

Bellwood Public Library

600 Bohland Avenue
Bellwood, Illinois 60104
(708) 547-7393
Fax (708) 547-9352
www.bellwoodlibrary.org

Board Meeting
Minutes
October 08, 2014

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:11 pm by Mrs. Smith in the Small Meeting Room.

Present:

Ms. Carr
Ms. Greene
Ms. Tharpe
Mrs. Smith

Absent: Miss Archibald and Pastor Horton

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Chris Randall, Business Manager, Ashley Matthews, Administrative Assistant, and Alfredo Rodriguez, CPA from Knutte & Associates.

Public Comment: None

A motion was made by Mrs. Greene, seconded by Ms. Carr to appoint the new Bellwood Library Trustee for the Bellwood Public Library, filling the vacant seat which ends in April 2015.
A roll call vote was taken.

AYES: 4: Ms. Carr, Mrs. Greene, Mrs. Smith, Ms. Tharpe
NAYS: 0
ABSENT: 2: Miss Archibald, Pastor Horton
The motion was carried by unanimous vote.

There were four candidates:

Candidate #1: Phyllis Duncan.
A roll call vote was taken.

AYES: 0
NAYS: 4: Ms. Carr, Mrs. Greene, Mrs. Smith, Ms. Tharpe
ABSENT: 2: Miss Archibald, Pastor Horton

Candidate #2: Jamila Thomas
A roll call vote was taken.

AYES: 0

NAYS: 4: Ms. Carr, Mrs. Greene, Mrs. Smith, Ms. Tharpe

ABSENT: 2: Miss Archibald, Pastor Horton

Candidate #3: Faith Arnold

A roll call vote was taken.

AYES: 0

NAYS: 4: Ms. Carr, Mrs. Greene, Mrs. Smith, Ms. Tharpe

ABSENT: 2: Miss Archibald, Pastor Horton

Candidate #4: Billy Elliott

A roll call vote was taken.

AYES: 4: Ms. Carr, Mrs. Greene, Mrs. Smith, Ms. Tharpe

NAYS: 0

ABSENT: 2: Miss Archibald, Pastor Horton

Billy Elliott was voted to be the new Bellwood Library Trustee for the Bellwood Public Library.

Presentations: Alfredo Rodriguez, CPA from Knutte & Associates discussed the audit report and financial reports of the Bellwood Public Library.

Ms. Tharpe left the meeting at 6:20pm and Pastor Horton arrived to the meeting at 6:25pm.

The Board postponed their vote to approve the (2013) Bellwood Public Library Audit report presented by Alfredo Rodriguez, CPA from Knutte & Associates, in order to give them more time to review the report.

Finance Committee Report:

A. Reports of Bills #730, # 730-A, #730-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#730 (Bill List) in the amount of	\$ 48,970.49
#730-A (Payroll) in the amount of	\$ 49,582.54
#730-B (Checking) in the amount of	\$ 1,138.10

TOTAL:	\$ 99,691.13
--------	--------------

1. Transfer of Funds: \$100,000

2. Reinvestments: None

A motion was made by Ms. Carr, seconded by Ms. Greene to accept the Finance Committee Report as read.

A roll call vote was taken.

AYES: 4: Mrs. Smith, Ms. Carr, Mrs. Greene, Pastor Horton

NAYS: 0

ABSENT: 3: Miss Archibald, Ms. Tharpe

The motion was carried by unanimous vote.

Other Committee Reports:

A. Administrative Committee Reports: Ms. Greene reported that Part-time, Reference Librarian, Melissa Martinez resigned in order to accept a full-time position. Her last day of employment will be October 17, 2014.

Christine Randall and Ashley Matthews have been trained on the software update with our payroll company, "HK Works". HK is a now "open source" company. Access to our payroll is available via the Internet.

B. Building and Grounds Committee: Ms. Greene reported that Marty Walker, Director of The Village of Bellwood Public Works, plans to complete the work on our parking lot by the end of November.

Advance roofing has not completed the work that Mr. Rick agreed to at our last Board Meeting. We have not made the final payment, pending the work being completed as agreed.

The elevator was inspected September 25, 2014.

C. Public Relations and Legislative Committee: Mrs. Smith reported that Jacqueline Spratt attended the Chamber Meeting on September 2, 2014. The Chamber will be having computers classes in the near future for a fee. Board Members who would like to attend the meetings, they are held the first Tuesday of each month at 5:30 pm. at the Bellwood Library.

The Bellwood Public Library has received a donation of books from Illinois State Senator Kimberly A. Lightford, compliments of Illinois Soybean Association. She was informed that she could donate them to any library of her choice. She chose Bellwood Library, what a compliment! We're grateful for Senator Lightford's donation and we will put them to good use.

Merri Dee former WGN TV anchor spoke and signed copies of her memoir, *Life Lessons and Faith, Forgiveness & Grace*. We had 96 patrons in attendance. We are inviting her to return for "Black History Month" in February.

D. Planning and Development Committee: Mrs. Smith reported that Dan Graham of Versatile Computer Services, Inc. will begin the cable installation on Saturday, October 11, 2014. The work should take approximately one week to complete.

Once the cabling work has been completed, we plan to re-organize the workroom in order to make the best use of our limited amount of space. Some staff members desk are too close to the work room exit door, and during the winter months their work area is cold due to the incoming and out-going traffic through the work-room door.

E. RAILS Committee: Mrs. Carr reported that a new System Membership Standards Committee is being formed to examine current requirements and make recommendations for changing and strengthening the requirements. The overall goal is to help libraries and library staff provide the best service possible to their communities and for RAILS to help libraries meet new requirements by offering training and other support.

Communications: The Village of Hillside has invited the Bellwood Public Library to participate in their Veteran's Day parade on November 1, 2014. Mrs. Spratt will call to get more specific details about the parade.

A motion was made by Ms. Greene, seconded by Ms. Carr to participate in the Village of Hillside's Veteran's Day parade.

A roll call vote was taken.

AYES: 4: Mrs. Smith, Ms. Carr, Mrs. Greene, Pastor Horton

NAYS: 0

ABSENT: 3: Miss Archibald, Ms. Tharpe

The motion was carried by unanimous vote.

Old Business: None

New Business: None

Adjournment: A motion was made by Mrs. Smith to adjourn the meeting at 7:10 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Administrative Assistant