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Board Meeting  
Minutes  
April 08, 2015

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:02 pm by Mrs. Smith, President, in the Small Meeting Room.

**Present:**

Ms. Carr  
Mrs. Greene  
Mrs. Smith  
Ms. Tharpe

**Absent:** Mr. Elliott and Pastor Horton

**Also in attendance:** Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Administrative Assistant, Chuck Baxter, Thelma Matthews, Megan Kelly, Insurance and Risk Management Specialist of Kelly Assurance

**Public Comment:** None

Megan Kelly, Insurance and Risk Management Specialist of Kelly Assurance review the current insurance policy the library has in place, and answered any questions the Board had in regards to the policy

The Board agreed to review and respond to the Internal Audit Review at the next board meeting

The Board agreed to table the discussion of hiring a Business Manager

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, Mrs. Greene, Mrs. Smith, Ms. Tharpe

NAYS: 0

ABSENT: 2: Mr. Elliott, Pastor Horton

The motion was carried by unanimous vote.

**Finance Committee Report:**

**A. Reports of Bills #735, # 735-A, #735-B:** The following reports of bills were submitted, copies of which are included as part of these minutes:

#736 (Bill List) in the amount of	\$ 54,835.97
#736-A (Payroll) in the amount of	\$ 59,004.32
#736-B (Checking) in the amount of	\$ 212.80
TOTAL:	\$ 114,053.09

**1. Transfer of Funds:** \$100,000

**2. Reinvestments:** None

A motion was made by Ms. Carr, seconded by Ms. Tharpe to accept the Finance Committee Report as read.

A roll call vote was taken.

AYES: 4: Ms. Carr, Mrs. Greene, Mrs. Smith, Ms. Tharpe

NAYS: 0

ABSENT: 2: Mr. Elliott, Pastor Horton

The motion was carried by unanimous vote.

**Other Committee Reports:**

**B. Administrative Committee Reports:** Mrs. Greene reported that Ms. Chris Randall has resigned in order to accept a full-time position, and her last day of employment was March 31, 2015.

A staff meeting was held on Tuesday, March 31, 2015.

Library Director, Jacqueline Spratt, has been selected to participant in the 2015 Statewide Public Library Management Institute (SPLMI). It will be held in the Springfield campus of the University of Illinois from May 31 –June 5, 2015.

Library Director, Jacqueline Spratt plans to attend the ALA Conference in San Francisco.

**C. Building and Grounds Committee:** Ms. Tharpe reported that while the majority of the building is good condition, a portion of the library needs to be tuck-pointed. I am recommending that we search for a company and makes plan to have the work completed before the fall.

**D. Public Relations and Legislative Committee:** Mrs. Greene reported that the 2015 ALA Conference will be held, June 25-30 in San Francisco, CA. Board Members planning to attend should notify Ashley Matthews with the details of their travel plans.

Mr. Johnny Boston, from the Bellwood Resource Center, has created flyers in order to promote

our Premium Resources that are available on-line to all Bellwood Library card holders.

**E. Planning and Development Committee:** Mrs. Smith reported that since the grand opening of the Teen Room on Wednesday, March 4, 2015 we have had over 70 students use the room.

**F. RAILS Committee:** Ms. Carr reported that Chris Cudworth, from 3C Creative Marketing, is partnering with RAILS. The goal of the partnership is to increase participation in summer reading programs and library use in the general. Mr. Cudworth is working with the Chicago Tribune to sponsor incentives. Best of all, there will be no cost to libraries or those participating in summer reading programs.

Mr. Elliott arrived at 6:55 pm.

**Communications:** None

**Old Business:** None

**New Business:** None

**Adjournment:** A motion was made by Mrs. Smith to adjourn the meeting at 7:10 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

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Ashley Matthews, Administrative Assistant