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Board Meeting
Minutes
October 10, 2017

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:11 pm by Mrs. Smith, President, in the Large Meeting Room.

Present:

Ms. Clements
Ms. Giles
Pastor Horton
Ms. Riales
Mrs. Smith
Ms. Ward

Absent: Ms. English

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Business Manager/Administrative Assistant, Library Attorney Dalal Jarad, Library Auditor Lou Karrison, and about 3 members of the public.

Public Comment: None

Pastor Horton was formally sworn in and recited his oath of offices publicly.

A motion was made by Ms. Giles, seconded by Ms. Riales to approve the engagement letter by Attorney Dalal Jarad.

A roll call vote was taken.

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

NAYS: 0:

ABSENT: 1: Ms. English

The motion was carried by unanimous vote.

Lou Karrison, Library Auditor, reviewed the 2016 Fiscal Year Audit and responded to questions from the board.

A motion was made by Ms. Giles, seconded by Ms. Ward to approve the 2016 Fiscal Year Audit. A roll call vote was taken.

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

NAYS: 0:

ABSENT: 1: Ms. English
The motion was carried by unanimous vote.

Committee Appointments:

The 2017 committee appointments are as follow:

Finance:

Ms. Ward, Chairperson
Mrs. Smith

Administration:

Mrs. Smith, Chairperson
Ms. English

Buildings & Grounds:

Pastor Horton, Chairperson
Ms. Clements

Public Relations & Legislative:

Ms. Giles, Chairperson
Ms. Ward

Planning & Development:

Ms. Riales, Chairperson
Pastor Horton

R.A.I.L.S.:

Ms. English, Chairperson
Ms. Giles

A motion was made by Ms. Giles, seconded by Ms. Ward to table the approval of the September 12, 2017 board meeting minutes until the November board meeting in order to update corrections.

A roll call vote was taken.

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

NAYS: 0:

ABSENT: 1: Ms. English

The motion was carried by unanimous vote.

Finance Committee Report:

A. Reports of Bills: #766, 766-A, &766-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#766 (Bill List) in the amount of \$ 44,031.23

#766-A (Payroll) in the amount of	\$ 52, 239.67
#766-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 96,270.90

1. **Transfer of Funds:** 100,000.00
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. Giles, Pastor Horton, Ms. Riales, Mrs. Smith, Ms. Ward

NAYS: 0:

ABSENT: 1: Ms. English

The motion was carried by unanimous vote.

Other Committee Reports:

B. Administrative Committee Reports: Mrs. Smith reported that Jacqueline Spratt, Library Director celebrated her staff anniversary on September 27, Linda Dupree, Head of Circulation Services and Interlibrary Loan, September 8, Berenice Ortiz, Circulation Services on September 8, Lili Savage, Circulation Clerk/Page, September 12, and Laurel Schilling, Adult Librarian, September 19, 2017.

Three staff members have been trained to be notaries; Kristin Schultz, Head of Adult Services Kara Spizzirri, Adult Reference Librarian, and Linda Dupree, Head of Circulation Services and Interlibrary Loan.

Kristin Schultz, Linda Dupree and Rosemary Jordan, Technical Services Associate, attended SWAN-stra-va-gan-za and some of the sessions that were available during this workshop included; Hosting Digital Security Training, Youth Services Programing, creating Science, Technology, Education and Energy, (STEM) programs and/or a Makerspace, and Circulating Digital Equipment.

C. Building and Grounds Committee: Pastor Horton reported that the West Parking Lot has been re-sealed and since the South Parking Lot was completely redone, we anticipate, both lots will need maintenance in the future at the same time. Many of our patrons have expressed their pleasure with the parking lot and other improvements throughout the library.

We are working with the American Legion of Bellwood with replacing our flags as well as determining how large the flag should be, how often should it be replaced, and how to handle flags in disrepair.

D. Public Relations and Legislative Committee: Ms. Giles reported that Jacqueline Spratt, Library Director, along with Trustees Deborah Giles, Constance Riales and Dorothy Clark-Smith

attended the Bellwood Business Resource Fair on Friday, September 15, 2017. This event was sponsored by the Bellwood Chamber of Commerce. It was intended to provide an opportunity for vendors to promote their businesses. The event was free and open to the public. Participates were provided free resources, food, gifts and photographs were taken.

Andre Harvey, Mayor of Bellwood, Emanuel Chris Welch, Illinois State Representative 7th District, and many other vendors attended.

Our prevailing wage policy was submitted to the Department of Labor on Monday, September 18, 2017. Our non-resident policy was submitted to RAILS on the same day.

Bellwood Library Staff, Sophia Brown, Head of Youth Services and Evelina Armstrong, Youth Services Librarian, participated the in the “Back to School Bash”, Friday, August 18, 2017. This event was a means of welcoming parents and students to a new school year and was the first-ever “Back to School Bash” held at Proviso Math and Science Academy.

E. Planning and Development Committee: Ms. Riales reported that Mike Stuttley has been requested and has agreed to attend our regular schedule board meeting on Tuesday, November 11, 2017.

The by-laws and employee handbook are in the process of being updated by Dalal M. Jared, Attorney for Bellwood Library.

F. RAILS Committee: Ms. Clements reported that RAILS FOIA Hotline is now expanded to include inquiries related to the Open Meetings Act (OMA). This is in addition to the ability to receive answers to basic Freedom of Information Act (FOIA) questions. The only persons authorized to use the Hotline is the Library Director or designated FOIA/OMA of officer.

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

AYES: 6: Ms. Clements, Ms. Giles, Pastor Horton, Ms. Riales, Mrs. Smith, Ms. Ward
NAYS: 0:
ABSENT: 1: Ms. English
The motion was carried by unanimous vote.

A motion was made by Pastor Horton, seconded by Mrs. Smith to approve the installation of new flooring in the Library’s Director Office and Employee’s Workroom for the quoted price by Windy City Carpet Service, Inc.
A roll call vote was taken.

AYES: 6: Ms. Clements, Ms. Giles, Pastor Horton, Ms. Riales, Mrs. Smith, Ms. Ward
NAYS: 0:
ABSENT: 1: Ms. English
The motion was carried by unanimous vote.

A motion was made by Pastor Horton, seconded by Ms. Clements to remove Mary Clements

from Urban Partnership Bank, BMO Harris Bank and Self-Help Credit Union (Formerly Seaway Bank) and add Ms. Ward in her place as a signatory.
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.

The board discussed and reviewed the resolution regulating the reimbursement of travel, meals, and lodging expenses.

A motion was made by Ms. Giles, seconded by Ms. Ward to approve the resolution regulating the reimbursement of travel, meals, and lodging expenses with all of the changes and corrections approved by the census of the board.

A roll call vote was taken.

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

NAYS: 0:

ABSENT: 1: Ms. English

The motion was carried by unanimous vote.

Communications: None

Unfinished Business: None

New Business: The board of trustees are invited to attend the Cook County Government Budget Briefing presented by the Cook County Commissioner Richard R. Boykin, Bellwood Mayor Andre Harvey, and the Village of Bellwood on Thursday, October 12, 2017 from 6:00 pm – 8pm.

Public Comment: None

Adjournment: A motion was made by Mrs. Smith to adjourn the meeting at 9:17 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant