

Bellwood Public Library

600 Bohland Avenue
Bellwood, Illinois 60104
(708) 547-7393
Fax (708) 547-9352
TDD (708)547-7475

www.bellwoodlibrary.org



Board Meeting Minutes April 13, 2016

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:05 pm by Ms. Clements, President, in the Large Meeting Room.

Present:

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

Absent: Pastor Horton, Ms. Tharpe

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Business Manager/Administrative Assistant, and 15 members of the public

Public Comment: Wanda Gipson thanked the board for responding to some of her questions she had during the February 25, 2016 board meeting. Ms. Gipson also re-submitted her public comments that have not been answered from the March 19, 2016 meeting in writing and gave a copy to each of the board members. Ms. Gipson's public comment included concerns and questions about when the library by-laws will be updated, when was the 2016 library budget was passed, who were the new majority library board of trustees are, what information did the trustee obtain from the Illinois Library Association (ILA) Trustee Workshop in February 2016, the board's reviewing process of board meeting minutes during the monthly meetings, the legality of the approved motion that was discussed in closed session in the March 9, 2016 board meeting, and the process of the public making a public comments during the meeting.

Ms. Clements stated that the board will take Ms. Gipson's comments into consideration. Ms. Clements also added that Ms. Gipson's questions will be forwarded to the proper source, so that they can answer her questions.

Deborah Giles wanted to know about the status of the library by-laws as well, and why has this process been prolonged. Ms. Giles asked about legality of the repeated wording of the closed session agenda item that appears on every board meeting agenda. Also, Ms. Giles wanted to know the reasoning behind the board's decision to accept CNA Insurance Company's insurance coverage for the library, and she requested a copy of the insurance policy.

In addition, Ms. Giles stated that the board is a public body that is subject to questions and answers from the public regarding the matters pertaining to the library, and asked whether the board was in accordance with the law to have only one board member respond to all of the questions and concerns that arise throughout the public comment portion of the board meeting. Ms. Giles also added that the board should act as a whole and follow the rules of the Open Meetings Act.

Ms. Clements stated again that the questions and concerns will be taken under consideration and forwarded to the proper person.

Ms. Greene stated that the fifteen minute time limit for public comments have passed.

Myron Adams, of D.K. Environmental Systems, Inc., discussed the condition for the bathrooms and tuck pointing that needed to be done around the library building with the board. Mr. Adams also gave his advice and recommended various option to remodel the bathrooms, as well as tuck point the building.

Finance Committee Report:

A. Reports of Bills #748, # 748-A, #748-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#748 (Bill List) in the amount of	\$ 64,708.65
#748-A (Payroll) in the amount of	\$ 53,582.46
#748-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 118,291.11

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

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

A roll call vote was taken.

AYES: 5: Ms. Carr, Ms. Clements, Mr. Elliott, Ms. Greene, 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 Dorothy Reed of the Circulation Department celebrated five years with the Bellwood Public Library.

C. Building and Grounds Committee: Mr. Elliott reported that Mary Clements and Billy

Elliott met with D.K. Environmental Systems, Inc. to discuss the remodeling of the rest rooms and the tuck pointing of the buildings.

D. Public Relations and Legislative Committee: Mrs. Smith reported that Linda Dupree completed the Illinois Annual Library Certification. All system member libraries were required to complete the survey and certification process in order to maintain membership in the system and eligibility for State Library grants. The deadline was March 31, 2016.

According to ILS:

Secretary of State Jesse White Hosts Second National Forum: “Targeting Autism”

Illinois Secretary of State and State Librarian Jesse White hosted the second national “Targeting Autism” forum at the State Library in Springfield. The “Targeting Autism” program, launched last year by Secretary White and The Autism Program (TAP) of Illinois, is an innovative program designed to develop and implement creative ways to address the needs of Illinois residents impacted by Autism Spectrum Disorder (ASD).

E. Planning and Development Committee: Ms. Greene reported that Jacqueline Spratt, Library Director has been informed that, “Effective June 15th of this year, the national credit reporting agencies will place new, significant restrictions on accounts eligible for submittal. The new rules will no longer allow the reporting of fines, tickets, and other assessments. After communications with the consumer reporting agencies, they have clarified with Unique Management Services that all library debt is encompassed in this exclusion.”

It is time to complete our annual 2016 Statement of Economic Interests (SEI) as per the Illinois Governmental Ethics Act. The deadline to file the 2015 SEI is May 1, 2016. If you need assistance you may call 312-603-1121. All Board Members and Departments Heads are required to complete this form.

Please go to: [http:// www.cookcountyclerk.com/ethics/econinterest](http://www.cookcountyclerk.com/ethics/econinterest)

F. RAILS Committee: Ms. Clements reported that **Trustee Workshops: “Running More Successful Board Meetings” April 16 or April 30, 2016**

According to RAILS, “Nancy Sylvester, author and certified professional parliamentarian, will help board members understand their important roles and responsibilities. Topics will include agenda building, board governing documents, fiduciary duty, and the board/staff relationship. Two identical workshops will be held:

Moline Public Library Saturday, April 16, 9:30 am. To 12:30 pm

Peoria Heights Public Library, Saturday, April 30, 9:30- 12:30 pm

Jacqueline Spratt read the board meeting minutes from March 9, 2016 aloud to check for any errors and/or correction that needed to be made before the board approved them.

Ms. Greene stepped out of the room at 7:11 p.m.

Ms. Greene returned at 7:15 p.m.

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

items with the grammatical errors corrections to the March 9, 2016 board meeting minutes.
A roll call vote was taken.

AYES: 5: Ms. Carr, Ms. Clements, Mr. Elliott, Ms. Greene, 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 Mr. Elliott to approve the Local Social Media Policy, Hotspot Lending Policy, and Internet Policy.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

The board discussed the Bulletin Board Posting Policy, Conduct Policy, Confidentiality and Privacy policy.

The board tabled the motion to amend the February 10, 2016 board meeting minutes to include Jacqueline Spratt's, Library Director, comments concerning the hiring process.

A motion was made by Ms. Greene, seconded by Mr. Elliott that the Board to not convene into Closed Session.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Pastor Horton, 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 Ms. Clements to adjourn the meeting at 7:35 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant