

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

www.bellwoodlibrary.org



**Board Meeting
Minutes
February 20, 2018**

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:09 pm by Madam President, Dorothy Clark-Smith, in the Small Meeting Room.

Present:

Ms. Trustee Mary Clements
Ms. Trustee Deborah Giles
Ms. Trustee Constance Riales
Mrs. Trustee Dorothy Clark-Smith
Mrs. Trustee Gloria Ward

Absent: Trustees English and Horton

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Business Manager/Administrative Assistant, and 8 members of the public.

Public Comment: Arnetta Watkins stated that “she was sick of the bickering on the board and that the Library Board looks like the old School District 88 Board. She also stated that if the Board is unable to get themselves together, they should get off the Board. Mrs. Watkins asked the Board what have they done for the Library?”

A motion was made by Trustee Riales, seconded by Trustee Clements to approve the regular Board meeting minutes from January 30, 2018, with adding the corrections to the grammar, spelling, and, adding the motion to come out of closed session.

Madam Board President- Smith requested that the 2nd motion was not noted to come out of closed session. Discussion between Trustees Smith and Giles was made about approving minutes before the corrections have been made.

A roll call vote was taken.

AYES: 4: Trustees. Clements, Trustee. Riales, Madam Board- President, Dorothy Clark-Smith, Trustee Ward

NAYS: 1: Trustee. Giles

ABSTAIN:0:

ABSENT: 2: Trustees English, and Pastor Horton
The motion was carried by majority vote.

Finance Committee Report:

A. Reports of Bills: #770, 770-A, &770-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#770 (Bill List) in the amount of	\$ 92, 332.40
#770-A (Payroll) in the amount of	\$ 54, 021.71
#770-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 146, 354. 11

- 1. Transfer of Funds:** \$90,000.00
- 2. Reinvestments:** None

Trustee Madam President Dorothy Clark-Smith asked Director Spratt about a large payment of \$11,672.78. Director Spratt produced credit card statements with receipts.

Ashley Matthews, Business Manager stated that Director Spratt, had no right to go into her file cabinets to obtain the credit card statements along with the receipts and that the information given to the Board belonged to “her” and not the library.

Trustee Clements inquired about the credit card limit for purchases and Director Spratt respond \$20,000.00.

Madam Board President - Smith stated that she ran on transparency and that includes the credit card bill and that she was not questioning the integrity of Director, Spratt.

Ashley Matthews, Business Manager, stated “credit card statement was removed from the library’s file cabinet (which stores the majority of library business) without her knowledge or approval and requested the Board not to lose anything because she needs the records for the auditor and that it was making her nervous that we had the credit card records and receipts.”

Director Spratt explained that she had not done anything illegal, unethical, or even suspicious. She explained to the Board that she received a call from Trustee Smith on February 12, 2018 at 9:54 am asking about a payment on the credit card in the amount of \$11,000.00. Director Spratt denied the payment because she could not recall any one purchase in that amount. On Thursday, February 15, Trustee Smith asked Director Smith once again about the \$11,000 purchase and again Director Spratt denied the purchase. The next day February 16, Director Spratt was able to figure out how Trustee Smith came up with the \$11,000.00 figure. Primarily the high balance came from a purchase of \$7800.00 for the office partitions that was approved by the Board and actually Director Spratt spent \$798.00 less than what the Board approved. There were two

payments made of \$3901.00 along with other purchases during the two months. The Board approved spending \$8600.00 at an open Board Meeting.

Director Spratt, explained that the way the credit card is currently being handled, has been the customary practice of the library prior to her becoming the Director and that she had not made any changes in this practice. Spratt explained that her personal credit was on the line for the library and if for any reason the library fails to pay, that she would be held personally liable. She also requested the Board to take the credit card off of her personal name no later than April 1, 2018 and the Board agreed to work on with the Bank and the attorney.

Ashley Matthews, Business Manager explained that the credit card payment was made over a period of two months and that the bill statement that the Board sees does not show the itemized expenditures on the credit card and that the credit card is not fully transparent.

Lisset Lacayo from Urban Partnership Bank explained what steps the Library should take in order to obtain a credit card in the Library's name and not that of the Director Spratt and the Board agreed that going forward they wanted the credit card payment to be made by a paper check and the statements of the credit card and the attorney invoices should be presented at the regular Board Meetings. Ms. Lacayo also explained to the Board that she refused to accept the check from Home Depot and that she requested Director Spratt to have the check re-issued in the name of Bellwood Library.

Pastor Horton arrived at 6:42 pm

A motion was made by Trustee. Riales, seconded by Trustee. Giles to accept the Finance Committee Reports.

A roll call vote was taken.

AYES: 6: Trustees. Clements, Giles, Pastor Horton, Riales, Smith, and Ward

NAYS: 0:

ABSTAIN:0:

ABSENT: 1: Trustee. English

The motion was carried by majority vote.

Other Committee Reports:

A. Administrative Committee Reports: Madam President Smith reported that Chris Biersdorf has been hired to fill the part-time position in the Technical Services Department and Delores Sanders has been hired for the Teen and Children's Department. Delores is not available to work all the hours that require coverage. At this time, we are trying to manage, however, it may become necessary to hire someone else in order to have adequate coverage.

B. Building and Grounds Committee: Trustee Pastor Horton reported that Orkin Commercial Services completed an inspection of the Library on January 4, 2018. They found mice droppings and gaps in some of our doors that allows them to get inside the library. As a result, we have followed their recommendations and placed bait stations and door sweeps at selected doors in

order to prevent the mice from easily entering the library.

The electrician installed new outlets on Friday, January 19, 2018.

Tyco performed their routine inspection of the fire alarms on Wednesday, January 31, 2018. No problems were reported to the library.

C. Public Relations and Legislative Committee: Trustee Giles reported that Library Director, Jacqueline Spratt attended the regular Chamber Meeting on Tuesday, January 16, 2018. We had a presentation and discussed future plans of the Chamber. The Chamber also had a workshop on Friday, January 26, 2018 that was attended by the Library Director.

D. Planning and Development Committee: Trustee Riales reported that the planning and development committee; Deborah Giles, Gloria Ward and Dorothy Clark-Smith and Director Spratt met on Thursday, February 1, 2018 to discuss the draft of the Board of Library Trustees Policy Manual.

E. RAILS Committee: Trustee Clements reported that according to RAILS, “plans have been made for a Strategic Plan Listening Tour. This is because they are in the process of revising their strategic plan. As part of their process, Executive Director Deirdre Brennan will be touring the RAILS area to hear about members’ challenges and needs.

Members from all library types are invited to attend in person. The closest location to Bellwood Library will be held at Glenwood-Lynwood Public Library, Wednesday, February 21, 2018, 1-3 pm.”

A motion was made by Trustee Riales, seconded by Trustee Clements to approve the Consent Agenda.

A roll call vote was taken.

AYES: 6: Trustees Clements, Giles, Pastor Horton, Riales, Madam Board President Dorothy Clark- Smith, and Trustee Ward

NAYS: 0:

ABSTAIN:0:

ABSENT: 1: Ms. English,

The motion was carried by unanimous vote.

Unfinished Business: None

New Business: The Mayor of Hillside invited the Board to an annual cocktail fund raiser of March 14, 2018 with the admission being \$75.00 per person.

Trustee Pastor Horton had questions about the credit card, therefore the Board discussed how the new credit card with Lisset Lacayo about how to legally obtain the library credit card. The Board tabled the motion to change the library credit card until they speak to the attorney.

The Board discussed the Library Work Area-Unauthorized Personnel Policy. The last sentence of the policy will be taken out and the Board members will be included to have access to the workroom and any other area of library. Trustee Giles does not want the Board to be involved in the day-to-day operation and stated it has caused division in the library. Trustee Riales stated she will be using the library area to transcribe the minutes. Trustee Horton stated when he visits pastors, he notifies them prior to his visit. Trustee Giles requested the policy to go to the policy committee and Madam Board President stated it is not necessary for the policy to go to the committee. Director Spratt stated she initiated having a policy “restricting the work area” and safety for the employees.

The Personnel Grievance Procedure Policy and the Policy Board of Library Trustee Policy Manual were postponed until the next board meeting when the Attorney will be able to attend.

Communications: The Board received an invitation from the Village of Hillside Mayor Joseph Tamburino for a cocktail and fundraiser event to be held at Stimacs on March 14, 2018.

Directors Report- Director Spratt located more free furniture for the library. Elmhurst Public Library was giving away three leather sofas. Because Director Spratt was the first person to contact Elmhurst, the library was given the sofas. Director Spratt made arrangements to go with Kelvin Johnson and a moving company to pick up the sofas. They are now located in the Adult Services Area.

Director Spratt attempted to show a video from Short-Takes but it would not play.

Trustee Riales asked about the status of the passports. Director Spratt explained that she thought the Board was not interested because Trustee Horton had some concerns, Director Spratt will move forward with passports. The Board requested Director Spratt to proceed.

Public Comment: Wanda Gibson is glad that the Board is moving forward with the credit card, policy procedures, and that the Bylaws are posted online. She wants the Board to be transparent and not to be hostile to each other. She also asked about who is the exterminator for the library.

During public comment Trustee Riales suggested reducing the price of the coffee down from \$1.00 to \$0.50. The Board agreed that it was okay to reduce the price even though it does not cover the total cost of the coffee.

Ms. Watkins is concerned about the Business Manager work area and confidentiality of library business being available for anyone to see. Director Spratt walked Ms. Watkins to the Business Manger work area. The Business Manager does have privacy but does not have a private office. Business Manager, Ashley Matthews stated “she does not feel her concerns about her work area has been addressed and that she has been ignored.”

Trustee Ward addressed Mrs. Watkins and told her that her comments were inappropriate and that she should address the Board Member that she has concerns with and not the entire Board

Thelma Matthews stated that the Bellwood Community has concerns about how the Board is portrayed on the videos of the monthly meeting, they are getting nothing done, and there is not

unity. The community wants the Board to show that they care about them.

Trustee Giles stated that the “Board does not show trust or respect to Director Spratt. Giles does not feel that the Board should not interfere with the day-to-day operation of the library. She stated unless it is harassment it should not come to the Board.”

Trustee Riales stated “that in her research staff has the right to the Board after they go to the Director.”

Ms. Clements wanted to know why it is a big problem with giving Ashley the space that she needs.

Ashley Matthews responded that she has been ignored and that Director Spratt has walked away on her and that her work space has not been resolved.

Adjournment: A motion was made by Trustee Riales, seconded by Ms. Giles to adjourn the meeting at 7:58 pm. The meeting was adjourned. Voice vote: All Ayes.