

# **Bellwood Public Library**

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## Board Meeting Minutes December 10, 2014

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:05 pm by Mrs. Smith, President, in the Small Meeting Room.

**Present:**

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

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

**Also in attendance:** Jacqueline Spratt, Director of the Bellwood Public Library, and Ashley Matthews, Administrative Assistant.

**Public Comment:** None

A motion was made by Mr. Elliott, seconded by Mrs. Greene 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 Mr. Greene, seconded by Ms. Carr to amend the budget for 2015 to increase the staff to \$10.50 pay, for those individuals making less than \$10.50 an hour, as discussed in executive 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 Mr. Elliott, seconded by Ms. Carr to approve the amended budget for 2015.  
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 a By-law committee to update the Bellwood Library Trustee By-Laws.  
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 By-law committee Mrs. Greene, as Chair of the committee, Mrs. Smith, Mr. Elliott, and Ms. Tharpe.

The approval of the succession plans for the for Library Director, Head of Adult Services, Head of Youth Services, Head of Circulation Services, and Business Manager has been postponed until next month.

**Finance Committee Report:**

**A. Reports of Bills #732, # 732-A, #732-B:** The following reports of bills were submitted, copies of which are included as part of these minutes:

#732 (Bill List) in the amount of	\$ 42,217.87
#732-A (Payroll) in the amount of	\$ 55,583.13
#732-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 97,801.00

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

A motion was made by Mr. Elliott, seconded by Ms. Carr 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:** Mrs. Greene reported that Linda Dupree, Head of Circulation Services, is now meeting with SWAN (System Wide Access Network) Circ. Advisory Committee. This group meets bi-monthly to discuss issues concerning SWAN circulation. The Committee is composed of Circulation Managers. Co-chairs for the Committee are Kate Boyle and Renee Clanton, of SWAN Member Services. These meetings should prove to be very useful because we will have an entirely new system by April 2015 and attending will give Bellwood Library a better handle on the upcoming software changes next year.

**C. Building and Grounds Committee:** Mrs. Greene reported that The Village of Bellwood completed the work on the pavement in the west parking lot. This will alleviate the problem of flooding during the rainy weather and icing during the winter months.

**D. Public Relations and Legislative Committee:** Mr. Elliot reported that the Bellwood Public Library has received a donation of \$100.00 from the Lions Club to help purchase Legos for the Youth Services Department.

Mrs. Dorothy Clark-Smith, President and Jacqueline Spratt attended a blue-ribbon ceremony at Broadview Public Library on Wednesday, November 19, 2014. Broadview has a new gallery for Autism. The exhibit was completed in partnership with the Autism Program of Illinois (TAP). This is a one-stop collection that provides services to children, families, educators, day care providers, and medical professionals who need information concerning autism.

**E. Planning and Development Committee:** Mrs. Smith reported that the Northlake Public Library donated three desk with cubicles to Bellwood Library. The desk will be used for staff in the work-room.

The Illinois Clean Energy Community Foundation awarded a grant to Bellwood Public Library in the amount of \$9,639.00.

Bellwood Library will now be saving at least \$1,000.00 yearly. This is a substantial savings to our budget because it will no longer be necessary to pay for the replacement of the light bulbs. The library paid \$559.50 in 2010, \$905.44 in 2011, \$1,375.55 in 2012, \$1,268.31 in 2013 and so far \$769.52 for the year of 2014. In total, the library has paid \$4,878.32 for light bulbs. As a result, the library will save approximately \$10,000 over a ten year period.

In accordance with the grant, if it should become necessary to replace a bulb, we contact Twin Supplies to replace them free of charge. The bulbs should last at least five to ten years depending on our usage.

**F. RAILS Committee:** Ms. Carr reported that the Illinois State Library announced high-quality courses created by WebJunction. Courses are available to anyone in the library field at no cost. Topics include social media, early literacy, customer service, and more. Simply go to the WebJunction course catalog, create an account, and start learning. Visit [learn.webjunction.org](http://learn.webjunction.org) to sign up.

A motion was made by Mrs. Greene, 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 6:55p.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 7:20pm.

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.

**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:** The Board would like to work with the Autism Program of Illinois to have an Autism gallery, similar to the Broadview Public Library's collection, for the Bellwood Public Library.

The state is requiring that all preschool programs sign an agency/community partnership agreement to document and clarify the collaboration between any entities they are working with. The principle of Lincoln Primary and Mrs. Spratt both need to sign the agreement to show that the library is collaborating with the school.

**Adjournment:** A motion was made by Mrs. Smith to adjourn the meeting at 7:35 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

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Ashley Matthews, Administrative Assistant