

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

**May 17, 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 6:35 PM on Wednesday May 17, 2023, at the Maywood Public Library.

The roll was called as follows:

Present: Trustees Sanchez, Burnside, Williams, Rice, Villarreal, and Butler

Absent: None

There was a quorum present to conduct business.

Also present: Library Director Leighton Shell, library employees Stephanie Samuel and Marcia Burton, residents LaSondra Banks, et al.

<u>Grady Rivers</u>	<u>Mark Ludwig</u>
<u>Thomas S Smith</u>	<u>Amanda</u>
<u>KEVIN BURGER</u>	<u>Amani Lloyd</u>
<u>LEON BUTLER</u>	<u>Deborah Pascho</u>
<u>Marcia Burton</u>	<u>Joseph</u>
<u>Stephanie Samuel</u>	<u>Ashley Banks</u>
<u>GAY CHASE</u>	<u>Kenneth Fulton</u>
<u>Travis Sanchez-Rand</u>	<u>Leona</u>
<u>Joni Gray</u>	

LaSondra Banks was sworn in as Trustee.

**2. ADOPTION OF AGENDA**

President Sanchez asked to amend the agenda to move agenda item 11a Election of Board Officers and 11b FY2022 Audit Presentation by Alfredo Rodriguez to after agenda item 4 Public Comment.

A motion was made by Trustee Villarreal and seconded by Trustee Rice to move agenda items 11a and 11b after agenda item 4.

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

Nays: None

**Motion Passed**

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3. INTRODUCTION OF VISITORS

Alfredo Rodriguez, Illinois NFP Audit & Tax, LLP introduced himself. Each of the seventeen members of the public introduced themselves to the Board.

4. PUBLIC COMMENT

During introductions, the members of the public also made brief public comments in support of the new Board of Trustees.

11a. ELECTION OF BOARD OFFICERS

President:

Trustee Villarreal nominated Erica Sanchez

Secretary Rice nominated LaSondra Banks who declined

Secretary Rice nominated Tanya Butler

President Sanchez nominated Shakeesta Williams

Voting for Tanya Butler

Ayes: Butler

Nays: Banks, Villarreal, Rice, Williams, Burnside, Sanchez

Voting for Erica Sanchez

Ayes: Villarreal, Williams, Burnside, Sanchez

Nays: Butler, Banks, Rice,

Voting for Shakeesta Williams

Ayes: Banks, Villarreal, Rice, Williams, Burnside, Sanchez

Nays: Butler

**Shakeesta Williams is the new President**

Vice-President:

President Sanchez nominated Arnettra Burnside

Trustee Butler nominated John Rice

Voting for Arnettra Burnside

Ayes: Banks, Villarreal, Rice, Williams, Burnside, Sanchez

Nays: Butler

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Voting for John Rice

John Rice withdrew his nomination

**Arnettra Burnside is the new Vice-President**

Secretary:

Treasurer Williams nominated Tanya Butler who declined

Trustee Burnside nominated John Rice who declined

Trustee Burnside nominated LaSondra Banks

Voting for LaSondra Banks

Ayes: Banks, Villarreal, Rice, Williams, Burnside, Sanchez

Nays: Butler

**LaSondra Banks is the new Secretary**

Treasurer:

Trustee Villarreal nominated Shakeesta Williams

Trustee Butler nominated Elizabeth Villareal who declined

Voting for Shakeesta Williams

Ayes: Villarreal, Rice, Sanchez

Nays: Butler, Banks, Williams, Burnside

**The Treasurer position is still vacant.**

Director Shell will contact the attorney to see what the options are for trustees holding multiple offices.

Trustee Sanchez asked newly elected President Williams if she would like to take over as meeting chairperson for the rest of the meeting. President Williams declined.

**11b. FY2022 AUDIT PRESENTATION BY ALFREDO RODRIGUEZ**

Alfredo Rodriguez, Illinois NFP Audit & Tax, LLP gave a presentation about the FY2022 fiscal audit.

Trustee Rice made brief remarks thanking former trustee Sinaria Lee for his service to the board, library, and community.

**5. APPROVAL OF MINUTES**

5a & 5b Approval of the minutes of the regular meeting held on March 15, 2023 and

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of the executive session minutes of the regular meeting held on March 15, 2023.

President Williams made a motion to approve the minutes of the regular meeting held on March 15, 2023 amended to strike the final two paragraphs in agenda item 12 from the minutes and to approve the minutes of the executive session minutes as written. The motion was seconded by Trustee Butler.

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

Nays: None

**Motion Passed**

**6. COMMUNICATION AND ANNOUNCEMENTS**

Director Shell passed on an invitation from Broadview Public Library that they were having a grand re-opening celebration now that their renovations are complete. Director Shell also shared a letter of resignation from a library staff member.

**7. TREASURER'S REPORT**

7a. Approve March 2023 and April 2023 Treasurers Reports

7b. Approve the Accounts Payable for April 19, 2023 in the amount of \$118,293.30

7c. Approve the Accounts Payable for May 17, 2023 in the amount of \$38,097.15

7d. Approval of Library Payroll for March 22, 2023 payroll in the amount of \$18,322.41; April 5, 2023 in the amount of \$17,803.14; April 19, 2023, in the amount of \$18,004.05; and May 3, 2023, in the amount of \$18,419.65.

7e. Ratify the IMRF payment for March 2023 in the amount of \$4,385.24 and the IMRF payment for April 2023 in the amount of \$4,348.52.

7f. Ratify the May 12, 2023, transfer of \$100,000 from US Bank primary account to U.S. Bank Accounts Payable account to pay upcoming invoices and payroll.

7g. Ratify the payments of the following invoices paid prior to the board meeting in the amount of \$126,678.54 due to the lack of a quorum for the April Board meeting and to avoid late fees. See attached Bill Payment List, April 5 – May 8, 2023.

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

Trustee Butler asked for clarification about check number 2874 to Candy Ridlbauer.

Trustee Villarreal asked for clarification about the airfare expenses to send staff to the Guadalajara International Book Fair.

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

Nays: None

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**Motion Passed**

**8. DIRECTOR'S REPORT**

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

The new name badges for staff have arrived and Director Shell ordered enough for the Trustees to have individual name badges to wear when attending events representing the Board.

The library had not received the draft report from Williams Architects by the board meeting, but Director Shell has a meeting scheduled on May 24 to review the draft report with Andy Dogan (Williams Architects) and Daniel Eallonardo (owners' rep for the library). Andy can then come present the report to the Board either at a special meeting or at the June board meeting.

Paul Bunyon and Sons Tree Service had been out doing some work for the Village next door and they notified Pedro Diaz that the two trees along 5<sup>th</sup> Avenue were dead and probably should be removed.

The short lights out front have been fixed, but some of the taller exterior lights are still not working. Pedro Diaz feels there is probably a short in the line somewhere.

The company Esscoe which came out to give a quote for services is also capable of updating our security camera system.

The trustees had the following statements/questions:

Trustee Butler asked if it would be possible to have Trustee business cards printed up. Stephanie Samuel will take care of this.

Trustee Burnside asked if the Williams Architect presentation could be opened up to the public to attend.

President Williams indicated the Village has a 50-50 tree removal program and wondered if the library qualified for it. Director Shell will investigate.

Trustee Rice indicated it was very important to get the exterior lights repaired as it gets very dark in the lot at night.

Trustee Sanchez also requested that the repair of the exterior security cameras be made a priority due to events which have occurred along 5<sup>th</sup> Avenue recently.

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Trustee Sanchez asked for an update on the change to the library email service. We have the account created with Microsoft and the new library credit card and our IT consultants are finalizing the change over.

Trustee Butler requested that verbal additions to the Director Report be included in the board minutes.

Trustee Sanchez made a motion to accept the Director's Report and Trustee Butler seconded.

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

**Motion Passed**

**9. COMMITTEE REPORTS**

None

**10. OLD BUSINESS**

None

**11. NEW BUSINESS**

**11c. Decennial Committees on Local Government Efficiency Act**

Director Shell shared the information regarding the Decennial Committees on Local Government Efficiency provided by RAILS. The Decennial Committee will be made up of all Library Board trustees, the Library Director, and at least two residents. The board decided to have their first meeting on May 25<sup>th</sup>. The board also asked Director Shell to see if staff members who are also Maywood residents would be interested in being on the committee.

**11d. Policies: Lamination Services, Notary Services, Volunteer, Social Media, and Library Programs and Events**

A motion was made by Trustee Butler and seconded by Trustee Burnside to approve the Lamination Services, Notary Services, Social Media, Library Programs and Events policies as presented, but not the Volunteer policy.

**Ayes:** Banks, Burnside, Butler, Rice, Sanchez, Villarreal, Williams

**Nays:** None

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**Motion Passed**

11e. Outdoor digital sign proposal

The Board decided to do a full public bid process for an outdoor digital sign.

**12. COMMENTS FROM THE BOARD**

Trustee Butler asked about what was going on with Senate Bill 208 regarding Paid Leave for All Workers, which was mentioned in the January 2023 minutes. Director Shell informed Trustee Butler he was not yet employed by the library in January and had no information.

Trustee Butler asked for clarification on what the Youth Services collection encompassed. Director Shell explained that the collection was any materials intended for use by youth, young adults, or their parents or guardians, including books, videos, games, puzzles, etc.

Trustee Butler asked for an update on the library parking situation. Director Shell and other Trustees informed Trustee Butler that Interim Director Parker had communicated with the Village police and resolved the issue.

Trustee Butler asked about whether or not TIF money had been allocated as part of a plan to add an additional exit from the library parking lot. Other Trustees indicated no final decision had been made.

Trustee Butler asked about Pedro Diaz and Rhonda Fentry. Director Shell explained that Pedro Diaz was the library's part time maintenance technician and that Rhonda Fentry was a hired contractor who did fitness programming for the library.

Trustee Rice asked for an update on facilities issues and the vendor handling the issues. Director Shell updated the Board that we are looking at switching HVAC services to a new vendor.

**13. EXECUTIVE SESSION**

A motion was made by Trustee Butler and seconded by Trustee Rice to move into executive session at 9:07 p.m. per 5 ILCS 120/2(c)(1) to discuss the employment, compensation, discipline, performance, or dismissal of specific employees, and per 5 ILCS 120/2(c)(11) to discuss 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".

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

Nays: None

**Motion Passed**

A motion was made by President Williams and seconded by Trustee Burnside to reconvene open session at 9:23 p.m.

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

Nays: None

**Motion Passed**

14. ADJOURNMENT

President Williams adjourned the Regular Board Meeting by consensus at 9:24 PM.

SIGNED: \_\_\_\_\_



DATE: \_\_\_\_\_

