

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

July 16, 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 6:31 PM on Wednesday, July 16, 2025, at the Maywood Public Library District.

Secretary Henderson conducted roll call.

Present: Trustee Butler (via phone), Henderson, Sanchez, Williams, Villarreal, Banks

Absent: Trustee Rice (excused)

There was a quorum present to conduct library business.

President Banks asked for a motion to allow Trustee Butler to attend the meeting via phone which Trustee Williams called the motion and Trustee Sanchez second.

Motion Passed.

Trustee Butler entered the meeting via phone at 6:32 PM.

Also present in person: Library Director, Daniela Martinez and Library Attorney Erin Monforti.

2. ADOPTION OF AGENDA

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

President Banks called for a roll call.

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

Nays: n/a

Abstain: n/a

~~Absent:~~ Trustee Rice

Motion Passed

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT



VISITORS
MAYWOOD PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
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LaSondra Banks

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5. APPROVAL OF MINUTES

President Banks asked for a motion to approve the minutes with corrections mentioned from the Regular meeting held on June 18, 2025. Trustee Sanchez called the motion and Trustee Villarreal seconded.

President Banks called for a roll call vote.

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

Motion Passed.

6. COMMUNICATION & ANNOUNCEMENTS

Vice President Williams inquired about the Village Fest and requested for a schedule that shows Trustee and Staff participation at the library booth. Director Martinez mentioned they would send it out and follow up.

Director Martinez stated they will follow up with President Banks to ensure an Letter of Agreement for the use of the library north lot and parking lot.

7. TREASURER'S REPORT

- 7a. Action Item: Approve June 2025 Treasurer's Report
- 7b. Action Item: Ratify the Accounts Payable in June 11, 2025, in the amount of \$49,565.79, Ratify the IMRF Payment for June 5, 2025, in the amount of \$2,890.28, and Approve the Accounts Payable for July 9, 2025, in the amount of \$53,881.55.
- 7c. Action Item: Approval of Library Payroll for June 25, 2025, in the amount of \$20,644.41, and July 9, 2025, in the amount of \$20,885.62.
- 7d. Action Item: 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 Villarreal to approve the Treasurer's Report as presented.

Question/Comments from the Board:

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Trustee Sanchez: What was the change of the IMRF payment?

Director Martinez informed the board that ratification of the IMRF payment was to show the board the bill was paid previously. Director Martinez states that IMRF payments are due before the board meets.

Trustee Villarreal: What was the cause of the sudden increase in the electric bill?

Director Martinez stated that this bill combined the June and July 2025 invoices and informed the board that vendors may receive the payments after the due date causing a past due or a combination of months.

Trustee Villarreal: Who is James Rachlin?

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

Trustee Williams: Who is Jean Endrada?

Director Martinez stated that this is a vendor that the library contracts for yoga programs.

Trustee Williams: What is going on with the water bill?

Director Martinez stated that they have followed up with the Village but have not heard an update. Director Martinez stated that they will follow up once more.

President Banks called for a roll call vote.

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

Nays: n/a

Abstain: n/a

Absent: Trustee Rice

Motion Passed.

8. LIBRARY DIRECTOR'S REPORT

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

Questions/Comments from the Board:

Trustee Williams inquired about the elevator modernization project.

Trustee Williams stated Director Martinez has been doing great work with great management.

President Banks thanked Director Martinez and library staff.

Motion Passed.

9. COMMITTEE REPORTS

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10. 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 agreed to move to the September 17, 2025 meeting.

No action was taken.

10b. Discussion/Action Item: Village of Maywood Soil Boring Request

President Banks informed the Board that the Village of Maywood sent an update request to Director Martinez and them [President Banks] for Village of Maywood's proposal to conduct a soil boring test on the Library North Lot.

Library Attorney Monforti stated the difference between a proposal for soil boring and a Letter of Intent.

Questions/Comments from the Board:

The Board discussed the due process of the request

Trustee Banks: Did the Library receive an official Letter of Intent from the Village? Director Martinez stated that the Library did receive an official Letter of Intent from the Village of Maywood that at the point of the meeting expired.

President Banks asked for a motion to approve the Village of Maywood's proposal to conduct a soil boring test on the Library North Lot. Trustee Butler moved to approve, and Trustee Villarreal seconded the motion.

President Banks called for a roll call vote.

Ayes: n/a

Nays: Trustee Butler, Henderson, Sanchez, Williams, Villarreal

Abstain: Trustee Banks

Absent: Trustee Rice

Motion Denied.

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10c. Discussion/Action Item: Sidewalk Repair Proposal

Director Martinez presented three proposals for the repairing of the South side walk that extends to the entrance of the building.

Questions/Comments from Board:

AGI for the Library parking lot

Following up with Public Works Director

No action was taken.

10d. Discussion/Action Item: Sump Pump Repair Proposal

Director Martinez presented a proposal from FE Moran to repair the sump pumps located in the New Annex.

President Banks asked for a motion to approve the Sump Pump Repair Proposal from FE Moran for quoted at \$23,970.00 which Trustee Williams moved to approve and Trustee Sanchez second.

President Banks called for a roll call vote.

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

Nays: n/a

Abstain: n/a

Absent: Trustee Rice

Motion Passed.

11. NEW BUSINESS

11a. Discussion/Action Item: Tentative Budget and Appropriation & Public Hearing Announcement for FY25-26

President Banks asked for a motion to approve to set the Tentative Budget and Appropriation & Public Hearing Announcement for FY25-26 for September 17, 2025, at 6:00 PM which Trustee Williams moved to approve the and Trustee Villarreal seconded the motion.

President Banks called for a vote.

Motion Passed.

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11b. Discussion/Action Item: Treasurer's Audit Report

Director Martinez stated that the work for the Treasurer's Audit has commenced and asked for two Trustees to look over the minutes from the previous fiscal year.

Trustee Henderson and Williams volunteered to look over the minutes from the previous fiscal year.

Question/Comments from the Board:

No action taken.

11c. Discussion/Action Item: Serving Our Public 4.0 Standards for IL Public Libraries Chapters 3-5

Director Martinez stated that Serving Our Public 4.0 Standards for IL Public Libraries are guidelines that need board approval to apply for the Per Capita Grant. Director Martinez stated that these chapters talk about the board and library mission.

President Banks asked for a motion to approve the Serving Our Public 4.0 Standards for IL Public Libraries Chapters 3-5. Trustee Williams moved to approve the and Trustee Sanchez seconded the motion.

President Banks called for a vote.

Motion Passed.

11d. Discussion/Action Item: State Annual Report (IPLAR) FY24-25

Director Martinez stated the IPLAR stats have started and will be submitted before August 31, 2025. Director Martinez stated the final IPLAR stats will be presented to the board at the next meeting.

Questions/Comments from the Board:
The board thanked the staff for their hard work.

No action taken.

11e. Discussion/Action Item: Donation Request

Director Martinez presented a donation request letter sent to Trustee Butler from a community organization.

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Question/Comments from the Board:

The board's future direction for donation request are to follow the mission of the Library.

No action was taken.

12. COMMENTS FROM THE BOARD

Trustee Butler complimented the Library Staff for their hard work, especially Graphic & Design Coordinator Kiara Robles, for the artwork created by her.

Trustee Sanchez seconded the highlighting of Graphic & Design Coordinator Robles' work.

Trustee Butler asked for the trailer to be reported in the September meeting.

Vice President Williams corrected a statement earlier in the meeting and stated they would like to follow the approach suggested by Library Attorney Monforti for a PSA.

13. ADJOURNMENT

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

President Banks called for a vote.

Motion Passed. The meeting adjourned at 8:13 PM.

SIGNED: _____

Brianna A. Henderson, Secretary

DATE: _____

9/17/25