

# **Bellwood Public Library**

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Board Meeting  
Minutes  
May 13, 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:** Pastor Horton and Ms. Tharpe

**Also in attendance:** Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Administrative Assistant, Chuck Baxter, Deborah Giles, R. Sue Henry, Monet Neely, Cynthia Buff, Lamont Hankerson, and Nicole Branch

**Public Comment:** The Friends of the Bellwood Public Library would like to have a fund raiser in order to help raise money for the library.

A motion was made by Mr. Elliott, 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, Mr. Elliott

NAYS: 0

ABSENT: 2: Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

**Finance Committee Report:**

**A. Reports of Bills #737, # 737-A, #737-B:** The following reports of bills were submitted, copies of which are included as part of these minutes:

|                                    |               |
|------------------------------------|---------------|
| #737 (Bill List) in the amount of  | \$ 55,103.05  |
| #737-A (Payroll) in the amount of  | \$ 61,687.81  |
| #737-B (Checking) in the amount of | \$ 0.00       |
| TOTAL:                             | \$ 116,790.86 |

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

**2. Reinvestments:** None

A motion was made by Ms. Carr, seconded by Mr. Elliott 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: 2: Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

### **Other Committee Reports:**

**B. Administrative Committee Reports:** Mrs. Greene reported that the majority of the staff has begun using our new software provider WorkFlows and they seem to be comfortable with using the new the new software. There have been a number of issues with this new software that are actively being addressed by System Wide Area Network. (SWAN)

Prepared by Regina Greene

The Administration committee held their first meeting on 4/15/15. In attendance was all Department Heads, Board President, Mrs. Spratt and myself. The agenda consisted of: Administration Committee Duties, Monthly Meetings, Vacancies, Retirees, Terminations and any one Leaving for any reasons and all job postings.

I asked that from this point forward Mrs. Spratt and her Department Heads inform the Administrative Committee of all vacant position in the future before hiring or even posting. This information will be reported to the Board of Trustee.

Each Department heads gave a report.

Ms. Schultz reported two positions becoming available in her department a part time reference position and a full time reference position. After the meeting Mrs. Spratt requested that if they had a choice the Full time position was more needed.

Ms. Brown Head of Children Department reported that her department was fully staff and the new Teen Center was being covered by her and her staff. Ms. Brown also sent a copy of the employee's flowchart.

The committee also met with Mrs. Spratt on April 27, 2015 to request that the posting is to remain in-house; this will give current employees the opportunity to move up.

Mrs. Dupree spoke about her experience as an employee of the Library and how well her department was doing.

**C. Building and Grounds Committee:** Mr. Elliott reported that Muellermist Irrigation Company performed routine service maintenance on our sprinkler system, Heat Engineering performed routine maintenance service on our air conditioning unit, and Steam Water performed maintenance on the water cooler during the month of May, 2015.

Plans are being made to bring the three desk, currently being stored in our storage building, which were donated by Northlake Public Library into the library. They will be assembled in the work room along the existing work room wall.

After an inspection from Thompson Elevator Inspection Service, it was determined that our elevator is in need of a Pit Ladder. We plan to have the work done as soon as Anderson Elevator is available to perform the work. This is required by law for safety reasons.

**D. Public Relations and Legislative Committee:** Mrs. Smith reported that the Library Director, Jacqueline Spratt attended the Chamber of Commerce, Multi-Community & Business Expo on Thursday, April 16, 2015. It was held at Divine Providence School located in Westchester, Illinois. The purpose of the expo was to promote businesses in the community and form partnerships.

The Village of Bellwood, Mayor Pascale donated movies to the library. The Village also included an article about the libraries' "Teen Room" in their monthly newsletter.

**E. Planning and Development Committee:** Mrs. Smith reported that the Director, Jacqueline Spratt has received a donation of six tables from the College of Dupage. They are being used in the small meeting room. In addition to those tables, we have purchased four used tables and chairs from Winnetka Library for use in the lower level of the library. We should receive them by the end of May.

**F. RAILS Committee:** Ms. Carr reported that RAILS has scheduled a variety of networking events throughout the RAILS service area, in order to acquaint RAILS Members with the latest news about RAILS programs and services that can benefit libraries. The nearest event to Bellwood will be held Tuesday, May 19, 1:30-3:30 p.m., at Joliet Junior College Library and Thursday, June 11, 9:30-11:30 a.m., at Eisenhower Public Library District.

Pastor Horton arrived at 6:21 pm.

The Board recognized the outgoing Board Member Gail Archibald and Bishop Dr. Reginald Saffo.

Adjourn sine die

Roll call was taken.

**Present:**

Ms. Carr

Mr. Elliott

Mrs. Greene

Pastor Horton

Mrs. Smith

**Absent:** Ms. Tharpe

The Board Secretary, Regina Greene, administered the Oath of Office for newly elected Trustees Mary Clements and Billy Elliott.

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 6:45 p.m.

A roll call vote was taken.

AYES: 6: Ms. Carr, Ms. Clements, Mr. Elliott, Mrs. 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 Ms. Carr that the Board reconvenes to regular session at 7:40 pm.

A roll call vote was taken.

AYES: 6: Ms. Carr, Ms. Clements, Mr. Elliott, Mrs. 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 move Ashley Matthews from interim Business Manager to permanent Business Manager/Administrative Assistant as discussed in executive session

A roll call vote was taken.

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

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

The Board agreed to table the discussion to back pay from April 1, 2015 through current date for the Business Manager Position.

A motion was made by Ms. Carr, seconded by Mrs. Greene to approve hiring Kara Spizzirri as full time Reference Librarian as discussed in executive session.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Ms. Carr, seconded by Mrs. Greene to approve the salaries of Ashley Matthews and Kara Spizzirri as discussed in executive session.  
A roll call vote was taken.

AYES: 6: Ms. Carr, Ms. Clements, Mr. Elliott, Mrs. Greene, Pastor Horton, Mrs. Smith  
NAYS: 0  
ABSENT: 1: Ms. Tharpe  
The motion was carried by unanimous vote.

Ms. Carr left the meeting at 7:40pm.

A motion was made by Mrs. Greene, seconded by Pastor Horton to post two part-time Reference positions.  
A roll call vote was taken.

AYES: 2: Pastor Horton, Mrs. Smith  
NAYS: 3: Ms. Clements, Mr. Elliott, Mrs. Greene  
ABSENT: 2: Ms. Carr, Ms. Tharpe  
The motion failed.

**Communications:** None

**Old Business:** None

**New Business:** None

**Adjournment:** A motion was made by Mrs. Smith to adjourn the meeting at 7:48 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

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Ashley Matthews, Administrative Assistant