

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

September 18, 2024

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 6:37 PM on Wednesday, September 18, 2024, at the Maywood Public Library District.

Secretary Banks conducted the roll call.

Present: Trustees Williams, Barber-Burnside, Sanchez, Butler, Rice, Villarreal

Absent: Trustee Banks (excused)

There was a quorum present to conduct library business.

Also present in person: Interim Library Director Daniela Martinez, Doreen Berrien, Business Office Consultant, Kyle A. Cunningham from William's Architect's, and Kathy Parker from KP Consultants.

2. ADOPTION OF AGENDA

President Williams asked for a motion to approve the agenda as amended, placing Executive Session after the Treasure's Report, before the Interim Report. Trustee Villarreal called the motion and Trustee Rice seconded.

President Williams called for a roll call.

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

Nays:

Motion Passed

3. INTRODUCTION OF VISITORS

Library employee and resident, Stephanie Samuel and Maywood Chamber of Commerce Member, Jade Sky Insurance, and resident, Anthony Cook.

4. PUBLIC COMMENT

No public comment.

5. FACILITIES UPDATE FROM WILLIAM'S ARCHITECTS

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Associate Kyle Cunningham came to give an update and clarification on the Elevator Modernization Project and presented to the board the recommendations brought by Colley Elevator, regarding the cylinder.

Questions/Comments from the Board:
Budget/Cost/Contingency included in Grant
Projected Work

6. APPROVAL OF MINUTES

President Williams asked for a motion to approve the minutes from the regular meeting held on July 17, 2024. Trustee Bulter made a motion to approve regular meeting minutes. Trustee Villarreal seconded the motion.

President Williams called for a vote. **Motion Passed.**

7. COMMUNICATION AND ANNOUNCEMENTS

Trustee Butler mentioned Library programs occurring in October to which Interim Martinez gave the time and date: Sex, Lies & Media Training for Teens, October 3 @ 4 PM and Sex Trafficking Awareness, October 3 @ 5 PM.

Interim Martinez also announced representing and reading at the Brookfield Zoo, along with Tour of Proviso Bike Ride.

8. TREASURER'S REPORT

8a. **Action Item:** Approve August & September 2024 Treasurers Report

8b. **Action Item:** Ratify the Accounts Payable for July 17, 2024, in the amount of \$51,737.67 and Approve the Accounts Payable for August 14, 2024 in the amount of \$69,176.41 and for September 18, 2024 in the amount of \$46,016.99

8c. **Action Item:** Approval of Library Payroll for July 24, 2024, in the amount of \$ 15,333.18, August 7, 2024, in the amount of \$ 15,973.72, August 21, 2024, in the amount of \$ 16,249.82 and September 4, 2024, in the amount of \$16,162.31.

Treasurer Sanchez read the report to the Board.

President Williams asked for a motion to approve the Treasurer's Report encompassing

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agenda items 8a through 8c. A motion was made by Trustee Villarreal and seconded by Trustee Sanchez to approve the Treasurer's Report as presented.

President Williams called for a roll call vote.

Questions/Comments from the Board:

Water Bill

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

Motion Passed.

9. EXECUTIVE SESSION

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

President Williams asked for a motion to move into Executive Session. Trustee Sanchez motion to move into Executive session and was second by Trustee Villarreal.

10. INTERIM DIRECTOR'S REPORT

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

Motion Passed.

11. COMMITTEE REPORTS

A meeting for the Maywood Foundation Committee must be established at the October 16, 2024 Board Meeting.

12. OLD BUSINESS

Approval of Team-BMG (Business Model Group). President Williams asked for a motion to approve Team-BMG, Trustee Villarreal motioned the approval and President Williams second.

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

Motion passed.

13. NEW BUSINESS

13a. Discussion/Action Item: Early Voting and Election Day Location.

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

Motion Passed.

**13b. Discussion/Action Item: Elevator Modernization Change Order up to \$10,000
Budget Request with Prior Approval of Treasurer or
President**

Motion by Trustee Sanchez, seconded by Trustee Villarreal
Ayes: Trustee Williams, Sanchez, Butler, Villarreal
Nays: Trustee Rice
Abstain: n/a
Absent: Trustee Banks

Motion Passed.

13c. Discussion/Action Item: Strategic Planning/Kathy Parker Consulting

Motion was passed in a previous meeting.

**13d. Discussion/Action Item: Staff Strategic Plan & Library Closing Date: Friday,
November 15, 2024.**

Motion by Trustee Barber-Burnside, seconded by Trustee Villarreal
Ayes: Trustee Williams, Barber-Burnside, Sanchez, Butler, Rice, Villarreal
Nays: n/a
Abstain: n/a

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Absent: Trustee Banks

Motion Passed.

13e. Discussion/Action Item: Director Search Proposals

Motion to table by Trustee Sanchez, seconded by Trustee Rice

Ayes: Trustee Williams, Sanchez, Butler, Rice, Villarreal

Nays:

Abstain: Trustee Barber-Burnside

Absent: Trustee Banks

Motion Tabled.

13f. Discussion/Action Item: Annual Levy & 0.2 Building and Maintenance Levy

Motion by Trustee Butler, seconded by Trustee Sanchez

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

Nays: n/a

Abstain: n/a

Absent: Trustee Banks

Motion Passed.

13g. Discussion/Action Item: FOIA Board Officer Appointment

Motion for Interim Martinez and Trustee Sanchez to become FOIA Officers
by Trustee Villarreal, seconded by Trustee Butler

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

Nays: n/a

Abstain: n/a

Absent: Trustee Banks

Motion Passed.

**13h. Discussion/Action Item: Interim Director's Presentation and Request for
Review at October 2024 Board Meeting**

No motion required.

13i. Discussion/Action Item: IMRF Staff Voluntary Contribution Errors

No motion required.

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14. ADJOURNMENT

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

President Williams called for a vote.

Motion Passed. The meeting adjourned at 9:38 PM.

SIGNED: _____ DATE: _____
LaSondra Banks, Secretary