

Bellwood Public Library

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Regular Board Meeting Minutes December 10, 2024

Ms. Riales, President, called the Bellwood Public Library Board of Trustees meeting to order at 6:39 p.m.

Present:

Ms. Felicia Chase
Ms. Constance Riales
Mrs. Dorothy Smith
Mr. Reginald Stewart

Absent:

Ms. Mary Clements
Ms. Maria Perez

Also in attendance: Library Director Heather Montilla, Business Manager Ashley Matthews, and Administrative Assistant Lili Savage. There were two community members present.

Public Comment: Welcome to New Director Heather Montilla, and Bellwood Library's website needs to be monitored by staff.

Library Attorney Dee Jarad arrived at 6:51 pm

A motion was made by Mrs. Smith, seconded by Ms. Chase to approve the meeting minutes for November 12, 2024.

A roll call vote was taken.

AYES: 4: Ms. Chase, Ms. Riales, Mrs. Smith, Mr. Stewart

NAYS: 0:

ABSTAIN: 0:

ABSENT: 2: Ms. Clements, Ms. Perez

The motion passed.

Finance Committee Report:

Ms. Chase read the finance report which included: Reports of Bills: #852, 852-A, & 852-B. The following reports of bills were submitted, copies of which are included as part of these minutes:

#852 (Bill List) in the amount of	\$ 48,273.30
#852-A (Payroll) in the amount of	\$ 71,892.83

#852-B (Checking) in the amount of	\$	0.00
TOTAL:	\$	120,166.13

A motion was made by Mr. Stewart, seconded by Ms. Chase for approval of Bills-Reports #852, 852-A, & 852-B. The Treasurer's Report will be filed for audit.
A roll call vote was taken.

AYES: 4: Ms. Chase, Ms. Riales, Mrs. Smith, Mr. Stewart

NAYS: 0:

ABSTAIN: 0:

ABSENT: 2: Ms. Clements, Ms. Perez

The motion passed.

Other Committee Reports:

- a. Administration Committee (Chairman: Trustee Clark-Smith)
 - i. Alisha Henley presented the results of the staff climate survey.
- b. Building and Grounds Committee (Chairman: Trustee Chase)
 - i. No report.
- c. Finance Committee (Chairman: Treasurer Clements)
 - i. No report
- d. Planning and Development Committee (Chairman: Secretary Stewart)
 - i. No report.
- e. Public Relations and Legislation Committee (President Riales for Chairman: Trustee Perez)
 - i. No report.

Unfinished Business: The status of the notary service at the library.

New Business:

Director Montilla presented four proposals for technology support for the library.

A motion was made by Ms. Chase, seconded by Mr. Stewart that the board convene into Closed Session at 8:20 p.m. for:

Pursuant to Section 2(c)(1) of the Open Meetings Act to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or specific volunteers of the public body or legal counsel for the public body.

A roll call vote was taken.

AYES: 4: Ms. Chase, Ms. Riales, Mrs. Smith, Mr. Stewart

NAYS: 0:

ABSTAIN:0:

ABSENT: 2: Ms. Clements, Ms. Perez

The motion passed.

A motion was made by Mr. Stewart, seconded by Ms. Chase to reconvene to the regular session at 8:50 p.m.

A roll call vote was taken.

AYES: 4: Ms. Chase, Ms. Riales, Mrs. Smith, Mr. Stewart

NAYS: 0:

ABSTAIN:0:

ABSENT:2: Ms. Clements, Ms. Perez

The motion passed.

A motion was made by Ms. Chase, seconded by Mr. Stewart for approval of the FY2025 Schedule of Regular Meetings of the Board of Trustees.

AYES: 4: Ms. Chase, Ms. Riales, Mrs. Smith, Mr. Stewart

NAYS: 0:

ABSTAIN: 0:

ABSENT: 2: Ms. Clements, Ms. Perez

The motion passed.

A motion was made by Mr. Stewart, seconded by Mrs. Smith to approve In-service Staff meetings on February 28, 2025 and September 26, 2025 and approve alternating Tuesdays and Thursday every other month starting in January to December 2025.

A roll call vote was taken.

AYES: 4: Ms. Chase, Ms. Riales, Mrs. Smith, Mr. Stewart

NAYS: 0:

ABSTAIN: 0:

ABSENT: 2: Ms. Clements, Ms. Perez

The motion passed.

Communication/Announcements:

Patrons Suggestions:

1. Suggesting that library purchase a 3D printer.

Library Director's Report: The report is posted on the Bellwood Public Library's web page.

Public Comments: None

Adjournment: Ms. Chase moved to adjourn the meeting, Mr. Stewart seconded the motion. The meeting adjourned at 9:00 p.m. All voted by voice, Aye.

Reginald Stewart, Secretary