



Board Meeting
Minutes
September 14, 2016

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:10 pm by Mrs. Smith, Vice President, in the Large Meeting Room.

Present:

Ms. Carr
Mr. Elliott
Pastor Horton
Mrs. Smith

Absent: Ms. Clements, Ms. Greene, Ms. Tharpe

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Business Manager/Administrative Assistant, and 20 members of the public.

Public Comment: Gregory Stanton submitted his public comment in writing to the board and passed out copies to the public as well. Mr. Stanton also request his public comments be included in the minutes as submitted for this meeting and for future meetings. His public comments are as following:

Date: 14, September 2016

FROM: Gregory A Stanton, Concerned Township Resident & Patron

TO: BELLWOOD PUBLIC LIBRARY BOARD Mary E. Clemens, President Dorothy Clark-Smith, Vice President Regina Green, Secretary J.B. Carr, Treasurer Sharon Tharpe, Trustee Pastor Michael Horton, Trustee Jackie Spratt, Director

CC:

- Meeting attendees

Dear: Madam Chair, and the entire Board

I am drafting this correspondence to read during the public comments portion of this month's meeting and request that it be included into the official meeting minutes of today's meeting, for future reference.

I have attended the majority of this year's meeting. I have observed what appears to be a level subpar level of professionalism, open disrespect amongst the board, total disregard

for the community residents that attend the meetings concerns, but most importantly an apparent disregard or outright ignorance regarding the Bellwood Public Library, By-Laws as adopted February 10, 2010.

My main concern tonight is that we went through the summer, (the peak season) and there are a number of vacant positions that remain open although the current year's budget allows for them to be filled. Excuse me if I am mistaken, but I believe that the board has held up the process hiring process. However according to (75 ILCS 5/) Illinois Local Library Act.:

The Board shall comport with the following.

(75 ILCS 5/4-7) (from Ch. 81, par. 4-7)

Sec. 4-7. Each board of library trustees of a city, incorporated town, village or township shall carry out the spirit and intent of this Act in establishing, supporting and maintaining a public library or libraries for providing library service and, in addition to but without limiting other powers conferred by this Act, shall have the following powers:.....

7. To appoint and to fix the compensation of a **qualified librarian, who shall have the authority to hire such other employees as may be necessary**, to fix their compensation, and to remove such appointees, subject to the approval of the board, but these powers are subject to Division 1 of Article 10 of the Illinois Municipal Code in municipalities in which that Division is in force. The board may also retain counsel and professional consultants as needed;

According to **Article V - Employees (Bellwood By-Laws, February 10, 2010)**

The Board of Trustees shall solicit, interview and hire a qualified Director, **who will hire other employees**. The Board will determine salaries and define the duties with the recommendations of the Director. Any employee is subject to removal for just cause at any time by majority vote of the Board of Trustees at any regular meeting or a special meeting for that purpose. If any employee is convicted of a felony, this conviction shall be considered as cause for dismissal.

I respectfully ask that you allow the Director to address this tonight or put it on the agenda for the next scheduled public meeting to be addressed under her report. Please inform the community as to:

- 1) What are the vacancies (how long the positions has been open)
- 2) Status of the hiring process

I would also like the Chair to address the status and plan of action if necessary for:

- 1) The next scheduled update or rewrite of the current By-Laws

2) The status of the following Board requirement by the State:

(75 ILCS 5/4-7.2) (from Ch. 81, par. 4-7.2)

Sec. 4-7.2. **The board of library trustees shall establish, and review at least biennially, a written policy for the selection of library materials and the use of library materials and facilities.** No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to this Section.
(Source: P.A. 85-751.)

Lastly, is there a revision to the Bylaws that hasn't been incorporated allowing for **The order of business** to deviate from that which is stipulated as the order in Section 5 of the current Bylaws? (Example, public comment should in fact be prior to the adjournment)

Respectfully submitted by a concerned patron,

Gregory Stanton

Wanda Gipson stated that she wanted to prioritize her role in the Bellwood community. She stated that first she a resident of Bellwood, second a patron of the Bellwood Library, and third a member of the Friends of the Library. Ms. Gipson requested that the Board be more mindful and aware of how the wording and the use of the agenda items, specifically the items pertaining to closed session, to ensure that the board coincide with the Open Meetings Act. Ms. Gipson read some excerpts from the Practical Guide to the Open Meetings Act from the Statehouse Insider on how the closed sessions should be properly held. Ms. Gipson provided copies of this excerpt to the board and the residents in attendance.

Deborah Giles addressed some concerns she had with the trustees fulfilling their duties to the Bellwood Library and the Bellwood community, as well as the postponement of hiring adequate library staff to provide quality library services in a timely manner.

Patricia Altieri wanted to know why the library does not have a color printer for the public to use, and requested that the library gets color printers.

Jacqueline Spratt, Library Director, stated that she will begin looking into get a color printer for the public and get back to Ms. Altieri.

Mrs. Smith stated that obtain a color printer for the library is something that Mrs. Spratt can purchase without having a majority vote from the board.

Mr. Stanton asked if his questions about the vacant position will be addressed.

Mrs. Smith said that they will be addressed in old business.

Pastor Horton was concerned about the tone and the remarks made by the public, and stated that the comments needed to be specific about who and what is being addressed.

A motion was made by Pastor Horton, seconded by Ms. Carr to approve the regular board meeting minutes from May 11, 2016 and the special board meeting from June 1, 2016.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 3: Ms. Clements, Ms. Greene, Ms. Tharpe

The motion was carried by unanimous vote.

Finance Committee Report:

A. Reports of Bills: #750, #750-A, #750-B; #751, #751-A, #751-B; #752, #752-A, #752-B; #753, #753-A, #753-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#750 (Bill List) in the amount of	\$ 41,577.68
#750-A (Payroll) in the amount of	\$ 50,946.59
#750-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 92,524.27
#751 (Bill List) in the amount of	\$ 56,068.48
#751-A (Payroll) in the amount of	\$ 50,500.98
#751-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 106,569.46
#752 (Bill List) in the amount of	\$ 40,195.60
#752-A (Payroll) in the amount of	\$ 69,064.36
#752-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 109,259.96
#753 (Bill List) in the amount of	\$ 43,853.99
#753-A (Payroll) in the amount of	\$ 45,768.90
#753-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 89,622.89

1. Transfer of Funds: None

2. Reinvestments: None

A motion was made by Ms. Carr, seconded by Mr. Elliott to accept the Finance Committee Reports.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 3: Ms. Clements, Ms. Greene, Ms. Tharpe

The motion was carried by unanimous vote.

Other Committee Reports:

B. Administrative Committee Reports: Pastor Horton reported that the Library held a memorial service for Cheryl Cavalier, our beloved staff member, on Tuesday, May 17, 2016 at 9:00 a.m. It was attended by Mr. Cavalier (her husband), Aaron Cavalier (her son), and other family members as well as friends. The family was exceedingly appreciative of the service. This is the email her son, Aaron forwarded to Jacqueline Spratt, Library Director and Ashley Matthews Business Manager:

Hi Jacqueline, Ashley, (and everyone else):

“I wanted to say thank you one more time for the wonderful event you hosted this morning. Buddy, Jamie, Joanne, and I are all very touched and happy to hear the sweet memories that people shared. And the food was awesome, too! I'll always be fond of the Bellwood Library and all the time I spent there growing up; it means so very much to me to know that it's filled with terrific people and tons of wonderful memories of my mom. All the best to you both and please pass along this email to everyone else”.

Cheryl's position has not been filled to date. As a result, the library has become extremely short staffed. Also not filled are the part-time adult reference position and either one full-time youth services librarian or two-part time youth reference librarians. The shortage in staff has caused us to close departments, reduce outreach to the public, and not have qualified staffing at all times the library is open for library business.

Effective December 1, 2016, any employee working more than 40 hours per week, by law, must be paid at time-and-a-half rate with the exception of the Jacqueline Spratt, Library Director.

Staff anniversaries: the month of April, Kelvin Johnson; the month of June, Sophia Brown, Ashley Matthews, Kristin Schultz, and Carmen Thurman, the month of July; Sirvontinent Dixon and Naomi Taylor, and finally during the month of August Charity Dubose, Twana Jenkins, Rosemary Jordan, and Arthur Williams.

C. Building and Grounds Committee: Mr. Elliott reported that as a result of storms, the library experienced several power surges that triggered damaged to our camera and DVR. Both have been repaired.

New tables and chairs have been purchased for the large meeting room. Thus far, the Chamber of Commerce as well as other organizations are pleased with the appearance and ambiance caused by this change.

Magnus and Anderson along with TruGreen lawn service are assisting to improve our lawns which were in appalling condition. We anticipate that it will take a few seasons before the lawn is totally rejuvenated.

