

Bellwood Public Library

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Board Meeting Minutes March 9, 2016

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:03 pm by Mrs. Clements, President, in the Large 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, Ashley Matthews, Business Manager/Administrative Assistant, and 16 members of the public

Public Comment: Wanda Gibson submitted her public comment in writing and gave a copy to all of the board members. Mrs. Gibson's public comment included concerns and questions about their usage of library funds, their accountability to the residents of Bellwood, the status of the updated by-laws, the board's reviewing process of board meeting minutes, Chuck Baxter's relationship with the Bellwood Public Library, and the library's insurance policy.

Mrs. Clements stated that the insurance policy is pending on the presentation by CNA Insurance Company, and it will be discussed on in closed session. In addition, Mrs. Clements stated that the process of updating the by-laws is pending. Mrs. Clement told Mrs. Gibson that all of her questions and concerns will be responded to in writing, and added that the public comment portion of the meeting was not a question and answer session.

Deborah Giles also wanted to know about the status of the library insurance policy. Ms. Giles encouraged the board to pick an insurance policy that gave the library the most coverage for the lowest price.

Mrs. Clement interjected by stating that CNA will present their proposal to the board about the insurance they can offer to the library. Also, Mrs. Clements said that the public comment portion of the meeting was not a question and answer session because it will prolong the meeting. In

addition Mrs. Clements stated that the public comments are limited to fifteen minutes.

Ms. Giles request to finish her public comment because this was the only time during the meeting the public is permitted to voice their concerns to the board, and the board should not attempt to prevent the public from making public comments.

Ms. Giles continued her public comment, and asked the board if they had any other affiliation with CNA Insurance Company.

Greg Stanton was concerned about the lack of response the board gives the public in this meeting and past meetings during public comments, and how majority of the decisions made by the board are done in closed sessions. Mr. Stanton asked the board to explain the proper process of the public comment portion of the meeting, so that the public can voice their concerns and be more involved.

Jim Parrilli, of CNA Insurance Company, presented his proposal to the board in the amount of \$14, 318.

Finance Committee Report:

A. Reports of Bills #747, # 747-A, #747-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#747 (Bill List) in the amount of	\$ 42,346.67
#747-A (Payroll) in the amount of	\$ 53,596.54
#747-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 95,943.21

- 1. Transfer of Funds:** None
- 2. Reinvestments:** None

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

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Mr. Elliott, Ms. Greene, 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 the library had the first in a series of training on cross-training staff to work in other departments. The training is held in the library prior to the library being open to the public.

C. Building and Grounds Committee: Mr. Elliott reported that the exterior of the library wall has voids, cracks, crumbling mortar, or uneven areas of mortar. Therefore, it is necessary to go out for bids to have the building properly repaired. If we don't tuck-point our building walls when it needs it, the masonry wall will deteriorate to the point that the only fix is to tear it down and relay it. We also, should have them look at the condition of the chimney as well. The library should hire a qualified masonry contractor who can determine the scope of the works that needs to be done and then implement the work. (See the attached photos)

The public restrooms on the main floor of the library is in desperate need of upgrades. The staff regularly receives complaints about the condition of the restroom. (See the attached photos)

In addition, some of the sidewalks have cracks and they too should be repaired. Cracked sidewalks are a safety issue for anyone using the library. It is imperative that the library reflect due diligence when it comes to the safety of the public and staff.

D. Public Relations and Legislative Committee: Mrs. Smith reported that the Illinois Public Library Annual Report (IPLAR) has been completed and submitted. All public libraries were required to complete the report by March 1, 2016. The report consist of statistical information. According to the State Librarian, "data is collected from approximately 9,000 public libraries and is analyzed to provide library trends."

The by-laws dated February 10, 2010 under Article V-Employees- General reads: The Board of Trustees shall solicit, interview and hire a qualified Library Director, who will hire other employees. The Board will determine salaries and define duties with recommendations from the Library Director. Any employee is subject to removal for just cause at any time by majority vote of the Board of Trustees at any regular meeting or a special meeting for that purpose. If any employee is convicted of a felony, this conviction shall be considered as cause for dismissal.

Jacqueline Spratt, Library Director is recommending that the by-law be amended according to be in accordance with the Illinois Statue 5/4 Number Seven that states:

The Board of Trustees shall appoint and fix the compensation of a qualified librarian, who shall have the authority to hire such other employees as may be necessary, to fix their compensation, and to remove such appointees, subject to the approval of the Board.

E. Planning and Development Committee: Pastor Horton reported that recommendations are being made to repair the exterior of the library building and to up-grade the public restrooms.

The Library Board and Staff would like to thank "The Friends of Bellwood Library" for the lunch served on Wednesday, February 17, 2016.

F. RAILS Committee: Ms. Greene reported that Melissa Gardner, Assistant Director for Public Services at Palatine Library, and former Broadview Public Library Director has been nominated for President –Elect of the Illinois Library Association (ILA). According to RAILS, "as a member of ILA Executive Board, the President will lead and help adopt, implement, and enforce

all policies and budgets for the association and coordinate all activities of the association”.

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: 6: Ms. Carr, Mrs. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

The board discussed the local record retention policy, collection policy, and volunteer policy.

Jacqueline Spratt stepped out of the meeting at 6:49 p.m. to retrieve the American Library Association (ALA) Bill of Rights, ALA Freedom to Read, and ALA Freedom to View Statements that needed to be attached to the collection policy.

Mrs. Spratt returned at 6:57 p.m.

A motion was made by Mrs. Smith, seconded by Ms. Carr to approve the Local Retention Policy, Collection Policy, and Volunteer Policy.

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

The board will further review and discuss the Collection Policy pending the attachment of American Library Association (ALA) Bill of Rights, ALA Freedom to Read, and ALA Freedom to View Statements.

The board will review the Social Media Policy, Hotspot Lending Policy, and Internet Use Policy to vote on them at the next board meeting on April 13, 2016.

The board further discussed tuck-pointing the building, repairing the cracked sidewalks, and remodeling all of the bathroom in the library from the committee reports.

A motion was made by Ms. Greene, seconded by Mrs. Smith to approve Mr. Elliott with the Building and Grounds Committee and Mrs. Spratt to start obtaining bids to do the tuck-pointing of the building, repair the cracked sidewalks, and remodel all of the bathrooms in the library.

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

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 7:13 p.m.

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Pastor Horton, seconded by Ms. Carr to reconvenes to regular session at 8:00 pm.

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Ms. Greene to approve the Collection Policy with the attachments of the American Library Association (ALA) Bill of Rights, ALA Freedom to Read, and ALA Freedom to View Statements.

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Ms. Carr to accept CNA Insurance Company's insurance coverage for the library.(Jacqueline Spratt, Library Director recommended at the January meeting to change insurance to Utica National.)

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Mr. Elliott, Ms. 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

Adjournment: A motion was made by Mrs. Clements to adjourn the meeting at 8:04 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant