

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

November 15, 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 6:39 PM on Wednesday, November 15, 2023, at the Maywood Public Library.

The roll was called as follows:

Present: Trustees Williams, Barber-Burnside, Sanchez, Banks, Rice, Villarreal, and Butler

Absent: none

There was a quorum present to conduct business.

Also present: Library Director Leighton Shell.

2. ADOPTION OF AGENDA

President Williams asked for a motion to adopt the agenda. Trustee Burnside made a motion to amend the agenda by removing agenda item 14, Approval of the 6-Month Evaluation of Library Director and adopt the amended agenda. Trustee Sanchez seconded the motion.

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 minutes of the regular meeting minutes and the executive session minutes held on October 18, 2023. Trustee Rice made a motion to approve the minutes. Trustee Villarreal seconded the motion.

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President Williams called for a voice vote. Two trustees indicated they were abstaining since they were not at the October meeting. President Williams called for a roll call vote.

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

Motion Passed.

President Williams asked for a motion to approve the minutes of the Budget & Appropriation Hearing held on September 13, 2023. Trustee Sanchez made a motion to approve the minutes. Trustee Villarreal seconded the motion.

President Williams called for a roll call vote.

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

Motion Passed.

6. COMMUNICATION AND ANNOUNCEMENTS

Library consultants Dieters & Todd sent a holiday card and chocolates to the Board.

Trustee Villarreal announced that Washington Dual Language Academy is hosting an Expo on November 29th, 2023, from 5:00 to 6:30 p.m. and they asked if the Library could have a table at the event to talk about the Library. She indicated that she would attend, if needed.

Director Shell provided communication from the Chicago Passport Agency congratulating the Library on receiving a perfect score on their Acceptance Facility Oversight Report. He also shared the email communication about the Legislative Lunch meet-up taking place on December 6th. He indicated that he would be attending, and that Trustee Butler and Trustee Banks requested a ticket to attend.

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7. TREASURER'S REPORT

- 7a. Approve October 2023 Treasurers Report
- 7b. Approve the Accounts Payable for November 6, 2023, in the amount of \$40,100.58
- 7c. Approval of Library Payroll for October 18, 2023 in the amount of \$20,219.47 and November 1, 2023 in the amount of \$19,849.22.
- 7d. Ratify the IMRF payment for October 2023 in the amount of \$4,803.85
- 7e. 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 encompassing agenda items 7a through 7e. Treasurer Sanchez read agenda items and the Summary of Monthly Cash Receipts and Disbursements. A motion was made by Trustee Villarreal and seconded by Trustee Rice to approve all financial documents as presented.

Trustee Burnside asked Treasurer Sanchez if she noticed any discrepancies in the report. Treasurer Sanchez indicated nothing out of the ordinary stood out to her.

Trustee Villarreal asked for clarification on the \$21,690 refund check to LIMRiCC. Director Shell explained that LIMRiCC had paid out an unemployment claim to IDES that was eventually overturned so IDES refunded the money to the Library. As LIMRiCC paid out that claim, it was returned to them.

Treasurer Villarreal asked about the \$1,900.36 Adjustment/Bank Fee amount on the Summary of Monthly Cash Receipts & Disbursements. Director Shell said he would have to research that and report back to the Board as the Summary was created by the Business Office Administrator.

Treasurer Sanchez asked for confirmation that the two Nicor bills and the two water bills are for the two sections of the Library. Director Shell confirmed that one bill was for the Carnegie portion and the other was for the addition.

Trustee Villarreal asked for clarification on the expense marked as Travel. Director Shell explained this was to reimburse a staff member for travel costs associated with attending the ILA conference in Springfield, Illinois.

President Williams called for a roll call vote.

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

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8. DIRECTOR'S REPORT

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

Hach Construction was able to get the permit from the Village of Maywood and began work on expanding the concrete pad in front of the Library for the smart lockers. Because Hach Construction is local they are doing the work for free as a donation to the Library.

Also, the electrician was able to come back out and finish repairing the wiring to get the outside lights along south side of the building working again.

Trustees had the following statements/questions:

Trustee Sanchez asked for an update on the security camera and alarm system change. Director Shell indicated this would be covered in detail in a later agenda item.

Trustee Sanchez made a motion to accept the Director Report. Trustee Villarreal seconded the motion.

President Williams asked for an update on the outside digital marquee project. Director Shell explained that the costs of the digital sign warranted going out for public bid and that he had not had a chance to start that process. President Williams indicated she would prefer not hiring a consultant to conduct a public bid. Trustee Sanchez asked to be reminded of the previous quotes received. Director Shell recapped that one company would have been able to sell the digital sign for less than the public bid threshold and a separate company would have been able to install the digital sign for less than the public bid threshold, but that the Board did not like the mock-up that the company presented and preferred to go to public bid for a digital sign.

Trustee Sanchez commented to make sure our current vacation policy conforms to the Paid Leave For All Workers Act.

Trustee Butler asked that the Board packet more clearly identify which portions are the Director's report and which are the department reports.

Trustee Butler asked for clarification on the Digital Divide display in the rotunda. Director Shell explained that he had been contacted by Larry Stafford and asked if the Library would allow him to place an informational display in the rotunda about the *Closing the Digital Gap through Tech Awareness & Literacy Education* committee that he was a part of.

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

Motion Passed

9. COMMITTEE REPORTS

None

10. OLD BUSINESS

10a. Security System Update

Director Shell directed the Board to the packet comparing the two companies' proposals. President Williams asked for a motion to approve updating the library security system. Trustee Villarreal motioned to approve updating the library security system and Trustee Rice seconded the motion. After discussion, Trustee Burnside motioned to choose Forest Security for the new security system. Trustee Villarreal seconded the motion. Trustee Rice asked if areas of the library would be covered by security cameras. Director Shell indicated they would cover the same areas of the library the current system is covering.

President Williams called for a roll call vote.

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

Motion Passed.

10b. 2023/2024 Salary Schedule

Director Shell presented the Board with recommendations to adjust the salary of specific positions to get them within benchmark minimums. A motion made by Trustee Villarreal and seconded by Trustee Burnside to approve the recommendations.

After discussion, the Board agreed to the recommendation to only change pay rates for positions which were falling under the benchmarked minimum pay, and, additionally, to bump up the pay rate for long-term positions whose salaries fall near benchmark minimums.

President Williams called for a roll call vote.

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

Motion Passed.

10c. Staff Time Clock Discussion

Director Shell indicated that he had the existing time clock cleaned thoroughly and he developed a training course for staff to properly use the device. So far it is functioning correctly, so he will not look to purchase a replacement.

11. NEW BUSINESS

11a. FY24-03 Levy Ordinance

Director Shell presented the Board with a draft of the FY24-03 Levy Ordinance. President Williams called for a motion to adopt Ordinance FY24-03, an Ordinance Levying and Assessing Taxes of the Maywood Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024. Trustee Villarreal moved to adopt the Ordinance and Trustee Rice seconded the motion.

President Williams called for a roll call vote.

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

Motion Passed.

11b. 2024 Holiday Closings

Director Shell presented the Board with a draft schedule of holiday closings for the 2024 calendar year. In addition to the existing holidays, he recommended closing early at 5:00 p.m. the day before Thanksgiving and the day before Independence Day. A motion made by Trustee Sanchez and seconded by Trustee Burnside to approve the holiday schedule. The Board discussed and agreed to adding the early closings, but also decided to remove the Presidents Day holiday completely and to change the New Year's Eve closing to an early 5:00 p.m. close.

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President Williams called for a roll call vote.

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

Motion Passed.

11c. 2024 Board Meeting Dates

Director Shell presented the Board with a draft schedule of Board meetings for the 2024 calendar year. A motion made by Trustee Sanchez and seconded by Trustee Burnside to approve the Board meeting schedule. The Board amended the schedule to remove the April 2024 and August 2024 meetings.

President Williams called for a roll call vote.

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

Motion Passed.

11d. Lamination Policy

Director Shell presented the Board with a draft policy for providing lamination services to the public. President Williams asked for a motion to approve the Lamination Policy. A motion made by Trustee Burnside and seconded by Trustee Villarreal to approve the policy.

President Williams called for a voice vote.

Motion Passed.

11e. Draft Compensation Policy

Director Shell presented the Board with a draft policy that clarifies the various pay levels within the library, the library's commitment to pay an equitable wage, and to review the pay scale annually. This was just for the Board to review and suggest changes to be considered at a future meeting.

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12. COMMENTS FROM THE BOARD

President Williams thanked Director Shell and the library staff for a job well done with reaching out to the community. She was pleased to see the library represented at various community events. And she also wanted to thank Doreen Berrien for her service to the library.

Trustee Burnside thanked Director Shell and the library staff for being proactive and responding to the various bereavements which occurred.

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 Villarreal and seconded by Trustee Rice to go into executive session per the above exceptions.

President Williams called for a roll call vote to go into closed session.

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

Motion Passed. Entered closed session at 8:17 p.m.

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

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President Williams called for a roll call vote to come out of closed session.

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

Motion Passed. Re-entered open session at 9:51 p.m.

14. ADJOURNMENT

President Williams asked for a motion to adjourn the Regular Board Meeting by consensus at 9:52 p.m.

SIGNED: LaSondra Banks DATE: 12/20/23
LaSondra Banks, Secretary