D. Public Relations and Legislative Committee: Mrs. Smith reported that Mayor Pasquale, Village of Bellwood and Marty Walker, Director of Public Works provided our library the use of their purple bunting to cover the front entrance of the library in recognition of the passing of Cheryl Cavalier. They also volunteered to hang the bunting as well. We truly appreciate the time and effort they expended in behalf of Bellwood Public Library. Thank you again for your kind assistance.

Legal Alert- the U.S. Department of Labor has updated its regulations effective December 1, 2016. Jacqueline Spratt, Library Director will plan to attend a workshop to clarify how this change will impact library staff.

The library, for the first time, was not able to participate in the Village of Bellwood “Family Day”, due to lack of staff. It was not feasible to cover both the library and the family day simultaneously.

E. Planning and Development Committee: Pastor Horton reported that the storage building will be re-organized and cleaned out as have been done for the past couple of years.

F. RAILS Committee: Mrs. Smith reported that all Library Trustees are invited to participate in the Trustee Academy. The Academy are online courses offered by United for Libraries. The courses include: Trustee Competencies, Trustee Basics, Part I, Trustee Basics, Part II, Working Effectively with Your Library Director, The Library’s Budget, Advocating for Your Library, Evaluating the Library director and Working Effectively with Your Trustees.

Please type in the link below if you are interested in taking the courses.

http://www.ala.org/AUTH/Shibboleth.sso/Login?target=http://www.ala.org/united/trustees/trustee_academy/rails

RAILS members are in the process of updating the core standards for libraries in order to be a member of RAILS. One of the concerns being discussed is teaching new trustees. According to RAILS, “their staff receive calls and emails weekly, if not daily, asking for assistance with helping trustees understand all of the aspects of being a trustee. Libraries will be given time to meet the standards.”

A motion was made by Ms. Carr, seconded by Pastor Horton to approve the Consent Agenda. A roll call vote was taken.

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

NAYS: 0

ABSENT: 3: Ms. Clements, Ms. Greene, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Ms. Carr, seconded by Mr. Elliott to approve the Prevailing Wages Policy, Security Camera Policy, and the Non-Resident Policy.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 3: Ms. Clements, Ms. Greene, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Ms. Carr to amend the February 10, 2016 board meeting minutes to include Jacqueline Spratt's, Library Director, comments concerning hiring library staff, and Ms. Greene's response..

A roll call vote was taken

AYES: 2: Ms. Carr, Mr. Elliott

NAYS: 1: Mrs. Smith

ABSTAIN: 1: Pastor Horton

ABSENT: 3: Ms. Clements, Ms. Greene, Ms. Tharpe

The motion failed.

A motion was made by Mrs. Smith, seconded by Ms. Carr 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 7:30 p.m.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 3: Ms. Clements, Ms. Greene, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Pastor Horton, seconded by Ms. Carr to reconvene to the regular session at 8:24 pm.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 3: Ms. Clements, Ms. Greene, Ms. Tharpe

The motion was carried by unanimous vote.

Communications: None

Unfinished Business: A motion was made by Mrs. Smith, seconded by Ms. Carr to authorize Jacqueline Spratt, Library Director, to fill current staff vacancies, as well as future positions, as long as the Board is notified of the open positions by email and/or during board meetings. No further action is required by the Library Director (current and future) other than to notify the Board of vacancies and proceed with the posting, interviewing, and hiring without further

approval from the Board. The current positions open include: a part-time Adult Services Reference Librarian, a full-time Technical Services Associate, a part-time Technical Services Assistant, and one full-time Youth Services Librarian or two part-time Youth Services Librarians.

Unfinished Business: A motion was made by Mr. Elliott, seconded by Pastor Horton to move forward with the remodeling of the bathrooms, tuck-pointing of the main library building and the storage building, and repairing the cracked sidewalk and concrete damage surrounding the main library building and parking lot. The Board authorized Jacqueline Spratt, Library Director, to choose a contractor, sign the contract, and move forward with having the work completed.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 3: Ms. Clements, Ms. Greene, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Mr. Elliott, seconded by Pastor Horton to move forward with the remodeling of the bathrooms, tuck-pointing the main library building and the storage building, and repairing the sidewalk.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 3: Ms. Clements, Ms. Greene, Ms. Tharpe

The motion was carried by unanimous vote.

New Business: Mr. Elliott stated that a patron had brought it to his attention that there was an issue with the library parking lots being used for residential parking and/or non-library business.

The board discussed this issue and agree to have sign posted in the parking stating that the parking spaces are only for the use of library patrons and staff.

Announcements: None

Adjournment: A motion was made by Mrs. Smith to adjourn the meeting at 8:35 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant