

Bellwood Public Library

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Board Meeting Minutes February 10, 2016

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:04 pm by Mrs. Clements, President, in the Large 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, Ashley Matthews, Business Manager/Administrative Assistant, and 16 people in the audience

Public Comment: Deborah Giles asked the board about their travel and meeting expenses that the library covers. Also, Ms. Giles asked why the board has not allowed a part-time reference librarian to be hired.

Gloria Ward was concerned about how the library is short staffed, and wanted to know if there were plans on hiring another Reference Librarian to help fill-in the gap.

Wanda Gibson asked about the board meeting minutes and the library budget being posted to the website. Mrs. Gibson also asked about the process of developing and passing the library fiscal budget.

Thelma Matthews wanted clarification about how the board tables motions and when those topics can be brought back to the board for discussion.

Ms. Greene stated that responses to everyone's question will be submitted to them in writing.

Alan Devey of Cook & Kocher Insurance Group, Inc. presented his proposal to the board to offer the same coverage that the library already has with the Hartford for a lower price of \$10, 692. The Hartford is currently offering to renew insurance coverage for \$22, 292. The board will decide which company they would like to be insured by after CNA gives their presentation to

lower the price of the library's current coverage to \$14, 318 at the next board meeting on March 9, 2016.

Finance Committee Report:

A. Reports of Bills #746, # 746-A, #746-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#746 (Bill List) in the amount of	\$ 35,147.60
#746-A (Payroll) in the amount of	\$ 53,565.53
#746-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 88,713.13

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

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

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

Other Committee Reports:

B. Administrative Committee Reports: Ms. Greene reported that Tony Brown, Information Technician, celebrated five years of employment with Bellwood Library on January 5, 2016.

C. Building and Grounds Committee: Mr. Elliott reported that Anderson Elevator inspected the elevator and Tyco inspected our sprinkler system on January 20, 2016, both were found in satisfactory condition.

The lighting fixtures were repaired in the storage building. Prior to the repair, the storage building had no lighting which made it dangerous when the staff had to enter the building and difficult to locate items that had been placed there for storage.

D. Public Relations and Legislative Committee: Mrs. Smith reported that Andre Harvey, Director of Public Safety and Fire from the Village of Bellwood, allowed three of his employees to attend the staff meeting on Friday, January 22, 2016. Kevin Davis, Commander, along with Detectives J. Setlak and Warren Hernandez trained the staff on safety issues.

Jacqueline Spratt, Library Director, attended the Chamber of Commerce Meeting on Tuesday, January 12, 2016 and met with Debra Vines of the "Answer Inc." on January 27, 2016. Mrs.

Vines is considering forming a partnership with the library if she applies for a grant in the near future.

Jacqueline Spratt, Library Director, received a Freedom of Information Request on January 14, 2016 and it was responded to on January 21, 2016.

The “Friends of Bellwood Library” will sponsor their “Annual Lunch” on Wednesday, February 17, 2016 all staff and board members are invited. It will held between the hours of noon and 3:00 pm.

E. Planning and Development Committee: Mrs. Smith reported that the Per Capita Grant was submitted on Friday, January 15, 2016. If we receive the grant, we plan to purchase new tables, chairs, storage cabinets, a podium stand and professional sound system for our meeting rooms.

As requested by a patron at the last meeting, a suggestion box has been placed on the main floor near the copier. Both staff and patrons may submit their concerns.

F. RAILS Committee: Mrs. Clements reported that RAILS serves more than 1,300 public, academic, special, and school library members, which represent over 3500 libraries within a 27,000 square mile area.

All full-member RAILS libraries are required to participate in the sharing of their library materials and must comply with the ILLINET Interlibrary Loan Code and RAILS Resource Sharing Policy. In addition, public libraries must provide reciprocal borrowing to patrons of other member public libraries, and to report whether nonresident cards are offered.

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

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

The board will review the local record retention policy, collection policy, and volunteer policy, and agreed to vote on these polices at the next board meeting.

A motion was made by Ms. Greene, seconded by Ms. Carr 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 6:57 p.m.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Ms. Carr to reconvenes to regular session at 7:36 p.m.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

Communications: The board was invited to the Proviso Municipal League's quarterly dinner on February 17, 2016.

The mayor of Hillside, Joseph Tamburino, invited the board to their annual cocktail party fundraiser on February 24, 2016.

Unfinished Business: None

New Business: None

Announcements: None

Adjournment: A motion was made by Mrs. Clements to adjourn the meeting at 7:43 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant