

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

February 21, 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 Williams at 6:37 PM on Wednesday, February 21, 2024, at the Maywood Public Library.

Secretary Banks conducted the roll call.

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

Absent: n/a

There was a quorum present to conduct library business.

Also present in person: Library Director Leighton Shell

Also present via teleconference: Andrew Dogan, Williams Architects, and Dan Eallonardo, Independent Construction Services, Inc.

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. Vice President Burnside made a motion to amend the agenda as requested and adopt the amended agenda. Trustee Villarreal seconded the motion.

President Williams called for a voice vote.

Motion Passed

3. INTRODUCTION OF VISITORS

Local resident and former library employee, Latonya Williams and library employee and local resident, Stephanie Samuel attended the meeting.

4. PUBLIC COMMENT

There were no public comments.

13. EXECUTIVE SESSION #1

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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 Sanchez motioned to go into executive session and Trustee Burnside seconded.

President Williams called for a voice vote.

Motion Passed. Entered executive session at 6:43 p.m.

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

President Williams called for a voice vote.

Motion Passed. Exited executive session at 7:53 p.m.

Trustee Rice exited the meeting at 7:54 p.m.

5. APPROVAL OF MINUTES

President Williams asked for a motion to approve the minutes from the regular meeting held on January 17, 2024, and the minutes from the executive session held on December 20, 2023. Trustee Burnside made a motion to approve the January 17, 2024, regular meeting minutes and the December 20, 2023, executive session minutes. Trustee Villarreal seconded the motion.

Trustee Sanchez requested that the two minutes be approved separately as she was not in attendance at one of the meetings.

Trustee Burnside rescinded her motion and submitted a new motion to approve the minutes from the regular meeting held on January 17, 2024. Trustee Villarreal seconded the motion.

President Williams called for a voice vote.

Motion Passed.

Trustee Burnside motioned to approve the minutes from the executive session held

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on December 20, 2023. Trustee Villarreal seconded the motion.

President Williams called for a voice vote.

Motion Passed.

6. COMMUNICATION AND ANNOUNCEMENTS

Director Shell reported to the Board that the library received a letter from the Village of Maywood announcing a public meeting was being held the same night as the Board meeting advising the public of the Village's intent to adopt a redevelopment plan and project. Director Shell also informed the Board the library received a cold call and letter from the Cook and Kocher Insurance Group to see if we would be interested in changing our insurance coverage from LIRA to them.

7. TREASURER'S REPORT

- 7a. Approve January 2024 financial reports
- 7b. Approval of Library Payroll for January 10, 2024, in the amount of \$25,801.83 and January 24, 2024, in the amount of \$28,064.46.
- 7c. Ratify the IMRF payment for January 2024 in the amount of \$3,821.88.
- 7d. Ratify the Accounts Payable for January 30, 2024, in the amount of \$1,454.59
- 7e. Approve the Accounts Payable for February 16, 2024, in the amount of \$47,496.36
- 7f. Approve transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll.

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 7a through 7f. A motion was made by Trustee Sanchez and seconded by Trustee Villarreal to approve the Treasurer's Report consent agenda as presented.

Treasurer Sanchez asked for clarification on the IMRF payment being ratified. Director Shell explained that the IMRF wage payments had to be made by the 10th of the month each month. They are an online payment not requiring a check, so he submits the payment online and the Board ratifies the payment at the following Board meeting.

Treasurer Sanchez asked for clarification on the Ancel Glink invoice and for an explanation of the calls to the attorney. President Williams explained to the Board that she had requested that Director Shell contact the attorney to get the information

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referenced in the invoice. Trustee Sanchez noted that one of the invoice items referenced researching the Park District Act. Director Shell stated this was most likely an error on the part of Ancel Glink, and they probably meant to type Public Library District Act. He indicated that he would contact Ancel Glink to confirm this.

Treasurer Sanchez asked for an update on the Forest Security project to update the library security system since the Board had already approved a deposit. Director Shell informed the Board that he had been in communication with Forest Security trying to get them to come out to begin the process and that they were scheduled to come out the next day to do an assessment.

Treasurer Sanchez asked for clarification on the library credit card purchase of passport mailers from the US Post Office. Director Shell informed the Board that the library purchases the prepaid envelopes at a cost of \$9.65 per envelope but that the library charges a \$35 fee for passport services, which covers the cost of the envelope.

Trustee Butler asked for clarification on the monthly \$100,000 transfer from the library primary bank account to the library Accounts Payable bank account. Director Shell indicated he just has that as a standing item on the agenda rather than adding it only when the Accounts Payable fund goes under a certain threshold.

Trustee Butler exited the meeting at 8:09 p.m.

Trustee Villarreal asked for clarification about the "check from Self-Help" which appears on the Library Foundation funds report. Director Shell informed the Board that the check was the funds that were in the Foundation's Self-Help account that was closed, but that it could not be deposited until the Foundation is able to open a new bank account. That had been delayed due to the Foundation's not-for-profit status lapsing with the state.

Trustee Villarreal asked about the cost of the Nicor gas invoice. Director Shell informed the Board that the Nicor bills generally run that high. President Williams indicated that she thought we were still locked into multi-year contracts for the gas supplier, as well.

President Williams called for a roll call vote.

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

Motion Passed.

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8. DIRECTOR'S REPORT

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

Trustee Sanchez asked about the unruly behavior reported in the Youth Department report and what was being done to address it. Director Shell informed the Board that, in addition to the procedures that D. Martinez outlined in her report, the library has also hired a second security monitor to help with the increased traffic in the library. President Williams also said she would communicate with the police chief to ask about having officers stop in more frequently.

President Williams called for a voice vote to accept the Director report. Trustee Banks motioned to approve the Director and department reports. Trustee Sanchez seconded the motion.

President Williams called for a voice vote.

Motion Passed.

9. COMMITTEE REPORTS

Director Shell informed the Board that the Decennial Committee meeting that was scheduled immediately prior to the Board meeting did not take place due to a lack of a quorum.

10. OLD BUSINESS

10a. None

11. NEW BUSINESS

11a. Review Draft of FY23 Audit

Director Shell reported that he had emailed the draft of the FY23 audit prepared by Illinois NFP to all the Trustees and that he would be emailing off the final audit report shortly. Alfredo Rodriguez, Illinois NFP Audit & Tax, LLP, will be presenting the final audit report to the Board at the March 20, 2024, Board meeting.

11b. Review Trustee Bylaws Project

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Director Shell reported that while researching a portion of the Trustee Bylaws, the attorney informed him that parts of it should be updated. Specifically, the paragraph on vacating a seat due to missing meetings. The Board was provided with sample bylaws and encouraged to review and start work on revising the bylaws. Director Shell offered to assist with research if needed.

11c. Staff In-Service Day March 7, 2024

President Williams called for a voice vote to accept the Director's request to close the library on March 7, 2024, to hold a staff in-service day. Trustee Banks motioned to approve the in-service day request and Trustee Villarreal seconded the motion.

Director Shell informed the Board that the library has not held a staff in-service/training day for a very long time and would like to close the library for staff training on March 7, 2024. Trustee Banks asked if there would be any DEI training taking place during the in-service day. Director Shell said he was looking into an online training that might be available. President Williams asked if it was possible to have in-person DEI training provided by a staff member from Oak Park Public Library.

President Williams called for a voice vote.

Motion Passed.

11d. Choose Strategic Planning Process/Consultant

Director Shell informed the Board that due to the unexpected staff changes; it would probably make the most sense to hire an outside consultant to conduct the strategic planning process for the library. It would still be possible to do it in-house, but it would be a much more time-intensive process.

President Williams asked for a motion to choose a strategic planning process, by hiring an outside consultant. A motion was made by Trustee Villarreal and seconded by Trustee Burnside to choose a strategic planning process, by hiring an outside consultant.

Trustee Burnside pointed out that Kathy Parker already had familiarity with the library and its long-term needs.

President Williams called for a roll call vote to approve hiring Kathy Parker to manage the strategic planning for the library.

Ayes: Williams, Burnside, Sanchez, Banks, and Villarreal
Nays: n/a

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Abstain: n/a
Absent: Rice and Butler

Motion Passed.

11e. Approve Security Camera and Video Surveillance Policy

President Williams asked for a motion to approve the proposed Security Camera and Video Surveillance Policy. Trustee Burnside motioned to approve the Security Camera and Video Surveillance Policy and Trustee Sanchez seconded the motion.

Director Shell explained that the Standards for Illinois Public Libraries states that we need to have a security camera policy. He found an example of one at a different library that he modified for Maywood Public Library use and submitted it to the library attorney for review. The proposed policy includes edits from the attorney.

President Williams called for a voice vote to approve the Security Camera and Video Surveillance Policy.

Motion Passed.

12. COMMENTS FROM THE BOARD

President Williams thanked the Board members and indicated that she relied on all of their individual expertise.

Trustee Burnside wanted to thank the Board for their patience and explained that any differences or discrepancies that the Board had at the previous meeting had been resolved. She indicated that she also appreciates and respects the expertise of the various Board members.

13. EXECUTIVE SESSION #2

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 Villarreal motioned to go into executive session and Trustee Sanchez seconded.

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President Williams called for a voice vote.

Motion Passed. Entered executive session at 8:39 p.m.

President Williams asked for a motion to come out of executive session. Trustee Burnside motioned to come out of executive session and Trustee Villarreal seconded the motion.

President Williams called for a voice vote.

Motion Passed. Exited executive session at 9:36 p.m.

14. ADJOURNMENT

Vice President Burnside moved to adjourn, and Trustee Villarreal seconded the motion.

President Williams called for a voice vote.

Motion Passed. Meeting adjourned at 9:37 p.m

SIGNED: LaSondra Banks DATE: 3/20/24
LaSondra Banks, Secretary