

Bellwood Public Library

600 Bohland Avenue
Bellwood, Illinois 60104
(708) 547-7393
Fax (708) 547-9352
TDD (708)547-7475

www.bellwoodlibrary.org



Board Meeting Minutes March 16, 2018

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:07 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: Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Business Manager/Administrative Assistant, and 7 members of the public.

Public Comment: None

Harry Johnson of Cook & Kocher Insurance Group went over the company's insurance policy proposal and distributed handouts to the board.

Andrew Fullerton of Chubb Ace Property & Casualty Insurance explained the company's proposed insurance policy with the board.

The attorney arrived at 6:20 p.m.

New Business: A motion was made by Ms. Giles, seconded by Ms. Riales to select Cook & Kocher Insurance Group for 2018-19 fiscal year.

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. Giles, seconded by Ms. Riales to approve the Opening & Establishing a Bank Credit Card from Urban Partnership Bank in the Name of the Bellwood Public Library with Director Spratt as the signer on the credit card.

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 amend section 2.3.5 of the Board of Library Trustee Policy Manual to read: The board of trustees should hire a skilled library director whose qualifications should include a Master of Library Science from a ALA accredited program or a reasonable prospect of being conferred with such a degree.

A roll call vote was taken.

AYES: 3: Ms. Clements, Ms. Riales, Mrs. Smith,

NAYS: 2: Ms. Giles, Mrs. Ward

ABSTAIN:0:

ABSENT: 2: Ms. English, Pastor Horton

The motion was carried by majority vote

A motion was made by Ms. Clements, seconded by Ms. Riales to approve the Board of Library Trustee Policy Manual with additions and 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 Mrs. Ward that the board convene into Closed Session at 6:53 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 Mrs. Ward, seconded by Ms. Riales to end Closed Session at 9:36 pm
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 Mrs. Ward, seconded by Ms. Riales to reconvene to the regular session at 9:36 pm

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 a second Closed Session at 9:40 p.m. under Section 5ILC 120/2 (c) (1) of the Open Meetings Act to clarify their discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the Bellwood Library or legal counsel for the Bellwood Library from the previous closed session.

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 Mrs. Ward, seconded by Ms. Riales to end Closed Session at 9:55 pm

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 Mrs. Ward, seconded by Ms. Riales to reconvene to the regular session at 9:55 pm

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 that the board will reaffirm 3% salary increase to the director, approved at the September 17, 2017 board meeting and approve additional 1% for the remaining current fiscal year.

A roll call vote was taken.

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

NAYS: 0:

ABSTAIN:1: Mrs. Smith

ABSENT: 2: Ms. English, Pastor Horton

The motion was carried by majority vote.

A motion was made by Ms. Clements, seconded by Mrs. Ward to approve the regular board meeting minutes from February 20, 2018 with Ms. Riales and Ashely Matthews being responsible for taking and recording the minutes going forward.

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: #771, 771-A, &771-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#771 (Bill List) in the amount of	\$ 27, 433.32
#771-A (Payroll) in the amount of	\$ 54, 754.85
#771-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 82, 188.17

1. Transfer of Funds: \$85,000.00

2. Reinvestments: None

b. 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. 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: Connie Skaja's anniversary was Tuesday, February 20, 2018.

Jacqueline Spratt, Kristin Schultz, Kara Spizzirri, and Linda Dupree are notaries and are available to the public for free notary service.

B. Building and Grounds Committee: The situation with the mice in the library is not resolved. Both patrons and staff have reported seeing mice in the library. Orkin wants the mice to look for food and find the bait they have left for them which is poisonous. One of our Trustees called on Tuesday, February 19, 2018 after receiving a call from a patron about mice in the building was concerned that Orkin is not doing a good job and that the library should change to another company. I advised the Trustee, the first day that Orkin came out was Wednesday, February 7, 2018 and that we should give the process some time to work. Later that afternoon, Jacqueline Spratt, Library Director called Orkin and discussed the concerns of the library.

According to Orkin "this process of ridding the library of mice can take up to 90 days before we see results". Orkin has set up bait traps in the library. Staff has been requested not to eat anywhere in the building with the exception of the kitchen. This will reduce the places where the mice are able to locate food. The mice are coming out looking for food and water. When the mice drink water it will stir up the poison. The bait which is actually poison will attract the mice. The poison will be eaten not only by the mouse but also taken back to their babies and all who eat it will bleed internally.

The elevators passed the inspection by the Village of Bellwood on February 6, 2018.

Carlson Cabling installed the cabling for Wi-Fi in the small meeting room and the group study room on Wednesday, February 7, 2018.

The back-splash has been installed in the workroom on February 19, 2018. The project is now completed.

The Bellwood Fire Department, after inspecting the library, passed and we are not in violation.

C. Public Relations and Legislative Committee: The Lions Club held their annual fund raiser on Friday, February 2, 2018. Trustees Smith, Giles, Riales, along with Jacqueline Spratt, Library Director and Sophia Brown, Head of Youth Services attended the event.

The Friends of the Bellwood Public Library provided lunch for the Staff and Trustees on Thursday, February 15, 2018.

Trustees Smith, Giles, Ward, and Riales along with Jacqueline Spratt, Library Director, Sophia Brown, Head of Youth Services, Twanna Jenkins, and Arthur Williams attended Breakfast with the Mayor on Wednesday, February 21, 2018 where Mayor Harvey presented his economic plans for the Village of Bellwood.

Trustees Smith, Giles, Riales, and Jacqueline Spratt, attended the annual Black History Program sponsored by the Village of Bellwood on Sunday, February 25, 2018.

D. Planning and Development Committee: Kristin Schultz, Head of Adult Services, along with Tony Brown are working with Stacks to upgrade to our new website which is up but still under construction.

E. RAILS Committee: Rails reported that “The White House released their budget proposal for FY 2019 and it eliminates funding for the Institute of Museum and Library Services (IMLS). IMLS provides more than \$183.6 million for libraries through the Library Services and Technology Act (LSTA). The proposal also eliminates funding for the Innovative Approaches to Literacy program, a Department of Education program that provides \$27 million for school libraries. Congress will have the final say over the budget.”

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: Ms. Watkins asked about the process of handling the Library’s liability insurance policy, and suggested the library should be proactive in acquiring liability insurance before it goes into the grace period. She also had some concerns about the way the board meeting minutes were prepared.

Adjournment: A motion was made by Ms. Riales, seconded by Ms. Clements to adjourn the meeting at 10:12 p.m. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant

**LIST OF POLICIES IN
THE BOARD OF LIBRARY TRUSTEES POLICY MANUAL**

(For Board consideration on 3/16/18 as listed on the Agenda for the 3/16/18 March Re-Scheduled Regular Meeting)

Table of Contents

History

ARTICLE I—INTRODUCTION—GENERAL

- 1.1. Background
- 1.2. Purpose
- 1.3. Strategic/Long Range Plan & Mission Statement

ARTICLE II—BOARD ORGANIZATION

- 2.1. General Operations Policy
- 2.2. Membership
- 2.3. Duties and Responsibilities of the Board Generally
 - 2.3.1. Primary Role of Policymaking—Leadership
 - 2.3.2. Collective Exercise of Board Powers
 - 2.3.3. Board Decisions
 - 2.3.4. Board Unity
 - 2.3.5. Hiring of a Skilled Library Director
 - 2.3.6. Performance Evaluation of the Library Director
- 2.4. New Trustees
- 2.5. Meeting Attendance & Education
- 2.6. Board Resignations and Vacancies
 - 2.6.1. Board Resignations
 - 2.6.2. Board Vacancies
- 2.7. Return of Library Property Upon Departure
- 2.8. Committees
 - 2.8.1. Finance Committee
 - 2.8.2. Administration Committee
 - 2.8.3. Building and Grounds Committee
 - 2.8.4. Public Relations and Legislation Committee
 - 2.8.5. Planning and Development Committee
 - 2.8.6. Reaching Across Illinois Rails System (RAILS) Committee
- 2.9. Ethics and Conduct for Bellwood Library Trustees
 - 2.9.1. Code of Ethics of the American Library Association
 - 2.9.2. Ethics Statement for the Board of Library Trustees—Official Statement
 - 2.9.3. Ethics Act
 - 2.9.4. Online Freedom of Information and Open Meetings Act Training
 - 2.9.5. Board Member Requests for Information—Source
- 2.10. Indemnification and Insurance Policy
 - 2.10.1. Right to Indemnification
 - 2.10.2. Expenses
 - 2.10.3. Insurance Policy
 - 2.10.4. References to “the Library”
- 2.11. Mail Delivered at the Library Addressed to Trustees or Board Officers by Name or Title
- 2.12. Friends of the Library Policy
- 2.13. Local Records Retention Policy
 - 2.13.1. Records Retained
 - 2.13.2. Manner of Destruction of Records
 - 2.13.3. Library Director Responsibility

ARTICLE III – BOARD MEETINGS

- 3.1. Meeting Agendas & Notice for Public Meetings—Rules & Procedures
 - 3.1.1. Preparation
 - 3.1.2. Agenda Requests by Board Members
 - 3.1.3. Items Previously Considered
- 3.2. Board Meeting Materials
- 3.3. Order of Business

- 3.4 Agenda & Notice for Special Meetings Requested by Two or More Trustees
- 3.5 Agenda & Notice for Organizational Meetings In Election Years
- 3.6 Electronic Attendance & Participation at Meetings—Rules and Procedures
 - 3.6.1 Policy Considerations
 - 3.6.2 Rules Statement
 - 3.6.3 Prerequisites
 - 3.6.4 Voting Procedures
 - 3.6.5 Adequate Equipment Required
 - 3.6.6 Minutes to Reflect Members Present Physically or By Electronic Means
 - 3.6.7 Rights of Remote Member
 - 3.6.8 Meetings of the Board of Library Trustees
- 3.7 Minutes; Verbatim Record of Closed Sessions
- 3.8 Public Comment

ARTICLE IV – FINANCE & FISCAL RESPONSIBILITIES

- 4.1 Budget and Finance
- 4.2 Authority to Spend
 - 4.2.1 Spending or Expenditures Not In Excess of \$25,000
 - 4.2.2 Spending or Expenditures In Excess of \$25,000
 - 4.2.3 Emergency Spending or Expenditures Not In Excess of \$25,000
 - 4.2.4 Emergency Spending or Expenditures In Excess of \$25,000
- 4.3 Routine Banking Procedures
- 4.4 Investment of Public Funds
 - 4.4.1 Purpose and Scope
 - 4.4.2 Responsibilities
 - 4.4.3 Delegation of Authority
 - 4.4.4 “Prudent Person” Standard
 - 4.4.5 Objectives
 - 4.4.6 Guidelines
 - 4.4.7 Reporting
 - 4.4.8 Internal Controls
 - 4.4.9 Authorized Financial Dealers and Institutions
 - 4.4.10 Conflicts of Interest
- 4.5 Credit Card Policy
- 4.6 Disposal of Surplus Property
- 4.7 Travel Expense Reimbursement Policy
 - 4.7.1 General Policy
 - 4.7.2 Definitions
 - 4.7.3 Types of Travel for Which Travel Expenses Will Be Allowed
 - 4.7.4 Types of Expenses Allowed and Prohibited
 - 4.7.5 Maximum Allowable Reimbursement & Maximum Travel Event Limit Without Board Action
 - 4.7.6 Procedure for Reimbursement
 - 4.7.7 Expenses Incurred by Board Members

ARTICLE V—LIBRARY FACILITIES & PATRON SERVICES

- 5.1 Confidentiality of Registration and Circulation Records
- 5.2 Identity Protection Policy
 - 5.2.1 Purpose
 - 5.2.2 Social Security Numbers Pursuant to Law
 - 5.2.3 Requirement to Redact Social Security Numbers
 - 5.2.4 Employee Access to Social Security Numbers
- 5.3 Prevailing Wage Policy
- 5.4 Collection Management
 - 5.4.1 General Statements
 - 5.4.3 Retention, Replacement and Withdrawal of Materials
 - 5.4.4 Censorship
 - 5.4.5 Patron Requests for Reconsideration
- 5.5 American Library Association Library Bill of Rights
- 5.6 American Library Association Freedom to View Statement

- 5.7 American Library Association Freedom to Read Statement
- 5.8 Exhibits and Display Space Policy
 - 5.8.1 Purpose
 - 5.8.2 General Rules and Guidelines
 - 5.8.3 Priority for Display Space
 - 5.8.4 Application Procedure
 - 5.8.5 Release from Liability
 - 5.8.6 Exhibitor Liability for Damage to Library Property
 - 5.8.7 Endorsement
 - 5.8.8 Cancellations and Non-Compliance
 - 5.8.9 Appeal
- 5.9 Unattended Children in the Library
- 5.10 Library Work and Office Areas

EXHIBITS

- EXHIBIT A Library Director Self-Evaluation form
- EXHIBIT B Library Director Evaluation form
- EXHIBIT C Collective Library Director Evaluation form
- EXHIBIT D Board Candidate Questionnaire
- EXHIBIT E Travel/Expense Reimbursement Request Form
- EXHIBIT F Statement of Purpose for Collection of Social Security Numbers—Identity Act
- EXHIBIT G Request for Reconsideration of Materials
- EXHIBIT H Application for Display Case