

Bellwood Public Library

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Board Meeting Minutes November 12, 2014

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:20 pm by Mrs. Smith in the Small Meeting Room.

Present:

Ms. Carr
Mr. Elliott
Ms. Greene
Mrs. Smith

Absent: Miss Archibald, Ms. Tharpe, and Pastor Horton

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Chris Randall, Business Manager, and Ashley Matthews, Administrative Assistant.

Public Comment: None

A motion was made by Mrs. Greene, seconded by Ms. Carr to approve the Consent Agenda items as presented.

A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,
NAYS: 0

ABSENT: 2: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made by Mrs. Greene, seconded by Ms. Carr to approve the Audit Report for 2013.
A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,
NAYS: 0

ABSENT: 2: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made by Mrs. Greene, seconded by Ms. Carr to approve Director, Jacqueline Spratt to be on the Bellwood Public Library credit card from Chase Bank.
A roll call vote was taken.

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

Motion was made by Ms. Carr, seconded by Mrs. Greene to approve the removal of Mrs. Jimmi Wooten's name as a signer for HK Payroll and add Director, Jacqueline Spratt as a signer of HK Payroll.
A roll call vote was taken.

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

The Board postponed their vote to approve the dry food and covered drink policy, in order to give them more time to review the proposed policy.

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:

#731 (Bill List) in the amount of	\$ 76,451.46
#731-A (Payroll) in the amount of	\$ 54,626.47
#731-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 99,691.13

1. Transfer of Funds: \$100,000

2. Reinvestments: None

A motion was made by Mr. Elliott, seconded by Ms. Greene to accept the Finance Committee Report as read.
A roll call vote was taken.

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

Other Committee Reports:

B. Administrative Committee Reports: Ms. Greene reported that the Library Director, Jacqueline Spratt along with the department heads; Kristin Schultz, (Adult Services), Sophia Brown, (Youth Services) & Linda Dupree (Circulation Services and Interlibrary Loan) are working to up-date job descriptions, policies, by-laws, and revise and/or update the employee

handbook. Many of these have not been updated for many years. We will submit these updates to the Board for approval as they are completed.

The Library Director, Jacqueline Spratt is currently enrolled in the College of Dupage.

C. Building and Grounds Committee: Ms. Greene reported that the cabling work began on Saturday, October 11, 2014 and was completed on Wednesday, October 15, 2014. We have seen improvement in the network. The next phase will be to replace the Sonic Wall (this provides security for our network). The quote from Versatile Computer Services was \$2,160.37. Versatile also recommends replacing our server for a cost of \$4,381.45.

While the cabling work was being completed, some safety issues were discovered with our electrical wiring. We have corrected the areas of concern, added more outlets, and repaired light fixtures that had exposed wiring.

The Village of Bellwood agreed to cut down the large tree in front of library which has been dead for the last few years, without charging the library a fee. They have also repaired pots-holes in the south parking lot free of charge.

Heat Engineering has completed their routine service of the heating system in preparation of the upcoming winter season. We are also working with ABC Controls, the company that installed a computer controlled system for our heating, to ensure that it is programmed properly.

D. Public Relations and Legislative Committee: Mr. Elliot reported that Mrs. Dorothy Clark-Smith, President and J.B. Carr, Trustee, attended ILA in Springfield during the month of October 2014.

The library has implemented changes in the procedures for handling library travel. We will have Christine Randall and Ashley Matthews double check reservations, and prior to travel dates they will re-confirm reservations. Furthermore, written documentations that include all pertinent information will be given to the Board and staff prior to their travel plans.

Bishop Dr. Reginald Saffo received a plaque from the library recognizing him for his many years of service to the Bellwood Public Library. He was pleased to receive the recognition.

Jacqueline Spratt attended a meeting with Triton College District Area Planning Council #504 at Triton College on Friday, October 17, 2014. The Dean of Adult Education emphasized the importance of students pursuing their education. Triton College is seeking tutors for ESL/GED classes. They also would like to have classes held at libraries, schools, and churches. By having the classes located within the community, it will help students who have problems with transportation. Bellwood Library has agreed to become a site; however Triton needs at least ten students in order to form a class.

Jacqueline Spratt attended the Chamber Meeting on Tuesday, October 7, 2014. The Chamber sponsored a \$1,000.00 Achievement Scholarship for high school students living in Bellwood. The closing date for applying was November 2, 2014.

E. Planning and Development Committee: Mrs. Smith reported that the Bellwood Public Library is working on a new-improved website. The staff has been in training and we are eagerly waiting to go-live. The website staff is working to make sure that all the information we have is current and up-to-date before migrating to the new website.

In the lower level, near the large meeting rooms, plans are being made to offer coffee and tea for sale to the public for a nominal fee. We will have two or three tables with chairs. The patrons will be able to read, study, and relax in this area. This concept is currently being adopted in many libraries.

The room that is currently used for Reference Books is in the process of being converted to the “Young Adult Room”. The Reference Books are being inter-filed with our regular adult collection. This room will be designed with young adult’s interest in mind. It is also intended to make them feel like “they have their own space” in the library. This is an idea that has been adopted by many libraries.

F. RAILS Committee: Ms. Carr reported that the Consortia Committee is looking for ways that existing members in RAILS can work together more closely, share resources more effectively, and more richly. The first project this group undertook was to look at the possibility of a “user-friendly” search and retrieval process for library users.

A motion was made by Ms. Carr, seconded by Mr. Elliott that the Board convenes into Closed Session under Section (C) (1) of the Open Meetings Act for the discussion of appointments, employment, compensation, discipline performance or dismissal of personnel at 6:59p.m.
A roll call vote was taken.

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

A motion was made by Mr. Elliott, seconded by Ms. Carr that the Board reconvenes to regular session at 7:53pm.
A roll call vote was taken.

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

A motion was made by Ms. Greene, seconded by Ms. Carr to hire Magnus & Anderson to do the landscaping for the Bellwood Public Library as discussed in closed session.
A roll call vote was taken.

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

The motion was carried by unanimous vote.

A motion was made by Ms. Greene, seconded by Ms. Carr to approve a pay increase for the staff in the amount of 3% for the 2015 fiscal year.

A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,

NAYS: 0

ABSENT: 2: Miss Archibald, Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

The Board postponed their vote to approve the revisions made to the trustee by-laws as discussed in executive session.

Communications: The Answer Corporation and the Broadview Public Library invited the Bellwood Public Library to the grand opening ribbon cutting ceremony for the Autism and Special Needs Center on Wednesday, November 14, 2014 at 3:00 pm at the Broadview Public Library.

The Gates Millennium Scholarship Program is seeking eligible students to apply for the Gates Millennium Scholarship. The Board requested that the information about the scholarship be posted in the Bellwood Public Library and on the library website.

Old Business: None

New Business: None

Adjournment: A motion was made by Mrs. Smith to adjourn the meeting at 8:10 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Administrative Assistant