

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

July 17, 2024

1. CALL TO ORDER & ROLL CALL

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by President Shakeesta Williams at 6:30 PM on Wednesday, July 17, 2024, at the Maywood Public Library District.

Secretary Banks conducted the roll call.

Present: Trustees Williams, Barber-Burnside, Sanchez, Banks, Butler

Absent: Trustee Villarreal, Trustee Rice

There was a quorum present to conduct library business.

Also present in person: Interim Library Director Daniela Martinez, and Doreen Berrien, Business Office Consultant

2. ADOPTION OF AGENDA

Trustee Banks asked for a motion to approve the agenda as presented. Trustee seconded the motion.

President Williams called for a roll call.

Ayes: Barber-Burnside, Sanchez, Banks, Butler, Williams

Nays:

Motion Passed

3. INTRODUCTION OF VISITORS

Library employee and resident, Stephanie Samuel and Lead Grant Manager Catrece Smith and her colleague from Business Model Group (Team-BMG).

4. PUBLIC COMMENT

No public comment.

5. PRESENTATION FROM BMG

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Lead Grant writer Catrece Smith presented the Board of Trustees with the services, training, and grant resources provided by Business Model Group (Team-BMG) along with a proposed contract of their services.

6. APPROVAL OF MINUTES

President Williams asked for a motion to approve the minutes from the regular meeting held on June 12, 2024. Trustee Banks made a motion to approve regular meeting minutes. Trustee Sanchez seconded the motion.

President Williams called for a vote. **Motion Passed.**

7. COMMUNICATION AND ANNOUNCEMENTS

Trustee Banks informed of a couple of community events: Inspire Fest, Saturday, July 27, Back to School Bash, Saturday, August 10, and Maywood Fest, September 6-8. For the Maywood Fest, Trustee Banks will reach out for the use of the MPLD parking lot.

8. TREASURER'S REPORT

8a. **Action Item:** Approve June 2024 Treasurers Report

8b. **Action Item:** Ratify the Accounts Payable for June 12, 2024, in the amount of \$51,149.14 and Approve the Accounts Payable for July 17, 2024, in the amount of \$ 51,737.67

8c. **Action Item:** Approval of Library Payroll for June 12, 2024, in the amount of \$ 17,353.60, June 26, 2024, in the amount of \$ 16,924.59, and July 10, 2024, in the amount of \$ 16,469.75.

Treasurer Sanchez read the report to the Board.

Trustee Sanchez informed the Board that the Library Credit Card was approved and has been sent to the MPLD. The previous Library Credit Card will be closed out once everything has been moved over.

Doreen Berrian reported an uncleared check that was found when doing a Bank Reconciliation along with issues that were misreported. Additionally, Berrian reported payroll deductions for healthcare were increased for 2 library employees, resulting in the possibility of MPLD owing these employees backpay. Secondly, another employee's payroll deduction for life insurance was increased, resulting in another possibility of

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backpay. Then, she recommended changing language in Vacation Policy to state hours instead of days. Lastly, Berrian informed the board that our QuickBooks Administrative account is still under a previous business manager.

President Williams asked for a motion to approve the Treasurer's Report encompassing agenda items 8a through 8c. A motion for Treasure Sanchez to be placed as the administrator of QuickBooks along with President Williams. A motion was made by Trustee Sanchez and seconded by Trustee Butler to approve the Treasurer's Report as presented.

President Williams called for a roll call vote.

Questions/Comments from the Board:

Smart Locker Payment

Library Card

Check Status / Invoices

Vacation Time Policy and Accrual

QuickBooks

Ayes: Williams, Barber-Burnside, Sanchez, Banks, Butler

Nays: n/a

Abstain: n/a

Absent: Trustee Villarreal, Rice

Motion Passed.

9. INTERIM DIRECTOR'S REPORT

President Williams asked for a motion to approve the Interim Director's report. Trustee Sanchez moved to approve the report and Trustee Barber-Burnside seconded the motion.

Motion Passed.

10. COMMITTEE REPORTS

None

11. OLD BUSINESS

Approve the Decennial Committee final report. President Williams asked for a motion to approve the Decennial Committee Report. Trustee Sanchez moved to

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approve the report and then seconded it by Trustee Barber-Burnside.

Motion passed.

12. NEW BUSINESS

12a. Discussion/Action Item: Approve Meristem Advisors LLC to prepare the Budget and Appropriation Ordinance for FY 2025 and Levy for the 2024 Tax Year.

Motion by Trustee Sanchez, seconded by Trustee Williams
Ayes: Trustee Williams, Barber-Burnside, Sanchez, Banks,
Nays: n/a
Abstain: Trustee Butler
Absent: Trustee Villarreal, Rice

Motion Passed.

12b. Discussion/Action Item: Approve Complete Temperature Solutions Contract

Motion by Trustee Sanchez, seconded by Trustee Banks
Ayes: Trustee Williams, Sanchez, Banks,
Nays: Trustee Butler
Abstain: Trustee Barber-Burnside
Absent: Trustee Villarreal, Rice

Motion Passed.

12c. Discussion/Action Item: Approve FY2024/2025 Budget

Motion by Trustee Sanchez, seconded by Trustee Barber-Burnside with amendments of increase of Trustee Training Budget Line.
Ayes: Trustee Williams, Barber-Burnside, Sanchez, Banks,
Nays: Trustee Butler
Abstain: n/a
Absent: Trustee Villarreal, Rice

Motion Passed.

12d. Discussion/Action Item: Approve Amended Vacation Time Policy

Motion by Trustee Sanchez, seconded by Trustee Butler with amendments of changes of words days to hours.

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

Motion Passed.

13. EXECUTIVE SESSION

Pursuant to 5 ILCS 120/(5), "The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired", and (6), "The setting of a price for sale or lease of property owned by the public body".

President Williams asked for a motion to move into Executive Session. Trustee Banks motion to move into Executive session and was second by Trustee Sanchez.

14. ADJOURNMENT

Trustee Butler stated her appreciation to Head of Adult Service John Fruit for helping collect books for a community event.

President Williams stated her appreciate to the staff and asked for a lunch to be provided to them.

President Williams asked for a motion to adjourn. Trustee Butler moved to adjourn, and Trustee Barber-Burnside seconded the motion.

President Williams called for a vote.

Motion Passed. The meeting adjourned at 10:24 PM.

SIGNED: _____ DATE: _____
LaSondra Banks, Secretary