

Bellwood Public Library

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Board Meeting
Minutes
December 09, 2015

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:

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

Absent: Ms. Carr, Pastor Horton, and Ms. Tharpe

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

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:

#744 (Bill List) in the amount of	\$ 33,373.54
#744-A (Payroll) in the amount of	\$ 53,172.00
#744-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 86,545.54

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

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

A roll call vote was taken.

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

NAYS: 0

ABSENT: 3: Ms. Carr, Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

Other Committee Reports:

B. Administrative Committee Reports: Ms. Greene reported that there was no change in staff.

Kristin Schultz and Sophia Brown created an awesome newsletter. The two of them have been creating the newsletter for the past few years. The public has committed on the nice appearance and all the programs and services that the Bellwood Library offers.

Jackie Jackson, a patron came into the library on November 12, 2015 and complimented the Library Director, Jacqueline Spratt, on the entire staff. Ms. Jackson named at least five employees by name and expressed that we are doing a good job with our staff. She says that “she loves the customer service”, and she is new to the Bellwood Community.

C. Building and Grounds Committee: Ms. Greene reported that the railing located near the front entrance became loose and completely fell off the hinges. This became a safety hazard to our patrons, especially those who require the railing for support. It has been repaired.

Library decorations for the holiday season are now displayed in the library which was put together by our staff.

D. Public Relations and Legislative Committee: Mrs. Clements reported that the Bellwood Public Library Facebook page now has 445 fans! We have reached a weekly high of 1,422.

The Illinois Department of Labor (IDOL) have new regulations under the Illinois Wage Payment and Collection Act. One of the new rules states, “all wages must be paid by cash, check, direct deposit, or payroll card; however, direct deposit and payroll cards may be offered as an option, and cannot be made mandatory.

E. Planning and Development Committee: Mr. Elliott reported that the staff in all departments continues to eliminate materials throughout the collections that are no longer used, worn out, and/or contain information that is out of date. This will allow the library to have more shelf space.

F. RAILS Committee: Mrs. Smith reported that all RAILS members were required to count all outgoing items being picked up for delivery between Monday, November 16 and Friday, November 20, 2015. Outgoing items are those being delivered from our library to another location, including items being sent to fill interlibrary loan requests and items we were returning to other libraries.

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

A roll call vote was taken.

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

NAYS: 0

ABSENT: 3: Ms. Carr, Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

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

Mrs. Smith went over the Bellwood Public Library Board of Trustees By-Laws with the board. The board will vote to update at the next board meeting in January.

Communications: None

Unfinished Business: None

New Business: None

Announcements: None

Adjournment: A motion was made by Mrs. Smith to adjourn the meeting at 7:14 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant