

# **Bellwood Public Library**

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## Board Meeting Minutes February 11, 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:**

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, Chris Randall, Business Manager, Ashley Matthews, Administrative Assistant, and Debra Vines, CEO of the Answer, Inc.

**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: 3: Miss Archibald, Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

Mrs. Debra Vines CEO of the Answer, Inc. discussed the goal of establishing an Autism collection in the Bellwood Public Library, and how the additional resources would assist families with disabilities.

The Board agreed that the President of the Bellwood Library Board cannot chair a committee because he/she is a member of all committees.

A motion was made by Mr. Elliott, seconded by Ms. Carr to approve the Autism display of material in the Bellwood Public Library for special needs children and adults, as well as display The Answer logo with the collection.

A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,  
NAYS: 0  
ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe  
The motion was carried by unanimous vote.

A motion was made by Mrs. Greene, seconded by Mr. Elliott to approve the expenditure for the FY2015 per capita grant in the amount of \$23, 838.75 to create Autism display/ collection, purchase new library furniture, Teen room technology, and purchase books and DVD's for the library.  
A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,  
NAYS: 0  
ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe  
The motion was carried by unanimous vote.

**Finance Committee Report:**

**A. Reports of Bills #734, # 734-A, #734-B:** The following reports of bills were submitted, copies of which are included as part of these minutes:

#734 (Bill List) in the amount of	\$ 46,916.59
#734-A (Payroll) in the amount of	\$ 58,394.45
#734-B (Checking) in the amount of	\$ 411.00
TOTAL:	\$ 105,722.04

- 1. **Transfer of Funds:** \$200,000
- 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: 3: Miss Archibald, Pastor Horton, Ms. Tharpe  
The motion was carried by unanimous vote.

The Board inquired about the rising cost of the medical insurance. Mrs. Greene proposed to have a committee to research other insurance options to reduce costs.

**Other Committee Reports:**

**B. Administrative Committee Reports:** Mrs. Greene reported that all staff members have received name badges. The first one is free and if lost the replacement fee will be \$5.00.

The Library Director, Jacqueline Spratt, will attend a workshop during the month of March

designed for Library Directors. Some of the topics that will be discussed are “Future Trends in Library Design”, and “Creative Ideas: Thinking outside the Bubble”.

**C. Building and Grounds Committee:** Mrs. Greene reported that the Friends of Bellwood Library will donate a large flat screen television and an X-Box One for the Teen Room.

The Deerfield Public Library donated three computer monitors to the Bellwood Public Library.

The library purchased a 3-D printer from Schaumburg Public Library. Normally, this type of printer would cost thousands of dollars, but the library purchased it for only \$100.00. The Library Director, Jacqueline Spratt, picked it up from Schaumburg Public Library, and plans are to use it in the Youth Services Department.

**D. Public Relations and Legislative Committee:** Mr. Greene reported that the IPLAR report was completed and submitted on January 31, 2015. The report included statistics from the Head of Adult Services, Youth Services, and Circulation Services. The report included mostly statistics to indicate the number of items owned loaned and borrowed by the Bellwood Public Library. Ms. Chris Randall was responsible for inputting the data and submitting the report. The last day to submit this report is March 31, 2015.

**E. Planning and Development Committee:** Mr. Elliott reported that the Bellwood Public Library will host a ribbon-cutting ceremony on March 4, 2015 at 2:00 pm. The mayor of Bellwood, along with other organizations and businesses in the community will receive invitations.

**F. RAILS Committee:** Ms. Carr reported that through an arrangement between RAILS and United for Libraries, RAILS members, including library trustees, can access ten short informative videos at no cost. Topics include what it means to be a trustee, setting policies, evaluating the library director, and more.

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 6:49 p.m.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 3: 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 8:40 pm.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe  
The motion was carried by unanimous vote.

**Communications:** The Village of Hillside invited the Bellwood Library board to a fundraiser.

**Old Business:** None

**New Business:** The Board agreed that the deposits should be prepared by the Head of Circulation. The Library Director will then double check the deposits and take them to the bank.

**Adjournment:** A motion was made by Mrs. Smith to adjourn the meeting at 8:57 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

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Ashley Matthews, Administrative Assistant