

Bellwood Public Library

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Board Meeting Minutes November 18, 2015

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:01 pm by Mrs. Smith, President, in the Small Meeting Room.

Present:

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

Absent: Pastor Horton and Ms. Tharpe

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

Presentations: Dave Knutte, CPA from Knutte & Associates, P.C. discussed the 2014 Annual Fiscal Audit report and financial reports of the Bellwood Public Library.

A motion was made by Ms. Carr, seconded by Mrs. Smith to approve the 2014 Annual Fiscal Audit by Knutte & Associates, P.C.

A roll call vote was taken.

AYES: 5: Ms. Carr, Mrs. Clements, Mrs. Greene, Mr. Elliott, Mrs. Smith

NAYS: 0

ABSENT: 2: Pastor Horton and Ms. Tharpe

The motion was carried by unanimous vote.

Pastor Horton arrived to the meeting at 6:13pm.

The board were provided and discussed two versions of the 2016 fiscal budget. One version included a two percent employee raise and the other did not.

A motion was made by Pastor Horton, seconded by Mrs. Smith to approve the 2016 Budget with a 2% raise, with a performance evaluation to be put in place for the next year.

A roll call vote was taken.

AYES: 2: Pastor Horton, Mrs. Smith

NAYS: 4: Ms. Carr, Mrs. Clements, Mrs. Greene, Mr. Elliott
ABSENT: 1: Ms. Tharpe
The motion failed.

As a result of the motion and vote, the later version of the 2016 fiscal budget without the employee raise will be the budget for the following year.

A motion was made by Ms. Carr, seconded by Ms. Greene to elect the Treasurer.

Ms. Carr nominated Mrs. Clements.
A roll call vote was taken.

AYES: 5: Ms. Carr, Mrs. Clements, Mrs. Greene, Mr. Elliott, Pastor Horton, Mrs. Smith
NAYS: 0
ABSENT: 1: Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made by Ms. Carr, seconded by Mr. Elliott to approve the Intergovernmental Agreement with Library Insurance Management and Risk Control Combination (LIMRICC).
A roll call vote was taken.

AYES: 5: Ms. Carr, Mrs. Clements, Mrs. Greene, Mr. Elliott, Pastor Horton, Mrs. Smith
NAYS: 0
ABSENT: 1: Ms. Tharpe
The motion was carried by unanimous vote.

Finance Committee Report:

A. Reports of Bills #743, # 743-A, #743-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#743 (Bill List) in the amount of	\$ 50,561.13
#743-A (Payroll) in the amount of	\$ 53,054.69
#743-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 103,615.82

- 1. Transfer of Funds:** \$100,000
- 2. Reinvestments:** None

A motion was made by Ms. Carr, seconded by Pastor Horton to accept the Finance Committee Report as read.
A roll call vote was taken.

AYES: 5: Ms. Carr, Mrs. Clements, Mrs. Greene, Mr. Elliott, Pastor Horton, Mrs. Smith
NAYS: 0
ABSENT: 1: Ms. Tharpe
The motion was carried by unanimous vote.

Other Committee Reports:

B. Administrative Committee Reports: No staff change.

C. Building and Grounds Committee: Mrs. Clements reported that in order to be compliant with the Americans with Disabilities Act, the parking lot has been equipped with handicapped signs and standards. In addition, the South parking lot holes have been filled and both lots have been re-stripped. By law, our parking lots should be fully compliant with ADA standards.

The broken concrete near the front entrance of the library has been repaired.

In connection with the pending litigation, Library Director, Jacqueline Spratt, must appear for an arbitration hearing on December 16, 2015 at 10:30 a.m., located at the 222 N. LaSalle St., Chicago, IL. This is not optional.

D. Public Relations and Legislative Committee: Pastor Horton reported that all public libraries have been requested to complete a one-page assessment of their capital improvement for the next two years. This assessment of capital needs is required to be completed every two years. The completed form conveys to the General Assembly and general public the need for capital improvement in our library.

E. Planning and Development Committee: Mr. Elliott reported that the patron computers in the lower level are more than five years old. As a result, they should be replaced. Older computers are unlikely to support newer operating systems, such as Windows 10, and even if it does, it will cause the computer to run slowly. We will begin purchasing new computers in November for our patrons.

F. RAILS Committee: Ms. Carr reported that according to the RAILS Website: RAILS is now offering the Trustee Academy from United for Libraries. This series of in-depth online courses expands on the Short Takes for Trustees video series. Courses include "Trustee Competencies," "Trustee Basics," and "Working Effectively with Your Library Director." All courses are offered free to RAILS members. For more information on the Trustee Academy, log into the RAILS website (with the email address and password used for L2) and see: <https://www.railslibraries.info/ce/archive/102253>. The Trustee Academy will be available online through September 2016.

Lunch and Networking Opportunity:

On Friday, November 20, 2015 all RAILS members are invited to attend a lunch that will begin at 11:30 a.m. Members are invited to both the lunch and the RAILS Board meeting at 1 pm.

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

A roll call vote was taken.

AYES: 5: Ms. Carr, Mrs. Clements, Mrs. Greene, Mr. Elliott, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made by Pastor Horton, seconded by Ms. Greene 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 8:05 p.m.
A roll call vote was taken.

AYES: 6: Ms. Carr, Ms. Clements, Mr. Elliott, Mrs. Greene, Pastor Horton, Mrs. Smith
NAYS: 0
ABSENT: 1: Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made by Mr. Elliott, seconded by Pastor Horton that the Board reconvenes to regular session at 9:00 pm.
A roll call vote was taken.

AYES: 6: Ms. Carr, Ms. Clements, Mr. Elliott, Mrs. Greene, Pastor Horton, Mrs. Smith
NAYS: 0
ABSENT: 1: Ms. Tharpe
The motion was carried by unanimous vote.

Communications: None

Unfinished Business: None

New Business: None

Public Comment: Deborah Giles stated that she was submitting a FOIA request to the Bellwood Public Library because she has some concerns about the current state of the library.

Adjournment: A motion was made by Mrs. Smith to adjourn the meeting at 9:15 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant