

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 December 14, 2016

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:15 pm by Ms. Clements, President, in the Large Meeting Room.

Present:

Ms. Clements
Ms. Greene
Pastor Horton
Mrs. Smith

Absent: Ms. Carr, Ms. Tharpe

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Business Manager/Administrative Assistant, and 12 members of the public.

Public Comment: Deborah Giles discussed an incident that occurred with Ms. Greene when she was obtaining signatures for her petition to be put on the ballot in order to become a Bellwood Library Trustee. Ms. Giles suggested that the board talk to Ms. Greene to let her know that what she did was wrong and that preventing her from getting signatures was illegal. In addition, Ms. Giles stated that she was disappointed in the board for the lack of a quorum to hold a board meeting since September 2016.

Gregory Stanton was grateful that the board had a quorum to hold the end of the year meeting. Mr. Stanton requested that the board address and answer his written public comment that he passed out during the September board meeting, specifically about the order of business that is carried out in regards to addressing the concerns of the public.

Ms. Greene addressed the incident she had with Ms. Giles, and stated that Ms. Giles was dishonest about preventing her from getting signatures.

A motion was made by Mrs. Smith, seconded by Ms. Greene to approve the regular board meeting minutes from September 14, 2016.
A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Ms. Carr, Ms. Tharpe

The motion was carried by unanimous vote.

Finance Committee Report:

A. Reports of Bills: #754, #754-A, #754-B; #755, #755-A, #755-B; #756, #756-A, #756-B:

The following reports of bills were submitted, copies of which are included as part of these minutes:

#754 (Bill List) in the amount of	\$ 58,066.74
#754-A (Payroll) in the amount of	\$ 45,552.76
#754-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 103,619.50
#755 (Bill List) in the amount of	\$ 71,322.32
#755-A (Payroll) in the amount of	\$ 46,615.21
#755-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 117,937.53
#756 (Bill List) in the amount of	\$ 48,337.80
#756-A (Payroll) in the amount of	\$ 50,082.64
#756-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 98,420.44

1. Transfer of Funds: 100,000.00

2. Reinvestments: None

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

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Ms. Carr, Ms. Tharpe

The motion was carried by unanimous vote.

Other Committee Reports:

B. Administrative Committee Reports: Ms. Greene reported that Jessica Marshall and Mercedes Smith celebrated staff anniversaries both during the month of December.

C. Building and Grounds Committee: Ms. Greene reported that the remodeling of three of the four bathrooms have been completed. The soap dispensers and hand-blenders use sensors. The patrons have been very pleased with the update.

D. Public Relations and Legislative Committee: Mrs. Smith reported that the Chamber of Commerce hosted an event on Thursday, December 1, 2016 “Live2Lead; speakers John C. Maxwell who is a leadership expert and best-selling author and coach. According to their flyer the summit was designed to grow leadership, and help companies to connect with other influencers in the local community.

The Village of Bellwood has invited the library board of trustees to attend the ribbon cutting on December 22, 2016 at 11:00 am on the corner of 25th Union Pacific Railroad Crossing.

E. Planning and Development Committee: Pastor Horton reported that the Bellwood Library continues to attend the Lions Club Meetings whose goal is to help their local communities where help is needed. They help children who need eyeglasses and seniors who don’t have enough to eat.

F. RAILS Committee: Ms. Clements reported that RAILS is offering a STEAM (Science, Technology, Engineering, Arts and Math) in a Library Online course that begins January 17, 2017. Evelina of Youth Services has agreed to take the four-week course. The program is designed to teach participants how to develop STEAM PROGRAMMING AT THE LIBRARY.

A motion was made by Mrs. Smith, seconded by Pastor Horton to approve the Consent Agenda. A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Ms. Carr, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Ms. Greene, seconded by Pastor Horton to table the Audit for the Fiscal Year Ending December 31, 2015 until the January 2017 meeting, so the auditor, Lou Karrison, can present the audit to the board.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Ms. Carr, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Ms. Greene, seconded by Mrs. Smith that the Board convenes into Closed Session under Section (C) (1) of the Open Meetings Act for the discussion of compensation at 8:07 p.m.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Ms. Carr, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Pastor Horton, seconded by Ms. Greene to reconvene to the regular session at 8:40 pm.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Ms. Carr, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Ms. Greene to approve 2017 Budget with a three percent pay raise across the board, with the exception of the four newly hired employees. A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Ms. Carr, Ms. Tharpe

The motion was carried by unanimous vote.

Communications: Mrs. Smith reminded the board of the annual Illinois Library Trustee Forum Workshop in February.

Mrs. Spratt invited the board to the Bellwood Chamber of Commerce's annual holiday party on December 16, 2016.

Unfinished Business: The board discussed changing the Board Meetings from the second Wednesday of the month to the third Tuesday of the month at the annual board meeting on January 11, 2017

New Business: None

Announcements:

Adjournment: A motion was made by Mrs. Smith to adjourn the meeting at 8:46 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant

Bellwood Public Library

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Board Meeting Minutes November 9, 2016

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was cancelled due to a lack of a Quorum.

Present:

Ms. Carr
Mr. Elliott
Mrs. Smith

Absent: Ms. Clements, Ms. Greene, Pastor Horton, and Ms. Tharpe

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Business Manager/Administrative Assistant, and 10 members of the public

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Board Meeting
Minutes
October 12, 2016

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was cancelled due to a lack of a Quorum.

Bellwood Public Library

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Board Meeting Minutes September 14, 2016

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:10 pm by Mrs. Smith, Vice President, in the Large Meeting Room.

Present:

Ms. Carr
Mr. Elliott
Pastor Horton
Mrs. Smith

Absent: Ms. Clements, Ms. Greene, Ms. Tharpe

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Business Manager/Administrative Assistant, and 20 members of the public.

Public Comment: Gregory Stanton submitted his public comment in writing to the board and passed out copies to the public as well. Mr. Stanton also request his public comments be included in the minutes as submitted for this meeting and for future meetings. His public comments are as following:

Date: 14, September 2016

FROM: Gregory A Stanton, Concerned Township Resident & Patron

TO: BELLWOOD PUBLIC LIBRARY BOARD Mary E. Clemens, President Dorothy Clark-Smith, Vice President Regina Green, Secretary J.B. Carr, Treasurer Sharon Tharpe, Trustee Pastor Michael Horton, Trustee Jackie Spratt, Director

CC:

- Meeting attendees

Dear: Madam Chair, and the entire Board

I am drafting this correspondence to read during the public comments portion of this month's meeting and request that it be included into the official meeting minutes of today's meeting, for future reference.

I have attended the majority of this year's meeting. I have observed what appears to be a level subpar level of professionalism, open disrespect amongst the board, total disregard

for the community residents that attend the meetings concerns, but most importantly an apparent disregard or outright ignorance regarding the Bellwood Public Library, By-Laws as adopted February 10, 2010.

My main concern tonight is that we went through the summer, (the peak season) and there are a number of vacant positions that remain open although the current year's budget allows for them to be filled. Excuse me if I am mistaken, but I believe that the board has held up the process hiring process. However according to (75 ILCS 5/) Illinois Local Library Act.:

The Board shall comport with the following.

(75 ILCS 5/4-7) (from Ch. 81, par. 4-7)

Sec. 4-7. Each board of library trustees of a city, incorporated town, village or township shall carry out the spirit and intent of this Act in establishing, supporting and maintaining a public library or libraries for providing library service and, in addition to but without limiting other powers conferred by this Act, shall have the following powers:.....

7. To appoint and to fix the compensation of a **qualified librarian, who shall have the authority to hire such other employees as may be necessary**, to fix their compensation, and to remove such appointees, subject to the approval of the board, but these powers are subject to Division 1 of Article 10 of the Illinois Municipal Code in municipalities in which that Division is in force. The board may also retain counsel and professional consultants as needed;

According to **Article V - Employees (Bellwood By-Laws, February 10, 2010)**

The Board of Trustees shall solicit, interview and hire a qualified Director, **who will hire other employees**. The Board will determine salaries and define the duties with the recommendations of the Director. Any employee is subject to removal for just cause at any time by majority vote of the Board of Trustees at any regular meeting or a special meeting for that purpose. If any employee is convicted of a felony, this conviction shall be considered as cause for dismissal.

I respectfully ask that you allow the Director to address this tonight or put it on the agenda for the next scheduled public meeting to be addressed under her report. Please inform the community as to:

- 1) What are the vacancies (how long the positions has been open)
- 2) Status of the hiring process

I would also like the Chair to address the status and plan of action if necessary for:

- 1) The next scheduled update or rewrite of the current By-Laws

2) The status of the following Board requirement by the State:

(75 ILCS 5/4-7.2) (from Ch. 81, par. 4-7.2)

Sec. 4-7.2. **The board of library trustees shall establish, and review at least biennially, a written policy for the selection of library materials and the use of library materials and facilities.** No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to this Section.
(Source: P.A. 85-751.)

Lastly, is there a revision to the Bylaws that hasn't been incorporated allowing for **The order of business** to deviate from that which is stipulated as the order in Section 5 of the current Bylaws? (Example, public comment should in fact be prior to the adjournment)

Respectfully submitted by a concerned patron,

Gregory Stanton

Wanda Gipson stated that she wanted to prioritize her role in the Bellwood community. She stated that first she a resident of Bellwood, second a patron of the Bellwood Library, and third a member of the Friends of the Library. Ms. Gipson requested that the Board be more mindful and aware of how the wording and the use of the agenda items, specifically the items pertaining to closed session, to ensure that the board coincide with the Open Meetings Act. Ms. Gipson read some excerpts from the Practical Guide to the Open Meetings Act from the Statehouse Insider on how the closed sessions should be properly held. Ms. Gipson provided copies of this excerpt to the board and the residents in attendance.

Deborah Giles addressed some concerns she had with the trustees fulfilling their duties to the Bellwood Library and the Bellwood community, as well as the postponement of hiring adequate library staff to provide quality library services in a timely manner.

Patricia Altieri wanted to know why the library does not have a color printer for the public to use, and requested that the library gets color printers.

Jacqueline Spratt, Library Director, stated that she will begin looking into get a color printer for the public and get back to Ms. Altieri.

Mrs. Smith stated that obtain a color printer for the library is something that Mrs. Spratt can purchase without having a majority vote from the board.

Mr. Stanton asked if his questions about the vacant position will be addressed.

Mrs. Smith said that they will be addressed in old business.

Pastor Horton was concerned about the tone and the remarks made by the public, and stated that the comments needed to be specific about who and what is being addressed.

A motion was made by Pastor Horton, seconded by Ms. Carr to approve the regular board meeting minutes from May 11, 2016 and the special board meeting from June 1, 2016.
A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 3: Ms. Clements, Ms. Greene, Ms. Tharpe

The motion was carried by unanimous vote.

Finance Committee Report:

A. Reports of Bills: #750, #750-A, #750-B; #751, #751-A, #751-B; #752, #752-A, #752-B; #753, #753-A, #753-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#750 (Bill List) in the amount of	\$ 41,577.68
#750-A (Payroll) in the amount of	\$ 50,946.59
#750-B (Checking) in the amount of	\$ 0.00

TOTAL:	\$ 92,524.27
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#751 (Bill List) in the amount of	\$ 56,068.48
#751-A (Payroll) in the amount of	\$ 50,500.98
#751-B (Checking) in the amount of	\$ 0.00

TOTAL:	\$ 106,569.46
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#752 (Bill List) in the amount of	\$ 40,195.60
#752-A (Payroll) in the amount of	\$ 69,064.36
#752-B (Checking) in the amount of	\$ 0.00

TOTAL:	\$ 109,259.96
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#753 (Bill List) in the amount of	\$ 43,853.99
#753-A (Payroll) in the amount of	\$ 45,768.90
#753-B (Checking) in the amount of	\$ 0.00

TOTAL:	\$ 89,622.89
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1. Transfer of Funds: None

2. Reinvestments: None

A motion was made by Ms. Carr, seconded by Mr. Elliott to accept the Finance Committee Reports.

A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 3: Ms. Clements, Ms. Greene, Ms. Tharpe

The motion was carried by unanimous vote.

Other Committee Reports:

B. Administrative Committee Reports: Pastor Horton reported that the Library held a memorial service for Cheryl Cavalier, our beloved staff member, on Tuesday, May 17, 2016 at 9:00 a.m. It was attended by Mr. Cavalier (her husband), Aaron Cavalier (her son), and other family members as well as friends. The family was exceedingly appreciative of the service. This is the email her son, Aaron forwarded to Jacqueline Spratt, Library Director and Ashley Matthews Business Manager:

Hi Jacqueline, Ashley, (and everyone else):

“I wanted to say thank you one more time for the wonderful event you hosted this morning. Buddy, Jamie, Joanne, and I are all very touched and happy to hear the sweet memories that people shared. And the food was awesome, too! I'll always be fond of the Bellwood Library and all the time I spent there growing up; it means so very much to me to know that it's filled with terrific people and tons of wonderful memories of my mom. All the best to you both and please pass along this email to everyone else”.

Cheryl's position has not been filled to date. As a result, the library has become extremely short staffed. Also not filled are the part-time adult reference position and either one full-time youth services librarian or two-part time youth reference librarians. The shortage in staff has caused us to close departments, reduce outreach to the public, and not have qualified staffing at all times the library is open for library business.

Effective December 1, 2016, any employee working more than 40 hours per week, by law, must be paid at time-and-a-half rate with the exception of the Jacqueline Spratt, Library Director.

Staff anniversaries: the month of April, Kelvin Johnson; the month of June, Sophia Brown, Ashley Matthews, Kristin Schultz, and Carmen Thurman, the month of July; Sirvontinent Dixon and Naomi Taylor, and finally during the month of August Charity Dubose, Twana Jenkins, Rosemary Jordan, and Arthur Williams.

C. Building and Grounds Committee: Mr. Elliott reported that as a result of storms, the library experienced several power surges that triggered damaged to our camera and DVR. Both have been repaired.

New tables and chairs have been purchased for the large meeting room. Thus far, the Chamber of Commerce as well as other organizations are pleased with the appearance and ambiance caused by this change.

Magnus and Anderson along with TruGreen lawn service are assisting to improve our lawns which were in appalling condition. We anticipate that it will take a few seasons before the lawn is totally rejuvenated.

D. Public Relations and Legislative Committee: Mrs. Smith reported that Mayor Pasquale, Village of Bellwood and Marty Walker, Director of Public Works provided our library the use of their purple bunting to cover the front entrance of the library in recognition of the passing of Cheryl Cavalier. They also volunteered to hang the bunting as well. We truly appreciate the time and effort they expended in behalf of Bellwood Public Library. Thank you again for your kind assistance.

Legal Alert- the U.S. Department of Labor has updated its regulations effective December 1, 2016. Jacqueline Spratt, Library Director will plan to attend a workshop to clarify how this change will impact library staff.

The library, for the first time, was not able to participate in the Village of Bellwood “Family Day”, due to lack of staff. It was not feasible to cover both the library and the family day simultaneously.

E. Planning and Development Committee: Pastor Horton reported that the storage building will be re-organized and cleaned out as have been done for the past couple of years.

F. RAILS Committee: Mrs. Smith reported that all Library Trustees are invited to participate in the Trustee Academy. The Academy are online courses offered by United for Libraries. The courses include: Trustee Competencies, Trustee Basics, Part I, Trustee Basics, Part II, Working Effectively with Your Library Director, The Library’s Budget, Advocating for Your Library, Evaluating the Library director and Working Effectively with Your Trustees.

Please type in the link below if you are interested in taking the courses.

http://www.ala.org/AUTH/Shibboleth.sso/Login?target=http://www.ala.org/united/trustees/trustee_academy/rails

RAILS members are in the process of updating the core standards for libraries in order to be a member of RAILS. One of the concerns being discussed is teaching new trustees. According to RAILS, “their staff receive calls and emails weekly, if not daily, asking for assistance with helping trustees understand all of the aspects of being a trustee. Libraries will be given time to meet the standards.”

A motion was made by Ms. Carr, seconded by Pastor Horton to approve the Consent Agenda. A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 3: Ms. Clements, Ms. Greene, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Ms. Carr, seconded by Mr. Elliott to approve the Prevailing Wages Policy, Security Camera Policy, and the Non-Resident Policy.

A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 3: Ms. Clements, Ms. Greene, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Ms. Carr to amend the February 10, 2016 board meeting minutes to include Jacqueline Spratt's, Library Director, comments concerning hiring library staff, and Ms. Greene's response..

A roll call vote was taken

AYES: 2: Ms. Carr, Mr. Elliott

NAYS: 1: Mrs. Smith

ABSTAIN: 1: Pastor Horton

ABSENT: 3: Ms. Clements, Ms. Greene, Ms. Tharpe

The motion failed.

A motion was made by Mrs. Smith, seconded by Ms. Carr that the Board convenes into Closed Session under Section (C) (1) of the Open Meetings Act for the discussion of appointments, employment, compensation, discipline performance or dismissal of personnel at 7:30 p.m.

A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 3: Ms. Clements, Ms. Greene, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Pastor Horton, seconded by Ms. Carr to reconvene to the regular session at 8:24 pm.

A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 3: Ms. Clements, Ms. Greene, Ms. Tharpe

The motion was carried by unanimous vote.

Communications: None

Unfinished Business: A motion was made by Mrs. Smith, seconded by Ms. Carr to authorize Jacqueline Spratt, Library Director, to fill current staff vacancies, as well as future positions, as long as the Board is notified of the open positions by email and/or during board meetings. No further action is required by the Library Director (current and future) other than to notify the Board of vacancies and proceed with the posting, interviewing, and hiring without further

approval from the Board. The current positions open include: a part-time Adult Services Reference Librarian, a full-time Technical Services Associate, a part-time Technical Services Assistant, and one full-time Youth Services Librarian or two part-time Youth Services Librarians.

Unfinished Business: A motion was made by Mr. Elliott, seconded by Pastor Horton to move forward with the remodeling of the bathrooms, tuck-pointing of the main library building and the storage building, and repairing the cracked sidewalk and concrete damage surrounding the main library building and parking lot. The Board authorized Jacqueline Spratt, Library Director, to choose a contractor, sign the contract, and move forward with having the work completed.

A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 3: Ms. Clements, Ms. Greene, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Mr. Elliott, seconded by Pastor Horton to move forward with the remodeling of the bathrooms, tuck-pointing the main library building and the storage building, and repairing the sidewalk.

A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 3: Ms. Clements, Ms. Greene, Ms. Tharpe

The motion was carried by unanimous vote.

New Business: Mr. Elliott stated that a patron had brought it to his attention that there was an issue with the library parking lots being used for residential parking and/or non-library business.

The board discussed this issue and agree to have sign posted in the parking stating that the parking spaces are only for the use of library patrons and staff.

Announcements: None

Adjournment: A motion was made by Mrs. Smith to adjourn the meeting at 8:35 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant

Bellwood Public Library

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Board Meeting Minutes June 1, 2016

The Special monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:05 pm by Ms. Clements, President, in the Large Meeting Room.

Present:

Ms. Carr
Ms. Clements
Mr. Elliott
Ms. Greene

Absent: Pastor Horton, Mrs. Smith, Ms. Tharpe

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Business Manager/Administrative Assistant, and 10 members of the public

A motion was made by Ms. Greene, seconded by Ms. Carr that the Board convenes into Closed Session under Section (C) (11) of the Open Meetings Act for the discussion and/or consideration of pending litigation and or actions that is probable or imminent at 6:06 p.m.

A roll call vote was taken.

AYES: 4: Ms. Carr, Ms. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 3: Pastor Horton, Mrs. Smith, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Ms. Carr, seconded by Ms. Greene to reconvenes to regular session at 6:56 pm.

A roll call vote was taken.

AYES: 4: Ms. Carr, Ms. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 3: Pastor Horton, Mrs. Smith, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Ms. Greene, seconded by Ms. Carr to hire the Stuttley Group, LLC as the library board's attorney.

A roll call vote was taken.

AYES: 4: Ms. Carr, Ms. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 3: Pastor Horton, Mrs. Smith, Ms. Tharpe

The motion was carried by unanimous vote.

Adjournment: A motion was made by Ms. Clements to adjourn the meeting at 6:58 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant

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Board Meeting Minutes June 1, 2016

The Special monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:05 pm by Ms. Clements, President, in the Large Meeting Room.

Present:

Ms. Carr
Ms. Clements
Mr. Elliott
Ms. Greene

Absent: Pastor Horton, Mrs. Smith, Ms. Tharpe

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Business Manager/Administrative Assistant, and 10 members of the public

A motion was made by Ms. Greene, seconded by Ms. Carr that the Board convenes into Closed Session under Section (C) (11) of the Open Meetings Act for the discussion and/or consideration of pending litigation and or actions that is probable or imminent at 6:06 p.m.

A roll call vote was taken.

AYES: 4: Ms. Carr, Ms. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 3: Pastor Horton, Mrs. Smith, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Ms. Carr, seconded by Ms. Greene to reconvenes to regular session at 6:56 pm.

A roll call vote was taken.

AYES: 4: Ms. Carr, Ms. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 3: Pastor Horton, Mrs. Smith, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Ms. Greene, seconded by Ms. Carr to hire the Stuttley Group, LLC as the library board's attorney.

A roll call vote was taken.

AYES: 4: Ms. Carr, Ms. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 3: Pastor Horton, Mrs. Smith, Ms. Tharpe

The motion was carried by unanimous vote.

Adjournment: A motion was made by Ms. Clements to adjourn the meeting at 6:58 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant

Bellwood Public Library

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Board Meeting Minutes May 11, 2016

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:00 pm by Ms. Clements, President, in the Large Meeting Room.

Present:

Ms. Carr
Ms. Clements
Mr. Elliott
Ms. Greene
Mrs. Smith

Absent: Pastor Horton, Ms. Tharpe

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Business Manager/Administrative Assistant, and 16 members of the public.

The board observed a moment of silence for Cheryl Cavalier, of Technical Services, who passed away on May 10, 2016.

Public Comment: Wanda Gipson explained the background and purpose of the Friends of Bellwood Library to the board and the public. Ms. Gipson announced that the Friends are having a membership drive. Library board members and the community were invited to join the organization.

Deborah Giles was concerned about individual members acting and making decisions for the entire board. Ms. Giles also wants clarification about why the board was speaking with a consultant about remodeling of bathrooms and completing the tuck-pointing for the library instead of going out for bids from companies that specialize in these perspective fields.

Jacqueline Spratt read the board meeting minutes from April 13, 2016 aloud to check for any errors and/or corrections that needed to be made before the board approved them.

Pastor Horton arrived at 6:26 pm.

Finance Committee Report:

A. Reports of Bills #749, # 749-A, #749-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#749 (Bill List) in the amount of	\$ 45,908.17
#749-A (Payroll) in the amount of	\$ 53,526.84
#749-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 99,435.01

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

A motion was made by Pastor Horton, seconded by Ms. Carr to accept the Finance Committee Report as read.

A roll call vote was taken.

AYES: 6: Ms. Carr, Ms. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

Other Committee Reports:

B. Administrative Committee Reports: Ms. Greene reported that Jill Eisele of the Youth Services Department has resigned to accept a full-time position. The new position is closer to her home and has a better “benefits package” then currently offered at Bellwood Library. The position has been posted.

In accordance with the Freedom of Information Act (FOIA) the Better Government Agency (BGA) requested an electronic copy of the annual payroll records. We responded to their request in a timely manner.

Cheryl Cavalier, a longtime employee of Bellwood Library, unexpectedly passed away yesterday, May 10, 2016 in the evening. Details about the funeral arrangements will be posted upon receipt from family. Cheryl began working for the library April 18, 1985 in the Technical Services Department. Cheryl was always quiet and an excellent employee. Cheryl had been ill on and off for the last few years. The exact cause of death is unknown.

C. Building and Grounds Committee: Mr. Elliott reported that the library had a power surge on Saturday, May 7, 2016. This caused damaged to our DVR and some of our cameras. Both have been repaired and are now in a good working order.

Bellwood Public Library received a Freedom of Information Request from the Illinois Department of Labor (IDOL) regarding the Prevailing Wage Survey. IDOL has the responsibility to “investigate and ascertain the prevailing rate of wages for each county in the State” (820 ICS 139/9) and our library were contacted as part of their effort to identify contractors and workers

engaged in public works. We have responded to their request. This act regulates wages of laborers, mechanics and other workmen employed in any public works by the state, county, city or any public body.

Young Beautiful and Proud will have their annual fund raiser on June 25, 2016 in the west parking lot.

The library rented a small U-Haul in order to pick up two leather sofas from Winnetka Public Library. The blue sofa's which match the carpet have been placed in the Youth Services Department. Jacqueline Spratt, Library Director along with Kelvin Johnson and a volunteer picked the sofas up from the Winnetka Public Library.

D. Public Relations and Legislative Committee: Mrs. Smith reported the Illinois House approved legislation (House Bill 696) that would impose Tax Caps on every non-home rule unit of local government and every school district in Illinois. The bill also permanently sets the Tax Cap at 0% above the previous year's levy. Unless approved by a prior voter referendum, this legislation would impose a permanent property tax freeze on every single school district and non-home rule local government.

ILA strongly opposes this legislation and urges all ILA members and library supporters to immediately contact their local State Senators and tell them to **OPPOSE** House Bill 696. This legislation takes away all local control for local library boards to manage their own local property tax levy.

Jacqueline Spratt, Library Director attended the Chamber of Commerce breakfast on Thursday, April 28, 2016 from 7:30 am until 9:00 am. Eileen Vesey of the CFL Workers Assistance Committee was the presenter. She explained their apprenticeship program and how businesses can benefit from their agency.

E. Planning and Development Committee: Pastor Horton reported that Jacqueline Spratt, Library Director completed the Edge Assessment. The Edge is tool used by libraries and local governments in achieving community goals. This is a professional tool that was developed to support lifelong learning. Each participant is requested to complete the assessment, and then work towards implementing the recommendations. In conjunction with this program, Jacqueline Spratt, Library Director attended an on-line webinar, "Strengthening Your Library" on Thursday, April 28, 2016.

F. RAILS Committee: Ms. Clements reported that according to RAILS: All Illinois Library Directors and Library Trustees can now use the RAILS Freedom of Information hotline to receive free assistance with basic questions from an Ancel Glink attorney.

A motion was made by Mrs. Smith, seconded by Ms. Greene to approve the Consent Agenda. A roll call vote was taken.

AYES: 6: Ms. Carr, Ms. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith
NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

The board reviewed and discussed the tuck-pointing proposals from C J Rose & Sons, Inc., Lovitt & Sons, Inc., and Midland Masonry Inc.

Mr. Elliott stepped out of the meeting at 7:12 pm.

Mr. Elliott returned to the meeting at 7:14 pm

A motion was made by Mrs. Smith, seconded by Ms. Greene to have C J Rose & sons, Inc., Lovitt & Sons, Inc., and Midland Masonry Inc. give a presentation of their proposals to the board.

A roll call vote was taken

AYES: 6: Ms. Carr, Ms. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Mr. Elliott to approve Bulletin Board Posting Policy, Conduct Policy, Confidentiality and Privacy Policy.

A roll call vote was taken.

AYES: 5: Ms. Carr, Ms. Clements, Mr. Elliott, Ms. Greene, Mrs. Smith

NAYS: 0

ABSTAINED: 1: Pastor Horton

ABSENT: 1: Ms. Tharpe

The motion was carried by majority vote.

The board discussed the Prevailing Wages Policy and Security Camera Policy.

The board tabled the motion to amend the February 10, 2016 board meeting minutes until the board reviewed the original and amended versions of this meeting.

A motion was made by Ms. Greene, seconded by Mrs. Smith to clarify the November 18, 2016 board meeting minutes to include a statement reflecting that the 2016 fiscal budget was passed and the budget did not include a two percent pay raise for the library staff.

A roll call vote was taken

AYES: 6: Ms. Carr, Ms. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Ms. Greene, seconded by Ms. Carr that the Board convenes into Closed

Session under Section (C) (1) of the Open Meetings Act for the discussion of appointments, employment, compensation, discipline performance or dismissal of personnel at 7:33 p.m.
A roll call vote was taken.

AYES: 6: Ms. Carr, Ms. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Ms. Greene, seconded by Ms. Carr to reconvene to the regular session at 8:35 pm.

A roll call vote was taken.

AYES: 6: Ms. Carr, Ms. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

Communications: None

Unfinished Business: None

New Business: None

Announcements: None

Adjournment: A motion was made by Ms. Clements to adjourn the meeting at 8:45 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant

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Board Meeting Minutes April 13, 2016

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:05 pm by Ms. Clements, President, in the Large Meeting Room.

Present:

Ms. Carr
Ms. Clements
Mr. Elliott
Ms. Greene
Mrs. Smith

Absent: Pastor Horton, Ms. Tharpe

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Business Manager/Administrative Assistant, and 15 members of the public

Public Comment: Wanda Gipson thanked the board for responding to some of her questions she had during the February 25, 2016 board meeting. Ms. Gipson also re-submitted her public comments that have not been answered from the March 19, 2016 meeting in writing and gave a copy to each of the board members. Ms. Gipson's public comment included concerns and questions about when the library by-laws will be updated, when was the 2016 library budget was passed, who were the new majority library board of trustees are, what information did the trustee obtain from the Illinois Library Association (ILA) Trustee Workshop in February 2016, the board's reviewing process of board meeting minutes during the monthly meetings, the legality of the approved motion that was discussed in closed session in the March 9, 2016 board meeting, and the process of the public making a public comments during the meeting.

Ms. Clements stated that the board will take Ms. Gipson's comments into consideration. Ms. Clements also added that Ms. Gipson's questions will be forwarded to the proper source, so that they can answer her questions.

Deborah Giles wanted to know about the status of the library by-laws as well, and why has this process been prolonged. Ms. Giles asked about legality of the repeated wording of the closed session agenda item that appears on every board meeting agenda. Also, Ms. Giles wanted to know the reasoning behind the board's decision to accept CNA Insurance Company's insurance coverage for the library, and she requested a copy of the insurance policy.

In addition, Ms. Giles stated that the board is a public body that is subject to questions and answers from the public regarding the matters pertaining to the library, and asked whether the board was in accordance with the law to have only one board member respond to all of the questions and concerns that arise throughout the public comment portion of the board meeting. Ms. Giles also added that the board should act as a whole and follow the rules of the Open Meetings Act.

Ms. Clements stated again that the questions and concerns will be taken under consideration and forwarded to the proper person.

Ms. Greene stated that the fifteen minute time limit for public comments have passed.

Myron Adams, of D.K. Environmental Systems, Inc., discussed the condition for the bathrooms and tuck pointing that needed to be done around the library building with the board. Mr. Adams also gave his advice and recommended various option to remodel the bathrooms, as well as tuck point the building.

Finance Committee Report:

A. Reports of Bills #748, # 748-A, #748-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#748 (Bill List) in the amount of	\$ 64,708.65
#748-A (Payroll) in the amount of	\$ 53,582.46
#748-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 118,291.11

1. Transfer of Funds: None

2. Reinvestments: None

A motion was made by Ms. Greene, seconded by Ms. Carr to accept the Finance Committee Report as read.

A roll call vote was taken.

AYES: 5: Ms. Carr, Ms. Clements, Mr. Elliott, Ms. Greene, Mrs. Smith

NAYS: 0

ABSENT: 2: Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

Other Committee Reports:

B. Administrative Committee Reports: Ms. Greene reported that Dorothy Reed of the Circulation Department celebrated five years with the Bellwood Public Library.

C. Building and Grounds Committee: Mr. Elliott reported that Mary Clements and Billy

Elliott met with D.K. Environmental Systems, Inc. to discuss the remodeling of the rest rooms and the tuck pointing of the buildings.

D. Public Relations and Legislative Committee: Mrs. Smith reported that Linda Dupree completed the Illinois Annual Library Certification. All system member libraries were required to complete the survey and certification process in order to maintain membership in the system and eligibility for State Library grants. The deadline was March 31, 2016.

According to ILS:

Secretary of State Jesse White Hosts Second National Forum: “Targeting Autism”

Illinois Secretary of State and State Librarian Jesse White hosted the second national “Targeting Autism” forum at the State Library in Springfield. The “Targeting Autism” program, launched last year by Secretary White and The Autism Program (TAP) of Illinois, is an innovative program designed to develop and implement creative ways to address the needs of Illinois residents impacted by Autism Spectrum Disorder (ASD).

E. Planning and Development Committee: Ms. Greene reported that Jacqueline Spratt, Library Director has been informed that, “Effective June 15th of this year, the national credit reporting agencies will place new, significant restrictions on accounts eligible for submittal. The new rules will no longer allow the reporting of fines, tickets, and other assessments. After communications with the consumer reporting agencies, they have clarified with Unique Management Services that all library debt is encompassed in this exclusion.”

It is time to complete our annual 2016 Statement of Economic Interests (SEI) as per the Illinois Governmental Ethics Act. The deadline to file the 2015 SEI is May 1, 2016. If you need assistance you may call 312-603-1121. All Board Members and Departments Heads are required to complete this form.

Please go to: [http:// www.cookcountyclerk.com/ethics/econinterest](http://www.cookcountyclerk.com/ethics/econinterest)

F. RAILS Committee: Ms. Clements reported that **Trustee Workshops: “Running More Successful Board Meetings” April 16 or April 30, 2016**

According to RAILS, “Nancy Sylvester, author and certified professional parliamentarian, will help board members understand their important roles and responsibilities. Topics will include agenda building, board governing documents, fiduciary duty, and the board/staff relationship. Two identical workshops will be held:

Moline Public Library Saturday, April 16, 9:30 am. To 12:30 pm

Peoria Heights Public Library, Saturday, April 30, 9:30- 12:30 pm

Jacqueline Spratt read the board meeting minutes from March 9, 2016 aloud to check for any errors and/or correction that needed to be made before the board approved them.

Ms. Greene stepped out of the room at 7:11 p.m.

Ms. Greene returned at 7:15 p.m.

A motion was made by Ms. Greene, seconded by Mrs. Smith to approve the Consent Agenda

items with the grammatical errors corrections to the March 9, 2016 board meeting minutes.
A roll call vote was taken.

AYES: 5: Ms. Carr, Ms. Clements, Mr. Elliott, Ms. Greene, Mrs. Smith

NAYS: 0

ABSENT: 2: Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Mr. Elliott to approve the Local Social Media Policy, Hotspot Lending Policy, and Internet Policy.

A roll call vote was taken.

AYES: 5: Ms. Carr, Ms. Clements, Mr. Elliott, Ms. Greene, Mrs. Smith

NAYS: 0

ABSENT: 2: Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

The board discussed the Bulletin Board Posting Policy, Conduct Policy, Confidentiality and Privacy policy.

The board tabled the motion to amend the February 10, 2016 board meeting minutes to include Jacqueline Spratt's, Library Director, comments concerning the hiring process.

A motion was made by Ms. Greene, seconded by Mr. Elliott that the Board to not convene into Closed Session.

A roll call vote was taken.

AYES: 5: Ms. Carr, Ms. Clements, Mr. Elliott, Ms. Greene, Mrs. Smith

NAYS: 0

ABSENT: 2: Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

Communications: None

Unfinished Business: None

New Business: None

Announcements: None

Adjournment: A motion was made by Ms. Clements to adjourn the meeting at 7:35 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant

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Board Meeting Minutes March 9, 2016

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:03 pm by Mrs. Clements, President, in the Large Meeting Room.

Present:

Ms. Carr
Mrs. Clements
Mr. Elliott
Ms. Greene
Pastor Horton
Mrs. Smith

Absent: Ms. Tharpe

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Business Manager/Administrative Assistant, and 16 members of the public

Public Comment: Wanda Gibson submitted her public comment in writing and gave a copy to all of the board members. Mrs. Gibson's public comment included concerns and questions about their usage of library funds, their accountability to the residents of Bellwood, the status of the updated by-laws, the board's reviewing process of board meeting minutes, Chuck Baxter's relationship with the Bellwood Public Library, and the library's insurance policy.

Mrs. Clements stated that the insurance policy is pending on the presentation by CNA Insurance Company, and it will be discussed on in closed session. In addition, Mrs. Clements stated that the process of updating the by-laws is pending. Mrs. Clement told Mrs. Gibson that all of her questions and concerns will be responded to in writing, and added that the public comment portion of the meeting was not a question and answer session.

Deborah Giles also wanted to know about the status of the library insurance policy. Ms. Giles encouraged the board to pick an insurance policy that gave the library the most coverage for the lowest price.

Mrs. Clement interjected by stating that CNA will present their proposal to the board about the insurance they can offer to the library. Also, Mrs. Clements said that the public comment portion of the meeting was not a question and answer session because it will prolong the meeting. In

addition Mrs. Clements stated that the public comments are limited to fifteen minutes.

Ms. Giles request to finish her public comment because this was the only time during the meeting the public is permitted to voice their concerns to the board, and the board should not attempt to prevent the public from making public comments.

Ms. Giles continued her public comment, and asked the board if they had any other affiliation with CNA Insurance Company.

Greg Stanton was concerned about the lack of response the board gives the public in this meeting and past meetings during public comments, and how majority of the decisions made by the board are done in closed sessions. Mr. Stanton asked the board to explain the proper process of the public comment portion of the meeting, so that the public can voice their concerns and be more involved.

Jim Parrilli, of CNA Insurance Company, presented his proposal to the board in the amount of \$14, 318.

Finance Committee Report:

A. Reports of Bills #747, # 747-A, #747-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#747 (Bill List) in the amount of	\$ 42,346.67
#747-A (Payroll) in the amount of	\$ 53,596.54
#747-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 95,943.21

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

A motion was made by Ms. Greene, seconded by Pastor Horton to accept the Finance Committee Report as read.

