

# **Bellwood Public Library**

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Board Meeting  
Minutes  
September 9, 2015

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:01 pm by Mrs. Smith, President, in the Small Meeting Room.

**Present:**

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

**Absent:** Pastor Horton and Ms. Tharpe

**Also in attendance:** Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Business Manager/Administrative Assistant, Kimi Ellen of Benford Brown & Associates LLC, Chuck Baxter, Deborah Giles, Dottie Johnson, Kelvin Johnson, Thelma Matthews, and Betty Hines

**Public Comment:** None

**Finance Committee Report:**

**A. Reports of Bills #741, # 741-A, #741-B:** The following reports of bills were submitted, copies of which are included as part of these minutes:

#741 (Bill List) in the amount of	\$ 58,890.70
#741-A (Payroll) in the amount of	\$ 52,698.44
#741-B (Checking) in the amount of	\$ 0.00
<b>TOTAL:</b>	<b>\$ 111,589.14</b>

- 1. Transfer of Funds:** \$100,000
- 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, Mrs. Clements, Ms. Greene, Mr. Elliott, Mrs. Smith

NAYS: 0

ABSENT: 2: Pastor Horton and Ms. Tharpe

The motion was carried by unanimous vote.

### **Other Committee Reports:**

**B. Administrative Committee Reports:** Ms. Greene reported that there has been no changes in staffing.

The Library was very busy this summer assisting the youth that were out of school for the summer. Many youth used the Teen Room and they would come into the library in groups of two or more at a time.

**C. Building and Grounds Committee:** Ms. Greene reported that the floor in the boiler room was not draining and it was covered with water. The plumber determined that the line was broken. He cut the floor open to make the repairs only to discover that the line was crumbling and that it ran right under the boiler pad. In order not to have to remove the entire boiler and brake the floor open, a sump pump pit was installed. This allowed the old drain to pump the water over to a clean out that was able to accept the water and drain it properly.

A pipe burst in the ceiling near the elevator. This caused part of the ceiling to collapse and water to leak out onto the floor. The plumber was called and was able to repair the leak. The building has pipes that are very old and it seems that this will continue to be an on-going problem that we must deal with as they appear.

**D. Public Relations and Legislative Committee:** Mr. Elliott reported that the Bellwood Library participated in the "Bellwood Annual Family Day", on August 4, 2015. This year was a special treat because Jesse White was able to attend with his tumblers, and as usual they did an awesome job.

The Bellwood of Chamber of Commerce hosted an event on Wednesday, August 26, 2015 where Commissioner Richard Boykin was the guest of honor. Numerous businesses in the community attended.

**E. Planning and Development Committee:** Mr. Elliott reported that the library patrons now have the opportunity to use the quiet study room now located in the lower level. The room is for use of groups working on projects, tutors, and students.

**F. RAILS Committee:** Ms. Carr reported that as of August 31, 2015 Anne Craig, Director of the Illinois State Library, reported that there is still no information on the state budget.

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

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Pastor Horton and Ms. Tharpe  
The motion was carried by unanimous vote.

Kimi Ellen from Benford Brown & Associates LLC reviewed the internal Audit report with the board and answered any question they had. The internal audit focused on the cash flows and the hiring procedures of the library. Mrs. Ellen stated that the Director of the library should have the final decision on who is hired to work at the library, and the board should only meet and interview with newly hired employees if they are filling the positions of a librarian or department head.

A motion was made by Mrs. Greene, seconded by Mr. Elliott to accept the internal audit.  
A roll call vote was taken.

AYES: 5: Ms. Carr, Ms. Clements, Mrs. Greene, Mr. Elliott, Mrs. Smith  
NAYS: 0:  
ABSENT: 2: Pastor Horton and Ms. Tharpe  
The motion passed.

A motion was made by Mrs. Greene, seconded by Ms. Carr to pay Benford Brown & Associates LLC for their services on September 09, 2015.  
A roll call vote was taken.

AYES: 5: Ms. Carr, Mrs. Clements, Mrs. Greene, Mr. Elliott, Mrs. Smith  
NAYS: 0  
ABSENT: 2: Pastor Horton and Ms. Tharpe  
The motion was carried by unanimous vote.

Pastor Horton arrived at 6:36 pm.

A motion was made by Ms. Carr, seconded by Mrs. Clements 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 6:40 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 Mr. Elliott, seconded by Pastor Horton that the Board reconvenes to regular session at 7:00 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.

Kimi Ellen from Benford Brown & Associates LLC and Chuck Baxter left at 7:10pm.

**Communications:** As a result of the Village of Bellwood not including the Bellwood Library as a component of the village, Jacqueline Spratt completed and submitted the local government unit registration form to the Office of Illinois State Comptroller Leslie Munger.

**Unfinished Business:** The board will devise an evaluation instrument to for Jacqueline Spratt's annual evaluation. Pastor Horton requested that the board research evaluation methods of other libraries to form the evaluation instrument for Mrs. Spratt.

**New Business:** Mrs. Smith attended the ILA Trustee meeting on August 29, 2015. They discusses ideas for the 2016 trustee workshop, which will be held in Oak Brook on February 13, 2016.

Illinois Library Trustee Day will be held on October 24, 2015 at the Peoria Civics center.

A motion was made by Mr. Elliott, seconded by Ms. Carr to increase the pay rate of Kelvin Johnson 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.

**Adjournment:** A motion was made by Mrs. Smith to adjourn the meeting at 7:50 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

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Ashley Matthews, Business Manager/ Administrative Assistant