

Bellwood Public Library

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Board Meeting Minutes January 14, 2016

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 5:07 pm by Mrs. Smith, President, in the Small Meeting Room.

Present:

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

Absent: Ms. Tharpe

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, and Ashley Matthews, Business Manager/Administrative Assistant, Kristin Schultz, Adult Services Librarian, Sophia Brown, Youth Services Manager, Linda Dupree, Circulation Manager

Finance Committee Report:

A. Reports of Bills #745, # 745-A, #745-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	\$ 54,805.31
#744-A (Payroll) in the amount of	\$ 79,324.76
#744-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 134,130.07

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

A motion was made by Ms. Greene, seconded by Mrs. Carr to approve removing signatures of Jimmi Wooten, former Library Director and Christine Randall, former Business Manager, and adding Jacqueline Spratt and Mary Clements to signature on payroll checks.

A roll call vote was taken.

AYES: 6: 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. Greene, seconded by Mrs. Clements to accept the Finance Committee Report as read, except for the payroll report #745-A pending closed session discussion.

A roll call vote was taken.

AYES: 6: 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: Ms. Greene reported that during the month of December Jessica Marshall of Circulation Services and Mercedes Smith of Technical Services celebrated their anniversaries at the library. Jessica has been with the library since 1998 and Mercedes since 2013.

C. Building and Grounds Committee: Mrs. Smith reported that Kelvin Johnson, our maintenance man, is in the process of replacing the light covers on the light fixtures. The majority of the fixtures that requires replacement are located in the Youth Services Department.

Our snow removal company, “Magnus and Anderson” did an awesome job of keeping up with the snow and sleet that fell on December 28, 2015. They came back numerous times in order to keep the parking lots clear.

D. Public Relations and Legislative Committee: Pastor Horton reported that Bellwood Library served as a drop-off location for those in the community interested in donating food items for those who are less fortunate. We were able to donate food to the Proviso Township and Victory Outreach. We collected approximately five full boxes of food. No doubt, it will benefit those in need within the community.

State Representative, Chris Welch presented “Utility Bill Clinic” on Thursday, December 10, from 4:30-6:30 p.m. The purpose of the clinic was to assist utility customers with their gas, phone, and electric bills by conducting a FREE one-on-one analysis by experts from the Citizens Utility Board (CUB).

Mayor Pasquale donated CD’s, movies, and record albums to the library.

Please review Chapter 7, “Collection Management and Resource Sharing,” of Serving Our Public 3.0: Standards for Illinois Public Libraries prior to our Board Meeting. A PDF copy has

been included in your packet.

Library Director, Jacqueline Spratt was requested by the Cook County Clerk's Office to submit a list of persons who are required to file a Statement of Economic Interest with their office. The list has been provided. Each Board Member and staff that are required to complete the statement, will receive an email directly from the Clerk's Office. We all should respond as soon as possible. Please see the form included in your packet giving directions on how to complete the form.

E. Planning and Development Committee: Mr. Elliott reported that an all-day staff meeting is being planned for Friday, January 22, 2016, which will require the library to be closed all day. We plan to train staff on how to respond under attacks by an armed person and other issues having to do with safety. We also plan to do training on our new software programs, such as "Work Flows" and "Symphony".

Those planning to attend the PLA conference in Denver, Colorado the dates are Tuesday, April 5 through Saturday, April 9, 2016. ALA conference in Orlando, Florida the dates are Thursday, June 23, 2016 through Tuesday, June 28, 2016. Kristin Schultz, Head of Adult Services, plans to attend PLA and Jacqueline Spratt, Library Director plans to attend both PLA and ALA annual conferences.

The plaques for the "Teen Room" and the "Special Needs Collections" have been mounted on the walls by Mr. Kelvin Johnson.

F. RAILS Committee: Ms. Carr reported that on Friday, February 12, 2016 the Illinois Library Association will sponsor a "legislative meet-up throughout the state". If any Trustee is available to meet and speak with legislators about issues affecting libraries and staff, you are welcome to attend. The closest location to Bellwood will be held in Oakbrook at the Chicago Marriott Oak Brook, 1401 W. 22nd St. Oak Brook, IL 60523. Please advise Ms. Ashley Matthews if you plan to attend.

Library Director, Jacqueline Spratt, attended Reaching Across Illinois Systems quarterly meeting at Burr Ridge on Thursday, December 10, 2015.

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

A roll call vote was taken.

AYES: 6: 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.

Kristin Schultz, Adult Services Librarian, Sophia Brown, Youth Services Manager, and Linda Dupree, Circulation Manager, gave their annual report to the Board about the status of their perspective department and future plans.

A motion was made by Ms. Greene, seconded by Mrs. Smith 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 6:03 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 to reconvenes to regular session.

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

Announcements: None

Public Comment: Deborah Giles stated that she has submitted another FOIA request to the Bellwood Public Library.

Thelma Matthews asked about the Board's transparency with the library and the community of Bellwood.

Adjournment: A motion was made by Mrs. Clements to adjourn the meeting at 7:20 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant