



Board Meeting
Minutes
September 12, 2017

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 5:59 pm by Ms. Clements, President, in the Large Meeting Room.

Present:

Ms. Clements
Ms. Giles
Ms. Riales
Mrs. Smith

Absent: Ms. Janice English and Ms. Sharon Tharpe

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

A motion was made by Ms. Giles, seconded by Ms. Riales to declare a vacancy on the board occasioned by Sharon Tharpe's disqualifications as a result of her felony conviction, as well as her lost status as a Bellwood resident; and to appoint Ms. Gloria Ward, a resident of Bellwood for thirty-five years and patron of the Bellwood Public Library, to fill the newly vacated seat on the Board.

A roll call vote was taken.

AYES: 3: Ms. Giles, Ms. Riales, Mrs. Clark-Smith

NAYS: 1: Ms. Clements

ABSENT: 1: Ms. English

The motion was carried by majority vote.

Mrs. Smith, Mr. Giles, and Ms. Riles, oaths were re-administered again for public ceremony again as officers and Ms. Ward was formally sworn in and recited their oath of offices.

Ms. English arrived at 6:07 pm.

A motion was made by Ms. Giles, seconded by Ms. Riales to fill the vacancy created by the resignation Ms. JB Carr, as a result of an illegal attempt to appoint Mrs. Gwendolyn Reese in violation of the Illinois Open Meetings Act, with the appointment of Pastor Michael Horton, former library trustee and resident of Bellwood for over twenty years.

AYES: 6: Ms. Clements, Ms. English, Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 0:
ABSENT: 0:

The motion was carried by unanimous vote.

Election of Officers:

President:

Ms. Riales nominated Mrs. Smith
Seconded by Ms. Giles
A roll call vote was taken.

AYES: 6: Ms. Clements, Ms. English, Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 0:

ABSENT: 1: Pastor Horton

The motion was carried by unanimous vote.

Mrs. Smith is the 2017 Library Board President.

Vice President:

Ms. Giles nominated herself
Seconded by Ms. Giles
A roll call vote was taken.

AYES: 5: Ms. English, Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 1: Ms. Clements

ABSENT: 1: Pastor Horton

The motion was carried by majority vote.

Ms. Giles is the 2017 Library Board Vice President.

Secretary:

Ms. Giles nominated Ms. Riales
Seconded by Mrs. Smith
A roll call vote was taken.

AYES: 6: Ms. Clements, Ms. English, Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 0:

ABSENT: 1: Pastor Horton

The motion was carried by unanimous vote.

Ms. Riales is the 2017 Library Board Secretary.

Treasurer:

Ms. Riales nominated Ms. Ward
Seconded by Ms. Giles
A roll call vote was taken.

AYES: 6: Ms. Clements, Ms. English, Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 0:

ABSENT: 1: Pastor Horton

The motion was carried by unanimous vote.

Ms. Ward is the 2017 Library Board Treasurer.

The board decided to postpone the committee appointments until the next regular board meeting, in order to review and discuss unaddressed library business. The last Board meeting was held in February of this year. Meetings were scheduled; however, due to the lack of quorums, certain Library business could not be addressed.

The meeting was turned over to the 2017 officers.

Roll Call:

Mrs. Clements

Ms. English

Ms. Giles

Ms. Riales

Mrs. Clark-Smith

Mrs. Ward

Absent: Pastor Horton

The board pulled the review and approval of the 2016 fiscal year audit until the next board meeting, in order to give the Trustees time to fully review the information, and to allow the auditor time to come out and discuss the audit report with the Board.

The board discussed and reviewed the 2018 fiscal year budget.

A motion was made by Ms. Riales, seconded by Ms. Giles to approve the 2018 fiscal year budget.

A roll call vote was taken.

AYES: 6: Ms. Clements, Ms. English, Ms. Giles, Ms. Riales, Mrs. Smith, Ms. Ward

NAYS: 0:

ABSENT: 1: Pastor Horton

The motion was carried by unanimous vote.

A motion was made by Ms. Giles, seconded by Ms. Riales to approve the regular board meeting minutes from February 14, 2017.

A roll call vote was taken.

AYES: 6: Ms. Clements, Ms. English, Ms. Giles, Ms. Riales, Mrs. Smith, Ms. Ward

NAYS: 0:

ABSENT: 1: Pastor Horton

The motion was carried by unanimous vote.

Finance Committee Report:

A. Reports of Bills: #759, #759-A, #759-B, #760, 760-A, & 760-B, #761, 761-A, 761-B, #762, 762-A, 762-B, # 763, 763-A, 763-B, 764, 764-A, 764-B, 765, 765-A, &765-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#759 (Bill List) in the amount of	\$ 51,499.58
#759-A (Payroll) in the amount of	\$ 51,747.40
#759-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 103,256.98

- 1. **Transfer of Funds:** None
- 2. **Reinvestments:** None

#760 (Bill List) in the amount of	\$ 47,128.03
#760-A (Payroll) in the amount of	\$ 52,253.27
#760-B (Checking) in the amount of	\$ 10.00
TOTAL:	\$ 99,391.30

- 1. **Transfer of Funds:** 100,000.00
- 2. **Reinvestments:** None

#761 (Bill List) in the amount of	\$ 53,413.76
#761-A (Payroll) in the amount of	\$ 52,067.52
#761-B (Checking) in the amount of	\$ 10.00
TOTAL:	\$ 105,491.28

- 1. **Transfer of Funds:** 100,000.00
- 2. **Reinvestments:** None

#762 (Bill List) in the amount of	\$ 43,069.15
#762-A (Payroll) in the amount of	\$ 52,322.44
#762-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 95,391.59

- 1. **Transfer of Funds:** 100,000.00
- 2. **Reinvestments:** None

#763 (Bill List) in the amount of	\$ 46,295.56
#763-A (Payroll) in the amount of	\$ 77,115.29
#763-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 123,410.85

1. **Transfer of Funds:** None
2. **Reinvestments:** None

#764 (Bill List) in the amount of	\$ 54,027.73
#764-A (Payroll) in the amount of	\$ 52,476.48
#764-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 106,504.21

1. **Transfer of Funds:** None
2. **Reinvestments:** None

#765 (Bill List) in the amount of	\$ 53,002.88
#765-A (Payroll) in the amount of	\$ 51,738.21
#765-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 104,741.09

1. **Transfer of Funds:** None
2. **Reinvestments:** None

A motion was made by Ms. Giles, seconded by Ms. Riales to accept the Finance Committee Reports.

A roll call vote was taken.

AYES: 6: Ms. Clements, Ms. English, Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 0:

ABSENT: 1: Pastor Horton

The motion was carried by unanimous vote.

Other Committee Reports:

B. Administrative Committee Reports: Ms. Riales reported that all trustees and department heads have been registered to attend the ALA Annual Chicago Conference, “**exhibits only**” June 23-26, 2017. The conference is being held at the McCormick Place.

The part-time position created by a resignation in youth services will be posted and filled.

Dorothy Reed celebrated her library anniversary on March 16; Mary Freisinger-April 13; Kelvin

Johnson -May 4; Sophia Brown-March 2; Kristin Schultz-June 12, Ashley Matthews- June 16, Naomi Taylor- July 30; Mr. Dixon- July 30; Twanna Jenkins, August 10; Rosemary Jordan- August 25; and Arthur Williams-August 30, 2017.

C. Building and Grounds Committee: Ms. Giles reported that the tuck-pointing work by C.J. Rose has been completed. Due to the weather it took slightly longer than anticipated. The library has received many complements on the finished project. The wall is not structurally sound and safe.

In order to be compliant with the law, the library needs to install a pit ladder in the elevator. The purpose of the ladder is to ensure that maintenance personnel and outside inspectors have the safest entry and exit while doing maintenance. Since the elevator does not have enough space to accommodate a ladder, we are being granted a variance, which means we will comply with the pit ladder, but not one hundred percent because there is not room to do so.

Automatic Building Controls (ABC) were called for service during the month of April because of power loss. After checking, the power at the global controller panel, all voltages measured at normal values and the system equipment showed no control problems. The issue has been resolved.

In the lower level, the ceramic tile was cracked and peeling, therefore, it has been replaced with vinyl tile. We no longer have to worry about patrons tripping over the chipped tile.

The parking lot work was completed in one day. The public no longer has to stumble over broken asphalt and attempt to avoid pot holes.

D. Public Relations and Legislative Committee: Ms. English reported Trustees Mary Clements, Dorothy Clark- Smith, and Constance Riales along with Jacqueline Spratt, Library Director attended “Breakfast with the Mayor Harvey” on Thursday, May 4, 2017. During this event, the attendees were given an opportunity to network with other businesses and learn newly elected, Mayor Harvey’s vision for economic development in Bellwood.

Ms. Twanna Jenkins attended the Bellwood School District Title I Parent University Resource Fair on behalf of the library. It was held on Saturday, May 6, 2017. Many local organizations were invited to attend.

Trustee Dorothy Clark- Smith and Constance Riales participated in Hillside’s 36th. Annual Youth Athletic Parade on Saturday, May 6, 2017.

Trustees Dorothy Clark Smith, Deborah Giles and Constance Riales attended the ALA Conference during the month of June 2017 held at McCormick Place.

Jacqueline Spratt, Library Director participated in Mayor Harvey’s First Annual “Taste of Bellwood” on August 5th and 6th, 2017. The Library placed advertisements in the Village’s program book for the Taste and the 2018 Calendar.

E. Planning and Development Committee: Mrs. Ward reported that the library is working with Bishop Dr. Saffo (formerly Bellwood Library Trustee President) and his organization is allowing selected youth in the community (chosen by his organization) an opportunity to learn job skills. The program is completely funded by his organization. So far, we have made arrangements to accept one youth in the program. The program runs from June 26, 2017 through July 29, 2017.

AT&T has plans to end analog landline phone services by the end of 2017. If this occurs, the library will be forced to change its service. AT & T will offer digital telephone services to the library, however, this will mean when the power is out, phone service will be out as well. The Library will be left in a predicament with no backup phone service for emergencies such as hurricanes, tornadoes and any other devastating weather scenarios.

F. RAILS Committee: Ms. Clements reported that Jacqueline Spratt, Library Director, attended refresher training for notaries. The purpose of the workshop was to teach participants how to properly execute their responsibilities as an Illinois Notary Public. The interactive workshop included proper identity verification and distinguishing various notarial documents required to complete a notarization.

All RAILS Public Libraries are required to complete the Nonresident Fee Form by June 30, 2017. Each public library board must take action annually on whether to offer nonresident cards and to determine the fee (if participating).

RAILS will be offering a notary public workshop on Thursday, September 28. Bellwood Library will have at least one staff member participate in order to properly execute notary responsibilities, procedures and guidelines.

According to RAILS, "American Library Association (ALA) President Jim Neal announced in a letter that in late July, the U.S. House of Representatives passed a bill for FY2018 without making cuts in federal funding for libraries."

A motion was made by Ms. Riales, seconded by Ms. Giles to approve the Consent Agenda. A roll call vote was taken.

AYES: 6: Ms. Clements, Ms. English, Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 0:

ABSENT: 1: Pastor Horton

The motion was carried by unanimous vote.

The Board discussed the Prevailing Wages Policy.

A motion was made by Ms. Giles, seconded by Ms. Ward to approve the Prevailing Wages Policy.

A roll call vote was taken.

AYES: 6: Ms. Clements, Ms. English, Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 0:

ABSENT: 1: Pastor Horton

The motion was carried by unanimous vote.

The Board tabled the approval of the Local Expense Reimbursement Policy.

A motion was made by Ms. Riales, seconded by Ms. Giles to approve the Non-Resident Policy.
A roll call vote was taken.

AYES: 6: Ms. Clements, Ms. English, Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 0:

ABSENT: 1: Pastor Horton

The motion was carried by unanimous vote.

Communications: Mrs. Spratt informed the board and the public about the Bellwood Chamber of Commerce's Business Resources Fair that took place on September 15, 2017 at Stevenson Park.

A motion was made by Ms. Clements, seconded by Ms. Riales that the Board convenes into Closed Session under Section (C) (1) of the Open Meetings Act for the discussion of compensation at 7:52 p.m.

A roll call vote was taken.

AYES: 6: Ms. Clements, Ms. English, Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 0:

ABSENT: 1: Pastor Horton

The motion was carried by unanimous vote.

A motion was made by Ms. Riales, seconded by Mrs. Ward to reconvene to the regular session at 8:37 pm.

A roll call vote was taken.

AYES: 6: Ms. Clements, Ms. English, Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 0:

ABSENT: 1: Pastor Horton

The motion was carried by unanimous vote.

A motion was made by Ms. Riales, seconded by Ms. Giles to hire Attorney Dalal Jarad as the Bellwood Public Library's attorney as discussed in closed session.

A roll call vote was taken.

AYES: 5: Ms. English, Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 1: Ms. Clements

ABSENT: 1: Pastor Horton

The motion was carried by majority vote.

A motion was made by Ms. Riales, seconded by Ms. Giles to terminate the Stuttley Group, LLC

as the Bellwood Public Library's attorney.
A roll call vote was taken.

AYES: 5: Ms. English, Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 1: Ms. Clements

ABSENT: 1: Pastor Horton

The motion was carried by majority vote.

Unfinished Business: None

New Business: The new board trustee received their board membership informational packets. They discussed the required Illinois Open Meetings Act (OMA) training for trustees to insure open and honest government to help keep the public informed.

Public Comment: Wanda Gipson was pleased that the board was able to meet and take care of library business. Ms. Gipson inquired about having a public forum to present to the Bellwood Public Library's fiscal budget to the public.

Maria Perez asked about the public comment section being moved to the end of the meeting, as opposed to the beginning of the meeting.

Mrs. Smith stated that it is in the Bellwood Public Library's trustee by-laws to have the public comment at the end of the meeting.

Ms. Gipson asked of the board could split the public comment section into two parts to have at the beginning and end of the meetings.

Mrs. Smith said that the board could discuss it and vote to change the public comment placement on the agenda.

Jocelyn Gougisha asked about the process the library used to hire Attorney Dalal Jarad, and why didn't the library go out for bids to hire an attorney.

Mrs. Spratt stated that Attorney Jarad had been working with the library, during the library's most recent legal issues. As a result of Attorney Jarad's phenomenal work and recommendation from RAILS, she had proven to be a reputable and fitting lawyer for the Bellwood Public Library.

Adjournment: A motion was made by Mrs. Smith to adjourn the meeting at 8:47 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant