

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

**February 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 6:32 PM on Wednesday, February 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, Business Consultant Doreen Berrien, Attorney Erin Monforti from Ancel Glink, Angela Smith from Village of Maywood, and Dan Eallonardo from Independent Construction Solutions.

**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, Barber-Burnside, Sanchez, Banks, Bulter, Rice

Nays:

Abstain:

**Motion Passed**

**3. INTRODUCTION OF VISITORS**

Taxpayer Stephanie Samuel, Resident Vicki Haas, Brianna Henderson, Marcus Cash, Ashley Banks, Willie Banks, Mindy Martinez, Angela Smith, Doreen Berrien, and Construction Consultant Dan Eallonardo.

**4. PUBLIC COMMENT**

Vicki Haas, a Maywood Resident, stated her disagreement in selling the vacant lot North of the Maywood Public Library District to the Village of Maywood. She explains that the land was sold before, and that Maywood Residents will have to

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pay for the selling three (3) times. She made some suggestions on what to utilize the land.

Brianna Henderson, Maywood Resident, also stated her disagreement with the selling of the vacant lot North of the Maywood Public Library District to the Village of Maywood. She explains that the library could do other things with the lot and that it should be placed on pause for the upcoming election.

5. Presentation of Request of Soil Sample by Angela Smith from the Village of Maywood

Angela Smith came in to present some of the plans that the Village of Maywood has for its reimagining Maywood phase. Smith explains how using data from a 2017 study and looking at other surrounding villages, they all have a centralized area where residents can visit their local organizations. Smith states that 5<sup>th</sup> avenue is that centralized area for Maywood, and that in 2020, the image of constructing a Civic Core consisting of a municipal/civic center area, was approved by the Village of Maywood.

Smith further explains how the Village of Maywood then sought out and were granted 2 grants for Sight Preparation for Street Improvements and Sight Preparation for the Municipal Center. Smith states that the next step for the Village of Maywood is to evaluate the spaces that are available to start the Reimagine Maywood Project, and the North Vacant Lot the Maywood Public Library District owns is one of those locations. Smith explains that before any discussion of purchasing, the Village of Maywood is asking the Maywood Public Library District to allow for soil sampling to be collected from the North Vacant Lot.

Smith continues to clarify that the Village of Maywood is at a very early and beginning stage of this Reimagine Maywood Project. She repeats that they are in the Site Preparation stage. She describes this stage including questions of “what kind of building can be built? Where can it be built? What construction is needed?”

Smith again asks to Maywood Public Library District for access to conduct Phase 1 and 2 for soil sampling to be collected from the North Vacant Lot. These soil samplings will allow them to analyze what could be built on the lot. She states that this sample will consist of 7 soil borings with a drill. She then ask for the Maywood Public Library District to ratify the Village of Maywood’s Letter of Intent to allow at least access to the property to conduct the environmental studies needed, and a genuine collaboration from the Maywood Public Library District to better serve the Maywood residents.

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Smith clarifies that the only communication between the Village of Maywood and the Maywood Public Library District was between each organization's attorney about the Letter of Intent. Smith states that when the Village of Maywood was creating their plan, they reach out to the Village attorney, who then reach out to the Library's attorney, which the Library attorney advise the Village attorney that it was best the Village provided a Letter of Intent to the Library. No individual conversation was had with a Maywood Public Library District Board Trustee.

Erin Monforti, Attorney from Ancel Glink, clarified the Letter of Intent was addressed to Director Martinez, who then sent it to Ancel Glink. She states that the Letter of Intent is a preliminary document that gives a framework of what could happen in a purposed project. Attorney Monforti clarifies that the LOI was not signed and at that moment, the LOI was expired. Attorney Monforti states they have only been in contact with Director Martinez and President Williams about the LOI to evaluate what the terms mean. Attorney Monforti further clarifies that Ancel Glink attorneys only conducted a preliminary assessment of the proposals to be able to orient the Trustees at the matter is being discussed at the meeting.

President Williams asked Attorney Monforti to provide some clarity on some of the comments stated by fellow board members. President Williams asked, was the property put up for sale at any time and currently? Attorney Monforti stated no. President Williams then asked, is it standard for Library Directors and Board Presidents on any board to reach out to their Library Attorney? Attorney Monforti states yes, and explained the communication between Library Director, Board of Trustees, and Library Attorneys. President Williams then asked, was there any direction given by Director Martinez or myself [President Williams] to go the Village of Maywood to give a consensus of any kind about this property. Attorney Monforti states no. President Williams asked has the Board followed the proper procedures according to OMA and the By-Laws. Attorney Monforti states yes and explained that when looking at the statues under of conflict of interest, the primary issue that can rise to liability is the financial interest of the property, such as is if a member of the Board was the sole owner of the property in question. She further states that a familiar relationship under Illinois law does not imply conflict of interest.

**Questions/Comments from the Board during presentation:**

When was permission given to obtain a soil sample?

Agenda including sale of a property.

Have you had any conversations pertaining to the selling of the property with any of the Maywood Public Library District Board Trustees?

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Who gave the leeway to address the information? How did it come about to you?  
Have you discussed with any of Maywood Public Library District Board Trustees the LOI prior to the board meeting?

Were you given any instructions from President Williams on how or when to reply to the LOI?

Did you inform any Maywood Public Library District Board Trustee of your findings prior to the board meeting?

Why is the North Lot owned by the Maywood Public Library District being considered? Is any other land being considered to survey?

An appearance of conflict of interest

President Williams asked for a motion to enter Executive Session at 7:11 PM. Trustee Butler motioned to enter Executive Session to which Trustee Sanchez seconded.

President Williams called for a roll call vote.

Ayes: Trustee Williams, Sanchez, Banks, Butler

Nays: Trustee Barber-Burnside, Rice

Abstain: N/A

Absent: Trustee Villarreal

**Motion Passed.**

Executive Session—

Pursuant to 5 ILCS 120/2 (c)(7) " where setting the price for sale or lease of property owned by the public body is being considered".

and-

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-

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

**6. APPROVAL OF MINUTES**

President Williams asked for a motion to approve the minutes from the Regular meeting held on and Executive Session Minutes held on January 15, 2025. Trustee Sanchez called the motion and Trustee Banks seconded.

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President Williams called for a roll call vote.

Ayes: Trustee Williams, Sanchez, Banks, Butler

Nays: n/a

Abstain: Trustee Barber-Burnside

Absent: Trustee Villarreal

**Motion Passed.**

**7. COMMUNICATION & ANNOUNCEMENTS**

None.

**8. TREASURE'S REPORT**

8a. Action Item: Approve February 2025 Treasurers Report

8b. Action Item: Ratify the Accounts Payable for January 08, 2024, in the amount of \$ 78,267.66 and Approve the Accounts Payable for February 17, 2025, in the amount of \$60,590.40

8c. Action Item: Approval of Library Payroll for January 22, 2025, in the amount of \$ 17,220.37, and February 5, 2025, in the amount of \$ 17,729.09.

8d. Action Item: Approve the transfer of \$100,000 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 8a through 8d. A motion was made by Trustee Sanchez and seconded by Trustee Barber-Burnside to approve the Treasurer's Report as presented.

President Williams called for a roll call vote.

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

Nays: n/a

Abstain: n/a

Absent: Trustee Villarreal

**Motion Passed.**

**9. 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 Villarreal seconded the motion.

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Questions/Comments from the Board:

Trustee Sanchez praised the new Youth Programming and wanted to highlight the increase in passport services as well as library card sign up

Creating a cheatsheet for seniors

Other Consulate partnerships considered

Tech grant

Policies

**Motion Passed.**

**10. COMMITTEE REPORTS**

Secretary Banks reported that the Maywood Public Library District Foundation met on Monday, February 17<sup>th</sup> at 2:00 PM. This meeting's purpose was to discuss possible members, subcommittees, and a plan to get it started. The next meeting would be Monday, March 10<sup>th</sup> at 2:00 PM.

Questions/Comments from the Board:

N/A

**11. OLD BUSINESS**

**11a. Discussion/Action Item: Elevator Modernization Project**

Dan Eallonardo from Independent Construction Solutions came to give a status report on the elevator modernization project. These reports will be given to the Library on a monthly basis to show what is occurring with the project. Eallonardo explains that there were some issues found with the elevator that the elevator contractors, Colley Elevator, did not include in the bid. The electric work proposal for the project was solicited to Excel Electric, to not exceed the amount of \$22,600.00. Eallonardo states that Excel Electric is a contracting company that is highly used by Colley Elevator. Eallonardo also adds the proposal from Johnson Controls, the company that will be working on the fire alarm and emergency system for the elevator. This proposal will have Johnson Control working with Colley Elevator in the amount of \$19,836.00. Eallonardo is asking the Board for full consideration of both proposals and will report back any cost savings presented.

Director Martinez also presented the finishes for the West Elevator that was provided by Williams Architect to select from.

Eallonardo adds that future proposals will be brought to the board to bring the elevator and elevator room up to code. Newer elevators need a phone and video as part of the emergency plan, and the elevator room needs a fire damper including in the vent that allows airflow, to prevent fire from spreading.

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Questions/Comments from the Board:

Will the material be replaced with standard materials?

Why are there different electricians for the elevator system and fire alarm system?

President Williams asked for a motion to approve the proposal for Excel Electric, to not exceed the amount of \$22,600.00 and Johnson Control working with Colley Elevator in the amount of \$19,836.00. A motion was made by Trustee Sanchez and seconded by Trustee Barber-Burnside to approve the proposals.

President Williams called for a roll call vote.

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

Nays: Trustee Rice

Abstain: n/a

Absent: Trustee Villarreal

**Motion Passed.**

**11b. Discussion/Action Item:** Water Line Utility.

Attorney Monforti explained that the Library has reached out to the Village of Maywood to resolve the matter, but has not heard back. Director Martinez stated that the water line work was completed, and the sprinkler system is on its own meter.

**12. NEW BUSINESS**

**12a. Discussion/Action Item:** Space Evaluation Proposals

Director Martinez presented the three (3) proposals for a space evaluation of the library; Engberg Anderson at \$24,000, Williams Architect at \$15,000, and Studio GC at \$8,500.00. Each proposal outlined how the space evaluation will be conducted and what it consists of.

Questions/Comments from the Board:

Printing Cap for proposals

Which proposal does Director Martinez prefer?

Receiving a formal proposal from Williams Architect

**12b. Discussion/Action Item:** Patron Code of Conduct

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Director Martinez presented a draft of Patron Code of Conduct policy that was reviewed by Ancel Glink. Director Martinez asked the Board to review the policy to begin structuring the Library Patron Code of Conduct.

Questions/Comments from Board:  
Services animals

**12c. Discussion/Action Item: ICE Procedures**

Director Martinez presented a guideline created by the American Library Association (ALA) on how to deal with Workplace Raids.

**13. COMMENTS FROM THE BOARD**

Vice President Barber-Burnside suggested for the Board of Trustees to review their Maywood Public Library District Manual and Trustee Package, especially pages 14-15.

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

**14. ADJOURNMENT**

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

President Williams called for a vote.

**Motion Passed. The meeting adjourned at 8:51 PM.**

SIGNED: LaSondra Banks DATE: 3/19/25  
LaSondra Banks, Secretary