

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

**March 19, 2025**

**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 6:30 PM on Wednesday, March 19, 2025, at the Maywood Public Library District.

Secretary Banks conducted the roll call.

Present: Trustee Williams, Barber-Burnside, Sanchez, Banks, Bulter, Rice

Absent: Trustee Villarreal

There was a quorum present to conduct library business.

Also present in person: Library Director, Daniela Martinez, and Business Consultant, Doreen Berrien

**2. ADOPTION OF AGENDA**

President Williams asked for a motion to approve the agenda which Trustee Butler called the motion and Trustee Sanchez seconded.

President Williams called for a roll call.

Ayes: Trustee Williams, Sanchez, Banks, Bulter, Rice

Nays: Trustee Barber-Burnside

Abstain: n/a

**Motion Passed**

**3. INTRODUCTION OF VISITORS**

District 89 Superintendent & Maywood Resident, Dr. Michelle Hassan, Taxpayer Stephanie Samuel, Resident Ashley Banks, Marcus Cash, Village Trustee Raymund Williams

**4. PUBLIC COMMENT**

District 89 Superintendent, Dr. Michelle Hassan, stated her enthusiasm for collaborating with the Maywood Public Library District after Director Martinez inquired about including library programming with District 89's programming. Dr. Hassan stated she wanted to come and acknowledge the efforts of Director

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Martinez, as well as mentioning her excitement for how the library and District 89's collaboration in starting a literacy program. Dr. Hassan states that she and Director Martinez will be working closely for the summer and looking forward to it.

Secretary Banks stated Trustee Villarreal entered the meeting at 6:34 PM.

**5. APPROVAL OF MINUTES**

President Williams asked for a motion to approve the minutes with corrections mentioned from the Regular meeting held on and Executive Session Minutes held on February 19, 2025. Trustee Sanchez called the motion and Trustee Butler seconded.

Vice President Barber-Burnside requested that the minutes reflect the order of which the meeting was held. Vice President Barber-Burnside requested that her name be included next to the questions she had and questions separated for each response.

Trustee Butler requested that her name be redacted from the Executive Session Minutes from February 19, 2025, and replaced with only "Trustee".

Vice President Barber-Burnside and Trustee Butler request the record show they had an issue with the Executive Session Minutes if corrections are not made.

President Williams called for a roll call vote.

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

**Motion Passed.**

**6. COMMUNICATION & ANNOUNCEMENTS**

None.

**7. TREASURE'S REPORT**

7a. Action Item: Approve March 2025 Treasurers Report

7b. Action Item: Ratify the Accounts Payable for February 17, 2025, in the amount of \$ 60,590.40 and Approve the Accounts Payable for March 12, 2025, in the amount of \$49,172.08.

7c. Action Item: Approval of Library Payroll for February 19, 2025, in the amount of \$17,558.28, and March 5, 2025, in the amount

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of \$ 17,219.81.

7d. Action Item: Approve the transfer of \$200,000 from US Bank Primary to  
US Bank checking to pay invoices and payroll

Treasure Sanchez read the report to the Board.

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

Question/Comments from the Board:

**Treasure Sanchez:** Are we paying the Natural Gas invoices in advance?

*Director Martinez stated the library is not paying for it in advance and is reaching out to Nicor Gas on what is being charged overall.*

**Treasure Sanchez:** What months have been included in the Healthcare invoice from the Village for this Account Payable?

*Director Martinez stated the month included are February, March, and April.*

**Treasure Sanchez:** What's the reason for Exclusive Plumbing coming out multiple times?

*Director Martinez stated that there had been some leakages in the washrooms on the first floor. Director Martinez also stated that details can be found in her Director's Report.*

**Trustee Butler:** Could a printed version of the AP be available before the board meeting?

*President Williams and Treasure Sanchez state that the AP and Board packet are sent out on Friday. Director Martinez states that the printed version can be found in the Board member's mailbox.*

President Williams called for a roll call vote.

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

**Motion Passed.**

**8. LIBRARY DIRECTOR'S REPORT**

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

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Questions/Comments from the Board:

**President Williams:** What year is the bathroom remodel in the Capital Assessment Plan?

*Director Martinez said between the years 3-5.*

**Trustee Butler:** What is the purpose of the lock on the 3<sup>rd</sup> floor? Are they internally lock? Is it in service when events are occurring on the 3<sup>rd</sup> floor?

*Director Martinez stated that the 3<sup>rd</sup> floor lockers are closed when the 3<sup>rd</sup> floor does not have any event occurring. Director Martinez explained that despite the bathrooms being closed, staff members occasionally open the bathrooms to flush the toilets and use the sinks to avoid erosion. Director Martinez further states that the bathrooms are available to the public when events are occurring.*

**Trustee Butler:** When new managers are hired, can they be introduced to the board at the following board meeting?

*Director Martinez states of course.*

**Trustee Butler:** Does our current security service cover every angle in the library that could lead to a liability?

*Director Martinez stated that the current cameras do cover the main areas inside and outside of the building. Director Martinez states that she is currently working to contact Forest Security to add cameras to the 3<sup>rd</sup> floor, extend the line of coverage for the exterior, and add a camera to oversee the Smart Lockers.*

**Vice President Barber-Burnside:** To digress, what year did the flood occur? Were there any floods prior to that?

*Director Martinez states that the last flood occurred on May 17, 2021, and is not aware if there were any floods prior.*

**Vice President Barber-Burnside:** During the flood, did they place any sub pumps?

*Director Martinez stated yes, during the time sub pumps were reported to be replace. Director Martinez further explained that the next steps are to evaluate if the sub pumps are functioning at full capacity. This evaluation will take place when a Maintenance Technician is hired. Director Martinez states she currently is interviewing our previous Maintenance Technician, Pedro Diaz.*

**Trustee Rice:** This was informed to the previous director, what is being done about the water dripping from the arch in the South side of the building (New Annex)?

*Director Martinez stated that this is the first time the issue has been brought*

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*up. Trustee Butler suggested that Trustee Rice send Director Martinez photos of what he is referring to.*

**Trustee Rice:** Make sure that when project go out, it is to bid to post it on the construction booklet that incorporates companies nationwide, and to include local companies.

*Director Martinez stated that when projects for the library go out to bid, the companies submit their bid to the library. President Williams repeated the same.*

**Trustee Rice:** All I am asking is that when placing public bids is to reach out to a minority.

*Vice President Barber-Burnside asked if Trustee Rice would like it to be place on the website. Trustee Rice stated you betcha. Trustee Butler asked what the current protocol for bids is. Director Martinez stated that public bids must be on the website, in the local newspaper, and onsite to notify the local companies*

**Trustee Butler:** Can trustee's names be placed on the newsletter? Can we get a flyer highlighting senior programs?

**Motion Passed.**

**9. COMMITTEE REPORTS**

Trustee Butler reported that the Maywood Public Library District Foundation met on Monday, March 10<sup>th</sup> at 2:00 PM. This meeting's purpose was to set up a mission statement. The next meeting would be Monday, April 14 at 2:00 PM.

Questions/Comments from the Board:  
N/A

**10. OLD BUSINESS**

**10a. Discussion/Action Item:** Space Evaluation Proposals

President Williams asked for a motion to discuss the Space Evaluation Proposals. Trustee Butler moved to approve the report and Trustee Sanchez seconded the motion.

President Williams called for a roll call vote.

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

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Villarreal

Nays: Trustee Rice

Abstain: n/a

Absent: n/a

**Motion Passed.**

**11. NEW BUSINESS**

**11a. Discussion/Action Item:** Board Training Day

Director Martinez presented two (2) days for a Board Training Day with Kathy Parker, from KP Consult; Saturday, June 7, 2025, or Saturday, June 14, 2025. The board selected Saturday, June 14, 2025.

Questions/Comments from the Board:

**Vice President Barber-Burnside:** Is Kathy Parker's Board Training Fee an addition to what she is already being paid?

*Director Martinez stated that Kathy Parker will be compensated with her already established fee. President Williams and Treasure Sanchez stated that she charges her hourly rate instead of the original fee Kathy Parker charges for Trustee Trainings.*

**11b. Discussion/Action Item:** Library Closing All Day – May 1, 2025: Staff Training Day, Partial Closing at 1:00 PM – June 7, 2025: Summer Reading Kick Off Event

Director Martinez asked for the closing of May 1, 2025 for an all-day staff training at Reaching Forward North Conference 2025, hosted by Illinois Library Association, and for the partial closing at 1:00 PM, June 7, 2025, to prepare for the Summer Reading Kick Off Event.

President Williams asked for a motion to approve the closing of May 1, 2025, and the partial closing at 1:00 PM, June 7, 2025. Trustee Barber-Burnside moved to approve the report and Trustee Banks seconded the motion.

President Williams called for a roll call vote.

Ayes: Trustee Williams, Barber-Burnside, Banks, Sanchez, Butler,  
Rice, Villarreal

Nays: n/a

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Absent: n/a

**Motion Passed.**

Questions/Comments from Board:

**Trustee Rice:** Why an all-day training?

*Director Martinez informed that the training will be an all-day, offsite training opportunity for staff to learn more about library programs, policy, and procedures at the Donald Steven Convention Center with other library professionals.*

**Secretary Banks:** Will the entire library be open when the event is occurring, or will it just be the 1<sup>st</sup> floor and lobby area?

*Director Martinez stated that the 1<sup>st</sup> floor and lobby area will be available during the Summer Reading Kick Off Event.*

**12. COMMENTS FROM THE BOARD**

Vice President Barber-Burnside stated that she will be taking her name plate and will be here for the changing of the Library Board.

Trustee Butler stated her gratitude to John Fruit, Head of Adult Services and to Director Martinez.

President Williams complimented Director Martinez and the Library Staff for their hard work.

**13. ADJOURNMENT**

President Williams asked for a motion to adjourn. Trustee Butler moved to adjourn, and President Williams seconded the motion.

President Williams called for a vote.

**Motion Passed. The meeting adjourned at 7:45 PM.**

SIGNED: \_\_\_\_\_

  
~~LaSandra Banks, Secretary~~

DATE: \_\_\_\_\_

*5/9/25*

*Brianna Henderson, Secretary*