

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

July 19, 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 6:32 p.m. on Wednesday July 19, 2023, at the Maywood Public Library.

The roll was called as follows:

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

Absent: Trustees Banks (excused) and Burnside (unexcused)

There was a quorum present to conduct business.

Also present: Library Director Leighton Shell and library consultant Kathy Parker.

2. ADOPTION OF AGENDA

President Williams asked for a motion to amend the agenda to move agenda item 13 Executive Session to after agenda item 4 Public Comment.

A motion was made by Trustee Butler and seconded by Trustee Rice to move agenda items 13 after agenda item 4.

Ayes: Butler, Rice, Sanchez, Villarreal, Williams

Nays: None

Absent: Banks, Burnside

Motion Passed

Trustee Butler asked if it was possible to add another exception to the executive session. This will be done during the motion to enter executive session.

A motion was made by Trustee Butler and seconded by Treasurer Sanche to adopt the amended agenda.

Ayes: Butler, Rice, Sanchez, Villarreal, Williams

Nays: None

Absent: Banks, Burnside

Motion Passed

3. INTRODUCTION OF VISITORS

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Kathy Parker, former interim Director and current library consultant introduced herself.

4. PUBLIC COMMENT

There were no additional public comments.

13. EXECUTIVE SESSION

President Williams asked for a motion to go into executive session pursuant to:

- 5 ILCS 120/2(c)10, 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
- 5 ILCS 120/2(c)(1), to discuss “the employment, compensation, discipline, performance, or dismissal of specific employees”.

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

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

Motion Passed. Entered closed session at 6:39 p.m.

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

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

Motion Passed. Entered open session at 7:28 p.m.

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5. APPROVAL OF MINUTES

5a & 5b Approval of the minutes of the regular meeting held on June 21, 2023, and of the executive session minutes of the regular meeting held on June 21, 2023.

President Williams asked for a motion to approve the minutes of the regular meeting minutes and executive session minutes held on June 21, 2023. A motion was made by Trustee Butler to approve the minutes after amending one of the closed sessions minutes to remove her name from the attendance as she was not there. The motion was seconded by Trustee Rice.

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

Motion Passed.

6. COMMUNICATION AND ANNOUNCEMENTS

Director Shell shared the email response he received from Library attorney Julie Tappendorf answering the question about which votes needed to be roll call votes and which could be voice votes. Her recommendation was:

Roll Call Votes:

- All ordinances should be voted on by roll call vote.
- Any resolution or any motion that involves (1) the expenditure of library funds or (2) would create a liability against the library should be voted on by roll call vote.
- The motion to go into execution session must be by roll call vote.

Voice Votes:

- Approval of Minutes
- Approval of routine matters that do not expend money or create a liability

Director Shell also shared the request from the Village of Maywood to let them park a Mobile Museum of Tolerance in the library parking lot during their National Night Out event on August 1st.

Trustee Butler shared a flyer about a Four Corners Family and Friends Day in the Park at 10th and Washington scheduled for Saturday, July 29th. She also mentioned the annual Old Timers Picnic will be held in the park behind the Library and she informed the committee that the Library parking lot could not be used until after the

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Library closed for the day.

7. TREASURER'S REPORT

- 7a. Approve June 2023 Treasurers Report
- 7b. Approve the Accounts Payable for June 28, 2023, in the amount of \$12,975.20 and the Accounts Payable for July 19, 2023, in the amount of \$15,776.06
- 7c. Approval of Library Payroll for June 28, 2023 payroll in the amount of \$19,200.60 and July 12, 2023 in the amount of \$20,161.34.
- 7d. Ratify the IMRF payment for June 2023 in the amount of \$4,443.21.
- 7e. 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 Villarreal and seconded by Trustee Rice to approve all financial documents as presented.

Trustee Sanchez asked for clarification on who the vendor Chicago Back Flow was. Director Shell explained they were the vendor who came out to test the fire pump system.

Trustee Sanchez asked for clarification on who Independent Construction Services was. Director Shell explained that this was the company Dan Eallonardo, who has been acting as our owners' rep, works for.

Finally, Trustee Villarreal asked why the Seaway Foundation account information is showing up on the summary report but not the statement of financial position report. Director Shell explained that the statement of financial position is only showing information about accounts directly controlled by the Library. The Library may receive bank statements from Foundation bank accounts and can report them to the board, but that money is not directly under the control of the Library.

Treasurer Sanchez requested that Romano Landscaping come out and cut the north lot grass. Director Shell explained they only come out once a month to mow that lot.

Treasurer Sanchez asked why we cut a check to IMRF when we had an \$11,000+ credit with them. Director Shell explained that in all likelihood he just paid the IMRF payment out of habit as that was the normal procedure. He also indicated that the Library received a letter from IMRF saying we owed an "accelerated payment" charge of \$10,286.85 and that he was going to see if that could be paid out of the \$11,000 credit the Library has with IMRF.

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Trustee Villarreal asked about the turnout of the Chair Yoga program.

Director Shell indicated that, in response to questions brought up last month, he separated out the Foundation bank accounts from the summary report and also included a more detailed view of deposits in the summary report.

Trustee Villarreal asked about voiding out old un-cleared checks to get them off the books.

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

Motion Passed.

8. DIRECTOR'S REPORT

Director Shell added the following remarks to supplement his written report:

Each Trustee received a draft annual calendar of tasks the Board needs to do and in which month they need to do them. The calendar will also have key facilities tasks and other tasks deemed important enough to include. Each Trustee also received a copy of the Days and Dates to Remember document that gets shared by the Illinois State Library each year.

Earlier in the year, someone came out to give an estimate for replacing the carpeting in the Youth department. That estimate came back above the threshold that triggers going out for bid. On next month's agenda will be an action item to approve going out for bid.

We have the DCEO grants coming in that have specific requirements that are more consuming than originally expected. If the Board is in agreement, I would like to continue working with Kathy Parker to assist with the grant paperwork, as she is more familiar with them.

The Trustees had the following statements/questions:

Treasurer Sanchez asked for clarification on the proposal to expand library hours of operation. Director Shell indicated his plan was to shoot for January 1, 2024, as the date we expand our hours similar to the 2023 change in hours. The Trustees also suggested the possibility of including Sunday hours to bring the total hours to 68.

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Treasurer Sanchez asked for clarification on the Library policies posted on the Library website. Director Shell explained that the policies on the website are all the old 2016 approved policies, some of which have been revised but not posted. He said he will work with the management team to update the website policy page and get the most recent policies posted.

Trustee Rice asked for an update on the sump pump issue mentioned in the Director Report and wanted to know if the sump pumps were tied into the generator line. Director Shell said Andy Dogan was scheduled to come back out to verify that the sump pumps...

Trustee Rice also mentioned that ComEd may have a program for updating our external lighting.

President Williams requested that we meet 30 minutes prior to the start of the August Board meeting to do a walk-through of the Library.

President Williams asked for a motion to accept the Director's Report. Trustee Butler moved to accept the report and Trustee Villarreal seconded.

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

Motion Passed

9. COMMITTEE REPORTS

None

10. OLD BUSINESS

- 10a. Approval of FY2024 Budget
- 10b. Maximon Behavioral Health Proposal Discussion
- 10c. Gifts and Donations Policy

President Williams called for a motion to approve agenda items 10a and 10c. Treasurer Sanchez made a motion and Trustee Villarreal seconded.

President Williams asked about possibly having an Outreach staff member who can represent the Library at Village events and in the Community. Treasurer Sanchez believes this should be considered part of the job functions of the department heads. The Board wants to make sure the Library is well represented in the

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Community. Director Shell indicated that as the Library staffs up to be able to open additional hours, we will have more flexibility to send staff to attend various events.

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

Motion Passed.

Trustee Butler explained more about what the Maximon Behavioral Health Proposal entailed, including that Maximon is willing to pay for space. The Board did not think using the 3rd floor of the addition was workable, but they are willing to hear the proposal from Maximon at the August meeting. Director Shell will invite them to the August meeting.

11. NEW BUSINESS

11a. A Resolution to Honor Doreen Berrien

Director Shell read the text of the resolution to honor Doreen Berrien. President Williams called for a motion to pass the resolution. Trustee Villarreal motioned to pass the resolution and to purchase a \$250 gift card for her. Trustee Rice seconded the motion.

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

Motion passed.

11b. Approval of Providing Non-Resident Cards Using the General Formula Method of Pricing

Director Shell gave a brief explanation of the non-resident patron cards and the General Formula Method for computing the cost of non-resident cards. By using the General Formula Method, the cost for non-resident cards for the upcoming year would be \$210. Trustee Butler moved to approve offering non-resident cards priced at \$210 based on the General Formula Method. Trustee Villarreal seconded the motion.

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

Motion passed.

11c. Approval of Building and Maintenance Tax Ordinance

President Williams called for a motion to approve Ordinance 24-01, Building and Maintenance Tax Ordinance for FY2023-2024. Trustee Butler motioned to approve and Trustee Villarreal seconded the motion.

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

Motion passed.

11d. Community Event Calendar

Director Shell informed the Board that the Library will have a table at the Village of Maywood National Night Out event on August 1st. Director Shell requested that if Trustees have knowledge of local events that the Library should attend to share those events with him.

11e. Future of Library Foundation

President Williams asked to table the agenda item. Treasurer Sanchez moved to table the agenda item and Trustee Villarreal seconded.

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

Motion passed.

11f. Rescheduling September Board Meeting

Director Shell requested that the Board move the September Board meeting from September 20th to September 13th. Treasurer Sanchez suggested canceling the September meeting. The Board discussed rescheduling the August meeting but ultimately decided to leave the August meeting on the 16th.

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President Williams asked for a motion to cancel the September meeting. Trustee Butler moved to cancel and Trustee Villarreal seconded the motion.

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

Motion passed.

12. COMMENTS FROM THE BOARD

Trustee Butler asked to revisit the Meeting Room Rental Policy at the August meeting. She also asked the Board to waive the fee for her to rent a meeting room in August. Director Shell said he would have the date reserved for Trustee Butler's meeting. The Board can vote on waiving the rental fee at the August meeting.

14. ADJOURNMENT

President Williams called for a motion to adjourn. Treasurer Sanchez moved to adjourn the Regular Board Meeting and Trustee Villarreal seconded. President Williams called for a voice vote to adjourn.

Motion passed. Meeting adjourned at 9:01 p.m.

SIGNED: LaSondra Banks DATE: 8/29/23
LaSondra Banks, Secretary