

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

February 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 Sanchez at 6:31 PM on Wednesday February 15, 2023, at the Maywood Public Library.

The roll was called as follows:

Present: Trustee Barber-Burnside, Lee, Rice, Williams, Sanchez

Absent: Villarreal arrived at 6:49 PM

There was a quorum present to conduct business.

Also present: Interim Director Parker, library employee Stephanie Samuel and incoming library director Leighton Shell.

2. ADOPTION OF AGENDA

President Sanchez asked to amend the agenda to move agenda item 11 a. Trustee Interviews after agenda item 4. Public Comment. approve the agenda by consensus.

A motion was made by Trustee Williams and seconded by Trustee Barber-Burnside to move agenda item 11a after agendas item 4.

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

Nays: None

Motion Passed

3. INTRODUCTION OF VISITORS

Trustee candidates Lisette Ramirez and Paula Cano introduced themselves.

4. PUBLIC COMMENT

None.

11 a. Trustee Interviews

President Sanchez stated to the board that four resumes were received for the open trustee position. She contacted all four to inform them of the date and time for interviews. Three responded that they would be at the meeting and there was no response for the fourth.

MAYWOOD PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
February 15, 2023
Pg 2

She also stated that on the way to the library for the meeting, one of the candidates called President Sanchez to say their family member has been exposed to COVID and asked if the interview could be done via Zoom. Sanchez stated to the candidate that all candidates would need to be interviewed via Zoom to be fair to all candidates and it was too late to coordinate that at this time.

After discussion, the board agreed to interview the two candidates who were in person at the library.

A motion was made by Trustee Barber-Burnside and seconded by Trustee Rice to move into executive session at 6:43 PM, for the purpose of interviewing candidates for the open trustee position.

Ayes: Barber-Burnside, Lee, Rice, Williams, Sanchez.
Nays: None
Motion Passed

A motion was made by Trustee Williams and seconded by Trustee Barber-Burnside to reconvene open session 7:28 PM.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams, Sanchez.
Nays: None
Motion Passed

A motion was made by Trustee Villarreal and seconded by Trustee Lee directing President Sanchez to offer the open trustee position to Candidate A. If accepted the board would ratify the acceptance and swear in the new trustee at the March 2023 board meeting.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams, Sanchez.
Nays: None
Motion Passed

5. APPROVAL OF MINUTES

5a. 5b & 5c. Approval of the Regular minutes of January 18, 2023 meeting, the minutes of the Special Meetings of January 23 & 24 and February 10, 2023 and the executive session minutes of Special Meetings of January 23 & 24 and February 10, 2023

MAYWOOD PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
January 15, 2023
Pg 3

A motion was made by Trustee Williams and seconded by Trustee Villarreal to approve all minutes as presented.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams, Sanchez.
Nays: None
Motion Passed

6. COMMUNICATION AND ANNOUNCEMENTS

Card from the library staff to the board thanking them for the staff Christmas dinner

7. TREASURER'S REPORT

- 7a. Approve January 2023 Financials Statements
- 7b. Approve the Accounts Payable for February 15, 2023 in the amount of \$48,574.55
- 7c. Approval of Library Payroll for January 25, 2023 in the amount of \$16,168.53 and the February 8, 2023 payroll in the amount of \$18,580.56
- 7d. Ratify the IMRF payment for January 2023 in the amount of \$2,867.07.
- 7e. Ratify the transfer of \$200,000 on 1/13/2023 from the US Bank Primary Account to the US Bank Accounts Payable account, to pay library invoices.
- 7f. Ratify US Bank check number 2767 in the amount of \$100,000 deposited into Seaway Payroll account on 1/18/2023 for payroll purposes.

Treasurer Williams read the summary of monthly cash and balances with the opening balance on 1/01/23 was \$800,264.90 and on 1/31/23 the closing balance was \$105,188.48. Tax Revenues received was \$352,376.58.

Trustee Rice inquired about the Interim Director's invoice. Treasurer Williams stated that the invoice covered 1.5 months and that the Interim Director has been at the library more than in the past.

Trustee Villarreal inquired about why staff were being reimbursed so often for library purchases. Interim Director Parker stated that it was because the costs would normally be covered with a library credit card, but the library didn't have an active credit card.

A motion made by Trustee Williams and seconded by Trustee Villarreal to approve all financial documents as presented.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams, Sanchez
Nays: None
Motion Passed

MAYWOOD PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
February 15, 2023
Pg 4

8. INTERIM DIRECTOR'S REPORT

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

She will be working with incoming director Leighton Shell to transition him in his new role. Because he has prior director experience, she didn't expect that transition to take very long, perhaps a month or so. Parker has enjoyed working with the board and staff over the past year and with the boards permission, would like to stay on a bit longer to finish up some of the projects that she was not able to attend to given the demands of the day to day.

The trustees had the following statements/questions:

Trustee Sanchez stated that she would like Parker to stay on to finish up the necessary work so that Leighton Shell can concentrate on getting acclimated with staff and the day-to-day tasks of the library. Minimally she would like Parker to complete the new library and personnel policies, the vendor lists and get all the banking and financial issues straightened out.

Trustee Barber-Burnside asked what had happened regarding contacting the police about the parking lot issues.

Trustee Williams asked if Parker would be available in the event the library needed her work in the future.

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

10. OLD BUSINESS

10a. Library Director Search: Ratify the appointment of Leighton Shell as the new library director with an annual salary of \$85,000, with a starting date of February 21, 2023

A motion made by Trustee Williams and seconded by Trustee Barber-Burnside to ratify the appointment of Leighton Shell as the new library director with an annual salary of \$85,000.

MAYWOOD PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
February 15, 2023
Pg 5

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams, Sanchez
Nays: None
Motion Passed

11. NEW BUSINESS

11b. Library Foundation

Interim Director Parker stated that a letter from the Secretary of State came to the library regarding the Maywood Library Foundation, stating that the Foundation was in danger of being dissolved due to lack of compliance: the annual report and the financial report were not filed. She found the prior years information and stated that three of the current library trustees were on Foundation board. Since the Foundation is a separate legal entity from the library they Board would need to convene and determine what the direction of the Foundation will be. There is also two Foundation bank accounts that will need to be addressed.

11c. Policies: Meeting Room and Holiday Pay

A motion made by Trustee Barber-Burnside and seconded by Trustee Villarreal to approve the Meeting Room and Holiday Pay policies as amended.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams, Sanchez.
Nays: None
Motion Passed

11d. Facility Assessment

Interim Director Parker presented the three facility assessment proposals for board review.

Trustee Rice stated that an assessment did not need to be done.

Trustees Barber-Burnside, Sanchez and Williams stated that an assessment absolutely had to be done so that the board and director have a realistic assessment of the facility issues and a road map for necessary work, priority projects and potential costs associated with the work.

President Sanchez stated that since all the proposals are nearly the same, she recommend the board go with the lowest bid.

A motion made by Trustee Villarreal and seconded by Trustee Lee to approve the facility assessment proposal by Williams Architect.

MAYWOOD PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
February 15, 2023
Pg 6

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

Nays: None

Motion Passed

11e. Rotary Black History Month request

Trustee Barber-Burnside stated that the Rotary wants to partner with the library and Maywood Historical Society want to have a display in the library on February 28, 2023.

A motion made by Trustee Villarreal and seconded by Trustee Williams to approve the partnership program.

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

Nays: None

Motion Passed

11f. Business Manager job description

Interim Director Parker presented the Business Manager position and stated that after careful review of the work and discussion with Mr. Shell, the position really needs to be a full time position.

After discussion, the name of the position would be changed to Business Office Administrator.

A motion made by Trustee Villarreal and seconded by Trustee Barber-Burnside to approve the Business Office Administrator job description.

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

Nays: None

Motion Passed

12. COMMENTS FROM THE BOARD

None.

13. EXECUTIVE SESSION

A motion made by Trustee Villarreal and seconded by Trustee Barber-Burnside to go into executive session to discuss personnel matters at 8:58 PM.

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

Nays: None

Motion Passed

MAYWOOD PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
February 15, 2023
Pg 7

A motion made by Trustee Williams and seconded by Trustee Barber-Burnside to reconvene open session at 9:17 PM.

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

Nays: None

Motion Passed

A motion made by Trustee Villarreal and seconded by Trustee Barber-Burnside to allow Interim Director/Library Consultant Kathy Parker to continue to finish up the policies and financial work.

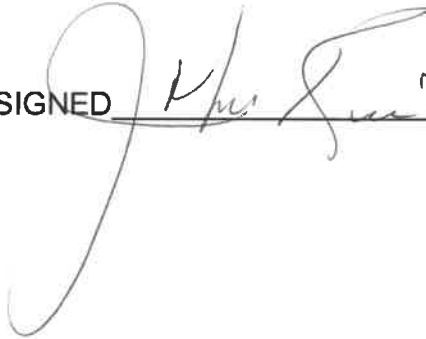
Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams, Sanchez.

Nays: None

Motion Passed

14. ADJOURNMENT

President Sanchez adjourned the Regular Board Meeting by consensus at 9:18 PM.

SIGNED  DATE 6/1/23

