Policy, Homebound Delivery Policy, Hotspot Lending Policy, Investment of Public Funds Policy, iPad Lending Policy, Outstanding Check Policy, Patron Services Policy, Petty Cash Policy, Public Bidding Policy, Surplus Property Policy, and Volunteer Policy. Trustee Butler motioned to approve said policies and Treasurer Sanchez seconded the motion.

During discussion, Vice President Burnside pointed out that the Homebound Delivery application needed to have the library name corrected as it had another library listed.

Vice President Burnside asked for clarification on what a hotspot was. Director Shell explained it was to allow patrons to access the internet from home. Vice President Burnside requested that the bullet point referring to no renewals being available be made clearer so patrons know they can check out hotspots multiple times, they just can't keep one out for more than one checkout period. Trustee Butler asked Director Shell to look into possibly purchasing additional hotspots.

Vice President Burnside asked for clarification of what the Investment of Public Funds Policy is about. Director Shell explained that the policy was to clearly state what the library's responsibilities are with regards to how the taxpayers' money is invested and managed.

Vice President Burnside asked for clarification on the 60-day waiting period stated in the

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Outstanding Check Policy. Director Shell explained that the waiting period was in the policy provided by another library that was used as a model. Treasurer Sanchez recommended that the Library only contact people after checks have not cleared after a year. President Williams recommended a twice-per-year schedule. No formal change to the policy was requested.

Trustee Butler asked for clarification about the Surplus Property Policy. Director Shell explained that the policy was to clearly state what the Library will do with surplus property that was purchased with taxpayer money when the property is no longer needed. Trustee Butler pointed out that the policy refers to a Friends of the Library organization instead of a Foundation and also has the wrong Library name listed.

Trustee Butler asked if the Volunteer Policy included language that we would do background checks on adult volunteers. Director Shell said he would make sure to amend it to include that language if it was not in there.

Treasurer Sanchez asked if staff members driving to homebound patrons are insured in case an accident occurs when they are driving on Library business. Director Shell indicated that the Library's liability insurance through LIRA covers that scenario. There were additional questions on procedural aspects of the homebound delivery service.

Trustee Butler asked why the Meeting Room Policy was written to charge non-profit organizations \$15 and for-profit organizations \$50 instead of just requiring a refundable deposit. The Board discussed the pros and cons of charging fees and what other non-profit organizations in the area do with regards to their meeting rooms. The Board also discussed room usage by individuals versus formal groups.

President Williams called for a roll call vote to approve the policies as amended to correct the library name in the Homebound Service release form, reword the sentence about renewals in the Hotspot Lending Policy, correct the library name and the organization from Friends of the Library to Foundation in the Surplus Property Policy, and add a line about background checks in the Volunteer Policy if it is not already there, except for the Meeting Room Policy.

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

**Motion passed**

12e. Security System Update

Director Shell explained the proposal to hire ISBS to replace Johnson Controls for our

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security and fire alarm monitoring service and also to upgrade the entire Library security camera system.

Treasurer Sanchez requested we get a quote from Forest Security as an alternate vendor for alarm system monitoring and security camera upgrade.

President Williams asked to table the agenda item to next month.

12f. Staff Time Clock Discussion

Director Shell explained that the current biometric time clock has been malfunctioning and proposed having staff clock in and out directly in the Paylocity system from staff computers. The Board indicated it still wants a physical time clock for all non-exempt staff to clock in and out with. Director Shell said he would research physical time clocks to replace the current biometric time clock.

12g. Staff Holiday Party Plans

Director Shell requested guidance from the Board on how staff holiday parties were managed in the past. The Board indicated it was in favor of a staff party, and that the amount spent in the past was \$1,500.

Treasurer Sanchez asked if the Library would be having a Christmas event at the Library like had been done in years past. Director Shell indicated we would be doing holiday programming and he would talk to staff about the previous parties and work to schedule something similar to the program the Library held before. Trustee Butler offered to assist with the planning of the holiday event.

12h. Library Foundation Committee

President Williams indicated she would like to get the Library Foundation up and running again and asked who from the Board would be interested in participating. Treasurer Sanchez informed the Board that she, President Williams, and Vice President Burnside are the only three members of the Foundation and they would need to meet to form any new foundation committees and to determine how to proceed with regards to reinstating the Foundation with the State of Illinois.

President Williams asked to revisit this topic at the October meeting.

12i. IPLAR Review

Director Shell explained to the Board that the Illinois Public Library Annual Report is almost complete, and that he still needs to know who to list as having performed the



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Secretary Audit. He also indicated that the digital report needs to be “signed” by the President and the Secretary, and that they will either need to come in to type their names into the form or give him permission to enter their name for them. President Williams said she and Secretary Banks will be in touch closer to the deadline to determine how to certify the report.

13. COMMENTS FROM THE BOARD

Comments from the Board occurred after coming out of Executive Session. Trustee Butler enquired about her earlier request to have the room rental fee associated with her room rental waived. The Board discussed the meeting room policy and indicated it was not inclined to waive the meeting room fee.

14. 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.

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

**Motion Passed. Entered closed session at 8:45 p.m.**

President Williams called for a motion to come out of executive session. Trustee Butler motioned to reconvene open session and Vice President Burnside seconded the motion.



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

**Motion Passed. Entered open session at 9:52 p.m.**

15. ADJOURNMENT

President Williams called for a motion to adjourn. Trustee Rice moved to adjourn the Regular Board Meeting and Vice President Burnside seconded. President Williams called for a roll call vote to adjourn.

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

**Motion passed. Meeting adjourned at 10:08 p.m.**

SIGNED: LaSondra Banks DATE: 9/13/23  
LaSondra Banks, Secretary

