

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

**May 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 6:30 PM on Wednesday, May 19, 2025, at the Maywood Public Library District.

Secretary Banks conducted the roll call.

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

Absent: Trustee Rice

There was a quorum present to conduct library business.

Also present in person: Library Director, Daniela Martinez

**2. ADOPTION OF AGENDA**

President Williams asked for a motion to approve the agenda as amended to place **11a. Discussion/Action Item: Election of Board Officers** after **Section 4. Public Comment** which Trustee Sanchez called the motion and Trustee Butler seconded.

President Williams called for a roll call.

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

Nays: n/a

Abstain: n/a

**Motion Passed**

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

No public comment. List of visitors for this meeting: Karen Jones, Edna Malik, Marie Goodwin, Michelle Goodwin, Sherita Evans, Kari J. Evans, Barbara Evans, Shannon Gardner, Regina Cole, Lindsey Chase, Nathaniel Booker, Ray Williams, Wesley Banks, Kevin Williams, Xavier Doyle, Shatonya Flowers, Ashely Banks, G. Chase, Cathy Brent, Geri Moore, Denard Wade, Lajuan Wade, Anthony Cook, William Henderson, Layla Henderson, Kinsley Evans.

**11A. ELECTION OF BOARD OFFICERS**

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President Williams opened the floor for nominations for **Board President**.

Trustee Sanchez made a motion to nominate Trustee Banks as Board President, to which Trustee Sanchez second.

Trustee Banks conducted the roll call.

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

Nays: n/a

Abstain: n/a

Absent: Trustee Rice

**Motion Passed.**

President Williams opened the floor for nominations for **Board Vice President**.

Trustee Sanchez made a motion to nominate Trustee Williams as Board Vice President, to which Trustee Villarreal second.

Trustee Banks conducted the roll call.

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

Nays: Trustee Butler

Abstain: n/a

Absent: Trustee Rice

**Motion Passed.**

President Williams opened the floor for nominations for **Board Secretary**.

Trustee Sanchez made a motion to nominate Trustee Henderson as Board Secretary, to which Trustee Villarreal second.

Trustee Banks conducted the roll call.

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

Nays: n/a

Abstain: n/a

Absent: Trustee Rice

**Motion Passed.**

President Williams opened the floor for nominations for **Board Treasurer**.

Trustee Williams made a motion to nominate Trustee Sanchez as Board Treasurer, to which Trustee Banks second.

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Trustee Banks conducted the roll call.

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

Nays: n/a

Abstain: n/a

Absent: Trustee Rice

**Motion Passed.**

**5. APPROVAL OF MINUTES**

President Banks asked for a motion to approve the minutes with corrections mentioned from the Regular meeting held on March 19, 2025. Trustee Butler called the motion and Trustee Sanchez seconded.

President Banks called for a roll call vote.

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

Nays: n/a

Abstain: n/a

Absent: Trustee Rice

**Motion Passed.**

**6. COMMUNICATION & ANNOUNCEMENTS**

Director Martinez introduced to the Board the new Department Heads, Kryztal Gonzalez, Department Head of Patron & Tech Services, John Fruit, Department Head of Adult Services, and MyLeah Matheny, Department Head of Youth Services.

Director Martinez announced that on behalf of Maywood Supportive Living, Department Head John Fruit and Trustee Tanya Butler were awarded for their efforts in partnership, programming, and outreach with Maywood Supportive Living. At this time, Director Martinez and Trustee Butler handed the award to Department Head John Fruit.

Trustee Butler thanked John Fruit even further for his services and reported the positive feedback Trustee Butler receives from the Seniors about John Fruit.

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Treasurer Sanchez continued to acknowledge the efforts that Department Head John Fruit made and thanked him for his dedication.

Director Martinez recognized former Trustee Arnettra Barber-Burnside for her years of service on the Maywood Public Library District Board. Director Martinez said that the library appreciated Trustee Barber-Burnside's connection with the community and thanked her for her time.

President Banks asked for former President Williams to have a moment to address the board.

Vice President Williams expressed her pride and appreciation for the work that was conducted by the Board in extending library hours, increasing services, and creating a welcoming space. Vice President Williams states, "she looks forward to the continued growth of the library and her remaining service years for the Board at the Maywood Public Library District and District 89."

**7. TREASURER'S REPORT**

7a. Action Item: Approve March 2025 and April 2025 Treasurer's Report

7b. Action Item: Ratify the Accounts Payable for March 12, 2025, in the amount of \$ 49,172.08 and Approve the Accounts Payable for April 14, 2025, in the amount of \$48,941.42 and for May 14, 2025, in the amount of \$ 47,938.21.

7c. Action Item: Approval of Library Payroll for March 19, 2025, in the amount of \$ 18,822.44, April 2, 2025; in the amount of \$18,747.25; April 16, 2025, in the amount of \$20,390.34; April 30, 2025, in the amount of \$20,316.54; and May 14, 2025, in the amount of \$20,382.03.

7d. Action Item: Approve the transfer of \$100,000 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 Butler to approve the Treasurer's Report as presented.

Question/Comments from the Board:

**Treasurer Sanchez: Is this the amended AP for May?**

*Director Martinez stated yes, the most recent AP given to the board and that Business Consultant, Doreen Berrien, stated there was an internal issue with QuickBooks that*

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*affected the organization of the bills. Director Martinez stated that all the bills were in the updated AP list.*

**Trustee Butler: Various vendors clarifying questions**

*Director Martinez clarified the following vendors:*

*Identi-Check: Employee Background information*

*Nicor: Why was the Nicor bill lesser in April versus May?*

*Terminix Anderson: Pest Control for the Library*

*TSavent: IT Consultants that oversee the Library's server*

*US Bank – Various Charges: The Library's Credit Card*

*Royale Bezjian Carpet Company: Maintain the carpets and rugs on the 1<sup>st</sup> floor*

*Miscellaneous Grant: Purchase for AgeOptions grant*

*James Rachlin: Provides library service for Budget of Appropriation and Levy*

*Kryztal Gonzalez: Department Head travelling expense*

*Peerless: Library's Telephone system*

*Today's Business Solutions: Printing and Copy Machine Service for the Library*

President Banks called for a roll call vote.

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

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 Butler moved to approve the report and Trustee Banks seconded the motion.

Questions/Comments from the Board:

Trustee Butler thanked the staff and Director Martinez for their service during the Early Voting and Election Day participation.

**Motion Passed.**

**9. COMMITTEE REPORTS**

N/A

Questions/Comments from the Board:

N/A

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**10. OLD BUSINESS**

**10a. Discussion/Action Item: Space Evaluation Proposals**

Director Martinez stated that at the last board meeting, William's Architect was approved to conduct the Space Evaluation and has followed up with them to initiate the evaluation. Director Martinez placed this as an agenda item to clarify the last action made for the Space Evaluation.

Question/Comments from the Board:  
N/A

**No action was taken.**

**10b. Discussion/Action Item: Outdoor Digital Sign**

Director Martinez updated the board with quotes on outdoor signage including visual examples, maintenance information, and service from Stewart Sign & Paldo Sign and VanBruggen Signs.

Questions/Comments from the Board:  
Scope of work for sign  
Vandalism  
Responsibility of contractor vs buyer

*Director Martinez stated that she will follow up with the clarifying questions at the next board meeting.*

**No action was taken.**

**11. NEW BUSINESS**

**11b. Discussion/Action Item: FY 2025-2026 Budget Draft**

Director Martinez presented a draft for the 2025-2026 Fiscal Year Budget for the board to review for the June 18, 2025, board meeting.

Questions/Comments from Board:  
N/A

**No action was taken.**

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**11c. 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 her and Consultant Parker have been working on updating the policies for the general and personal manual.

Question/Comments from the Board:

Treasurer Sanchez requested that the remainder of the policies to be reviewed by the end of the year.

**No action was taken.**

**11d. Discussion/Action Item:** Adding/Removing Authorized Users on IL Funds Account

Director Martinez asked for the removal of previous authorized users Kathy Parker, Leighton Shell, and Josephine Zaabel, and adding Trustee Williams, Sanchez, Banks, and herself to the account as authorized users.

Vice President Williams made a motion to remove previous authorized users Kathy Parker, Leighton Shell, and Josephine Zaabel, and add Trustee Williams, Sanchez, Banks, and herself to the account as authorized users, to which Trustee Butler seconded.

President Banks called for a roll call vote.

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

Nays: n/a

Abstain: n/a

Absent: Trustee Rice

**Motion Passed.**

**12. COMMENTS FROM THE BOARD**

Vice President Williams expressed her gratitude to the board during her tenure as Board President and wishes President Banks the best in her new role.

Vice President Williams announced her excitement for the Literacy Program that District 89 and the Maywood Public Library District will create.

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Treasurer Sanchez asked Director Martinez for math programming and clubs to be included in future library programs.

President Banks expressed her gratitude for being voted as President of the board and excitement to upgrade the library to another level with the direction of Director Martinez. President Banks also acknowledged local officials, Village Trustee, Isaiah Brandon, Maywood Park District Commissioner Taeveon Johnson, and the Henderson family.

**13. 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 7:39 PM.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Brianna A. Henderson, Secretary