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

Other Committee Reports:

B. Administrative Committee Reports: Ms. Greene reported the library had the first in a series of training on cross-training staff to work in other departments. The training is held in the library prior to the library being open to the public.

C. Building and Grounds Committee: Mr. Elliott reported that the exterior of the library wall has voids, cracks, crumbling mortar, or uneven areas of mortar. Therefore, it is necessary to go out for bids to have the building properly repaired. If we don't tuck-point our building walls when it needs it, the masonry wall will deteriorate to the point that the only fix is to tear it down and relay it. We also, should have them look at the condition of the chimney as well. The library should hire a qualified masonry contractor who can determine the scope of the works that needs to be done and then implement the work. (See the attached photos)

The public restrooms on the main floor of the library is in desperate need of upgrades. The staff regularly receives complaints about the condition of the restroom. (See the attached photos)

In addition, some of the sidewalks have cracks and they too should be repaired. Cracked sidewalks are a safety issue for anyone using the library. It is imperative that the library reflect due diligence when it comes to the safety of the public and staff.

D. Public Relations and Legislative Committee: Mrs. Smith reported that the Illinois Public Library Annual Report (IPLAR) has been completed and submitted. All public libraries were required to complete the report by March 1, 2016. The report consist of statistical information. According to the State Librarian, "data is collected from approximately 9,000 public libraries and is analyzed to provide library trends."

The by-laws dated February 10, 2010 under Article V-Employees- General reads: The Board of Trustees shall solicit, interview and hire a qualified Library Director, who will hire other employees. The Board will determine salaries and define duties with recommendations from the Library Director. Any employee is subject to removal for just cause at any time by majority vote of the Board of Trustees at any regular meeting or a special meeting for that purpose. If any employee is convicted of a felony, this conviction shall be considered as cause for dismissal.

Jacqueline Spratt, Library Director is recommending that the by-law be amended according to be in accordance with the Illinois Statue 5/4 Number Seven that states:

The Board of Trustees shall appoint and fix the compensation of a qualified librarian, who shall have the authority to hire such other employees as may be necessary, to fix their compensation, and to remove such appointees, subject to the approval of the Board.

E. Planning and Development Committee: Pastor Horton reported that recommendations are being made to repair the exterior of the library building and to up-grade the public restrooms.

The Library Board and Staff would like to thank "The Friends of Bellwood Library" for the lunch served on Wednesday, February 17, 2016.

F. RAILS Committee: Ms. Greene reported that Melissa Gardner, Assistant Director for Public Services at Palatine Library, and former Broadview Public Library Director has been nominated for President –Elect of the Illinois Library Association (ILA). According to RAILS, "as a member of ILA Executive Board, the President will lead and help adopt, implement, and enforce

all policies and budgets for the association and coordinate all activities of the association”.

A motion was made by Mrs. Smith, seconded by Ms. Carr to approve the Consent Agenda items as presented.

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

The board discussed the local record retention policy, collection policy, and volunteer policy.

Jacqueline Spratt stepped out of the meeting at 6:49 p.m. to retrieve the American Library Association (ALA) Bill of Rights, ALA Freedom to Read, and ALA Freedom to View Statements that needed to be attached to the collection policy.

Mrs. Spratt returned at 6:57 p.m.

A motion was made by Mrs. Smith, seconded by Ms. Carr to approve the Local Retention Policy, Collection Policy, and Volunteer Policy.

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

The board will further review and discuss the Collection Policy pending the attachment of American Library Association (ALA) Bill of Rights, ALA Freedom to Read, and ALA Freedom to View Statements.

The board will review the Social Media Policy, Hotspot Lending Policy, and Internet Use Policy to vote on them at the next board meeting on April 13, 2016.

The board further discussed tuck-pointing the building, repairing the cracked sidewalks, and remodeling all of the bathroom in the library from the committee reports.

A motion was made by Ms. Greene, seconded by Mrs. Smith to approve Mr. Elliott with the Building and Grounds Committee and Mrs. Spratt to start obtaining bids to do the tuck-pointing of the building, repair the cracked sidewalks, and remodel all of the bathrooms in the library.

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Mrs. Greene, seconded by Mr. Elliott that the Board convenes into Closed Session under Section (C) (1) of the Open Meetings Act for the discussion of appointments, employment, compensation, discipline performance or dismissal of personnel at 7:13 p.m.

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Pastor Horton, seconded by Ms. Carr to reconvenes to regular session at 8:00 pm.

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Ms. Greene to approve the Collection Policy with the attachments of the American Library Association (ALA) Bill of Rights, ALA Freedom to Read, and ALA Freedom to View Statements.

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Ms. Carr to accept CNA Insurance Company's insurance coverage for the library.(Jacqueline Spratt, Library Director recommended at the January meeting to change insurance to Utica National.)

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Mr. Elliott, Ms. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

Communications: None

Unfinished Business: None

New Business: None

Announcements: None

Adjournment: A motion was made by Mrs. Clements to adjourn the meeting at 8:04 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant

Bellwood Public Library

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Board Meeting Minutes February 10, 2016

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:04 pm by Mrs. Clements, President, in the Large Meeting Room.

Present:

Ms. Carr
Mrs. Clements
Mr. Elliott
Ms. Greene
Mrs. Smith

Absent: Pastor Horton and Ms. Tharpe

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Business Manager/Administrative Assistant, and 16 people in the audience

Public Comment: Deborah Giles asked the board about their travel and meeting expenses that the library covers. Also, Ms. Giles asked why the board has not allowed a part-time reference librarian to be hired.

Gloria Ward was concerned about how the library is short staffed, and wanted to know if there were plans on hiring another Reference Librarian to help fill-in the gap.

Wanda Gibson asked about the board meeting minutes and the library budget being posted to the website. Mrs. Gibson also asked about the process of developing and passing the library fiscal budget.

Thelma Matthews wanted clarification about how the board tables motions and when those topics can be brought back to the board for discussion.

Ms. Greene stated that responses to everyone's question will be submitted to them in writing.

Alan Devey of Cook & Kocher Insurance Group, Inc. presented his proposal to the board to offer the same coverage that the library already has with the Hartford for a lower price of \$10, 692. The Hartford is currently offering to renew insurance coverage for \$22, 292. The board will decide which company they would like to be insured by after CNA gives their presentation to

lower the price of the library's current coverage to \$14, 318 at the next board meeting on March 9, 2016.

Finance Committee Report:

A. Reports of Bills #746, # 746-A, #746-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#746 (Bill List) in the amount of	\$ 35,147.60
#746-A (Payroll) in the amount of	\$ 53,565.53
#746-B (Checking) in the amount of	\$ 0.00

TOTAL:	\$ 88,713.13
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- 1. Transfer of Funds:** \$100,000
- 2. Reinvestments:** None

A motion was made by Mrs. Smith, seconded by Ms. Greene to accept the Finance Committee Report as read.

A roll call vote was taken.

AYES: 5: Ms. Carr, Mrs. Clements, Ms. Greene, Mr. Elliott, Mrs. Smith

NAYS: 0

ABSENT: 2: Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

Other Committee Reports:

B. Administrative Committee Reports: Ms. Greene reported that Tony Brown, Information Technician, celebrated five years of employment with Bellwood Library on January 5, 2016.

C. Building and Grounds Committee: Mr. Elliott reported that Anderson Elevator inspected the elevator and Tyco inspected our sprinkler system on January 20, 2016, both were found in satisfactory condition.

The lighting fixtures were repaired in the storage building. Prior to the repair, the storage building had no lighting which made it dangerous when the staff had to enter the building and difficult to locate items that had been placed there for storage.

D. Public Relations and Legislative Committee: Mrs. Smith reported that Andre Harvey, Director of Public Safety and Fire from the Village of Bellwood, allowed three of his employees to attend the staff meeting on Friday, January 22, 2016. Kevin Davis, Commander, along with Detectives J. Setlak and Warren Hernandez trained the staff on safety issues.

Jacqueline Spratt, Library Director, attended the Chamber of Commerce Meeting on Tuesday, January 12, 2016 and met with Debra Vines of the "Answer Inc." on January 27, 2016. Mrs.

Vines is considering forming a partnership with the library if she applies for a grant in the near future.

Jacqueline Spratt, Library Director, received a Freedom of Information Request on January 14, 2016 and it was responded to on January 21, 2016.

The “Friends of Bellwood Library” will sponsor their “Annual Lunch” on Wednesday, February 17, 2016 all staff and board members are invited. It will held between the hours of noon and 3:00 pm.

E. Planning and Development Committee: Mrs. Smith reported that the Per Capita Grant was submitted on Friday, January 15, 2016. If we receive the grant, we plan to purchase new tables, chairs, storage cabinets, a podium stand and professional sound system for our meeting rooms.

As requested by a patron at the last meeting, a suggestion box has been placed on the main floor near the copier. Both staff and patrons may submit their concerns.

F. RAILS Committee: Mrs. Clements reported that RAILS serves more than 1,300 public, academic, special, and school library members, which represent over 3500 libraries within a 27,000 square mile area.

All full-member RAILS libraries are required to participate in the sharing of their library materials and must comply with the ILLINET Interlibrary Loan Code and RAILS Resource Sharing Policy. In addition, public libraries must provide reciprocal borrowing to patrons of other member public libraries, and to report whether nonresident cards are offered.

A motion was made by Mrs. Smith, seconded by Ms. Carr to approve the Consent Agenda items as presented.

A roll call vote was taken.

AYES: 5: Ms. Carr, Mrs. Clements, Ms. Greene, Mr. Elliott, Mrs. Smith

NAYS: 0

ABSENT: 2: Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

The board will review the local record retention policy, collection policy, and volunteer policy, and agreed to vote on these policies at the next board meeting.

A motion was made by Ms. Greene, seconded by Ms. Carr that the Board convenes into Closed Session under Section (C) (1) of the Open Meetings Act for the discussion of appointments, employment, compensation, discipline performance or dismissal of personnel at 6:57 p.m.

A roll call vote was taken.

AYES: 5: Ms. Carr, Mrs. Clements, Ms. Greene, Mr. Elliott, Mrs. Smith

NAYS: 0

ABSENT: 2: Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Ms. Carr to reconvenes to regular session at 7:36 p.m.

A roll call vote was taken.

AYES: 5: Ms. Carr, Mrs. Clements, Ms. Greene, Mr. Elliott, Mrs. Smith

NAYS: 0

ABSENT: 2: Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

Communications: The board was invited to the Proviso Municipal League's quarterly dinner on February 17, 2016.

The mayor of Hillside, Joseph Tamburino, invited the board to their annual cocktail party fundraiser on February 24, 2016.

Unfinished Business: None

New Business: None

Announcements: None

Adjournment: A motion was made by Mrs. Clements to adjourn the meeting at 7:43 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant

Bellwood Public Library

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Board Meeting Minutes February 25, 2016

The special meeting of the Board of Trustees of the Bellwood Public Library was called to order at 11:28 pm by Mrs. Clements, President, in the Large Meeting Room.

Present:

Ms. Carr
Mrs. Clements
Mr. Elliott
Ms. Greene
Mrs. Smith

Absent: Pastor Horton and Ms. Tharpe

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Ashley Matthews, Business Manager/Administrative Assistant, and 34 people in the audience

Public Comment: Wanda Gibson submitted her public comment in writing and gave a copy to all of the board members. Mrs. Gibson's public comment included questions and concerns about the rise in the budget amounts for meetings and transportation, the board's reimbursements for travel expenses, the number of board members attending conferences, the outdated library by-laws, and the insurance policy for the library.

Pastor Horton arrived at 11:29 a.m.

Linda Dupree was concerned about the increase of the board's expenditures for the conferences and meetings they attend. On behalf of herself and the library staff, Mrs. Dupree wanted to know why the library staff did not receive raises for the 2016 fiscal year.

Tai Lauren was troubled by the progress of the Bellwood Public Library compared to surrounding neighborhoods, and she asked the board not let the library end up like the other neighborhoods that allowed their communities to decline.

Deborah Giles asked why all of the guest that attended the board meeting did not sign in. Mrs. Giles also wanted to know about the status of the library insurance policy and the vacant part-time Reference Librarian position.

The members of the community that attended the meeting wanted to know when the board will respond to the public comments that were made in this meeting and previous meetings.

Ms. Greene stated that the questions will be answer at the next board meeting on March 9th, 2016 or a future date. Mrs. Clements added that the public comment portion of the meeting is for the community to make comments, and it is not a question and answer session.

Pastor Horton stated he had taken off work and rearranged his schedule to attend this special meeting because he was under the impression that it was an important meeting. Pastor Horton was not clear as to who call the meeting or the purpose of this meeting. Also, he stated that the board should let the community express their concerns, but it should be done in an orderly and respectful fashion.

Mrs. Smith wanted to know what was the purpose of the special meeting and why was it scheduled at 11:30 a.m. Mrs. Smith also asked Ms. Greene if she took off work for to attend the meeting. Ms. Greene stated that what she does with her time has nothing to do with the library and Mrs. Smith was out of order to ask her about her personal time because it was none of her business. Ms. Greene later stated that she is on her lunch break.

A motion was made by Ms. Greene, seconded by Mr. Elliott that the Board convenes into Closed Session under Section (C) (1) of the Open Meetings Act for the discussion of appointments, employment, compensation, discipline performance or dismissal of personnel at 11:46 a.m. A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Ms. Greene, Mr. Elliott, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Ms. Carr to reconvenes to regular session at 1:15 p.m.

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Ms. Greene, Mr. Elliott, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Ms. Carr, seconded by Mr. Elliott to approve the action as discussed in closed session.

A roll call vote was taken.

AYES: 5: Ms. Carr, Mrs. Clements, Mr. Elliott, Pastor Horton, Mrs. Smith

NAYS: 1: Ms. Greene

ABSENT: 1: Ms. Tharpe

The motion was carried by majority vote.

Adjournment: A motion was made by Mrs. Clements to adjourn the meeting at 1:17 p.m. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant

Bellwood Public Library

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Board Meeting Minutes January 14, 2016

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 5:07 pm by Mrs. Smith, President, in the Small Meeting Room.

Present:

Ms. Carr
Mrs. Clements
Mr. Elliott
Ms. Greene
Pastor Horton
Mrs. Smith

Absent: Ms. Tharpe

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, and Ashley Matthews, Business Manager/Administrative Assistant, Kristin Schultz, Adult Services Librarian, Sophia Brown, Youth Services Manager, Linda Dupree, Circulation Manager

Finance Committee Report:

A. Reports of Bills #745, # 745-A, #745-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#744 (Bill List) in the amount of	\$ 54,805.31
#744-A (Payroll) in the amount of	\$ 79,324.76
#744-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 134,130.07

- 1. Transfer of Funds:** \$100,000
- 2. Reinvestments:** None

A motion was made by Ms. Greene, seconded by Mrs. Carr to approve removing signatures of Jimmi Wooten, former Library Director and Christine Randall, former Business Manager, and adding Jacqueline Spratt and Mary Clements to signature on payroll checks.

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Mrs. Greene, Mr. Elliott, Pastor Horton, Mrs. Smith
NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Ms. Greene, seconded by Mrs. Clements to accept the Finance Committee Report as read, except for the payroll report #745-A pending closed session discussion.

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Mrs. Greene, Mr. Elliott, Pastor Horton, Mrs. Smith
NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

Other Committee Reports:

B. Administrative Committee Reports: Ms. Greene reported that during the month of December Jessica Marshall of Circulation Services and Mercedes Smith of Technical Services celebrated their anniversaries at the library. Jessica has been with the library since 1998 and Mercedes since 2013.

C. Building and Grounds Committee: Mrs. Smith reported that Kelvin Johnson, our maintenance man, is in the process of replacing the light covers on the light fixtures. The majority of the fixtures that requires replacement are located in the Youth Services Department.

Our snow removal company, “Magnus and Anderson” did an awesome job of keeping up with the snow and sleet that fell on December 28, 2015. They came back numerous times in order to keep the parking lots clear.

D. Public Relations and Legislative Committee: Pastor Horton reported that Bellwood Library served as a drop-off location for those in the community interested in donating food items for those who are less fortunate. We were able to donate food to the Proviso Township and Victory Outreach. We collected approximately five full boxes of food. No doubt, it will benefit those in need within the community.

State Representative, Chris Welch presented “Utility Bill Clinic” on Thursday, December 10, from 4:30-6:30 p.m. The purpose of the clinic was to assist utility customers with their gas, phone, and electric bills by conducting a FREE one-on-one analysis by experts from the Citizens Utility Board (CUB).

Mayor Pasquale donated CD’s, movies, and record albums to the library.

Please review Chapter 7, “Collection Management and Resource Sharing,” of Serving Our Public 3.0: Standards for Illinois Public Libraries prior to our Board Meeting. A PDF copy has

been included in your packet.

Library Director, Jacqueline Spratt was requested by the Cook County Clerk's Office to submit a list of persons who are required to file a Statement of Economic Interest with their office. The list has been provided. Each Board Member and staff that are required to complete the statement, will receive an email directly from the Clerk's Office. We all should respond as soon as possible. Please see the form included in your packet giving directions on how to complete the form.

E. Planning and Development Committee: Mr. Elliott reported that an all-day staff meeting is being planned for Friday, January 22, 2016, which will require the library to be closed all day. We plan to train staff on how to respond under attacks by an armed person and other issues having to do with safety. We also plan to do training on our new software programs, such as "Work Flows" and "Symphony".

Those planning to attend the PLA conference in Denver, Colorado the dates are Tuesday, April 5 through Saturday, April 9, 2016. ALA conference in Orlando, Florida the dates are Thursday, June 23, 2016 through Tuesday, June 28, 2016. Kristin Schultz, Head of Adult Services, plans to attend PLA and Jacqueline Spratt, Library Director plans to attend both PLA and ALA annual conferences.

The plaques for the "Teen Room" and the "Special Needs Collections" have been mounted on the walls by Mr. Kelvin Johnson.

F. RAILS Committee: Ms. Carr reported that on Friday, February 12, 2016 the Illinois Library Association will sponsor a "legislative meet-up throughout the state". If any Trustee is available to meet and speak with legislators about issues affecting libraries and staff, you are welcome to attend. The closest location to Bellwood will be held in Oakbrook at the Chicago Marriott Oak Brook, 1401 W. 22nd St. Oak Brook, IL 60523. Please advise Ms. Ashley Matthews if you plan to attend.

Library Director, Jacqueline Spratt, attended Reaching Across Illinois Systems quarterly meeting at Burr Ridge on Thursday, December 10, 2015.

A motion was made by Mrs. Smith, seconded by Ms. Greene to approve the Consent Agenda items as presented.

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Mrs. Greene, Mr. Elliott, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

Kristin Schultz, Adult Services Librarian, Sophia Brown, Youth Services Manager, and Linda Dupree, Circulation Manager, gave their annual report to the Board about the status of their perspective department and future plans.

A motion was made by Ms. Greene, seconded by Mrs. Smith that the Board convenes into Closed Session under Section (C) (1) of the Open Meetings Act for the discussion of appointments, employment, compensation, discipline performance or dismissal of personnel at 6:03 p.m.

A roll call vote was taken.

AYES: 6: Ms. Carr, Ms. Clements, Mr. Elliott, Mrs. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made to reconvenes to regular session.

A roll call vote was taken.

AYES: 6: Ms. Carr, Ms. Clements, Mr. Elliott, Mrs. Greene, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

Communications: None

Unfinished Business: None

New Business: None

Announcements: None

Public Comment: Deborah Giles stated that she has submitted another FOIA request to the Bellwood Public Library.

Thelma Matthews asked about the Board's transparency with the library and the community of Bellwood.

Adjournment: A motion was made by Mrs. Clements to adjourn the meeting at 7:20 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Business Manager/ Administrative Assistant



**Bellwood Public Library
Annual Board Meeting Minutes
January 14, 2016**

The Annual Meeting of the Board of Trustees of the Bellwood Public Library was called to order at 5:00 p.m. by President Mrs. Smith in the Large Meeting Room.

Present:

Ms. Carr
Mrs. Clements
Mr. Elliott
Ms. Greene
Mrs. Smith

Absent: Pastor Horton and Ms. Tharpe

Also in attendance: Jacqueline Spratt, Director, Ashley Matthews, Business Manager/Administrative Assistant, Kristin Schultz, Adult Services Librarian, Sophia Brown, Youth Services Manager, Linda Dupree, Circulation Manager

The meeting was turned over to Mrs. Smith to act as secretary.

Election of Officers:

President:

Ms. Greene nominated Mrs. Clements
Seconded by Ms. Carr
All Ayes

Mrs. Clements is the 2016 Library Board President.

Vice President:

Ms. Carr nominated Mrs. Smith
Seconded by Ms. Greene
All Ayes

Mrs. Smith is the 2016 Library Board Vice President.

Secretary:

Mrs. Clements nominated Ms. Greene
Seconded by Ms. Carr

All Ayes

Ms. Greene is the 2016 Library Board Secretary.

Treasurer:

Mr. Elliott nominated Ms. Carr

Seconded by Mrs. Smith

All Ayes

Ms. Carr is the 2016 Library Board Treasurer.

The meeting was turned over to the 2016 officers.

Roll Call:

Ms. Carr

Mrs. Clements

Mr. Elliott

Ms. Greene

Mrs. Smith

Committee Appointments:

Mrs. Clements set the committee appointments for 2016 as follows:

Finance:

Ms. Carr, Chairperson

Mrs. Clements

Administration:

Ms. Greene, Chairperson

Mr. Elliott

Public Relations & Legislative:

Mrs. Smith, Chairperson

Ms. Tharpe

Buildings & Grounds:

Mr. Elliott, Chairperson

Pastor Horton

Ms. Carr

Planning & Development:

Pastor Horton, Chairperson

Ms. Greene

R.A.I.L.S.:

Ms. Tharpe, Chairperson

Mrs. Smith

Pastor Horton arrives at 5:04 p.m.

Designation Banks as Depositories for Library Funds:

A motion was made to keep the depositories of library funds the same as shown on the Treasurer's Report for January.

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Mrs. Greene, Mr. Elliott, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

Set Meeting Night and Time:

The Board discussed changing the board meeting to Tuesday night at 6:00 pm. The decision was put on hold pending the Business Manager's classes.

A motion was made that the regular monthly meeting of the Board of Trustees shall continue to be on the second Wednesday of the month at 6:00 p.m.

A roll call vote was taken.

AYES: 6: Ms. Carr, Mrs. Clements, Mrs. Greene, Mr. Elliott, Pastor Horton, Mrs. Smith

NAYS: 0

ABSENT: 1: Ms. Tharpe

The motion was carried by unanimous vote.

Public Comment: None

Mrs. Clements adjourned the Annual Board Meeting at 5:06 p.m.