

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

October 18, 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 6:30 p.m. on Wednesday October 18, 2023, at the Maywood Public Library.

The roll was called as follows:

Present: Trustees Williams, Sanchez, Banks, Rice, and Butler.

Absent: Trustees Burnside (excused) and Villarreal (excused).

There was a quorum present to conduct business.

Also present: Library Director Leighton Shell.

President Williams asked for a motion to put the meeting in recess so the Board of Trustees could take a tour of the entire library building. A motion to recess was made by Secretary Banks and seconded by Trustee Butler.

President Williams called for a voice vote.

Motion Passed – Meeting in recess at 6:31 p.m.

After the tour, President Williams asked for a motion to come out of recess. A motion to resume was made by Secretary Banks and seconded by Trustee Butler.

President Williams called for a voice vote.

Motion Passed – Meeting back in session at 7:12 p.m.

2. ADOPTION OF AGENDA

President Williams asked for a motion to adopt the agenda. A motion was made by Trustee Butler and seconded by Secretary Banks to adopt the agenda.

President Williams called for a voice vote.

Motion Passed

3. INTRODUCTION OF VISITORS

There were no visitors in attendance.

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4. PUBLIC COMMENT

There were no public comments.

5. APPROVAL OF MINUTES

Approval of the minutes of the regular meeting held on September 13, 2023

President Williams asked for a motion to approve the minutes of the regular meeting minutes held on September 13, 2023. A motion was made by Trustee Butler to approve the minutes. The motion was seconded by Trustee Rice.

President Williams called for a voice vote.

Motion Passed.

6. COMMUNICATION AND ANNOUNCEMENTS

Director Shell had no communications or announcements to include. Trustee Butler brought up an announcement that she is involved with a committee (*I Am My Community Collaboration*) that is working on a 2024 Black History Month program involving Maywood, Bellwood, and Broadview that would have an event on every day of the month. The committee wants to collaborate with Maywood Fine Arts and the Maywood Public Library District to have a Black History Month performance at the Library on the 3rd floor on a date to be determined.

President Williams thanked the Board and staff of the Library on behalf of her family for the sympathies extended for the loss of her sister.

Secretary Banks also thanked the Board and staff on behalf of her family for the sympathies extended for the loss of her stepfather.

7. TREASURER'S REPORT

- 7a. Approve September 2023 Treasurers Report
- 7b. Approve the Accounts Payable for October 11, 2023, in the amount of \$54,602.56
- 7c. Approve the Accounts Payable for October 18, 2023, in the amount of \$1,788.94
- 7d. Approval of Library Payroll for September 20, 2023 payroll in the amount of \$20,478.16 and October 4, 2023 in the amount of \$19,969.24.
- 7e. Ratify the IMRF payment for September 2023 in the amount of \$4,779.06

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- 7f. 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 7f. A motion was made by Trustee Butler and seconded by Trustee Rice to approve all financial documents 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 payment to the Village of Maywood for the Library staff health insurance. Director Shell explained that the current payment of \$7,920.96 is actually four month's worth of payments because the Village had stopped sending invoices for four months. A single month's payment of \$1980.24 is the payment for all library staff receiving health insurance through the Library.

President Williams asked if Quill was a new vendor that we were using. President Shell said we had been using Quill for office supplies since before he was hired.

Treasurer Sanchez asked about the vendor Complete Temperature Solutions. Director Shell explained this was the vendor which took over HVAC servicing from Voris.

Treasurer Sanchez asked about the vendor Call One not showing up anymore. Director Shell explained that Call One became Peerless, our current telephone service provider.

President Williams asked when account 1099011 Cash Allocated to Other Funds in the amount of \$-701,337.74 could be removed from the Statement of Financial Position Comparison report. She said she believed it was only supposed to be on the report for a year. Director Shell said he would investigate and find out.

Treasurer Sanchez asked for clarification on the Secretary of State payment of \$45. Director Shell explained this was for three staff members becoming a notary public at \$15 per person.

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

Motion Passed.

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8. DIRECTOR'S REPORT

Director Shell indicated he had nothing to add verbally to his written report. Treasurer Sanchez asked if there was a cost difference between the two security systems mentioned. Director Shell explained that due to his getting sick so soon after returning from vacation he did not have a chance to put together a comparison spreadsheet before the Board meeting. President Williams asked for a motion to accept the Director's Report. Trustee Butler moved to accept the report and Trustee Rice seconded.

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

Motion Passed

9. COMMITTEE REPORTS

The Decennial Committee had a meeting on October 18th, 2023, prior to the Board meeting. It will have its next meeting on February 21, 2024 at 6:00 pm before the February Board meeting.

10. OLD BUSINESS

10a. Security System Update

Director Shell explained that he did receive a quote back from Forrest Security while he was on vacation. But in the week between returning from vacation and preparing for the Board meeting he did not have time to enter the quotes into a comparison spreadsheet. He will have this ready by next month.

President Williams called for a motion to table agenda item about the Security System Update until the November meeting. Trustee Butler moved to table the agenda item and Treasurer Sanchez seconded.

President Williams called for a voice vote to table the agenda item.

Motion Passed

10b. 2023/2024 Salary Schedule

President Williams asked for a motion to discuss the salary schedule presented. A motion was made by Trustee Butler and seconded by Secretary Banks.

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Director Shell explained that he created a new salary schedule updated for the 2023/2024 fiscal year after he saw a salary schedule discussed on the September 2022 Board meeting agenda. His primary reason for creating this updated schedule was due to two staff positions currently receiving the same pay despite having different job responsibilities. Director Shell also provided the Board with the current staff salaries requested at the previous meeting. Secretary Banks asked for clarification on the difference between full-time exempt employees and full-time non-exempt employees. Director Shell explained that the full-time non-exempt employees still work a 40-hour shift but that their 30-minute meal breaks are unpaid, hence the 37.5-hour total. The Board discussed their concerns about pay adjustments not tied to performance appraisals. They requested to have a deeper discussion in closed session to discuss specific employee salaries.

10c. Staff Time Clock Discussion

Director Shell explained that he never heard back from the company Kronos about their time clock solutions. He received a quote from Paylocity for a tablet-based time clock that takes photos of staff members when they clock in and out. He also presented a quote for an Acroprint ProPunch system for \$350 that uses fingerprint scanning. He also reported a correspondence he had with the library attorney regarding biometrics. In it, the library attorney explained that *"...the Biometric Information Privacy Act specifically excludes public entities from coverage under the Act so the library is not subject to those requirements. However, you still want to make sure that if you do implement this practice, that you protect this private information."* Treasurer Sanchez expressed her desire to try updating/repairing the existing time clock if possible, rather than purchase a new one. Director Shell indicated he would try to determine if the existing time clock could be updated and/or repaired.

11. NEW BUSINESS

11a. Telephone System Update

Director Shell informed the Board that he was tentatively looking at updating the Library phone system, but that it is not an urgent issue. He merely wanted to see how the costs for other systems would compare to what we are currently paying Peerless. The proposal from BTS came in while Director Shell was on vacation and he then got sick right before the Board meeting and wasn't able to compile the costs into a comparison spreadsheet.

11b. Meeting Room Policy

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Trustee Butler provided the Board with a proposed Meeting Room Policy that she put together. President Williams asked for a motion to adopt the Meeting Room Policy changes proposed by Trustee Butler. Trustee Rice motioned and Treasurer Sanchez seconded the motion.

During Board discussion, President Williams said she would like to consider offering room rentals to groups outside of Maywood residents and charge more.

The Board discussed the merits of deposits versus charges.

Director Shell said he would have staff compile a report of how other area libraries manage their room rentals.

11c. Draft Levy Review

Director Shell gave a brief explanation of the draft levy ordinance which must be filed with the County by December. It will be on the November agenda for final approval by the Board.

12. COMMENTS FROM THE BOARD

Trustee Butler asked if a date had been chosen to let the public peruse through the books which are being disposed of. Director Shell informed her that he had emailed the management team about it before going on vacation and had not looked into it since getting back.

Trustee Butler also asked about getting Trustee business cards. Director Shell said he would get them to her.

President Williams reported that she saw a shout-out to the library about how well things are going and she thanked the Board and staff for all the hard work being done.

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

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- 5 ILCS 120/2(c)(1), to discuss “the employment, compensation, discipline, performance, or dismissal of specific employees”.

A motion was made by Secretary Banks and seconded by Trustee Rice to go into executive session per the above exceptions.

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

Motion Passed. Entered closed session at 8:04 p.m.

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

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

Motion Passed. Entered open session at 8:51 p.m.

14. ADJOURNMENT

President Williams called for a motion to adjourn. Trustee Rice moved to adjourn the Regular Board meeting and Secretary Banks seconded. President Williams called for a voice vote to adjourn.

Motion passed. Meeting adjourned at 8:52 p.m.

SIGNED: LaSondra Banks DATE: 11/15/23
LaSondra Banks, Secretary