

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

May 22, 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 6:33 PM on Wednesday, May 22, 2024, at the Maywood Public Library.

Secretary Banks conducted the roll call.

Present: Trustees Williams, Sanchez, Banks, Villareal, and Rice (left at 6:41 pm)

Absent: Trustees Butler(excused) and Barber-Burnside (arrived at 6:36 pm)

There was a quorum present to conduct library business.

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

2. ADOPTION OF AGENDA

President Williams asked for a motion to approve agenda with one amendment-move agenda item 11b to after Executive Session. Trustee Sanchez made a motion to amend and adopt the agenda as requested. Trustee Villareal seconded the motion.

President Williams called for a roll call.

Ayes: Williams, Sanchez, Banks, Villareal

Nays: Rice

Motion Passed

3. INTRODUCTION OF VISITORS

Library employee and local resident, Stephanie Samuel and Library Patron, Tasha Blackmon

4. PUBLIC COMMENT

Tasha Blackmon, a library patron voiced concerns regarding issues she has experienced with using our computers and her flash drive and read-write discs becoming corrupted; there not being enough Chicago Sun-Times newspapers or study rooms available; passport room is not accessible(locked); certain areas of the library is extremely hot, and the library is run like a children/youth, not an adult library.

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The Interim Executive Director addressed the concerns of Ms. Blackmon and provided updates including the air conditioning unit is being inspected/repared by the end of the week; due to confidential files, the Passport Room must remained locked; since the computers are opened to the public, information is not retained on the computer hard drives for security purposes.

5. APPROVAL OF MINUTES

President Williams asked for a motion to approve the minutes from the regular meeting held on March 20, 2024, the minutes from the executive session held on March 20, 2024, the minutes from the Special Board meeting on April 26, 2024, and the executive session minutes held on April 26, 2024. Trustee Sanchez made a motion to approve Items 5a-5d, regular meeting minutes and executive session minutes. Trustee Banks seconded the motion.

President Williams called for a voice vote. Trustee Barber-Burnside abstained.

Motion Passed.

6. COMMUNICATION AND ANNOUNCEMENTS

Interim Director Daniela Martinez reported to the Board that the air conditioning unit will be serviced this week; certain areas of the library are not cool. Our Summer Reading Program will kick-off on June 7th.

7. TREASURER'S REPORT

7a. Approval April 2024 Treasurer's Report

7b. Ratify the Accounts Payable for April 2024 in the amount of \$46,904.82; Approval of Accounts Payable for May 22, 2024 in the amount of \$44,459.83.

7c. Approval of Library Payroll for March 20, 2024 in the amount of \$17,736.62, April 17, 2024 in the amount of \$20,813.66, May 1, 2024 in the amount of \$18,658.16 and May 15, 2024 in the amount of \$21,899.32

7e. Ratify the transfer of \$200,000 on May 16, 2024 from the US Bank Primary account to US Bank Accounts Payable account to pay invoices and payroll.

Treasurer Sanchez read the report to the Board.

Doreen Berrien provided a Bank Reconciliation Report for the month of December and discussed some of the reporting inaccuracies; she is currently reconciling and will provide an update at an upcoming board meeting.

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President Williams asked for a motion to approve the Treasurer's Report encompassing agenda items 7a through 9d. A motion was made by Trustee Sanchez and seconded by Trustee Williams to approve the Treasurer's Report as presented.

Questions/Comments:

Please make sure to double check items/entries for duplication

Verify healthcare statement sent by VOM- only received 2 months instead of 3 months.

Have all financial accounts been deactivated bearing the former Director's signature/access?

President Williams called for a roll call vote.

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

Nays: n/a

Abstain: n/a

Absent: Butler, Rice

Motion Passed.

8. INTERIM DIRECTOR'S REPORT

President Williams asked approval of the Interim Director's report by consensus..

Motion Passed

9. COMMITTEE REPORTS

None

10. OLD BUSINESS

10a. Decennial Committee final meeting date and report.

The committee will meet on June 12, 2024 at 6:15 pm.

11. NEW BUSINESS

11a. **Discussion/Action Item:** Accept the resignation of Library Director Leighton Shell effective May 17, 2024, with a two-week paid separation.

Motion by Trustee Sanchez, seconded by Trustee Villareal

Ayes: Trustees Williams, Barber-Burnside, Sanchez, Banks, Villareal

Nays: n/a

Absent: Butler, Rice

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11b. Discussion/Action Item moved to Executive Session

11c. Discussion/Action Item: Continue using Kathy Parker as consultant to guide and train Ms. Martinez

Motion by Trustee Sanchez, seconded by Trustee Barber-Burnside

Ayes: Trustee Williams, Barber-Burnside, Sanchez, Banks, Villareal

Nays: n/a

Absent: Butler, Rice

Motion Passed.

11d. Discussion/Action Item: Approve hiring Doreen Berrien as consultant to perform duties of the Business Office during the transition with a monthly fee of \$2,200.

Motion to approve by Trustee Barber-Burnside, seconded by Trustee Villareal with the addendum- **if over 40 hours, will be paid at a rate of \$45/hr.**

Ayes: Trustee Williams, Barber-Burnside, Sanchez, Banks, Villareal

Nays: n/a

Absent: Butler, Rice

Motion Passed.

11e. Discussion/Action Item: Appoint Daniela Martinez as the IMRF Authorized Agent

Motion by Trustee Barber-Burnside, seconded by Trustee Villareal

Motion Passed by Voice Vote

11f. Discussion/Action Item: FY2024/2025 Draft Budget

Kathy Parker reviewed the draft budget that was started by the former ED, will make some additional modifications for presentation to the board at the July or August Board meeting.

11g. Discussion/Action Item: TIF Discussion

Kathy Parker spoke with the Director of Community Development (Village of Maywood) to get clarification and questions answered relative to the TIF and its impact on the MPLD. We should plan to have the Interim Director at the next scheduled TIF Joint Review Board meeting. We also need to have some discussions regarding the MPLD owned land (lot north of library) and its potential future use, etc.

11h. Discussion/Action Item: Director Search proposals.

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Received proposals from two potential search firms- HR Source and Stacks Consulting. The board will take time to review the proposals and discuss at a later time. This will allow the interim director an opportunity to address some of the short-term goals of library operations, etc.

12. COMMENTS FROM THE BOARD

None

13. EXECUTIVE SESSION

President Williams asked for a motion to go into executive session, pursuant to 5 ILCS 120/2(c)(2), 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 Barber-Burnside seconded.

President Williams called for a voice vote.

Motion Passed. Entered executive session at 8:18 p.m.

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

President Williams called for a voice vote.

Motion Passed. Exited executive session at 8:28 p.m.

Motion to return to Regular session at 8:29 pm by Trustee Banks, seconded by Trustee Barber-Burnside.

Ayes: President Williams, Trustees Barber-Burnside, Sanchez, Banks, and Villareal

Nays: n/a

Absent: Trustees Butler and Rice

Motion Passed.

14. Action Item: Actions Resulting from Executive Session

Motion by Trustee Sanchez and seconded by Trustee Villareal to appoint Head of

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Youth Services, Daniela Martinez, to serve as Interim Library Director with a salary adjustment of \$70,000 while she serves in that capacity.

Ayes: Trustees Williams, Barber-Burnside, Sanchez, Banks, and Villareal

Nays: n/a

Absent: Trustees Butler and Rice

17. ADJOURNMENT

Trustee Banks moved to adjourn, and Trustee Barber-Burnside seconded the motion.

President Williams called for a voice vote.

Motion Passed. Meeting adjourned at 8:31 p.m.

SIGNED: _____ DATE: _____
LaSondra Banks, Secretary