

Bellwood Public Library

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Board Meeting Minutes December 12, 2017

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:07 pm by Mrs. Smith, President, in the Large Meeting Room.

Present:

Ms. Giles
Ms. Riales
Mrs. Smith
Mrs. Ward

Absent: Ms. Clements, Mrs. English, and Pastor Horton

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Business Manager/Administrative Assistant, Library Attorney Dalal Jarad, and about 4 members of the public.

Public Comment: None

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

A roll call vote was taken.

AYES: 4: Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 0:

ABSENT: 3: Ms. Clements, Ms. English, Pastor Horton

The motion was carried by unanimous vote.

Finance Committee Report:

A. Reports of Bills: #768, 768-A, &768-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#768 (Bill List) in the amount of	\$ 40,667.52
#768-A (Payroll) in the amount of	\$ 52, 183.30
#768-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 92,850.82

1. Transfer of Funds: 100,000.00

2. Reinvestments: None

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

A roll call vote was taken.

AYES: 4: Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 0:

ABSENT: 3: Ms. Clements, Ms. English, Pastor Horton

The motion was carried by unanimous vote.

The board reviewed and discussed the amended Sexual Harassment Policy that was prepared and presented by Library Attorney, Dalal Jarad.

A motion was made by Ms. Giles, seconded by Ms. Riales to adopt the resolution amending the Library's Sexual Harassment Policy.

A roll call vote was taken.

AYES: 4: Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 0:

ABSENT: 3: Ms. Clements, Ms. English, Pastor Horton

The motion was carried by unanimous vote.

The board reviewed and discussed the proposed changes of the Board of Trustees By-Laws prepared and presented by Library Attorney, Dalal Jarad. The current By-Laws require that one month's notice be prepared in writing before adopting new or amended By-Laws, so the Board will vote on the adoption of the revised Trustee By-Laws at the January meeting.

A motion was made by Ms. Giles, seconded by Ms. Ward 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 appointment, employment, compensation, discipline, performance, or dismissal or specific employees of the public body or legal counsel for the public body, 5ILCS 120/2 (c)(1) at 6:41 pm.

A roll call vote was taken.

AYES: 4: Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 0:

ABSENT: 3: Ms. Clements, Ms. English, Pastor Horton

The motion was carried by unanimous vote.

A motion was made by Ms. Riales, seconded by Ms. Ward to reconvene to the regular session at 7:31 pm.

A roll call vote was taken.

AYES: 4: Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 0:

ABSENT: 3: Ms. Clements, Ms. English, Pastor Horton

The motion was carried by unanimous vote.

Other Committee Reports:

B. Administrative Committee Reports: Mrs. Smith reported that Dawn Mushill, author of “Customer Service and Beyond” did an outstanding job on our staff workshop which was held on Friday, November 17, 2017. Many staff members, as well as visiting libraries, expressed their excitement over the training they received. Melrose Park, Hillside, and Westchester Public Libraries also participated and shared the cost of the workshop.

C. Building and Grounds Committee: Mrs. Smith reported that on Monday, November 27, 2017, the contractors began replacing the cabinets in the staff workroom. The drywall was installed and sanded. We anticipate the work will be completed within a month.

D. Public Relations and Legislative Committee: Ms. Giles reported that Senate Bill (SB) 851, which is the property tax freeze proposal, passed in the Illinois House of Representatives. However, it was not filed or voted upon in the Illinois Senate. Libraries were not in favor of the bill because it would have put a freeze on property taxes, which libraries rely on for their main source of revenue. Passing the bill may have impacted some library hours and weekend program offerings as well as after-school programs.

Library Trustees; Dorothy Clark-Smith, Deborah Giles, Gloria Ward, Constance Riles and Jacqueline Spratt, Library Director made visits to three libraries on November 2, 2017. The purpose of the tours was to get a personal glimpse of how other libraries serve their community and how we can improve Bellwood Library.

Illinois Libraries Matter: According to the Illinois Library Association, “The Illinois Library Association Advocacy Committee, announced that the Illinois Libraries Matter blog has been refreshed to become a new outlet for advocacy information. Please read their first post about lessons learned from the 2017 National Legislative Day by following this link to their website: <https://www.ila.org/>.

According to the Illinois State Library, “Secretary of State, Jesse White, encouraged families in Illinois to read together for the Annual Family Reading Night on November 16, 2017. The theme for this year was” Reading by Design” with Little Elliot. Thousands of colorful posters and bookmarks were distributed by the Illinois State Library to libraries, schools and literacy programs to promote Family Reading Night events across the State of Illinois.”

E. Planning and Development Committee: Ms. Riales reported that the library website is in the process of being re-designed. We are not sure how long it will be before all the changes have been implemented.

We have two new programs to offer our patrons, Mango on-line training allows patrons to learn a new language free of charge and it can be used from home. You can also study anywhere you go using the free Mango Languages mobile app on your phone or tablet.

Lynda.com will be available as well. This is an online program which assists patrons in learning. It too, may be assessed using your computer, phone, tablet or television. Lynda offers a broad range of subjects such as; becoming a recording engineer, becoming a leader, how to improve your organizational skills, becoming a customer service specialist, and mastering Word 2016 to name a few of the subjects available from Lynda.

F. RAILS Committee: Ms. Ward reported that on Thursday, January 11, 2018, RAILS will host a meeting discussing the basics of complying with the Open Meetings Act (OMA), as well as provide updates on court cases and recent amendments. This meeting will be presented by Julie Tappendorf. The meeting may be viewed online via RAILS Live. You must log into L2 (RAILS Library Learning web page) for more information using your Bellwood Library email address to create an account. If you are interested, Jacqueline Spratt will assist you in going to their website.

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

AYES: 4: Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 0:

ABSENT: 3: Ms. Clements, Ms. English, Pastor Horton

The motion was carried by unanimous vote.

The board watched and discussed the video concerning active shooters events.

The board reviewed and discussed chapter 12 of the Safety Checklist of Serving Our Public 3.0: Standards for Illinois Public Libraries 2014.

The board reviewed and discussed chapters 1-5 of the Trustee Facts File, third or fourth edition.

A motion was made by Ms. Riales, seconded by Ms. Giles to adopt the Patron Conduct Policy. A roll call vote was taken.

AYES: 4: Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 0:

ABSENT: 3: Ms. Clements, Ms. English, Pastor Horton

The motion was carried by unanimous vote.

Library Director presented her report to the Board including the need to work on a strategic plan.

A motion was made by Ms. Giles, seconded by Ms. Riales to approve an increase in the salary for the Business Manager, as discussed in closed session. A roll call vote was taken.

AYES: 4: Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 0:

ABSENT: 3: Ms. Clements, Ms. English, Pastor Horton

The motion was carried by unanimous vote.

A motion was made by Ms. Riales, seconded by Ms. Giles to complete a performance evaluation of the Library Director by the Board before a raise will be considered for the Library Director. A roll call vote was taken.

AYES: 4: Ms. Giles, Ms. Riales, Mrs. Smith, Mrs. Ward

NAYS: 0:

ABSENT: 3: Ms. Clements, Ms. English, Pastor Horton

The motion was carried by unanimous vote.

Communications: The board members requested to attend the Village of Hillside's Annual Martin Luther King Breakfast in January 2018.

Unfinished Business: None

New Business: None

Public Comment: Wanda Gibson suggested that the Patron Conduct Policy should be sent out in a special news letter to the residents of Bellwood.

Thelma Matthews thanked the board for their service and for finishing the meeting earlier than the previous meeting. She also asked the board to show a little bit of consideration for the public attending the meetings because many of the community residents that previously attended the board meetings had stopped coming as a result of the meetings ending so late.

Ms. Giles requested that the public bear with the board because they catch up on the backlog of work that was unfinished and carry out their duties going forward.

Mrs. Smith added that they will try to keep the meetings within a two-hour time frame.

Adjournment: A motion was made by Mrs. Smith to adjourn the meeting at 8:25 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant