

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

June 12, 2024

1. CALL TO ORDER & ROLL CALL

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by Vice President Arnettra Barber-Burnside at 6:30 PM on Wednesday, June 12, 2024, at the Maywood Public Library.

Secretary Banks conducted the roll call.

Present: Trustees Sanchez, Banks, Villareal, and Barber-Burnside, Williams(Remote)

Absent: Trustee Butler(excused), Trustee Rice

There was a quorum present to conduct library business.

Motion by Trustee Sanchez to have meeting participation remotely by President Williams. Trustee Banks seconded the motion. **Motion passed by voice vote.**

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

2. ADOPTION OF AGENDA

Trustee Banks asked for a motion to approve the agenda as presented. Trustee Villareal seconded the motion.

Vice President Barber-Burnside called for a roll call.

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

Nays:

Motion Passed

3. INTRODUCTION OF VISITORS

Library employee and resident, Stephanie Samuel and library patron, Tasha Blackmon.

4. PUBLIC COMMENT

Tasha Blackmon had questions about the restrooms and odor in the hallway.

5. APPROVAL OF MINUTES

Vice President Barber-Burnside asked for a motion to approve the minutes from the regular meeting held on May 22, 2024, and the minutes from the executive session held on May 22, 2024. Trustee Banks made a motion to approve Items 5a-5b,

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regular meeting minutes and executive session minutes. Trustee Sanchez seconded the motion.

Vice President Barber-Burnside called for a voice vote. **Motion Passed.**

6. COMMUNICATION AND ANNOUNCEMENTS

No announcements or communications reported.

7. TREASURER'S REPORT

7a. Approval May 2024 Treasurer's Report

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

Approval of Accounts Payable for June 12, 2024 in the amount of \$51,149.14.

7c. Approval of Library Payroll for May 29, 2024 in the amount of \$20,073.16.

Treasurer Sanchez read the report to the Board.

Doreen Berrios provided an update on the Bank Reconciliation Report for the month of December and discussed some of the reported inaccuracies and the reconciliation that has occurred to date.

Vice President Barber-Burnside asked for a motion to approve the Treasurer's Report encompassing agenda items 7a through 7c. A motion was made by Trustee Sanchez and seconded by Trustee Villareal to approve the Treasurer's Report as presented.

Questions/Comments from the Board:

Petty Cash

Globe Life Insurance payment

Complete Temperature Systems

Forest Security

Two Grants- will there be line items in the budget?

President Barber-Burnside called for a roll call vote.

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

Nays: n/a

Abstain: n/a

Absent: Butler, Rice

Motion Passed.

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8. INTERIM DIRECTOR'S REPORT

Vice President Barber-Burnside asked for a motion to approve the Interim Director's report. Trustee Sanchez moved to approve the report and Trustee Villarreal seconded the motion.

Motion Passed by Voice Vote.

9. COMMITTEE REPORTS

None

10. OLD BUSINESS

10a. Approve the Decennial Committee final report – the committee met on June 12th at 6:15 pm. Committee decided to defer the approval of the final approval until the September Board meeting. Motion by Trustee Banks, seconded by Trustee Sanchez. **Motion passed by Voice Vote.**

11. NEW BUSINESS

11a. **Discussion/Action Item:** Approve Non-Resident Borrowing in RAILS for the year 2024-2025.

Motion by Trustee Sanchez, seconded by Trustee Villareal

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

Nays: n/a

Absent: Butler, Rice

Motion Passed.

11b. **Discussion/Action Item: Library Credit Card**

Currently, the US Bank credit card is under the former Director's name.

Recommendation by Board to have the Board Treasurer (Sanchez) as the authorized officer for the library credit card. Motion to approve by Trustee Banks and seconded by President Williams.

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

Nays: n/a

Absent: Butler, Rice

Motion Passed.

11c. **Discussion/Action Item:** Library North Lot

Motion by Trustee Sanchez, seconded by Trustee Barber-Burnside to discuss the request by the Village of Maywood to soil test the North lot. Discussion

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by the Board; would like a formal request or presentation by village representative before moving forward.

13. EXECUTIVE SESSION – NO ITEMS TO DISCUSS

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

17. ADJOURNMENT

Trustee Sanchez moved to adjourn, and Trustee Villarreal seconded the motion.

Vice President Barber-Burnside called for a voice vote.

Motion Passed. The meeting adjourned at 7:36 p.m.

SIGNED: _____ DATE: _____
LaSondra Banks, Secretary