

Bellwood Public Library

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Board Meeting
Minutes
June 10, 2015

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:00 pm by Mrs. Smith, President, in the Small Meeting Room.

Present:

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

Absent: Ms. Carr, Pastor Horton and Ms. Tharpe

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Business Manager/Administrative Assistant, Chuck Baxter, and Deborah Giles

Public Comment: None

A motion was made by Mrs. Greene, seconded by Ms. Clements to pull the approval of the Non-Resident Cards Policy.

A roll call vote was taken.

AYES: 3: Ms. Clements, Mrs. Greene, Mr. Elliott,

NAYS: 1: Mrs. Smith

ABSENT: 3: Ms. Carr, Pastor Horton and Ms. Tharpe

The motion passed.

Finance Committee Report:

A. Reports of Bills #738, # 738-A, #738-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#738 (Bill List) in the amount of	\$ 52,039.96
#738-A (Payroll) in the amount of	\$ 54,664.08
#738-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 106,704.04

1. Transfer of Funds: \$100,000

2. Reinvestments: None

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

A roll call vote was taken.

AYES: 4: Ms. Clements, Mrs. Greene, Mr. Elliott, Mrs. Smith

NAYS: 0

ABSENT: 3: Ms. Carr, Pastor Horton and Ms. Tharpe

The motion was carried by unanimous vote.

Other Committee Reports:

B. Administrative Committee Reports: Mrs. Greene reported that Arthur Williams received commendation for his excellent customer service from one of our patrons.

Gayle Szpytek resigned in order to accept a full-time position.

The Library will be conducting Employee Opinion Survey's in the near future. The Library Director is looking to better understand and determine ways to improve employee relationships.

C. Building and Grounds Committee: Ms. Clements reported that the tables and chairs purchased from Winnetka Public Library were received and are now located in the lower level of the library for public use.

The water cooler was leaking and it became necessary to have it repaired.

D. Public Relations and Legislative Committee: Ms. Clements reported that Secretary of State Jesse White, who is a huge advocate of libraries, has requested the item line on the State budget for libraries to remain the same.

All elected Board Members are requested by law to complete the Open Meetings Act located on the Illinois Attorney General's website. Each Board Member will be required to read the information and then answer questions at the end. If your answer is incorrect, you will be allowed to go back and re-submit another answer. The purpose of the questions is to make sure each Board Member are aware of what the laws are that govern Board Meetings.

The link to complete the Open Meetings Act (OMA) is as follows: foia.ilattorneygeneral.net/

While at Statewide Public Library Management Institute, Phil Lenzini presented information concerning library laws. The Open Meetings Act (OPA) and Freedom of Information Act (FOIA) are the major two laws that are impacting public entities, especially libraries. Strict laws are in place to govern how meetings should be conducted and what information is available to the public.

All meetings held by Board Members must have an agenda, be posted at least forty-eight hours prior to the meeting, and minutes must be taken. The laws are demanding that public entities be transparent as possible.

E. Planning and Development Committee: Mr. Elliott reported that plans are being made to create a special collection for families with special needs. This will be an area in the library where materials both print and non-print will be available for families and other interested patrons. The library will have as much information as possible for the use of this collection. The goal of this collection is to make our library more welcoming and useful for our community particularly for families with special needs.

F. RAILS Committee: Mrs. Smith reported that in RAILS News: “The Bensenville Community Public Library unveiled the latest service to be offered to the Bensenville community in the form of a dual-port electric vehicle (EV) charger located in the library’s parking lot. Installation was provided by Bensenville’s Kapital Electric, Inc. Bensenville joins Evanston and Decatur as being the only municipalities in Illinois with public libraries offering EV charging services to the public.”

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

A roll call vote was taken.

AYES: 4: Ms. Clements, Mrs. Greene, Mr. Elliott, Mrs. Smith

NAYS: 0

ABSENT: 3: Ms. Carr, Pastor Horton and Ms. Tharpe

The motion was carried by unanimous vote.

Thelma Matthews arrived at 6:31 pm.

A motion was made by Mrs. Greene, seconded by Mr. Elliott to pull the approval of policies as outlined in the Policy Handbook.

A roll call vote was taken.

AYES: 3: Ms. Clements, Mrs. Greene, Mr. Elliott,

NAYS: 1: Mrs. Smith

ABSENT: 3: Ms. Carr, Pastor Horton and Ms. Tharpe

The motion passed.

Pastor Horton arrived at 6:44 pm.

Communications: The Board was invited to attend the Proviso Municipal League’s Annual Golf Classic.

Unfinished Business: Mrs. Greene wanted to hire DSF Consulting Firm to assist in the updating of the library policies, and she will provide the Board with the company’s information at a later time.

A motion was made by Mrs. Greene, seconded by Mr. Elliott to hire DSF Consulting with the contingency that the firm provides the Board with a presentation and provide adequate background information.

A roll call vote was taken.

AYES: 4: Ms. Clements, Mrs. Greene, Mr. Elliott, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 3: Ms. Carr and Ms. Tharpe

The motion was carried by unanimous vote.

New Business: Mrs. Greene would like to meet with the Administrative Committee to develop some guidelines for the director's evaluation for Mrs. Spratt's one year anniversary, and to establish a time-frame to conduct the evaluation.

Adjournment: A motion was made by Mrs. Smith to adjourn the meeting at 7:15 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant