

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

September 17, 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 LaSondra Banks at 6:30 PM on Wednesday, September 17, 2025, at the Maywood Public Library District.

Trustee Butler conducted roll call.

Present: Trustee Butler, Henderson (arrived at 7:15 PM), Rice (arrived at 6:30PM),
Sanchez, Williams, Villarreal, Banks

Absent: N/A

There was a quorum present to conduct library business.

Motion Passed.

Also present in person: Library Director, Daniela Martinez

2. ADOPTION OF AGENDA

President Banks asked for a motion to approve the agenda as amended to move items 10c. and 11a. after public comment which Trustee Williams called the motion and Trustee Villarreal seconded.

President Banks called for a roll call.

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

Nays: n/a

Abstain: n/a

Absent: Trustee Henderson (arrived at 7:15PM)

Motion Passed

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT



VISITORS
MAYWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
September 17, 2025

Anth. Cook
Claudia V.

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

September 17, 2025

5. APPROVAL OF MINUTES

President Banks asked for a motion to approve the minutes with corrections mentioned from the Regular meeting held on July 17, 2025. Trustee Butler called the motion and Trustee Banks seconded.

President Banks called for a vote.

Motion Passed

6. FACILITIES UPDATE BY DAN EALLONARDO

Dan provided an update to the Elevator Modernization project, stating that the project was semi completed and that there are small punch line items. Dan stated that the elevator is functioning and that it passed the State inspection.

7. WILLIAM'S ARCHITECT SPACE EVALUATION REPORT BY ANDY DOGAN AND KYLE CUNNINGHAM

Andy provided the space evaluation report for the library that included performance assessment and recommendations for improving the utilization of space.

Questions from the Board:

Data comparisons and variable definitions

8. WINTRUST BANK PROPOSAL BY RICARDO MORALES

9. COMMUNICATION & ANNOUNCEMENTS

President Banks stated that the Village will be hosting a Tax Appeal meeting on Monday, September 22, 2025, at 6:00 PM and there will be a car show on Oak St on Sunday, September 28, 2025, from 9:00 AM to 4:00 PM.

10. TREASURER'S REPORT

7a. Action Item: Approve August & September 2025 Treasurers Report

7b. Action Item: Ratify the Accounts Payable for July 9, 2025, in the amount of \$53,881.55 and August 20, 2025, in the amount of \$63,164.58,
Ratify the IMRF Payment for August 8, 2025, in the amount of \$2,916.30 and September 4, 2025, in the amount of \$2,998.43, and
Approve the Accounts Payable for September 10, 2025, in the amount of \$150,646.14.

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

September 17, 2025

7c. Action Item: Approval of Library Payroll for July 23, 2025, in the amount of \$21, 531.18, and August 6, 2025, in the amount of \$21,490.92, August 20, 2025, in the amount of \$21,636.58, and September 3, 2025, in the amount of \$19,044.42.

7d. Action Item: Ratify the transfer of \$100,000 on September 3, 2025, and Approve the transfer of \$200,000 from US Bank Primary to US Bank checking to pay invoices and payroll

Treasurer Sanchez read the report to the Board.

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

Question/Comments from the Board:

Trustee Butler: Anderson elevator is for the West Elevator?

Director Martinez stated that it is the maintenance of the East Elevator.

Trustee Butler: Identi-Check is for identity theft prevention?

Director Martinez stated that it is for employee background checks.

Trustee Butler: Who is James Rachlin?

Director Martinez stated that James Rachlin prepares our Levy and Budget and Ordinances.

Trustee Butler: Who is Peerless network?

Director Martinez stated that it was our old phone system and that it should be the last invoice since the library sent out a cease of service.

Trustee Butler: Is T-Mobile for your work phone?

Director Martinez stated that the T-Mobile bill is for the Hotspot service offered to patrons.

Trustee Butler: How many employees are in our health insurance coverage?

Director Martinez stated that there are 5 employees on the insurance.

President Banks called for a roll call vote.

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

Nays: n/a

Abstain: n/a

Absent: n/a

Motion Passed.

11. LIBRARY DIRECTOR'S REPORT

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

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

September 17, 2025

Questions/Comments from the Board:

Trustee Williams stated Director Martinez has been doing great work with great management. President Banks thanked Director Martinez and the library staff.

Motion Passed.

12. COMMITTEE REPORTS

Trustee Butler reported that the Foundation group is still in the process of getting everything finalized. Director Martinez stated that the form has been mailed out to the State to change the primary account holder.

13. OLD BUSINESS

10a. Discussion/Action Item: Policies: Rules of Conduct, Board By-Laws, Board Code of Conduct

Director Martinez presented 3 (three) policies drafted by Library Consultant, Kathy Parker, from KP Consult for the board to review. Director Martinez states that she and Consultant Parker have been working on updating the policies for the general and personal manual.

Question/Comments from the Board:

Board members agreed to move to the next meeting, October 15, 2025.

No action was taken.

10b. Discussion/Action Item: Ordinance # 2025-02 Budget & Appropriations for the Fiscal Year beginning July 1, 2025, and ending June 30, 2026

The Board discussed the Budget and Appropriation Ordinance for the fiscal year 2025-2026 which Trustee Butler motioned to approve the Budget and Appropriation Ordinance and Trustee Williams seconded the motion.

Questions/Comments from the Board:

President Banks called for a roll call vote.

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

Nays: n/a

Abstain: Trustee Henderson

Absent: n/a

Motion Passed.

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

September 17, 2025

10d. Discussion/Action Item: William's Architect Lintel & Tuckpointing Proposal

Director Martinez presented the Lintel & Tuckpointing Proposal from William's Architect for the West Carnegie Building to which Trustee Williams motioned for the approval of the proposal and Trustee Sanchez seconded the motion.

President Banks called for a roll call vote.

Ayes: Trustee Butler, Henderson, Sanchez, Williams, Villarreal, Banks

Nays: n/a

Abstain: Trustee Rice

Absent: n/a

Motion Passed.

10e. Discussion/Action Item: Sidewalk Repair Proposal

Director Martinez presented two proposals for the repair of the South sidewalk that extends to the entrance of the building.

Questions/Comments from Board:

Which company is recommended by the Director?

Director Martinez stated that US Waterproofing has worked with libraries previously.

No motion needed.

10f. Discussion/Action Item: Treasurer's Audit Report

Director Martinez presented the Treasurer's Audit Report from the previous fiscal year to which Trustee Williams motioned to approve the Treasurer's Audit Report and Trustee Butler seconded the motion.

Question/Comments from the Board:

President Banks called for a roll call vote.

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

Nays: n/a

Abstain: Trustee Henderson

Absent: n/a

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

September 17, 2025

Motion Passed.

14. NEW BUSINESS

11a. Discussion/Action Item: Wintrust Bank Proposal

Director Martinez restated the presentation points that presenter Ricardo Morales stated earlier to which Trustee Williams motioned to table the item for the next meeting and Trustee Butler seconded the motion.

President Banks called for a vote.

Motion Tabled.

11b. Discussion/Action Item: Library Closing: Friday, November 7, 2025, for a Staff Training Day (2 of 2)

Director Martinez stated that this closing will cover staff emergency procedures and department updates, to which Trustee Butler motioned for approval and Trustee Sanchez seconded the motion.

President Banks called for a vote.

Motion Passed.

11c. Discussion/Action Item: Annual Audit - Illinois NFP Audit & Tax Proposal

Director Martinez presented the engagement letter for our Annual Audit from Illinois NFP Audit & Tax Proposal to which Trustee Sanchez approved the engagement letter and Trustee Villarreal seconded the motion.

Question/Comments from the Board:

President Banks called for a roll call vote.

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

Nays: n/a

Abstain: Trustee Henderson

Absent: n/a

Motion Passed.

11d. Discussion/Action Item: FY25-26 Levy and 0.2 Building and Maintenance

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

September 17, 2025

Director Martinez presented the .02 Building and Maintenance to be added to the Annual Levy to which Trustee Williams motioned to approve the .02 Building and Maintenance Ordinance and Trustee Villarreal seconded the motion.

Question/Comments from the Board:

President Banks called for a roll call vote.

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

Nays: n/a

Abstain: Trustee Henderson, Rice

Absent: n/a

Motion Passed.

11e. Discussion/Action Item: MPLD Chamber of Commerce Membership

Director Martinez stated there was a proposal for the MPLD to become a member of the Maywood Chamber of Commerce.

Commissioner Anthony Cook, who attended the meeting and presented the benefits of becoming a member of the Chamber of Commerce.

President Banks asked for a motion to approve purchasing the Business Level Membership to which Trustee Butler motioned the approval and Trustee Williams seconded the motion.

Question/Comments from the Board:

Chamber membership fees and benefits

Organizations that are part of the Chamber

Local Policies, Procedures, and Purpose of the Chamber

President Banks called for a roll call vote.

Ayes: Trustee Butler, Henderson, Rice, Williams, Villarreal, Banks

Nays: n/a

Abstain: Trustee Sanchez

Absent: n/a

Motion Passed.

15. COMMENTS FROM THE BOARD

Trustee Butler thanked Director Martinez for her collaboration and representation with

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

September 17, 2025

the Back-to-School event hosted by Miracle Revival Church.

Secretary Henderson complimented the End of Summer Reading Program and the fun activities available to the patrons.

Director Martinez informed the board that Treasurer Sanchez donated the first-place prizes for each reading group and thanked Treasurer Sanchez for her donation.

Secretary Henderson stated that they would like to bridge the gap more between District 209 activities.

Vice President Williams thanked Director Martinez and her team for the Summer Reading Program, an increase in program participation, and Director Martinez's efforts in staying on target with maintenance development.

President Banks stated the improvement of community partnerships and collaborations.

16. ADJOURNMENT

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

President Banks called for a vote.

Motion Passed. The meeting adjourned at 9:04 PM.

SIGNED:  DATE: 10/15/25
Brianna A. Henderson, Secretary