

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

August 17, 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 6:39 PM on Wednesday August 17, 2022, at the Maywood Public Library.

The roll was called as follows:

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

There was a quorum present to conduct business.

Also present: Interim Director Parker, library employees Jean Brooks, Jori Daniels and Stephanie Samuels and Jim Deiters and Alex Todd of Deiters & Todd LLC.

2. ADOPTION OF AGENDA

President Sanchez asked for a motion to move agenda item 10a up on the agenda after Agenda item 4, Introduction of Visitors. Trustee Barber-Burnside motioned, Trustee Lee seconded.

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

Nays: None

Motion Passed

3. INTRODUCTION OF VISITORS

Jim Deiters & Alex Todd, Deiters & Todd

4. PUBLIC COMMENT

No additional comments.

10d. OLD BUSINESS

Jim Deiters & Alex Todd discussed the director search with the board, fielding questions about the process. They then queried the board with several questions about what they are looking for in a new director and the direction they would like to see the library move in with a new leader.

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5. APPROVAL OF MINUTES

5a. Approval of the July 20, 2022 Regular Board Meeting Minutes

After discussion about the minutes and one motion, it was determined that the approval of the minutes would be table until the September board meeting and Interim Director Parker would check her notes regarding an abstention.

A motion was made by Trustee Williams and seconded by Trustee Rice to table the minutes of the Regular Board Meeting held on June 22, 2022 until next meeting.

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

Nays: None

Motion Passed

5b. Approval if the July 20, 2022 Executive Session Meeting Minutes

A motion was made by Trustee Williams and seconded by Trustee Rice to approve the minutes of the Executive Session Board Meeting held on July 20, 2022, as presented.

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

Nays: None

Motion Passed

6. COMMUNICATION AND ANNOUCEMENTS

None

7.TREASURER'S REPORT

7a. The July Treasurers Report was not received in time for the board meeting since library's bank statements have not all been received to prepare for the meeting. The July Treasurer's Report will be included with the August Treasurers Report at the next meeting.

A motion made by Trustee Williams and seconded by Trustee Barber-Burnside, to table the approval of the July Treasurers Report until the September meeting.

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

Nays: None

Motion Passed

7b. A motion made by Trustee Williams and seconded by Trustee Barber-Burnside Rice to approve Accounts Payable for July 20, 2022 in the amount of \$51,466.

Ayes: Lee, Rice, Villarreal, Williams, Sanchez

Nays: None

Motion Passed

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7c. . A motion made by Trustee Williams and seconded by Trustee Barber-Burnside to approve Library Payroll for July 27, 2022 in the amount of \$14,8304.04 and August 10, 2022 in the amount of \$20, 434.92.

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

Nays: None

Motion Passed

8.INTERIM DIRECTOR'S REPORT

Interim Director Parker added the following remarks to supplement her written report:

She has hired new employees: a new circulation clerk, who started this week and a maintenance technician, with background check pending.

She stated that Youth Services Manager, Daniela Martinez has been working with the Mexican Consulate to bring the consulate to the library for appointments. She was been successful and will be meeting with them to review the space and if acceptable to them, to set to dates for appointments.

She stressed the importance of having full staff trainings and regular meetings. There are several required trainings that must be completed in addition to trainings that would benefit staff in their day to day work serving patrons. With the library being closed to the public on Fridays, much of the trainings will happen then.

President Sanchez asked the board to please be patient as we navigate these upcoming months. There is a lot of work that Interim Director is doing and not everything can be address at once.

Trustee Rice asked Interim Director about cleaning out the prior directors email account.

Trustee Williams made reference to the heads of Info Services report about cancelling some programming and asked if Interim Director Parker was aware that programs were being cancelled.

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

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

Nays: None

Motion Passed

9.COMMITTEE REPORTS

None

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11. NEW BUSINESS

11a. Illinois Libraries Presents – Intergovernmental Agreement

A motion made by Trustee Barber-Burnside and seconded by Trustee Williams Rice to approve the Illinois Libraries Presents Intergovernmental Agreement .

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

Nays: None

Motion Passed

11b. Approve Job Descriptions: Library Director, Head of Lending Services.

A motion made by Trustee Barber-Burnside and seconded by Trustee Williams to approve the Library Director and Head of Lending Services job descriptions as presented.

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

Nays: None

Motion Passed

11c. 2022 Budget & Appropriations Ordinance

Interim Director Parker stated that the 2022 Budget & Appropriations Ordinance Hearing would take place at 6:30 PM on Wednesday September 21, 2022, with the regular board meeting immediately following.

12. COMMENTS FROM THE BOARD

None

13. EXECUTIVE SESSION

None

14. ADJOURNMENT

A motion made by Trustee Barber-Burnside to adjourn. Seconded by Trustee Lee.

President Sanchez adjourned the Regular Board Meeting by consensus at 8:56 PM.

SIGNED _____ DATE _____