

Bellwood Public Library

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Board Meeting Minutes January 30, 2018

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:06 pm by Mrs. Smith, President, in the Small Meeting Room.

Present:

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

Absent: 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 2 members of the public.

Public Comment: None

A motion was made by Ms. Riales, seconded by Mrs. Ward to approve the regular board meeting minutes from December 12, 2017.

A roll call vote was taken.

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

NAYS: 0:

ABSTAIN:0:

ABSENT: 2: Ms. English, Pastor Horton

The motion was carried by unanimous vote.

Finance Committee Report:

A. Reports of Bills: #769, 769-A, &769-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#769 (Bill List) in the amount of	\$ 52, 682.83
#769-A (Payroll) in the amount of	\$ 79, 331.90
#769-B (Checking) in the amount of	\$ 69.43
TOTAL:	\$ 132,084.16

1. **Transfer of Funds:** 110,000.00
2. **Reinvestments:** None

Pastor Horton Arrived at 6:23 pm.

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

A roll call vote was taken.

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

NAYS: 0:

ABSTAIN:1: Pastor Horton

ABSENT: 1: Ms. English

The motion was carried by majority vote.

Other Committee Reports:

A. Administrative Committee Reports: Mrs. Smith reported that Lori Favela celebrated her staff anniversary on December 7 and Jessica Marshall, December 19, 2017.

All staff evaluations have been performed and placed in each employee file.

B. Building and Grounds Committee: Pastor Horton reported that the library finally had the first snow that required snow removal by Magnus and Anderson (our snow removal service provider). The library endeavors to keep the safety of our employees and patrons on the top of our list of concerns for the winter season. Slippery conditions can cause falls and injuries, which can lead to litigation. In addition, we have our maintenance and security staff to spread salt when necessary.

C. Public Relations and Legislative Committee: Ms. Giles reported that Each year, Library Trustees as well as some Library Staff are required to complete their Statement of Economic Interest with the Cook County Clerk Office. All trustees should receive an email from the Clerk's Office. Please respond to the email as quickly as possible.

Laminate flooring has been ordered to replace the carpet in the Teen Room.

D. Planning and Development Committee: Ms. Riales reported that the library is in the process of having the back splash installed near the cabinets in the staff work room. The sink and cabinet has been installed and looks very nice. Please feel free to stop by and see the work.

The partitions for the staff office have been ordered and we expect to have them installed during the month of January.

E. RAILS Committee: Ms. Clements reported that all libraries are required to complete the ILLINET Interlibrary Loan (ILL) Traffic Survey no later than March 31, 2018. Prior to

completing the survey our online certification must be completed. This is completed by RAILS on behalf of their members.

The Illinois Library Association would like suggestions from libraries for program ideals for the 2018 ILA conference which will be held at the Peoria Civic Center.

RAILS Consulting Directory is available to help with board development, legal issues, space planning, construction projects, director searches, marketing, or technology. While these consultants are on RAILS website, it is up to the library to review their credentials, qualification, and references prior to using one. The services are *not* free.

There are now nineteen new libraries that have joined RAILS. Before the new addition it was 85 libraries and now a total of 104 libraries. According to SWAN (System Wide Automated Network) after the migration there will be a grand total patron count of 1,225,722 and a grand total of items of 8,619,945.

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

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

NAYS: 0:

ABSTAIN:0:

ABSENT: 1: Ms. English,

The motion was carried by unanimous vote.

Unfinished Business:

The board discussed the closing procedures for the performance evaluation of the Library Director, and requested the Library Attorney, Dalal Jarad, to compile a summary of the board's scores.

The board reviewed and discussed the final draft of the Board of Trustees By-Laws prepared by Library Attorney, Dalal Jarad.

A motion was made by Ms. Giles, seconded by Mrs. Smith to amend the last sentence of Article 4 Section 3 of the Board of Trustees By-Laws to, so that the last sentence reads: The President shall serve as the official spokesmen for the Board of Library Trustees, including in all advisory or disciplinary action directed to staff that may be become subject to board approval or action. A roll call vote was taken.

AYES: 2: Ms. Giles, Mrs. Ward

NAYS: 4: Ms. Clements, Pastor Horton, Ms. Riales, Mrs. Smith,

ABSTAIN:0:

ABSENT: 1: Ms. English

The motion failed by majority vote.

A motion was made by Ms. Riales, seconded by Ms. Clements to approve the amended By-Laws of the Board of Library Trustees as prepared by Library Attorney, Dalal Jarad.
A roll call vote was taken.

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

A motion was made by Ms. Riales, seconded by Mrs. Ward to re-affirm the pay increase for the Business Manager recommended by the Library Director for 12% that was approved at the December 2017 board meeting.
A roll call vote was taken.

AYES: 6: Ms. Clements, Ms. Giles, Pastor Horton, Ms. Riales, Mrs. Smith, Mrs. Ward
NAYS: 0:
ABSTAIN:0:
ABSENT: 2: Ms. English,
The motion was carried by unanimous vote.

New Business:

A motion was made by Ms. Clements, seconded by Ms. Riales to approve the Schedule of Regular Board Meetings for 2018.
A roll call vote was taken.

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

Communications:

The board were invited to attend the Bellwood Mayor's breakfast on February 21, 2018 from 8:00 am to 9:30 am at Bellwood Village Hall.

The Bellwood Lion's club invited the board to their Winterfest on February 2, 2018 at the Alpine Banquet House at 7:00 pm.

The board were invited to attend the Village of Bellwood's Annual Black History Celebration on February 25, 2018 from 4:00 pm to 6:00 pm at the Eisenhower Community Center in Hillside.

The board were reminded to register for the Illinois Library Trustee Forum Workshop on February 17, 2018 at the Oak Brook Marriott hotel.

The Friends of the Bellwood Public Library will be providing lunch for the library staff for Staff Appreciation Day on Thursday, February 15, 2018.

A motion was made by Ms. Riales, seconded by Ms. Clements to convene into Closed Session under section 2 (c)(1) of the Open Meetings Act to discuss appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, 5ILCS 120/2 (c)(1) at 7:50 pm.

A roll call vote was taken.

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

NAYS: 0:

ABSTAIN:0:

ABSENT: 1: Ms. English,

The motion passed by unanimous vote.

A motion was made by Ms. Giles, seconded by Ms. Ward to end Closed session at 9:45 pm.

A roll call vote was taken.

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

NAYS: 0:

ABSTAIN:0:

ABSENT: 1: Ms. English,

The motion passed by unanimous vote.

A motion was made by Ms. Riales, seconded by Ms. Ward to reconvene to the Regular Session at 9:45 pm.

A roll call vote was taken.

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

NAYS: 0:

ABSTAIN:0:

ABSENT: 1: Ms. English,

The motion passed by unanimous vote.

Public Comment: None

Adjournment: A motion was made by Mrs. Smith to adjourn the meeting at 9:50 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.