

Bellwood Public Library

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Regular Board
Meeting Minutes
October 16, 2018

The regular meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:12 p.m. by Mrs. Smith, President, in the Large Meeting Room.

Present:

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

Absent: Mrs. English, Pastor Horton

Also in attendance: Kristin Schultz, Interim Library Director, Ashley Matthews, Business Manager/Administrative Assistant, and 5 members of the public.

Public Comment: None

A motion was made by Ms. Riales, seconded by Ms. Clements to approve Regular board meeting minutes for September 11, 2018.

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.

Unfinished Business: None

New Business:

A motion was made by Ms. Clements, seconded by Mrs. Smith to approve FY2019 Budget and Levy Amount to be included in the Village's next Tax Levy Ordinance for 2018 Tax Year as stated in the resolution.

A roll call vote was taken.

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

NAYS: 1: Ms. Giles

ABSTAIN:0:

ABSENT: 2: Ms. English, Pastor Horton

The motion was carried by majority vote.

Library Attorney Dalal Jarad, arrived at 6:10 p.m.

A motion was made by Ms. Ward, seconded by Ms. Riales to approve the Petty Cash Policy with corrections.

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.

A motion was made by Ms. Clements, seconded by Ms. Riales to approve the Reimbursement of Expenses Other than Travel Expenses Policy with corrections.

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.

A motion was made by Ms. Clements, seconded by Ms. Riales to approve the Grievance, Complaint and Problem Solving Policy with corrections.

A roll call vote was taken.

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

NAYS: 1: Ms. Giles

ABSTAIN:0:

ABSENT: 2: Ms. English, Pastor Horton

The motion was carried by majority vote.

A motion was made by Ms. Riales, seconded by Ms. Smith to approve the Disciplinary Action Policy with corrections.

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.

A motion was made by Ms. Clements, seconded by Ms. Ward to approve the Reimbursement of Board Member Clements' Travel Expense to the ALA Convention.

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.

A motion was made by Ms. Clements, seconded by Ms. Smith to approve the Reimbursement of Board Member Clements and Riales the shipping cost for books and supplies.

A roll call vote was taken.

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

NAYS: 1: Ms. Giles

ABSTAIN:0:

ABSENT: 2: Ms. English, Pastor Horton

The motion was carried by majority vote.

A motion was made by Ms. Riales, seconded by Ms. Ward to approve the Reimbursement of Board Member Riales' Travel Expense to the ALA Convention.

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.

A motion was made by Ms. Riales, seconded by Ms. Ward to approve the Reimbursement of Board President Smith's Travel Expense to the ALA Convention.

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:

Reports of Bills: #778-A, #778-B. The following reports of bills were submitted, copies of which are included as part of these minutes:

- 1. Transfer of Funds: \$80,000.00
- 2. Reinvestments: None

#778 (Bill List) in the amount of	\$ 74,123.48
#778-A (Payroll) in the amount of	\$ 50,770.38
#778-B (Checking) in the amount of	\$ 00.00

TOTAL: \$ 124,893.86

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

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

A roll call vote was taken.

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

NAYS: 1: Ms. Giles

ABSTAIN:0:

ABSENT: 2: Ms. English, Pastor Horton

The motion was carried by majority vote.

A motion was made by Ms. Riales, seconded by Ms. Ward to forgo the reading of the other Committee reports and the Interim Director's report.

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.

Other Committee Reports:

A. Administrative Committee Reports: In September, Laurel Schilling celebrated her 2nd year in the Reference Department. Linda DuPree celebrated her 4th year as Circulation Manager. Lili Savage celebrated her 5th year as a page. Berenice Ortiz celebrated her 18th year in the Circulation Department.

B. Building and Grounds Committee: The elevator passed inspection on September 29. We now have an updated certificate in the elevator.

C. Public Relations and Legislative Committee: The Museum and Library Services Act—legislation to reauthorize the federal Institute of Museum and Library Services (IMLS)—was introduced in both the Senate (S.3530) and House (H.R.6988) October 5 with bipartisan support. The Illinois Library Association urges Library Board Members and the public to contact their US Representative and Senators and ask them to cosponsor the bills (Representative: HB6958, Senate: S3530).

D. Planning and Development Committee: The Per Capita Grant monies received for FY 2018 are to be spent on shelving. New DVD storage shelving has been ordered for the circulation area, as those cabinets are dysfunctional and some drawers no longer open. Other areas planned to get new shelving include the nonfiction audiobook area by the Adult Quiet Reading area.

E. RAILS Committee: On September 28, the RAILS Board approved a new strategic plan. The new plan is based heavily on input from RAILS member libraries of all types. The strategic goals and objectives in the new plan are in direct response to that member feedback. The goals include resource sharing, and increasing libraries' resiliency in the face of constant change. RAILS has a new logo! The new logo suggests an infinity symbol and indicates that RAILS programs/services are continually progressing. It works well with RAILS' new strategic plan, which focuses on moving RAILS and its member libraries forward and helping the members to be the best they can be.

A motion was made by Ms. Riales, seconded by Ms. Ward to approve the Consent Agenda which includes the review and revisions of Agenda.

A roll call vote was taken.

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

NAYS: 0:

ABSTAIN:0:

ABSENT: 2: Ms. English, Pastor Horton

The motion was carried by unanimous vote.

A motion was made by Ms. Clements, seconded by Ms. Riales that the board convene into Closed Session at 8:25 p.m. under Section 5ILCS 120/2 (c) (1) of the Open Meetings Act to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the Bellwood Library or legal counsel for the Bellwood Library.

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.

A motion was made by Ms. Ward, seconded by Ms. Clements to reconvene to the regular session at 8:43 p.m.

A roll call vote was taken.

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

NAYS: 0:

ABSTAIN:0:

ABSENT: 2: Ms. English, Pastor Horton

The motion passed by unanimous vote.

Public Comment: None

Adjournment: A motion was made by Ms. Riales, seconded by Ms. Clements to adjourn the meeting at 8:43 p.m. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant