

Bellwood Public Library

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Regular Board Meeting Minutes September 9, 2025

Ms. Riales, President, called the Bellwood Public Library Board of Trustees meeting to order at 6:32 p.m.

Present:

Ms. Felicia Chase
Ms. Mary Clements
Ms. Patricia Crawford
Ms. Constance Riales
Mrs. Dorothy Smith
Mr. Reginald Stewart

Absent: None

Also in attendance: Library Director Heather Montilla, Business Manager Ashley Matthews, Administrative Assistant Lili Savage and Library Attorney Dee Jarad. There were 4 community members present.

Public Comment: None

Trustee Patricia Crawford swore in newly appointed Trustee Elizabeth Ramirez, term ending in 2027.

Vice-President:

A nomination was made by Mrs. Smith, seconded by Ms. Chase for Mr. Stewart to be the Vice-President.

A roll call vote was taken.

AYES: 3: Ms. Chase, Ms. Ramirez, Mrs. Smith

NAYS: 3: Ms. Clements, Ms. Crawford, Ms. Riales

ABSTAIN 1: Mr. Stewart

ABSENT: 0:

The motion failed

A nomination was made by Ms. Clements, seconded by Ms. Riales for Ms. Ramirez to be the Vice-President.

A roll call vote was taken.

AYES: 4: Ms. Chase, Ms. Clements, Ms. Crawford, Ms Riales

NAYS: 0:

ABSTAIN 3: Ms. Ramirez, Mrs. Smith, Mr. Stewart

ABSENT: 0:

The motion passed.

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Ms. Ramirez was elected Vice-President.

Appointment of Standing Committees by President

1. Administration Committee

Chairperson Ms. Crawford

Committee member Ms. Clements

2. Building and Grounds Committee

Chairperson Ms. Chase

Committee member Mr. Stewart

3. Finance Committee

Chairperson Ms. Clements

Committee member Ms. Chase

4. Planning and Development Committee

Chairperson Mr. Stewart

Committee member Ms. Ramirez

5. Public Relations and Legislation Committee

Chairperson Mrs. Smith

Committee member Ms. Clements

A motion was made by Ms. Clements, seconded by Ms. Crawford to approve the meeting minutes for June 10, 2025 (with noted correction), August 21, 2025 and August 25, 2025.

A roll call vote was taken.

AYES: 7: Ms. Chase, Ms. Clements, Ms. Crawford, Ms. Ramirez, Ms. Riales, Mrs. Smith, Mr. Stewart

NAYS: 0:

ABSTAIN: 0:

ABSENT: 0:

The motion passed.

Finance Committee Report:

Ms. Clements gave the finance report which included: Reports of Bills: #859, 859-A, & 859-B; #860, 860-A, 860-B; #861, 861-A, 861-B. The following reports of bills were submitted, copies of which are included as part of these minutes:

#859 (Bill List) in the amount of	\$ 46,782.20
#859-A (Payroll) in the amount of	\$ 81,569.40
#859-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 128,351.60

#860 (Bill List) in the amount of	\$ 47,157.96
#860-A (Payroll) in the amount of	\$ 65,956.28
#860-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 113,114.24

#861 (Bill List) in the amount of	\$ 38,687.05
#861-A (Payroll) in the amount of	\$ 106,696.46
#861-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 145,383.51

A motion was made by Ms. Chase, seconded by Ms. Clements for approval of Bills-Reports #859, 859-A, & 859-B; #860, 860-A, & 860-B; # 861, 861-A, & 861-B. The Treasurer's Report will be filed for audit.

A roll call vote was taken.

AYES: 7: Ms. Chase, Ms. Clements, Ms. Crawford, Ms. Ramirez Ms. Riales, Mrs. Smith, Mr. Stewart

NAYS: 0:

ABSTAIN: 0:

ABSENT: 0:

The motion passed.

Other Committee Reports:

- a. Administration Committee (Chairman: Trustee Clark-Smith)
 - i. No report.
- 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 (Chairman: Trustee Riales)
 - i. No report.

Unfinished Business: None

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

New Business:

A motion was made by Ms. Chase, seconded by Mr. Stewart to accept the audit as presented for Fiscal Year 2024.

A roll call vote was taken.

AYES: 7: Ms. Chase, Ms. Crawford, Ms. Clements, Ms. Ramirez, Ms. Riales, Mrs. Smith, Mr. Stewart

NAYS: 0:

ABSTAIN: 0:

ABSENT: 0:

The motion passed.

A motion was made by Mrs. Smith, seconded by Ms. Crawford to accept the Resolution Relative to Non-Resident Library Card Program June 1, 2025-June 1, 2026.

A roll call vote was taken.

AYES: 7: Ms. Chase, Ms. Crawford, Ms. Clements, Ms. Ramirez, Ms. Riales, Mrs. Smith, Mr. Stewart

NAYS: 0:

ABSTAIN: 0:

ABSENT: 0:

The motion passed.

A motion was made by Mrs. Smith, seconded by Mr. Stewart to accept the Freedom of Information Act Information under Section 4 of FOIA.

A roll call vote was taken.

AYES: 7: Ms. Chase, Ms. Crawford, Ms. Clements, Ms. Ramirez, Ms. Riales, Mrs. Smith, Mr. Stewart

NAYS: 0:

ABSTAIN: 0:

ABSENT: 0:

The motion passed.

A motion was made by Mr. Stewart, seconded by Ms. Chase to approve the Updated Emergency Procedures.

A roll call vote was taken.

AYES: 7: Ms. Chase, Ms. Crawford, Ms. Clements, Ms. Ramirez, Ms. Riales, Mrs. Smith, Mr. Stewart

NAYS: 0:
ABSTAIN: 0:
ABSENT: 0:
The motion passed.

Communication/Announcements: None

Public Comments

1.A patron asked if the Board Trustees will be attending any more upcoming conferences. The board will be attending the Illinois Library Association Conference held October 14-16, 2025 in Rosemont. President Riales shared that she had written summaries of the sessions she attended at the American Library Association 2025 conference.

2. Trustee Crawford asked about training for FOIA. Director Montilla will forward to Trustee Crawford and Trustee Ramirez the OMA and FOIA training information for new Trustees.

Adjournment: Ms. Crawford moved to adjourn the meeting, Ms. Chase seconded the motion. The meeting adjourned at 7:55 p.m.
A roll call was taken.

AYES: 7: Ms. Chase, Ms. Clements, Ms. Crawford, Ms. Ramirez, Ms. Riales, Mrs. Smith, Mr. Stewart
NAYS: 0:
ABSTAIN: 0:
ABSENT: 0:
The motion passed.

Patricia Crawford, Secretary