

Bellwood Public Library

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Regular Board Meeting Minutes September 11, 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

Absent: Mrs. English, Pastor Horton, Mrs. Ward

Also in attendance: Kristin Schultz, Interim Library Director, Ashley Matthews, Business Manager/Administrative Assistant, Library Attorney Dalal Jarad, Lou Karrison of Karrison LLC, Library Auditor and 4 members of the public.

Public Comment: None

Pastor Horton arrived at 6:16 p.m.

Discussion of Audit: Presenter Lou Karrison of Karrison LLC.

A motion was made by Ms. Riales, seconded by Ms. Clements to receive and file the audit report.

A roll call vote was taken.

AYES: 5: Ms. Clements, Ms. Giles, Pastor Horton, Ms. Riales, Mrs. Smith

NAYS: 0:

ABSTAIN:0:

ABSENT: 2: Ms. English, Mrs. Ward

The motion was carried by unanimous vote.

A motion was made by Ms. Riales, seconded by Ms. Clements to approve Regular board meeting minutes for June 12 and Special board meeting minutes for July 5, July 26, August 23, August 30 and September 5.

A roll call vote was taken.

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

NAYS: 1: Ms. Giles,

ABSTAIN:0:

ABSENT: 2: Ms. English, Mrs. Ward

The motion passed by majority vote.

Finance Committee Report:

Reports of Bills: #775, #775-A, #775-B, #776, #776-A, #776-B, #777, #777-A, #777-B. The following reports of bills were submitted, copies of which are included as part of these minutes:

#775 (Bill List) in the amount of	\$ 60,580.71
#775-A (Payroll) in the amount of	\$ 75,766.04
#775-B (Checking) in the amount of	\$ 0.00

TOTAL: \$ 136,346.75

1. Transfer of Funds: \$70,000.00
2. Reinvestments: None

#776 (Bill List) in the amount of	\$ 48,463.25
#776-A (Payroll) in the amount of	\$ 50,545.58
#776-B (Checking) in the amount of	\$ 0.00

TOTAL: \$ 99,008.83

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

#777 (Bill List) in the amount of	\$ 51,596.40
#777-A (Payroll) in the amount of	\$ 49,707.63
#777-B (Checking) in the amount of	\$ 0.00

TOTAL: \$ 101,304.03

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

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

A roll call vote was taken.

AYES: 5: Ms. Clements, Ms. Giles, Pastor Horton, Ms. Riales, Mrs. Smith

NAYS: 0:

ABSTAIN:0:

ABSENT: 2: Ms. English, Mrs. Ward

The motion was carried by unanimous vote.

Other Committee Reports:

A. Administrative Committee Reports: In June, Sophia Brown, Head of Youth Services, celebrated her 31st year working for Bellwood Public Library. Interim Director Kristin Schultz celebrated her 23rd year and Ashley Matthews, Administrative Assistant/Business Manager celebrated her 10th year. In July, Circulation Clerk Sirvontinent (“Sir V”) celebrated his 6th year. In August, Technical Services Associate Rosemary Jordan celebrated her 21st year on the staff, Youth Services Associate Twana Jenkins celebrated her 8th year and Arthur Williams celebrated his 5th year as a “floater” on the staff.

B. Building and Grounds Committee: The carpets have been cleaned and antimicrobial agents applied by Cintas. Our contract with Best Quality Cleaning was renewed in August. The interim director, Circulation Manager and Administrative Assistant/Business Manager met with a representative from Arthur P O’Hara Furniture to see how the existing cubicle walls and desks can be rearranged to make better use of our space in the Workroom. We propose moving the Head of Adult Services and Reference Librarians out of the workroom to their own space, allowing the Circulation Manager and Business Manager to have work areas that are more in tune with their needs. We already have most of the pieces we need, and we anticipate needing to purchase only a few more pieces to optimize the use of those spaces. We are waiting to hear back from Arthur P O’Hara Furniture.

C. Public Relations and Legislative Committee: The Illinois State Library expects full funding of its FY19 budget at the FY18 levels. While it is disappointing that we will not have an increase, at least it will not be less. We are still waiting for the funds from the FY2018 per capita grant to arrive.

D. Planning and Development Committee: A petty cash procedure was created to formalize the petty cash process. Circulation Manager Linda DuPree is now our petty cash custodian. The petty cash fund is intended to be used to reimburse small expenses such as mileage and out-of-pocket purchases that cannot be ordered through one of our usual vendors, usually because of time constraints.

E. RAILS Committee: Work continues on the “Find More Illinois” catalog overlay pilot project. It has the potential to greatly expand resource sharing in Illinois by connecting the catalogs of consortia and standalone libraries that choose to participate. There are 21 libraries participating in the pilot project. Everyone can search the Find More Illinois virtual catalog, but only patrons and staff from the pilot libraries can place interlibrary loan requests. After the pilot, any interested library will be able to participate. The annual membership fee structure for future participation is still under development.

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

A roll call vote was taken.

AYES: 4: Ms. Clements, Ms. Giles, Pastor Horton, Ms. Riales, Mrs. Smith

NAYS: 0:

ABSTAIN:0:

ABSENT: 2: Ms. English, Mrs. Ward

The motion was carried by unanimous vote.

Unfinished Business:

Ms. Riales reported about the ALA Conference that she, Mrs. Smith and Ms. Clements attended in New Orleans, LA in June. She highlighted seminars, presentations, books, and events.

Highlights that were shared was Mrs. Obama's presentation at the opening session of the annual conference and Viola Davis's shared her new book with the attendees. Mrs. Smith distributed items to the board from the conference. The receipts from the board trustees were turned in on time. They will be presented to the entire board at the October meeting.

New Business:

Ms. Riales Congratulated Mrs. Smith on being recognized by Commissioner Boykin for her work in Cook County on September 11th, 2018 at City Hall.

A motion was made by Ms. Giles, seconded by Ms. Riales that the board convene into Closed Session at 7:15 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, Pastor Horton, Ms. Riales, Mrs. Smith

NAYS: 0:

ABSTAIN:0:

ABSENT: 2: Ms. English, Mrs. Ward

The motion was carried by unanimous vote.

A motion was made by Ms. Clements, seconded by Ms. Riales to reconvene to the regular session at 7:32 p.m.

A roll call vote was taken.

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

NAYS: 0:

ABSTAIN:1: Ms. Giles

ABSENT: 2: Ms. English, Ms. Ward

The motion passed by majority vote.

Public Comment: None

Adjournment: A motion was made by Ms. Riales, seconded by Ms. Clements to adjourn the meeting at 7:35 p.m. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant