

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

**November 20, 2024**

1. CALL TO ORDER & ROLL CALL

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by Vice President Arnettra Barber-Burnside at 6:32 PM on Wednesday, November 20, 2024, at the Maywood Public Library District.

Secretary Banks conducted the roll call.

Present: Trustee Barber-Burnside, Sanchez Banks, Villarreal

Absent: Trustee Williams, Butler (excused), Rice

There was a quorum present to conduct library business.

Also present in person: Interim Library Director Daniela Martinez, Doreen Berrien, Dan Eallonardo, Independent Construction Service

2. ADOPTION OF AGENDA

Vice President Barber-Burnside asked for a motion to approve the agenda as amended to move Item 11c. before Committee Reports to which Trustee Villarreal called the motion and Trustee Banks seconded.

Vice President Barber-Burnside called for a roll call.

Ayes: Barber-Burnside, Sanchez, Banks, Villarreal

Nays:

**Motion Passed**

3. INTRODUCTION OF VISITORS

Resident Eric Stith, Doreen Berrien, and Dan Eallonardo, Independent Construction Service

4. PUBLIC COMMENT

None.

5. FACILITIES UPDATE BY DAN EALLONARDO FROM INDEPENDENT CONSTRUCTION SERVICES

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Dan Eallonardo provided an update on the Elevator Modernization Project and how the change order was sent and waiting for approval. This change order included the removal of base bid and cab interior alternate from scope of work done for the East Elevator. Interim Director Martinez and Dan were informed by Anderson Elevator company that this work that was quoted had recently been done when the elevator was restored in 2021. Dan also mentioned that the East Elevator only needs minor fixes.

6. APPROVAL OF MINUTES

Vice President Barber-Burnside asked for a motion to approve the minutes with corrections from the regular and executive meeting held on October 16, 2024. Trustee Banks made a motion to approve regular meeting minutes. Trustee Villarreal seconded the motion.

Vice President Barber-Burnside called for a vote. **Motion Passed.**

7. COMMUNICATION AND ANNOUNCEMENTS

None.

8. TREASURER'S REPORT

8a. **Action Item:** Approve November 2024 Treasurers Report

8b. **Action Item:** Ratify the Accounts Payable for October 09, 2024, in the amount of \$44,120.17 and Approve the Account Payable for November 13, 2024, in the amount of \$46,184.31.

8c. **Action Item:** Approval of Library Payroll for October 16, 2024, in the amount of \$15,865.25, for October 30, 2024, in the amount of \$ 17,378.30, and November 17, 2024, in the amount of \$17,495.56.

8d. **Action Item:** Approve the transfer of \$100,000 from US Bank Primary to US Bank checking to pay invoices and payroll

8e. **Action Item:** Approve the transfer of \$10,000.00 and \$14,000.00 from US Bank Primary to US Bank Grant Accounts

Treasurer Sanchez read the report to the Board.

Vice President Barber-Burnside asked for a motion to approve the Treasurer's Report encompassing agenda items 8a through 8e. A motion was made by Trustee Sanchez and seconded by Trustee Villarreal to approve the Treasurer's Report as presented.

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Vice President Barber-Burnside called for a roll call vote.

Questions/Comments from the Board:

CTS Maintenance - 2025

Bella Carpet Cleaning – Spaces that were service

Levy Contract Payment

Ayes: Trustee Barber-Burnside, Sanchez, Banks, Villarreal

Nays: n/a

Abstain: n/a

Absent: Trustee Williams, Butler, Rice

**Motion Passed.**

**9. INTERIM DIRECTOR'S REPORT**

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

**Motion Passed.**

**10. OLD BUSINESS**

11b. Change Work Order of East elevator Scope reduction. Vice President Barber-Burnside asked for a motion to approve the Change Work Order of East elevator Scope reduction, Trustee Barber-Burnside motioned the approval and Trustee Sanchez second.

Ayes: Trustee Barber-Burnside, Sanchez, Banks, Villarreal

Nays:

Abstain:

Absent: Trustee Williams, Butler, Rice

**Motion passed.**

**11. COMMITTEE REPORTS**

Interim Director Martinez will be gathering more information about the foundation.

**12. OLD BUSINESS – Continued**

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11a. New Library Director Position. Trustee Sanchez motioned to table the item for the next board meeting to which Trustee Banks second.

Ayes: Trustee Barber-Burnside, Sanchez, Banks, Villarreal

Nays:

Abstain:

Absent: Trustee Williams, Butler, Rice

**Motion tabled.**

11d. Water Utility Inquiry Update. Interim Director Martinez updated the board with the findings of Wednesday, October 31<sup>st</sup> meeting with John from T.P.I. Building Code Consultants, Inc., Venus Meadows, Revenue Manager and Al from the Village of Maywood.

The discussion item was moved to the next board meeting.

**13. NEW BUSINESS**

12a. **Discussion/Action Item:** 2025 Holiday Closings. Vice President Barber-Burnside motioned to accept the 2025 Holiday Closings and Trustee Villarreal second.

Vice President Barber-Burnside called for a voice vote.

**Motion passed.**

12b. **Discussion/Action Item:** 2025 Board Meeting Dates. Vice President Barber-Burnside motioned to accept the 2025 Board Meeting Dates and Trustee Sanchez second.

Vice President Barber-Burnside called for a voice vote.

**Motion passed.**

12c. **Discussion/Action Item:** 2024 Christmas Party. Interim Director Martinez requested a budget of \$3000 for the Staff Christmas Party. Vice President Barber-Burnside motioned to accept the 2024 Christmas Party budget and for President Williams to plan the Board Christmas Party to which Trustee Sanchez second.

Ayes: Trustee Barber-Burnside, Sanchez, Banks, Villarreal

Nays:

Abstain:

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Absent: Trustee Williams, Butler, Rice

**Motion passed.**

**14. ADJOURNMENT**

Vice President Barber-Burnside asked for a motion to adjourn. Trustee Sanchez moved to adjourn, and Trustee Banks seconded the motion.

Vice President Barber-Burnside called for a vote.

**Motion Passed. The meeting adjourned at 7:14 PM.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
LaSondra Banks, Secretary