# Bellwood Public Library

600 Bohland Avenue
Bellwood, Illinois 60104
(708) 547-7393
Fax (708) 547-9352
www.bellwoodlibrary.org

Board Meeting
Minutes
December 09, 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:**
Mrs. Clements
Mr. Elliott
Ms. Greene
Mrs. Smith

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

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

**Finance Committee Report:**

**A. Reports of Bills #743, # 743-A, #743-B:** The following reports of bills were submitted, copies of which are included as part of these minutes:

| | |
|---|---|
| #744 (Bill List) in the amount of | $ 33,373.54 |
| #744-A (Payroll) in the amount of | $ 53,172.00 |
| #744-B (Checking) in the amount of | $ 0.00 |
| TOTAL: | $ 86,545.54 |

1. **Transfer of Funds:** $100,000
2. **Reinvestments:** None

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

AYES: 4: Mrs. Clements, Ms. Greene, Mr. Elliott, Mrs. Smith
NAYS: 0
ABSENT: 3: Ms. Carr, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

**Other Committee Reports:**

**B. Administrative Committee Reports:** Ms. Greene reported that there was no change in staff.

Kristin Schultz and Sophia Brown created an awesome newsletter. The two of them have been creating the newsletter for the past few years. The public has committed on the nice appearance and all the programs and services that the Bellwood Library offers.

Jackie Jackson, a patron came into the library on November 12, 2015 and complimented the Library Director, Jacqueline Spratt, on the entire staff. Ms. Jackson named at least five employees by name and expressed that we are doing a good job with our staff. She says that "she loves the customer service", and she is new to the Bellwood Community.

**C. Building and Grounds Committee:** Ms. Greene reported that the railing located near the front entrance became loose and completely fell off the hinges. This became a safety hazard to our patrons, especially those who require the railing for support. It has been repaired.

Library decorations for the holiday season are now displayed in the library which was put together by our staff.

**D. Public Relations and Legislative Committee:** Mrs. Clements reported that the Bellwood Public Library Facebook page now has 445 fans! We have reached a weekly high of 1,422.

The Illinois Department of Labor (IDOL) have new regulations under the Illinois Wage Payment and Collection Act. One of the new rules states, "all wages must be paid by cash, check, direct deposit, or payroll card; however, direct deposit and payroll cards may be offered as an option, and cannot be made mandatory.

**E. Planning and Development Committee:** Mr. Elliott reported that the staff in all departments continues to eliminate materials throughout the collections that are no longer used, worn out, and/or contain information that is out of date. This will allow the library to have more shelf space.

**F. RAILS Committee:** Mrs. Smith reported that all RAILS members were required to count all outgoing items being picked up for delivery between Monday, November 16 and Friday, November 20, 2015. Outgoing items are those being delivered from our library to another location, including items being sent to fill interlibrary loan requests and items we were returning to other libraries.

A motion was made by Ms. Greene, seconded by Mrs. Smith to approve the Consent Agenda items as presented.
A roll call vote was taken.

AYES: 4: Mrs. Clements, Ms. Greene, Mr. Elliott, Mrs. Smith
NAYS: 0
ABSENT: 3: Ms. Carr, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

**Public Comment:** Deborah Giles stated that she was submitting another FOIA request to the Bellwood Public Library board members because she has some concerns about the current state of the library.

Mrs. Smith went over the Bellwood Public Library Board of Trustees By-Laws with the board. The board will vote to update at the next board meeting in January.

**Communications:** None

**Unfinished Business:** None

**New Business:** None

**Announcements:** None

**Adjournment:** A motion was made by Mrs. Smith to adjourn the meeting at 7:14 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant

# Bellwood Public Library

600 Bohland Avenue
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(708) 547-7393
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Board Meeting
Minutes
November 18, 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, and Ashley Matthews, Business Manager/Administrative Assistant

**Presentations:** Dave Knutte, CPA from Knutte & Associates, P.C. discussed the 2014 Annual Fiscal Audit report and financial reports of the Bellwood Public Library.

A motion was made by Ms. Carr, seconded by Mrs. Smith to approve the 2014 Annual Fiscal Audit by Knutte & Associates, P.C.
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 to the meeting at 6:13pm.

The board were provided and discussed two versions of the 2016 fiscal budget. One version included a two percent employee raise and the other did not.

A motion was made by Pastor Horton, seconded by Mrs. Smith to approve the 2016 Budget with a 2% raise, with a performance evaluation to be put in place for the next year.
A roll call vote was taken.

AYES: 2: Pastor Horton, Mrs. Smith

NAYS: 4: Ms. Carr, Mrs. Clements, Mrs. Greene, Mr. Elliott
ABSENT: 1: Ms. Tharpe
The motion failed.

As a result of the motion and vote, the later version of the 2016 fiscal budget without the employee raise will be the budget for the following year.

A motion was made by Ms. Carr, seconded by Ms. Greene to elect the Treasurer.

Ms. Carr nominated Mrs. Clements.
A roll call vote was taken.

AYES: 5: Ms. Carr, Mrs. Clements, Mrs. Greene, Mr. Elliott, 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 Mr. Elliott to approve the Intergovernmental Agreement with Library Insurance Management and Risk Control Combination (LIMRICC).
A roll call vote was taken.

AYES: 5: Ms. Carr, Mrs. Clements, Mrs. Greene, Mr. Elliott, Pastor Horton, Mrs. Smith
NAYS: 0
ABSENT: 1: Ms. Tharpe
The motion was carried by unanimous vote.

**Finance Committee Report:**

**A. Reports of Bills #743, # 743-A, #743-B:** The following reports of bills were submitted, copies of which are included as part of these minutes:

| | |
|---|---|
| #743 (Bill List) in the amount of | $ 50,561.13 |
| #743-A (Payroll) in the amount of | $ 53,054.69 |
| #743-B (Checking) in the amount of | $ 0.00 |
| TOTAL: | $ 103,615.82 |

1. **Transfer of Funds:** $100,000
2. **Reinvestments:** None

A motion was made by Ms. Carr, seconded by Pastor Horton to accept the Finance Committee Report as read.
A roll call vote was taken.

AYES: 5: Ms. Carr, Mrs. Clements, Mrs. Greene, Mr. Elliott, Pastor Horton, Mrs. Smith
NAYS: 0
ABSENT: 1: Ms. Tharpe
The motion was carried by unanimous vote.

**Other Committee Reports:**

**B. Administrative Committee Reports:** No staff change.

**C. Building and Grounds Committee:** Mrs. Clements reported that in order to be compliant with the Americans with Disabilities Act, the parking lot has been equipped with handicapped signs and standards. In addition, the South parking lot holes have been filled and both lots have been re-stripped. By law, our parking lots should be fully compliant with ADA standards.

The broken concrete near the front entrance of the library has been repaired.

In connection with the pending litigation, Library Director, Jacqueline Spratt, must appear for an arbitration hearing on December 16, 2015 at 10:30 a.m., located at the 222 N. LaSalle St., Chicago, IL. This is not optional.

**D. Public Relations and Legislative Committee:** Pastor Horton reported that all public libraries have been requested to complete a one-page assessment of their capital improvement for the next two years. This assessment of capital needs is required to be completed every two years. The completed form conveys to the General Assembly and general public the need for capital improvement in our library.

**E. Planning and Development Committee:** Mr. Elliott reported that the patron computers in the lower level are more than five years old. As a result, they should be replaced. Older computers are unlikely to support newer operating systems, such as Windows 10, and even if it does, it will cause the computer to run slowly. We will begin purchasing new computers in November for our patrons.

**F. RAILS Committee:** Ms. Carr reported that according to the RAILS Website: RAILS is now offering the Trustee Academy from United for Libraries. This series of in-depth online courses expands on the Short Takes for Trustees video series. Courses include "Trustee Competencies," "Trustee Basics," and "Working Effectively with Your Library Director." All courses are offered free to RAILS members. For more information on the Trustee Academy, log into the RAILS website (with the email address and password used for L2) and see: https://www.railslibraries.info/ce/archive/102253. The Trustee Academy will be available online through September 2016.

Lunch and Networking Opportunity:
On Friday, November 20, 2015 all RAILS members are invited to attend a lunch that will begin at 11:30 a.m. Members are invited to both the lunch and the RAILS Board meeting at 1 pm.

A motion was made by Ms. Carr, seconded by Mr. Elliott to approve the Consent Agenda items as presented.
A roll call vote was taken.

AYES: 5: Ms. Carr, Mrs. Clements, Mrs. Greene, Mr. Elliott, 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. Greene 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 8:05 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 9:00 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.

**Communications:** None

**Unfinished Business:** None

**New Business:** None

**Public Comment:** Deborah Giles stated that she was submitting a FOIA request to the Bellwood Public Library because she has some concerns about the current state of the library.

**Adjournment:** A motion was made by Mrs. Smith to adjourn the meeting at 9:15 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

# Bellwood Public Library

600 Bohland Avenue
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www.bellwoodlibrary.org

Board Meeting
Minutes
October 14, 2015

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was cancelled due to a lack of a Quorum.

**Present:**
Mrs. Clements
Mr. Elliott
Mrs. Smith

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

**Also in attendance:** Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Business Manager/Administrative Assistant

# Bellwood Public Library

600 Bohland Avenue
Bellwood, Illinois 60104
(708) 547-7393
Fax (708) 547-9352
www.bellwoodlibrary.org

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 |
| TOTAL: | $ 111,589.14 |

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

# Bellwood Public Library

600 Bohland Avenue
Bellwood, Illinois 60104
(708) 547-7393
Fax (708) 547-9352
www.bellwoodlibrary.org

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

# 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 Pubic 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

Bellwood Public Library

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Board Meeting
Minutes
April 08, 2015

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:02 pm by Mrs. Smith, President, in the Small Meeting Room.

**Present:**
Ms. Carr
Mrs. Greene
Mrs. Smith
Ms. Tharpe

**Absent:** Mr. Elliott and Pastor Horton

**Also in attendance:** Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Administrative Assistant, Chuck Baxter, Thelma Matthews, Megan Kelly, Insurance and Risk Management Specialist of Kelly Assurance

**Public Comment:** None

Megan Kelly, Insurance and Risk Management Specialist of Kelly Assurance review the current insurance policy the library has in place, and answered any questions the Board had in regards to the policy

The Board agreed to review and respond to the Internal Audit Review at the next board meeting

The Board agreed to table the discussion of hiring a Business Manager

A motion was made by Mrs. Greene, 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, Ms. Tharpe
NAYS: 0
ABSENT: 2: Mr. Elliott, Pastor Horton
The motion was carried by unanimous vote.

**Finance Committee Report:**

**A. Reports of Bills #735, # 735-A, #735-B:** The following reports of bills were submitted, copies of which are included as part of these minutes:

| | |
|---|---|
| #736 (Bill List) in the amount of | $ 54,835.97 |
| #736-A (Payroll) in the amount of | $ 59,004.32 |
| #736-B (Checking) in the amount of | $ 212.80 |
| TOTAL: | $ 114,053.09 |

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

2. **Reinvestments:** None

A motion was made by Ms. Carr, seconded by Ms. Tharpe to accept the Finance Committee Report as read.
A roll call vote was taken.

AYES: 4: Ms. Carr, Mrs. Greene, Mrs. Smith, Ms. Tharpe
NAYS: 0
ABSENT: 2: Mr. Elliott, Pastor Horton
The motion was carried by unanimous vote.

**Other Committee Reports:**

**B. Administrative Committee Reports:** Mrs. Greene reported that Ms. Chris Randall has resigned in order to accept a full-time position, and her last day of employment was March 31, 2015.

A staff meeting was held on Tuesday, March 31, 2015.

Library Director, Jacqueline Spratt, has been selected to participant in the 2015 Statewide Public Library Management Institute (SPLMI). It will be held in the Springfield campus of the University of Illinois from May 31 –June 5, 2015.

Library Director, Jacqueline Spratt plans to attend the ALA Conference in San Francisco.

**C. Building and Grounds Committee:** Ms. Tharpe reported that while the majority of the building is good condition, a portion of the library needs to be tuck-pointed. I am recommending that we search for a company and makes plan to have the work completed before the fall.

**D. Public Relations and Legislative Committee:** Mrs. Greene reported that the 2015 ALA Conference will be held, June 25-30 in San Francisco, CA. Board Members planning to attend should notify Ashley Matthews with the details of their travel plans.

Mr. Johnny Boston, from the Bellwood Resource Center, has created flyers in order to promote our Premium Resources that are available on-line to all Bellwood Library card holders.

**E. Planning and Development Committee:** Mrs. Smith reported that since the grand opening of the Teen Room on Wednesday, March 4, 2015 we have had over 70 students use the room.

**F. RAILS Committee:** Ms. Carr reported that Chris Cudworth, from 3C Creative Marketing, is partnering with RAILS. The goal of the partnership is to increase participation in summer reading programs and library use in the general. Mr. Cudworth is working with the Chicago Tribune to sponsor incentives. Best of all, there will be no cost to libraries or those participating in summer reading programs.

Mr. Elliott arrived at 6:55 pm.

**Communications:** None

**Old Business:** None

**New Business:** None

**Adjournment:** A motion was made by Mrs. Smith to adjourn the meeting at 7:10 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

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Ashley Matthews, Administrative Assistant

# Bellwood Public Library

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Board Meeting
Minutes
March 11, 2015

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:15 pm by Mrs. Smith, President, in the Small Meeting Room.
**Present:**
Mr. Elliott
Mrs. Greene
Pastor Horton
Mrs. Smith

**Absent:** Miss Archibald, Ms. Carr, and Ms. Tharpe

**Also in attendance:** Jacqueline Spratt, Director of the Bellwood Public Library, Chris Randall, Business Manager, Ashley Matthews, Administrative Assistant, Mary Clemons, Chuck Baxter, Alan Devey, Accounts Executive of Cook and Kocher Insurance Group, and Jack Cook, Owner of Cook and Kocher Insurance Group

**Public Comment:** None

Alan Devey, Accounts Executive of Cook and Kocher Insurance Group, and Jack Cook, Owner of Cook and Kocher Insurance Group presented their insurance proposals

A motion was made by Mr. Elliott, seconded by Mrs. Greene to approve the Consent Agenda items as presented.
A roll call vote was taken.

AYES: 4:, Mr. Elliott, Mrs. Greene, Pastor Horton, Mrs. Smith,
NAYS: 0
ABSENT: 3: Miss Archibald, Ms. Carr, Ms. Tharpe
The motion was carried by unanimous vote.

The Board agreed to remove the motion that the President of the Bellwood Library Board cannot chair a committed because he/she is a member of all committees, and to add it to the policy that is currently being updated.

Ms. Carr arrived at 6:26 pm.

A motion was made by Mrs. Greene, seconded by Ms. Carr to approve the internal audit by Benford

Brown and Associates, LLC.
A roll call vote was taken.

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

**Finance Committee Report:**

**A. Reports of Bills #735, # 735-A, #735-B:** The following reports of bills were submitted, copies of which are included as part of these minutes:

| | |
|---|---|
| #735 (Bill List) in the amount of | $ 41,103.69 |
| #735-A (Payroll) in the amount of | $ 58,958.30 |
| #735-B (Checking) in the amount of | $ 1,075.38 |
| TOTAL: | $ 101,137.37 |

1. **Transfer of Funds:** $50,000

2. **Reinvestments:** None

A motion was made by Mrs. Greene, seconded by Mr. Elliott to accept the Finance Committee Report as read.
A roll call vote was taken.

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

**Other Committee Reports:**

**B. Administrative Committee Reports:** Mrs. Greene reported that the staff did an outstanding job, especially Youth Services in helping prepare the “Teen Room”. This involved shifting of books, changing the shelves, decorating the room, and painting the walls. Mr. Johnson painted the walls in the “Teen Room”.

Tony Brown, the Computer Tech, worked very hard to make sure our computers were installed with the proper software.

**C. Building and Grounds Committee:** Mrs. Greene reported that despite the cold weather, the building has remained warm. Thus far, our furnace has continued to furnish the library with adequate heat. In prior years, we have had heating issues that have resulted in several service calls.

**D. Public Relations and Legislative Committee:** Pastor Horton reported that Jacqueline Spratt

attended the monthly Bellwood Chamber of Commerce meeting on February 3, 2015 as well as their event held on Thursday, February 26, in which Karen A. Yarbrough,
Cook County Recorder of Deeds, was the guest speaker. Ms. Yarbrough informed attendees of "scammers that are filing forged deed transfers to steal property. Once recorded, these documents means, you will no longer own your home, even if you have paid it off". In order to avoid this situation home owners must call (312) 603-4000 or visit CookRecorder.com and enter your property Index Number from your tax bill. Once your property has been registered, home owners will receive an alert any time a document is recorded against their property.

Mrs. Spratt also attended the "Annual Black History Program," hosted by the Village of Bellwood on Sunday, February 22, 2015. Mayor Pasquale, Lena Moreland-Clerk, Police & Fire Chief Harvey, Governor Rauner, Representative Chris Welch, Senator Kimberly Lightford and other government officials were also in attendance.

**E. Planning and Development Committee:** Mr. Elliott reported that Tables and chairs have been ordered for Youth Services and Adult Services Departments. We hope to receive them by the end of April 2015.

Debra Vines of the Answer will share the results of attending the forum in Springfield, IL on autism. We will work with her on the "special needs" collection.

**F. RAILS Committee:** Ms. Carr reported that RAILS has formed a System Membership Standards Committee to examine current system membership requirements and make recommendations for changing and strengthening them. The overall goal is to help libraries and library staff provide the best service possible to their communities. The process will take several months and all RAILS members will have an opportunity to provide input".

Jacqueline Spratt is serving on the sub-committee dealing with customer service.

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 6:46 p.m.
A roll call vote was taken.

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

A motion was made by Mr. Elliott, seconded by Ms. Carr that the Board reconvenes to regular session at 7:22 pm.
A roll call vote was taken.

AYES: 5: Ms. Carr, Mr. Elliott, Mrs. Greene, Pastor Horton, Mrs. Smith,
NAYS: 0
ABSENT: 2: Miss Archibald, Ms. Tharpe

The motion was carried by unanimous vote.

**Communications:** The Village of Hillside invited the Bellwood Library board to attend their athlete parade on April 25th 2015. Ms. Carr, Mrs. Smith, and Mrs. Greene will be attending.

**Old Business:** The Board would like to attend the ALA Conference in San Francisco this summer.

**New Business:** None

**Adjournment:** A motion was made by Mrs. Smith to adjourn the meeting at 7:46 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

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Ashley Matthews, Administrative Assistant

# Bellwood Public Library

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Board Meeting
Minutes
February 11, 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:** Miss Archibald, Ms. Tharpe, and Pastor Horton

**Also in attendance:** Jacqueline Spratt, Director of the Bellwood Public Library, Chris Randall, Business Manager, Ashley Matthews, Administrative Assistant, and Debra Vines, CEO of the Answer, Inc.

**Public Comment:** None

A motion was made by Mrs. Greene, seconded by Ms. Carr to approve the Consent Agenda items as presented.
A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,
NAYS: 0
ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

Mrs. Debra Vines CEO of the Answer, Inc. discussed the goal of establishing an Autism collection in the Bellwood Public Library, and how the additional resources would assist families with disabilities.

The Board agreed that the President of the Bellwood Library Board cannot chair a committed because he/she is a member of all committees.

A motion was made by Mr. Elliott, seconded by Ms. Carr to approve the Autism display of material in the Bellwood Public Library for special needs children and adults, as well as display The Answer logo with the collection.
A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,
NAYS: 0
ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made by Mrs. Greene, seconded by Mr. Elliott to approve the expenditure for the FY2015 per capita grant in the amount of $23, 838.75 to create Autism display/ collection, purchase new library furniture, Teen room technology, and purchase books and DVD's for the library.
A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,
NAYS: 0
ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

**Finance Committee Report:**

**A. Reports of Bills #734, # 734-A, #734-B:** The following reports of bills were submitted, copies of which are included as part of these minutes:

| | |
|---|---|
| #734 (Bill List) in the amount of | $ 46,916.59 |
| #734-A (Payroll) in the amount of | $ 58,394.45 |
| #734-B (Checking) in the amount of | $ 411.00 |
| TOTAL: | $ 105,722.04 |

1. **Transfer of Funds:** $200,000

2. **Reinvestments:** None

A motion was made by Mr. Elliott, seconded by Ms. Carr 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: 3: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

The Board inquired about the rising cost of the medical insurance. Mrs. Greene proposed to have a committee to research other insurance options to reduce costs.

**Other Committee Reports:**

**B. Administrative Committee Reports:** Mrs. Greene reported that all staff members have received name badges. The first one is free and if lost the replacement fee will be $5.00.

The Library Director, Jacqueline Spratt, will attend a workshop during the month of March designed for Library Directors. Some of the topics that will be discussed are "Future Trends in Library Design", and "Creative Ideas: Thinking outside the Bubble".

**C. Building and Grounds Committee:** Mrs. Greene reported that the Friends of Bellwood Library will donate a large flat screen television and an X-Box One for the Teen Room.

The Deerfield Public Library donated three computer monitors to the Bellwood Public Library.

The library purchased a 3-D printer from Schaumburg Public Library. Normally, this type of printer would cost thousands of dollars, but the library purchased it for only $100.00. The Library Director, Jacqueline Spratt, picked it up from Schaumburg Public Library, and plans are to use it in the Youth Services Department.

**D. Public Relations and Legislative Committee:** Mr. Greene reported that the IPLAR report was completed and submitted on January 31, 2015. The report included statistics from the Head of Adult Services, Youth Services, and Circulation Services. The report included mostly statistics to indicate the number of items owned loaned and borrowed by the Bellwood Public Library. Ms. Chris Randall was responsible for imputing the data and submitting the report. The last day to submit this report is March 31, 2015.

**E. Planning and Development Committee:** Mr. Elliott reported that the Bellwood Public Library will host a ribbon-cutting ceremony on March 4, 2015 at 2:00 pm. The mayor of Bellwood, along with other organizations and businesses in the community will receive invitations.

**F. RAILS Committee:** Ms. Carr reported that through an arrangement between RAILS and United for Libraries, RAILS members, including library trustees, can access ten short informative videos at no cost. Topics include what it means to be a trustee, setting policies, evaluating the library director, and more.

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 6:49 p.m.
A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,
NAYS: 0
ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made by Mr. Elliott, seconded by Ms. Carr that the Board reconvenes to regular session at 8:40 pm.
A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,
NAYS: 0

ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

**Communications:** The Village of Hillside invited the Bellwood Library board to a fundraiser.

**Old Business:** None

**New Business:** The Board agreed that the deposits should be prepared by the Head of Circulation. The Library Director will then double check the deposits and take them to the bank.

**Adjournment:** A motion was made by Mrs. Smith to adjourn the meeting at 8:57 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

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Ashley Matthews, Administrative Assistant

**Bellwood Public Library**

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**Board Meeting Minutes**

**January 14, 2015**

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:31 p.m. by President Mrs. Smith in the Small Meeting Room.

**Present:**
Ms. Carr
Mr. Elliott
Ms. Greene
Mrs. Smith

**Absent:** Miss Archibald, Pastor Horton and Ms. Tharpe

**Also in attendance:** Jackie Spratt, Director, Chris Randall, Business Manager

A motion was made by Mr. Elliott, seconded by Ms. Carr to approve the succession plans for Library Director ( Jacqueline Spratt), Head of Adult Services (Kristin Schultz), Head of Youth Services (Sophia Brown), Head of Circulation Services (Linda Dupree) and Business Manager (Chris Randall).
A roll call vote was taken.

**Ayes:** 4: Ms. Carr, Mr. Elliott, Ms. Greene and Mrs. Smith
**Nays:** 0
**Absent:** 3: Miss Archibald, Pastor Horton and Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made by Ms. Greene, seconded by Mrs. Smith to hire the Law offices of La Coulton J. Walls & Associates, P.C. to assist the Library Board with updating policies and procedures as discussed in closed session.
A roll call vote was taken.

**Ayes:** 4: Ms. Carr, Mr. Elliott, Ms. Greene and Mrs. Smith
**Nays:** 0
**Absent:** 3: Miss Archibald, Pastor Horton and Ms. Tharpe
The motion was carried by unanimous vote.

**Finance Committee Report:**

**A. Reports of Bills #733, #733-A, #733-B:** The following reports of bills were submitted, copies of which are included as part of these minutes:

| | |
|---|---|
| #733 (Bill List) in the amount of | $84,661.23 |
| #733-A (Payroll) in the amount of | $83,873.65 |
| #733-B (Checking) in the amount of | $ 462.00 |
| Total | $168,996.88 |

1. **Transfer of Funds:**
   No transfer of funds was necessary for the month of December.

2. **Reinvestments:** none

A motion was made by Mr.Elliott, seconded by Ms. Carr to accept the Finance committee Report as read.
A roll call vote was taken.

**Ayes:** 4: Ms. Carr, Mr. Elliott, Ms. Greene and Mrs. Smith
**Nays:** 0
**Absent:** 3: Miss Archibald, Pastor Horton and Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made by Ms. Greene, seconded by Mr. Elliot to review the remaining committee reports at next month's meeting.
A roll call vote was taken.

**Ayes:** 4: Ms. Carr, Mr. Elliott, Ms. Greene and Mrs. Smith
**Nays:** 0
**Absent:** 3: Miss Archibald, Pastor Horton and Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made by Ms. Carr, seconded by Ms. Greene to adjourn the meeting @ 7:01 and resume at the restaurant Giordano's where the department heads will give their reports.
A roll call vote was taken.

**Ayes:** 4: Ms. Carr, Mr. Elliott, Ms. Greene and Mrs. Smith
**Nays:** 0
**Absent:** 3: Miss Archibald, Pastor Horton and Ms. Tharpe
The motion was carried by unanimous vote.

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**Bellwood Public Library**
**Annual Board Meeting Minutes**
**January 14, 2015**

The Annual Meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:03 p.m. by President Mrs. Smith in the Small Meeting Room.

**Present:**
Ms. Carr
Mr. Elliott
Ms. Greene
Mrs. Smith

**Absent:** Miss Archibald, Pastor Horton and Ms. Tharpe

**Also in attendance:** Jackie Spratt, Director, Kristin Schultz, Adult Services Librarian, Sophia Brown, Youth Services Manager, Linda Dupree, Circulation Manager, Chris Randall, Business Manager and La Coulton J. Walls, Esq. of the Law offices of La Coulton J. Walls & Associates, P.C.

The meeting was turned over to Mrs. Smith to act as secretary.

**Election of Officers:**

**President:**
Ms. Greene nominated Mrs. Smith
Seconded by Mr. Elliott
All Ayes

Mrs. Smith is the 2015 Library Board President.

**Vice President:**
Ms. Greene nominated Mr. Elliott
Seconded by Ms. Carr
All Ayes

Mr. Elliott is the 2015 Library Board Vice President.

**Secretary:**
Mrs. Smith nominated Ms. Greene
Seconded by Ms. Carr
All Ayes

Ms. Greene is the 2015 Library Board Secretary.

**Treasurer:**
Ms. Greene nominated Ms. Carr
Seconded by Mrs. Smith
All Ayes

Ms. Carr is the 2015 Library Board Treasurer.

The meeting was turned over to the 2015 officers.

**Roll Call:**
Ms. Carr
Mr. Elliott
Ms. Greene
Mrs. Smith

A motion was made by Ms. Green, 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 6:09 p.m.
A roll call vote was taken.

**Ayes:** 4: Ms. Carr, Mr. Elliott, Ms. Greene and Mrs. Smith
**Nays:** 0
**Absent:** 3: Miss Archibald, Pastor Horton and Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made by Ms. Greene, seconded by Ms. Carr that the Board reconvene to regular session at 6:20 p.m.
A roll call vote was taken.

**Ayes:** 4: Ms. Carr, Mr. Elliott, Ms. Greene and Mrs. Smith
**Nays:** 0
**Absent:** 3: Miss Archibald, Pastor Horton and Ms. Tharpe
The motion was carried by unanimous vote.

Ms. Carr inquired about the responsibilities of the Library Board Treasurer. Mrs. Smith and Ms. Greene gave her a short summary and referred her to her policy & procedures manual for more clarification. A future date will be planned for Ms. Carr & Chris Randall (Business Manager) to get together to discuss the interworking's of the financial reports and from where the data for it is collected.

**Committee Appointments:**
Mrs. Smith set the committee appointments for 2015 as follows…

**Finance:**
Ms. Carr, Chairperson
Ms. Green

**Administration:**
Ms. Greene, Chairperson
Ms. Tharpe
Pastor Horton

**Public Relations & Legislative:**
Pastor Horton, Chairperson
Mr. Elliott

**Buildings & Grounds:**
Ms. Tharpe, Chairperson
Pastor Horton
Ms. Carr

**Planning & Development:**
Mr. Elliott, Chairperson
Mrs. Smith
Ms. Greene

**R.A.I.L.S.:**
Ms. Carr, Chairperson
Ms. Greene

**Designation Banks as Depositories for Library Funds:**
A motion was made by Ms. Greene, seconded by Mr. Elliot to keep the depositories of library funds the same as shown on the Treasurer's Report for January.
A roll call vote was taken.

**Ayes:** 4: Ms. Carr, Mr. Elliott, Ms. Greene and Mrs. Smith
**Nays:** 0
**Absent:** 3: Miss Archibald, Pastor Horton and Ms. Tharpe
The motion was carried by unanimous vote.

**Set Meeting Night and Time:**
A motion was made by Mr. Elliott, seconded by Ms. Greene that the regular monthly meeting of the Board of Trustees shall continue to be on the second Wednesday of the month at 6:00 p.m.
A roll call vote was taken.

**Ayes:** 4: Ms. Carr, Mr. Elliott, Ms. Greene and Mrs. Smith
**Nays:** 0
**Absent:** 3: Miss Archibald, Pastor Horton and Ms. Tharpe
The motion was carried by unanimous vote.

**Public Comment:** None

Mrs. Smith adjourned the Annual Board Meeting @ 6:30 p.m.