

## **Bellwood Public Library**

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600 Bohland Avenue  
Bellwood, Illinois 6010708) 547-7393  
Fax (708) 547-9352  
TDD (708)547-7475

[www.bellwoodlibrary.org](http://www.bellwoodlibrary.org)

### **Regular Board Meeting Minutes December 9, 2025**

Ms. Riales, President, called the Bellwood Public Library Board of Trustees meeting to order at 6:31 p.m.

#### **Present:**

Ms. Mary Clements  
Ms. Patricia Crawford  
Ms. Elizabeth Ramirez  
Ms. Constance Riales  
Mrs. Dorothy Smith  
Mr. Reginald Stewart

#### **Absent:**

Ms. Felicia Chase

Also in attendance: Library Director Heather Montilla, Lili Savage Administrative Assistant, Attorney Dee Jarad. There was 1 community member present.

#### **Public Comment:**

1. Congratulations on the library's holiday decorations.
2. Director Montilla spoke at the Neighborhood Watch Organization meeting in November regarding the library.

A motion was made by Mrs. Smith, seconded by Mr. Stewart to approve the meeting minutes for November 18, 2025.

A roll call vote was taken.

AYES: 6: Ms. Clements, Ms. Crawford, Ms. Ramirez, Ms. Riales, Mrs. Smith, Mr. Stewart

NAYS: 0:

ABSTAIN: 0:

ABSENT: 1: Ms. Chase

The motion passed.

#### **Treasurer's Report:**

Trustee Clements gave the finance report which included: Reports of Bills: #864, 864-A, & 864-B. The following reports of bills were submitted, copies of which are included as part of these minutes:

#864 (Bill List) in the amount of	\$ 51,151.15
#864-A (Payroll) in the amount of	\$ 74,335.63
#864-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 125,486.78

A motion was made by Ms. Clements, seconded by Mr. Stewart for approval of Bills-Reports #864, 864-A, & 864-B. The Treasurer's Report will be filed for audit.

A roll call vote was taken.

AYES: 6: Ms. Clements, Ms. Crawford, Ms. Ramirez, Ms. Riales, Mrs. Smith, Mr. Stewart

NAYS: 0:

ABSTAIN: 0:

ABSENT: 1: Ms. Chase

The motion passed.

#### **Other Committee Reports:**

- a. Administration Committee (Chairman: Trustee Crawford)
  - i. No report.
- b. Building and Grounds Committee (Chairman: Trustee Chase)
  - i. Mr. Stewart stated 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 Smith)
  - i. No report.

**Unfinished Business:** None

#### **New Business:**

A motion was made by Ms. Crawford, seconded by Ms. Ramirez to approve the 2026 BPL Regular Board Meeting schedule.

A roll call vote was taken.

AYES: 6: Ms. Clements, Ms. Crawford, Ms. Ramirez, Ms. Riales, Mrs. Smith, Mr. Stewart

NAYS: 0:

ABSTAIN: 0:

ABSENT: 1: Ms. Chase

The motion passed.

A motion was made by Ms. Crawford seconded by Ms. Riales to approve the 2025 ALA conference receipts for Trustee Crawford for \$187.40.

A roll call vote was taken.

AYES: 6: Ms. Clements, Ms. Crawford, Ms. Ramirez, Ms. Riales, Mrs. Smith, Mr. Stewart

NAYS: 0:

ABSTAIN: 0:

ABSENT: 1: Ms. Chase

The motion passed.

A motion was made by Ms. Clements seconded by Ms. Riales to approve the 2025 ILA conference receipts for Trustee Crawford for \$26.20, Trustee Clements for \$86.20, and Trustee Riales for \$57.45 for travel, parking and meals.

A roll call vote was taken.

AYES: 6: Ms. Clements, Ms. Crawford, Ms. Ramirez, Ms. Riales, Mrs. Smith, Mr. Stewart

NAYS: 0:

ABSTAIN: 0:

ABSENT: 1: Ms. Chase

The motion passed.

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

**Communication/Announcements:**

1. Trustee Crawford reported on 2025 ILA 2025 conference workshop she attended on "How to run a board meeting."
2. Trustee Clements reported on 2025 ILA conference workshop, "Learn about AI."
3. Trustee Riales reported on 2025 ILA "How to conduct an interview".
4. Trustee Stewart wished everyone a Merry Christmas and Happy New Year.
5. Trustee Smith reported that at the 2025 ILA conference, the Trustee of the Year is awarded at the conference. She attended a special needs workshop, "Make and Take".

**Public Comments:**

Trustee President Riales wished everyone a Merry Christmas and a Happy New Year. The next Board meeting will be on Monday, January 12, 2026 at 6:00 p.m.

**Adjournment:** Mrs. Smith moved to adjourn the meeting, Ms. Riales seconded the motion. The meeting adjourned at 7:34 p.m.

A roll call was taken.

AYES: 6: Ms. Clements, Ms. Crawford, Ms. Ramirez, Ms. Riales, Mrs. Smith, Mr. Stewart

NAYS: 0:  
ABSTAIN: 0:  
ABSENT: 1: Ms. Chase

The motion passed.

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Patricia Crawford, Secretary