

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

March 20, 2024

1. CALL TO ORDER & ROLL CALL

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by Trustee Erica Sanchez at 6:35 PM on Wednesday, March 20, 2024, at the Maywood Public Library.

Secretary Banks conducted the roll call.

Present: Trustees Williams(via teleconference), Sanchez, Banks, Rice, and Butler

Absent: Trustees Barber-Burnside , Villareal

There was a quorum present to conduct library business.

Also present in person: Library Director Leighton Shell

Motion by Trustee Erica Sanchez and seconded by Trustee Rice to allow President Williams to run the meeting remotely via teleconference.

Secretary Banks conducted the roll call:

Ayes: Trustees Williams, Sanchez, Banks, Rice Butler

Nays: None

Motion Passed

2. ADOPTION OF AGENDA

President Williams asked for a motion to amend and approve the agenda adding an executive session to immediately after public comment. Trustee Sanchez made a motion to amend the agenda as requested and adopt the amended agenda. Trustee Rice seconded the motion.

President Williams called for a voice vote.

Motion Passed

3. INTRODUCTION OF VISITORS

Library employee and local resident, Stephanie Samuel and Library employee, Nydia Robinson attended the meeting.

4. PUBLIC COMMENT

There were no public comments.

5. FY2023 Audit Presentation by Alfredo Rodriguez, Illinois NFP Audit & Tax

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President Williams called for a voice vote to approve the FY23 Audit Presentation. There was a Consensus.

6. EXECUTIVE SESSION

President Williams asked for a motion to go into executive session, pursuant to 5 ILCS 120/2(c)(1), to discuss “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body.”

Trustee Banks motioned to go into executive session and Trustee Rice seconded.

President Williams called for a voice vote.

Motion Passed. Entered executive session at 6:41 p.m.

Trustee Rice arrived at the meeting at 7:20 pm

President Williams asked for a motion to come out of executive session. Trustee Butler motioned to come out of executive session and Trustee Barber-Burnside seconded.

President Williams called for a voice vote.

Motion Passed. Exited executive session at 7:23 p.m.

Motion to return to Regular session at 7:26 pm by Trustee Butler, seconded by Trustee Rice.

Ayes: President Williams, Trustees Barber-Burnside, Sanchez, Banks, Rice, and Butler

Motion Passed.

7. APPROVAL OF MINUTES

President Williams asked for a motion to approve the minutes from the regular meeting held on February 21, 2024, and the minutes from the executive session held on February 21, 2024. Trustee Butler made a motion to approve the February 21, 2024, regular meeting minutes and executive session minutes. Trustee Banks seconded the motion.

President Williams called for a voice vote. Trustee Rice abstained.

Motion Passed.

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8. COMMUNICATION AND ANNOUNCEMENTS

Director Shell reported to the Board that the library received a \$1,000 donation from Maywood resident, Dr. Wylmarie Wallace. We received the Economic Statement of Interest due May 1, 2024.

9. TREASURER'S REPORT

- 9a. Approve February 2024 financial reports
- 9b. Approval of Library Payroll for February 7, 2024, in the amount of \$27,101.81 and February 21, 2024, in the amount of \$27,291.27.
- 9c. Ratify the IMRF payment for February 2024 in the amount of \$3,891.87.
- 9d. Ratify the Accounts Payable for March 6, 2024, in the amount of \$2,726.82
- 9e. Approve the Accounts Payable for March 6, 2024, in the amount of \$2,726.82

Treasurer Sanchez read the report to the Board.

President Williams asked for a motion to approve the Treasurer's Report consent agenda encompassing agenda items 9a through 9e. A motion was made by Trustee Butler and seconded by Trustee Williams to approve the Treasurer's Report consent agenda as presented.

President Williams called for a roll call vote.

Ayes: Williams, Barber-Burnside, Sanchez, Banks, Butler, Rice
Nays: n/a
Abstain: n/a
Absent: Villareal

Motion Passed.

10. DIRECTOR'S REPORT

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

Motion Passed.

11. COMMITTEE REPORTS

11a. Decennial Committee- None

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12. OLD BUSINESS

12a. None

13. NEW BUSINESS

13a. **Action Item:** Approve FY23 Audit **Approved**

13b. **Action Item:** Authorize Library Director to pay April bills due to no April Board meeting. **Approved**

13c. **Action Item:** Discussion of pros and cons of outsourcing Accounts Payable and/or Payroll tasks versus hiring an office administrator. Possible action to approve contracting with Lauterbach & Amen to manage Accounts Payable and/or Payroll functions. **After Board discussion, Leighton will check Doreen's availability to provide these services.**

13d. **Discussion Item:** Discussion on Board/Director/Attorney communications

13e. **Discussion Item:** Discussion on hosting weekly Real Food Collective farmers' market event on library property between June and October.

13f. **Discussion Item:** Discussion on hosting Real Food Collective outdoor cooler for storing perishable food items for area food banks.

14. COMMENTS FROM THE BOARD

There were no comments

15. ADJOURNMENT

Trustee Rice moved to adjourn, and Trustee Butler seconded the motion.

President Williams called for a voice vote.

Motion Passed. Meeting adjourned at 9:11 p.m.

SIGNED: _____ DATE: _____
LaSondra Banks, Secretary