



Board Meeting
Minutes
November 14, 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
Mrs. 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, and about 5 members of the public.

Public Comment: Thelma Matthews stated some words of inspiration for the upcoming holiday season to encourage more unity and compassion between the board and the community.

Julius Edwards discussed partnering with the library to provide a free training program for high school students and high school drop outs.

Pastor Horton arrived at 6:17 pm.

A motion was made by Ms. Giles, seconded by Ms. Riales to amend the agenda to have an additional closed session immediately after public comment to convene into Closed Session under section 2 (C) 1 of the Open Meetings Act to discuss the retention of outside legal counseling for a limited purpose at 6:24 pm.

A roll call vote was taken.

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

NAYS: 0:

ABSENT: 1: Ms. English

The motion was carried by unanimous vote.

A motion was made by Ms. Giles, seconded by Ms. Riales to reconvene to the regular session at 6:47 pm.

A roll call vote was taken.

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

NAYS: 0:

ABSENT: 1: Ms. English

The motion was carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Ms. Riales to approve retention of outside legal counsel, attorney Hubert O. Thompson for a limited purpose of dismissing the legal actions against Library Director Jacqueline Spratt.

A roll call vote was taken.

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

NAYS: 0:

ABSENT: 1: Ms. English

The motion was carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Ms. Riales to approve the regular board meeting minutes from September 12, 2017 and October 10, 2017.

A roll call vote was taken.

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

NAYS: 0:

ABSENT: 1: Ms. English

The motion was carried by unanimous vote.

Finance Committee Report:

A. Reports of Bills: #767, 767-A, &767-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	\$ 51,434.80
#766-A (Payroll) in the amount of	\$ 62, 031.14
#766-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 113,465.94

1. Transfer of Funds: 90,000.00

2. Reinvestments: None

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

A roll call vote was taken.

AYES: 6: Ms. Clements, Ms. Giles, Pastor Horton, Ms. Riales, Mrs. Smith, Mrs. 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 the following library employees celebrated their anniversaries: Clarence Butcher, October 6, Evelina Armstrong, October 18, Kara Spizzirri, October 21 and Deborah Hornsby-Johnson, October 25, 2017.

Tuesday, October 3, 2017, Bellwood held a staff meeting. A video was viewed, which informed staff about how to react to dangerous situations in the library. The staff was shown all the emergency exits and locations of the fire extinguishers to use in case of an emergency.

Succession plans have been completed by: Jacqueline Spratt, Library Director, Kristin Schultz, Head of Adult Services, Sophia Brown, Head of Youth Services, and Linda Dupree, Head of Circulation Services and Inter-Library Loan.

C. Building and Grounds Committee: Pastor Horton reported that the annual cleaning of the storage building was done on Wednesday, October 4, 2017.

On Thursday, October 19, 2017, the pit ladder was installed by Anderson Elevator. It replaced a pit ladder that did not meet safety conditions. Anderson also updated the libraries fire extinguisher located in the elevator room and they plan to return within thirty days to re-inspect the elevator.

On Wednesday, October 25, 2017, Lieutenant Koeche of the Village of Bellwood Fire Department, conducted a fire drill at the library. The staff made it out of the building within two minutes. He suggested that we have another drill in about six months.

D. Public Relations and Legislative Committee: Ms. Giles reported that Jacqueline Spratt, Library Director, along with Trustees, Dorothy Clark-Smith, Deborah Giles, and Constance Riales attended McDonalds Grand Opening Event on Monday, October 2, 2017. Also in attendance were many from the community including; Andre Harvey, Mayor of Bellwood, Chris Parker, Bellwood Chamber of Commerce, and employees of Bellwood School District 88.

On Thursday, October 12, 2017, Sophia Brown, Head of Youth Services performed a puppet show with Roscoe at McDonalds. The event was reported on in the “West Suburban Journal” on Wednesday, October 18, 2017. The Journal also high-lighted five library programs.

Monday, October 16, 2017, Jacqueline Spratt, Library Director met with Ms. TeQuila Stamps and Ms. Mitchell in order to renew the partnership agreement between Bellwood Public Library and Lincoln Primary School.

Mrs. Spratt attended “Strengthening Proviso Youth” at the T.H. Wade Center located in Maywood, IL. This organization’s goal is to help everyone in the community to support our youth. According to their research, “the higher level of assets young people experiences in their lives the more successful they will become”. Also, according to this same research, “once the

youth in this community end their school day, they are no longer doing anything constructive for the remainder of the day”. This organization wants all who deal with young people in the community, to assist with helping our youth use their time constructively. In this regard, Bellwood Library will continue to have programs for our youth after school hours.

Thursday, October 19, 2017, Sophia Brown, Head of Youth Services along with Deborah Hornsby-Johnson attended Literacy Night at Lincoln Primary.

On Tuesday, October 17, 2017, Jacqueline Spratt, Library Director met with Kristin Schultz, Sophia Brown, and Linda Dupree to discuss the IPLAR report, which is due in 2018.

E. Planning and Development Committee: Ms. Riales reported that the library is in the process of replacing the cabinets in the staff work room. So far, the old cabinets have been removed and new cabinets have been purchased. We are now waiting for the contractor, who pays prevailing wages, to perform the installation.

F. RAILS Committee: Ms. Clements reported that RAILS has approved a membership requirement that will be effective July 1, 2018. Bellwood Library is in the process of reviewing the standards and ensuring that we meet the new membership requirements.

A motion was made by Ms. Giles, seconded by Ms. Ward to approve the Consent Agenda.

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

NAYS: 0:

ABSENT: 1: Ms. English

The motion was carried by unanimous vote.

A motion was made by Ms. Ward, seconded by Ms. Riales to approve succession plans for Library Director, Head of Adult Services, Head of Youth Services, and Head of Circulation Services.

A roll call vote was taken.

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

NAYS: 0:

ABSENT: 1: Ms. English

The motion was carried by unanimous vote.

A motion was made by Ms. Giles, seconded by Ms. Clements to close the library on Friday, November 17, 2017 for staff-in-service day.

A roll call vote was taken.

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

NAYS: 0:

ABSENT: 1: Ms. English

The motion was carried by unanimous vote.

A motion was made by Ms. Giles, seconded by Ms. Riales to approve the purchase of new office furniture for the staff work room that will not exceed the cost of \$8,600.00.
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 Ms. Giles, seconded by Ms. Ward to approve Days Closed Schedule 2018.
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

A motion was made by Ms. Riales, seconded by Ms. Ward that the Board convenes into Closed Session under section 2 (C) 1 of the Open Meetings Act to discuss the appointment, employment, compensation, contracts, discipline, performance or dismissal of specific employees of the Bellwood Library or Legal Counsel for the Bellwood Library, including hearing testimony on a complaint lodged against an employee or against Legal Counsel for the Bellwood Library to determine its validity at 7:32 p.m.
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 Ms. Ward, seconded by Ms. Giles to reconvene to the regular session at 9:27 pm
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.

The board discussed compensation, legal invoices of attorneys, and the library director's performance of her daily affairs during closed session; and no actions or decisions were concluded during the closed session.

Unfinished Business: None

New Business: None

Public Comment: None

Adjournment: A motion was made by Mrs. Smith to adjourn the meeting at 9:30 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant