

Bellwood Public Library

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Annual/ Regular Board Meeting Minutes May 8, 2018

The annual meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:15 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 and Pastor Horton

Also in attendance: Kristin Schultz, Interim Library Director, Ashley Matthews, Business Manager/Administrative Assistant, Library Attorney Dalal Jarad, and 8 members of the public.

Public Comment: Sharee Becton read a statement written by Arnetta Watkins, who was unable to attend the meeting. Mrs. Watkins stated that during the April 23, 2018 Special Board meeting's closed session, she heard everything in the session due to the shouting. A patron seated at the computer stated that "If this is who is over the library, I won't be back." The crochet group, that was in the adjacent room ran out saying, "We should not be hearing that meeting. No one should have to call upstairs saying that it's too loud". Due to the fact that the closed session could be heard by the surrounding public, Mrs. Watkins is requesting clarification about the status of the desktop computer that was taken out of the director's office and off of the premises by the former Library Director Jacqueline Spratt when the library was closed. Specifically, Mrs. Watkins would like to know if the computer was returned to the library.

Eric Cummings, President of the Broadview Public Library Board of Trustees, came to introduce himself and to establish a connection between the surrounding community boards.

Thelma Matthews gave special recognition to Kristin Schultz for her smooth transition into Interim Library Director.

Committee Appointments:

Mrs. Smith, President, appointed the Trustees to the following committees:

Finance:

Ms. Ward, Chairperson

Mrs. Smith

Administration:

Mrs. Smith, Chairperson

Ms. Riales

Buildings & Grounds:

Ms. Giles, Chairperson

Mrs. Ward

Public Relations & Legislative:

Ms. Riales, Chairperson

Pastor Horton

Planning & Development:

Pastor Horton, Chairperson

Mrs. English

R.A.I.L.S.:

Ms. Clements, Chairperson

Mrs. English

A motion was made by Ms. Giles, seconded by Ms. Riales to adjourn the annual meeting at 6:26 p.m.

A roll call vote was taken.

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

NAYS: 0:

ABSTAIN:0:

ABSENT: 2: Mrs. English, Pastor Horton

The motion was carried by unanimous vote.

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:27 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 and Pastor Horton

A motion was made by Ms. Riales, seconded by Ms. Clements to approve the board meeting minutes from March 16, 2018, April 2, 2018, and April 23, 2018.

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.

Ms. Giles stated she voted “nay” because there were errors in the minutes.

Finance Committee Report:

Reports of Bills: #772, 772-A, 772-B, #773, 773-A, & 773-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#772 (Bill List) in the amount of	\$ 47, 804.06
#772-A (Payroll) in the amount of	\$ 54, 497.23
#772-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 102, 301.29

1. Transfer of Funds: None

2. Reinvestments: None

#773 (Bill List) in the amount of	\$ 65, 370.11
#773-A (Payroll) in the amount of	\$ 85, 142.51
#773-B (Checking) in the amount of	\$ 0.00

TOTAL: \$ 150, 512.62

3. Transfer of Funds: \$110,000.00

4. Reinvestments: None

A motion was made by Ms. Giles, seconded by Ms. Riales to approve 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:0:

ABSENT: 2: Ms. English, Pastor Horton

The motion was carried by unanimous vote.

Unfinished Business: A motion was made by Ms. Riales, seconded by Ms. Clements to retain the outside legal counsel of Hubert Thompson for the purpose stated in his engagement letter.

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.

New Business: A motion was made by Ms. Giles, seconded by Ms. Riales to accept the Library Director Job Description with the amendment on page 3 to strike the language “strongly preferred or reasonable prospect of being conferred with such degree”.

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. Clements to accept Section 3.7.1 of the Board Policy Manual regarding the Access to Verbatim Recordings and Closed Session by Board Members.

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.

Ms. Giles stated she voted “nay” because the voice recorder is outdated, and there should be a visual recording of the meetings. In addition, she felt that any library trustee should have the same privilege of taking notes of the closed session recordings just as if the individual had been in attendance at the meeting.

A motion was made by Ms. Riales, seconded by Mrs. Smith to amend Section 2.3.5 of the Board Policy Manual (“Hiring of a skilled Library Director”) so as to strike in the first sentence on page 13 the language “or a reasonable prospect of being conferred with such degree”, to bring it into agreement with the director’s job description.

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 that the board convene into Closed Session at 7:37 p.m. under Section 5ILC 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. Riales, seconded by Ms. Clements to reconvene to the regular session at 7:53 p.m.

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 Mrs. Giles to increase Kristin Schultz's rate of pay to \$38.00 per hour retroactively from April 2, 2018 to current as the Interim Library Director.

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 March, Dorothy Reed, Circulation Clerk, celebrated her 7th year on the staff. In April, Mary Freisinger, Interlibrary Loan Assistant, celebrated her 20th year on the staff.

Kara Spizzirri and Linda DuPree have received their certificates and seals as Notaries Public. There are now 3 notaries on the staff, including Kristin Schultz.

B. Building and Grounds Committee: Utica, our new insurance carrier, sent an underwriter to look over the building and identify issues that need to be addressed. They will send a letter about those issues soon.

The situation with the mice appears to be improving. Neither staff nor the public have reported

sighting any mice in April. Orkin continues to monitor the traps and have not caught any more mice.

C. Public Relations and Legislative Committee: ALA Emerging Leaders and United for Libraries are asking current and former library trustees to take a survey about service on library boards. To take the survey, visit the web address www.ala.org/united/boardsurvey. (There is also a letter in the board packet with this information.).

D. Planning and Development Committee: AT&T is phasing out the old T-1 lines, and our connection will be replaced with an AT&T Switched Ethernet (A.S.E.) on May 1. The next step will be connecting the ASE to our router so that our SWAN transactions can be conducted with increased speed.

E. RAILS Committee: The System Membership Standards are on track to be implemented on July 1, 2018. The RAILS Board of Directors met on April 27 to discuss the results of the testing of the standards, and anticipate approving the revised standards at its May meeting. The working draft of the standards were included in this month's board packet. The first year of the standards will be a year of data collection only to allow libraries to report their situations.

A motion was made by Ms. Clements, seconded by Mrs. Ward to approve the Consent Agenda items as stated.

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.

Public Comment: Jolean Tate was concerned about Ms. English's lack of attendance at the board meetings and involvement with the board.

Eric Cummings gave some suggestions to the board members on how to better improve the meeting procedures.

Adjournment: A motion was made by Ms. Riales, seconded by Ms. Clements to adjourn the meeting at 8:15 p.m. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant