

Bellwood Public Library

600 Bohland Avenue
Bellwood, Illinois 60104
(708) 547-7393
Fax (708) 547-9352
www.bellwoodlibrary.org

Board Meeting Minutes December 10, 2014

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

Present:

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

Absent: Miss Archibald, Ms. Tharpe, and Pastor Horton

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, and Ashley Matthews, Administrative Assistant.

Public Comment: None

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

A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,
NAYS: 0

ABSENT: 2: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made by Mr. Greene, seconded by Ms. Carr to amend the budget for 2015 to increase the staff to \$10.50 pay, for those individuals making less than \$10.50 an hour, as discussed in executive session.

A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,
NAYS: 0

ABSENT: 2: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made by Mr. Elliott, seconded by Ms. Carr to approve the amended budget for 2015.
A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,
NAYS: 0
ABSENT: 2: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made by Mrs. Greene, seconded by Ms. Carr to approve a By-law committee to update the Bellwood Library Trustee By-Laws.
A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,
NAYS: 0
ABSENT: 2: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

The By-law committee Mrs. Greene, as Chair of the committee, Mrs. Smith, Mr. Elliott, and Ms. Tharpe.

The approval of the succession plans for the for Library Director, Head of Adult Services, Head of Youth Services, Head of Circulation Services, and Business Manager has been postponed until next month.

Finance Committee Report:

A. Reports of Bills #732, # 732-A, #732-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#732 (Bill List) in the amount of	\$ 42,217.87
#732-A (Payroll) in the amount of	\$ 55,583.13
#732-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 97,801.00

1. Transfer of Funds: \$100,000

2. Reinvestments: None

A motion was made by Mr. Elliott, seconded by Ms. Carr to accept the Finance Committee Report as read.
A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,
NAYS: 0
ABSENT: 2: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

Other Committee Reports:

B. Administrative Committee Reports: Mrs. Greene reported that Linda Dupree, Head of Circulation Services, is now meeting with SWAN (System Wide Access Network) Circ. Advisory Committee. This group meets bi-monthly to discuss issues concerning SWAN circulation. The Committee is composed of Circulation Managers. Co-chairs for the Committee are Kate Boyle and Renee Clanton, of SWAN Member Services. These meetings should prove to be very useful because we will have an entirely new system by April 2015 and attending will give Bellwood Library a better handle on the upcoming software changes next year.

C. Building and Grounds Committee: Mrs. Greene reported that The Village of Bellwood completed the work on the pavement in the west parking lot. This will alleviate the problem of flooding during the rainy weather and icing during the winter months.

D. Public Relations and Legislative Committee: Mr. Elliot reported that the Bellwood Public Library has received a donation of \$100.00 from the Lions Club to help purchase Legos for the Youth Services Department.

Mrs. Dorothy Clark-Smith, President and Jacqueline Spratt attended a blue-ribbon ceremony at Broadview Public Library on Wednesday, November 19, 2014. Broadview has a new gallery for Autism. The exhibit was completed in partnership with the Autism Program of Illinois (TAP). This is a one-stop collection that provides services to children, families, educators, day care providers, and medical professionals who need information concerning autism.

E. Planning and Development Committee: Mrs. Smith reported that the Northlake Public Library donated three desk with cubicles to Bellwood Library. The desk will be used for staff in the work-room.

The Illinois Clean Energy Community Foundation awarded a grant to Bellwood Public Library in the amount of \$9,639.00.

Bellwood Library will now be saving at least \$1,000.00 yearly. This is a substantial savings to our budget because it will no longer be necessary to pay for the replacement of the light bulbs. The library paid \$559.50 in 2010, \$905.44 in 2011, \$1,375.55 in 2012, \$1,268.31 in 2013 and so far \$769.52 for the year of 2014. In total, the library has paid \$4,878.32 for light bulbs. As a result, the library will save approximately \$10,000 over a ten year period.

In accordance with the grant, if it should become necessary to replace a bulb, we contact Twin Supplies to replace them free of charge. The bulbs should last at least five to ten years depending on our usage.

F. RAILS Committee: Ms. Carr reported that the Illinois State Library announced high-quality courses created by WebJunction. Courses are available to anyone in the library field at no cost. Topics include social media, early literacy, customer service, and more. Simply go to the WebJunction course catalog, create an account, and start learning. Visit learn.webjunction.org to sign up.

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 6:55p.m.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Miss Archibald, Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Mr. Elliott, seconded by Ms. Carr that the Board reconvenes to regular session at 7:20pm.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Miss Archibald, Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Ms. Greene, seconded by Ms. Carr to hire Magnus & Anderson to do the landscaping for the Bellwood Public Library as discussed in closed session.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Miss Archibald, Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

Communications: The Answer Corporation and the Broadview Public Library invited the Bellwood Public Library to the grand opening ribbon cutting ceremony for the Autism and Special Needs Center on Wednesday, November 14, 2014 at 3:00 pm at the Broadview Public Library.

The Gates Millennium Scholarship Program is seeking eligible students to apply for the Gates Millennium Scholarship. The Board requested that the information about the scholarship be posted in the Bellwood Public Library and on the library website.

Old Business: None

New Business: The Board would like to work with the Autism Program of Illinois to have an Autism gallery, similar to the Broadview Public Library's collection, for the Bellwood Public Library.

The state is requiring that all preschool programs sign an agency/community partnership agreement to document and clarify the collaboration between any entities they are working with. The principle of Lincoln Primary and Mrs. Spratt both need to sign the agreement to show that the library is collaborating with the school.

Adjournment: A motion was made by Mrs. Smith 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, Administrative Assistant

Bellwood Public Library

600 Bohland Avenue
Bellwood, Illinois 60104
(708) 547-7393
Fax (708) 547-9352
www.bellwoodlibrary.org

Board Meeting Minutes November 12, 2014

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:20 pm by Mrs. Smith in the Small Meeting Room.

Present:

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

Absent: Miss Archibald, Ms. Tharpe, and Pastor Horton

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Chris Randall, Business Manager, and Ashley Matthews, Administrative Assistant.

Public Comment: None

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

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Miss Archibald, Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Mrs. Greene, seconded by Ms. Carr to approve the Audit Report for 2013.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Miss Archibald, Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Mrs. Greene, seconded by Ms. Carr to approve Director, Jacqueline Spratt to be on the Bellwood Public Library credit card from Chase Bank.

A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,
NAYS: 0
ABSENT: 2: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

Motion was made by Ms. Carr, seconded by Mrs. Greene to approve the removal of Mrs. Jimmi Wooten's name as a signer for HK Payroll and add Director, Jacqueline Spratt as a signer of HK Payroll.
A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,
NAYS: 0
ABSENT: 2: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

The Board postponed their vote to approve the dry food and covered drink policy, in order to give them more time to review the proposed policy.

Finance Committee Report:

A. Reports of Bills #730, # 730-A, #730-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#731 (Bill List) in the amount of	\$ 76,451.46
#731-A (Payroll) in the amount of	\$ 54,626.47
#731-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 99,691.13

1. Transfer of Funds: \$100,000

2. Reinvestments: None

A motion was made by Mr. Elliott, seconded by Ms. Greene to accept the Finance Committee Report as read.
A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,
NAYS: 0
ABSENT: 2: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

Other Committee Reports:

B. Administrative Committee Reports: Ms. Greene reported that the Library Director, Jacqueline Spratt along with the department heads; Kristin Schultz, (Adult Services), Sophia Brown, (Youth Services) & Linda Dupree (Circulation Services and Interlibrary Loan) are working to up-date job descriptions, policies, by-laws, and revise and/or update the employee

handbook. Many of these have not been updated for many years. We will submit these updates to the Board for approval as they are completed.

The Library Director, Jacqueline Spratt is currently enrolled in the College of Dupage.

C. Building and Grounds Committee: Ms. Greene reported that the cabling work began on Saturday, October 11, 2014 and was completed on Wednesday, October 15, 2014. We have seen improvement in the network. The next phase will be to replace the Sonic Wall (this provides security for our network). The quote from Versatile Computer Services was \$2,160.37. Versatile also recommends replacing our server for a cost of \$4,381.45.

While the cabling work was being completed, some safety issues were discovered with our electrical wiring. We have corrected the areas of concern, added more outlets, and repaired light fixtures that had exposed wiring.

The Village of Bellwood agreed to cut down the large tree in front of library which has been dead for the last few years, without charging the library a fee. They have also repaired pots-holes in the south parking lot free of charge.

Heat Engineering has completed their routine service of the heating system in preparation of the upcoming winter season. We are also working with ABC Controls, the company that installed a computer controlled system for our heating, to ensure that it is programmed properly.

D. Public Relations and Legislative Committee: Mr. Elliot reported that Mrs. Dorothy Clark-Smith, President and J.B. Carr, Trustee, attended ILA in Springfield during the month of October 2014.

The library has implemented changes in the procedures for handling library travel. We will have Christine Randall and Ashley Matthews double check reservations, and prior to travel dates they will re-confirm reservations. Furthermore, written documentations that include all pertinent information will be given to the Board and staff prior to their travel plans.

Bishop Dr. Reginald Saffo received a plaque from the library recognizing him for is many years of service to the Bellwood Public Library. He was pleased to receive the recognition.

Jacqueline Spratt attended a meeting with Triton College District Area Planning Council #504 at Triton College on Friday, October 17, 2014. The Dean of Adult Education emphasized the importance of students pursuing their education. Triton College is seeking tutors for ESL/GED classes. They also would like to have classes held at libraries, schools, and churches. By having the classes located within the community, it will help students who have problems with transportation. Bellwood Library has agreed to become a site; however Triton needs at least ten students in order to form a class.

Jacqueline Spratt attended the Chamber Meeting on Tuesday, October 7, 2014. The Chamber sponsored a \$1,000.00 Achievement Scholarship for high school students living in Bellwood. The closing date for applying was November 2, 2014.

E. Planning and Development Committee: Mrs. Smith reported that the Bellwood Public Library is working on a new-improved website. The staff has been in training and we are eagerly waiting to go-live. The website staff is working to make sure that all the information we have is current and up-to-date before migrating to the new website.

In the lower level, near the large meeting rooms, plans are being made to offer coffee and tea for sale to the public for a nominal fee. We will have two or three tables with chairs. The patrons will be able to read, study, and relax in this area. This concept is currently being adopted in many libraries.

The room that is currently used for Reference Books is in the process of being converted to the “Young Adult Room”. The Reference Books are being inter-filed with our regular adult collection. This room will be designed with young adult’s interest in mind. It is also intended to make them feel like “they have their own space” in the library. This is an idea that has been adopted by many libraries.

F. RAILS Committee: Ms. Carr reported that the Consortia Committee is looking for ways that existing members in RAILS can work together more closely, share resources more effectively, and more richly. The first project this group undertook was to look at the possibility of a “user-friendly” search and retrieval process for library users.

A motion was made by Ms. Carr, 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 6:59p.m.
A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,
NAYS: 0
ABSENT: 2: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made by Mr. Elliott, seconded by Ms. Carr that the Board reconvenes to regular session at 7:53pm.
A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,
NAYS: 0
ABSENT: 2: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made by Ms. Greene, seconded by Ms. Carr to hire Magnus & Anderson to do the landscaping for the Bellwood Public Library as discussed in closed session.
A roll call vote was taken.

AYES: 4: Ms. Carr, Mr. Elliott, Mrs. Greene, Mrs. Smith,
NAYS: 0
ABSENT: 2: Miss Archibald, Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Ms. Greene, seconded by Ms. Carr to approve a pay increase for the staff in the amount of 3% for the 2015 fiscal year.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Miss Archibald, Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

The Board postponed their vote to approve the revisions made to the trustee by-laws as discussed in executive session.

Communications: The Answer Corporation and the Broadview Public Library invited the Bellwood Public Library to the grand opening ribbon cutting ceremony for the Autism and Special Needs Center on Wednesday, November 14, 2014 at 3:00 pm at the Broadview Public Library.

The Gates Millennium Scholarship Program is seeking eligible students to apply for the Gates Millennium Scholarship. The Board requested that the information about the scholarship be posted in the Bellwood Public Library and on the library website.

Old Business: None

New Business: None

Adjournment: A motion was made by Mrs. Smith to adjourn the meeting at 8:10 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Administrative Assistant

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
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

600 Bohland Avenue
Bellwood, Illinois 60104
(708) 547-7393
Fax (708) 547-9352
www.bellwoodlibrary.org

Board Meeting Minutes September 10, 2014

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:05 pm by Mrs. Smith in the Small Meeting Room.

Present:

Ms. Carr
Ms. Greene
Pastor Horton
Bishop Dr. Saffo
Mrs. Smith

Absent: Miss Archibald and Ms. Tharpe

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Chris Randall, Business Manager, Ashley Matthews, Administrative Assistant, Christopher Parker, Urban Partnership Bank, Dan Graham and Lawrence Carlson from Versatile Computer

Public Comment: Christopher Park from Urban Partnership Bank was present to address any concerns about the business bank account and Mrs. Smith being removed from the business account, as well.

Presentations: Dan Graham and his assistant Lawrence Carlson from Versatile Computer discussed the new proposal for the cable work and clarified all concerns the Board had about the installation of the cabling. The Board requested that Mr. Graham provide them with a layout of the additional phases to install and update the cable network.

Chris Randall left the meeting at 6:45pm.

A motion was made by Pastor Horton, seconded by Bishop Dr. Saffo to proceed the cable installation at the quoted price of \$16, 186.93, provided that the projection of the next phases of the installation will be provided to Mrs. Spratt.

A roll call vote was taken.

AYES: 5: Mrs. Smith, Ms. Carr, Mrs. Greene, Pastor Horton, Bishop Dr. Saffo

NAYS: 0

ABSENT: 2: Miss Archibald, Ms. Tharpe

The motion was carried by unanimous vote.

Bishop Dr. Saffo left the meeting at 7:15.

Rick Gonka from Advanced Roofing addressed the concerns of the work that were done on the library roof.

Finance Committee Report:

A. Reports of Bills #728, # 728-A, #728-B, #729, # 729-A, #729-B : The following reports of bills were submitted, copies of which are included as part of these minutes:

#728 (Bill List) in the amount of	\$ 68, 996.79
#728-A (Payroll) in the amount of	\$ 51, 854.36
#728-B (Checking) in the amount of	\$ 90.42

TOTAL:	\$ 120,941.57
--------	---------------

#729 (Bill List) in the amount of	\$ 43,232.33
#729-A (Payroll) in the amount of	\$ 78,743.01
#729-B (Checking) in the amount of	\$ 0.00

TOTAL:	\$ 121,975.34
--------	---------------

1. Transfer of Funds: \$100,000

2. Reinvestments: None

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

A roll call vote was taken.

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

NAYS: 0

ABSENT: 3: Miss Archibald, Bishop Dr. Saffo, Ms. Tharpe

The motion was carried by unanimous vote.

A motion was made by Pastor Horton, seconded by Ms. Greene to approve the per capita report.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 3: Miss Archibald, Bishop Dr. Saffo, Ms. Tharpe

The motion was carried by unanimous vote.

Other Committee Reports:

A. Administrative Committee Reports: Ms. Greene reported that Linda Dupree has been hired as Head of Circulation, Jill Eiselle has been hired as Youth Services Librarian, and Melisa Martinez has been hired as part-time Reference Librarian.

All day staff meeting was held on Friday, August 8. The staff received customer service training as the main emphasis of the meeting.

An orientation package for training new staff has been created. Chris Randall, Ashley Matthews, and Jacqueline Spratt, will discuss all pertinent information to new staff.

We have contacted our payroll company and requested that Jacqueline Spratt and Ashley Matthews name be added as contacts for the payroll. At the time we called, they had, Chris Randall listed as the contact. It is necessary to have more than one person that is able to process the payroll, bills and handle other duties.

B. Building and Grounds Committee: Pastor Horton reported that the Village of Bellwood is attempting to resolve the issue with the standing water in the parking lot. They have installed a water drain near the area where the water usually stands.

As a result of part of the ceiling falling on Jacqueline Spratt after the new roof was installed, we requested the Village of Bellwood to inspect our new roof. We were told that the Village would only do a “ground inspection”. Therefore, we hired an independent roofing company to inspect the roof and he located a few areas that he feels should be addressed. Jacqueline Spratt met with the roofer and outlined the report and her concerns. He agreed to do the necessary repairs for a couple of items, but for other items he felt it was not necessary to repair them.

Effective January 1, 2014 we are required by law to have a door restrictor placed on our existing elevator. This upgrade will restrict passengers from falling through open elevator doors.

Here are a couple of stories as to why it is necessary:

A three-year old boy died after falling down an elevator shaft at the Pinnacle, located at 305 South Bellevue in Memphis. Officials at the scene said when the boy leaned back against a pair of elevator doors in the apartment building, the doors opened from the bottom. The child fell nine floors to the basement.

Boston authorities are attempting to piece together what exactly happened late Friday night when a Fenway Park fan was critically injured after falling two floors down an elevator shaft and land on the top of the elevator car at Gate B in right field. (May 16, 2014).

Lawnscaping Service negotiations are on-going.

C. Public Relations and Legislative Committee: Pastor Horton reported that the Bellwood Library has a membership with the Bellwood Chamber of Commerce. This membership covers the Library Board of Trustees as well. If Board Members would like to attend the meetings they are held the first Tuesday of each month at 5:30 pm. at the Bellwood Library.

Bellwood Public Library participated in family day. The library made gift bags and Ms. Sophia and “Roscoe” performed.

Merri Dee former WGN TV anchor will speak and sign copies of her memoir, *Life Lessons and*

Faith, Forgiveness & Grace. She has invited Jesse White Secretary of State to attend.

D. Planning and Development Committee: Mrs. Smith reported that after reviewing the Edge, and with the libraries commitment to bringing the most up-to-date technology to our patrons, we are planning on expanding the library to include more computers and more basic computer training.

E. RAILS Committee: Mrs. Carr reported that RAILS Open House in East Peoria is Friday, September 26. Members from all libraries are invited to attend the Open House from 10 a.m. – noon. You will have an opportunity to speak with the Executive Director Dee Brennan, RAILS Board Members, and staff.

Communications: Mrs. Smith presented the email she wrote to reach out to Miss Archibald and ask her to come back to the Board meetings.

As of Wednesday, September 10, 2014 Bishop Dr. Saffo resigned from his seat on the Board.

A motion was made by Mrs. Greene, second by Mrs. Carr to accept Bishop Dr. Saffo's resignation.

A roll call vote was taken.

AYES: 2: Ms. Carr, Mrs. Greene

NAY: 1: Mrs. Smith

ABTAIN:1: Pastor Horton

ABSENT: 3: Miss Archibald, Bishop Dr. Saffo, Ms. Tharpe

The motion was passed.

Old Business: None

New Business: None

Adjournment: A motion was made by Mrs. Smith to adjourn the meeting at 8:08 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Administrative Assistant

Bellwood Public Library

600 Bohland Avenue
Bellwood, Illinois 60104
(708) 547-7393
Fax (708) 547-9352
www.bellwoodlibrary.org

Board Meeting Minutes July 9, 2014

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:08 pm by Mrs. Smith in the Large Meeting Room.

Present:

Ms. Carr
Pastor Horton
Mrs. Smith
Ms. Greene

Absent: Miss Archibald, Bishop Dr. Saffo, Ms. Tharpe

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, and Ashley Matthews, Administrative Assistant

Public Comment: None

A motion was made by Ms. Carr, seconded by Mrs. Smith to have Ms. Greene act as temporary treasurer in the absences of Miss Archibald.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 3: Miss Archibald, Bishop Dr. Saffo, Ms. Tharpe

The motion was carried by unanimous vote.

Finance Committee Report:

A. Reports of Bills #727, # 727-A, #727-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#727 (Bill List) in the amount of	\$43,435.86
#727-A (Payroll) in the amount of	\$49,788.88
#727-B (Checking) in the amount of	\$381.94

TOTAL:	\$93,606.68
--------	-------------

1. Transfer of Funds: \$80,000

2. Reinvestments: None

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

A roll call vote was taken.

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

NAYS: 0

ABSENT: 3: Miss Archibald, Bishop Dr. Saffo, Ms. Tharpe

The motion was carried by unanimous vote.

Other Committee Reports:

A. Administrative Committee Reports: Ms. Greene reported that the Bellwood Library will be closed Friday, August 8, 2014 closed for a Staff Day Development pending Board approval.

Part-time Reference Librarian Natalie Cannestra has turned in her resignation to move to New York, where her husband's job has been transferred. Natalie has been an exemplary staff member during her time with us, answering patrons' questions, selecting books and organizing adult programs. The position has been posted on the RAILS job board, and we hope to have it filled soon.

Diana Sills, Head of Youth Services has resigned to accept a new position paying a higher salary. Her last day of employment will be July 18, 2014. We are interviewing for the open professional positions in the Reference Department, Head of Youth Services and Head of Circulation Services.

A motion was made by Ms. Greene, seconded by Pastor Horton to have an all day staff development day on Friday, August 8th.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 3: Miss Archibald, Bishop Dr. Saffo, Ms. Tharpe

The motion was carried by unanimous vote.

B. Building and Grounds Committee: Ms. Greene reported that the library has a major safety problem with our communication cable. We have wires that are hanging from the ceiling that should be enclosed. We have areas in the library where the computers run very slowly because they are connected through Wi-Fi connectivity. Most importantly, our server is now located in the workroom and it should be moved to a cooler location on the lower level. We have received two estimates, one from Computer Power Systems for \$22,955.00 and other from Versatile Computer Services, Inc. for \$11,724.08. I am requesting for the approval to move ahead with Versatile not only because their prices is less but because we have worked with this company for several years and have a good working relationship with this company.

The roofing project has been completed. However on Monday, July 1 while working at my desk

a piece of the ceiling tile fell on me, hitting my shoulders and back. Debris was splattered through-out my office. I observed that the ceiling was wet and appeared to have water damage on part of the ceiling. I have notified Advance Roofing and expect them to return soon. In the meantime, I have requested a free inspection of the roof from the Village of Bellwood and we are withholding payments until we are certain that the job has been done properly.

The storage building has been cleaned out and now we have room to store important items.

A motion was made by Ms. Greene, seconded by Ms. Carr to have Versatile Computer Service, Inc. install the wiring into the building, and have the server moved to the lower level of the building for \$11,724.08.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 3: Miss Archibald, Bishop Dr. Saffo, Ms. Tharpe

The motion was carried by unanimous vote.

Jacqueline Spratt will look into getting an IT consultant to help develop an IT plan after the Versatile Computer Service, Inc. completes the wiring installation.

C. Public Relations and Legislative Committee: Mrs. Smith reported that Bellwood Library has accepted three youth to work during the summer months. Although they are working for the library, their salary is being paid through another organization. Thanks to Dr. Reginald Saffo for the recommendation for **“FREE HELP”!**

Free Summer Food Program: Bellwood Public Library once again has begun serving FREE lunch with food provided by Food for Summer. This will be the third year that the library has offered this program to children under the age of 18 years.

The Free lunch program will be offered for children 17 years of age and under daily, Monday through Friday, June 16 through August 11 in the lower level of the library in the large meeting room 12:00 to 1:00 p.m. No registration or proof of income is required. The lunches, which are to be consumed at the library, will be served while supplies last on a first come, first served basis.

D. Planning and Development Committee: Mrs. Smith reported that Jackie Spratt has located a grant with the Department of Commerce and Economic Opportunity and the Illinois Energy Now Program. This program is designed for private and public institutions to make their energy more efficient. I am including a proposal from Twin Supplies, LTD. Under this program our existing light ballast with more energy efficient ballast.

Proposal in the amount of \$12,607.00.

Bellwood Library Portion: \$135.00.

E. RAILS Committee: Mrs. Carr reported that The non-resident fee program has been completed. All RAILS public libraries must complete the non-resident fee program. The Board

of each public library is required by Illinois law to decide whether the library will participate in the state's non-resident fee program, and to inform the regional system about the Board's action within 30 days. Please review the attached policy so that I may submit it to RAILS.

A motion was made by Ms. Greene, seconded by Pastor Horton to not participate in the RAILS Library System Non-Resident Library Card Program because it is not applicable at this time. A roll call vote was taken.

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

NAYS: 0

ABSENT: 3: Miss Archibald, Bishop Dr. Saffo, Ms. Tharpe

The motion was carried by unanimous vote.

Communications: A motion was made by Pastor Horton, seconded by Ms. Greene to hire a lawn service for the Bellwood Public Library.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 3: Miss Archibald, Bishop Dr. Saffo, Ms. Tharpe

The motion was carried by unanimous vote.

Old Business: The Board request to have a session of department heads.

New Business: None

Adjournment: A motion was made to adjourn the meeting at 7:26. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Administrative Assistant

Bellwood Public Library

600 Bohland Avenue
Bellwood, Illinois 60104
(708) 547-7393
Fax (708) 547-9352
www.bellwoodlibrary.org

Board Meeting Minutes June 11, 2014

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order @ 6:00 pm by Mrs. Smith in the Small Meeting Room.

Present:

Ms. Carr
Bishop Dr. Saffo
Mrs. Smith
Ms. Greene

Absent: Miss Archibald, Pastor Horton, Ms. Tharpe

Also in attendance: Doug. E. Ibendahl, Attorney, Charles Baxter, Guest, & Kristin Schultz, Adult Services Librarian

Public Comment: None

A motion was made by Mrs. Greene, seconded by Bishop Dr. Saffo to accept consent of agenda.
A roll call vote was taken.

AYES: 4: Bishop Dr. Saffo, Ms. Carr, Mrs. Greene, Mrs. Smith

NAYS: 0

ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe

The motion was carried by unanimous vote.

Finance Committee Report:

A. Reports of Bills #726, # 726-A, #726-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#726 (Bill List) in the amount of	\$42,089.97
#726-A (Payroll) in the amount of	\$49,832.63
#726-B (Checking) in the amount of	\$196.97

TOTAL:	\$92,119.57
--------	-------------

1. Transfer of Funds: \$130,000

2. Reinvestments: None

A motion was made to accept the Finance Committee Report as read.
A roll call vote was taken.

AYES: 4: Bishop Dr. Saffo, Ms. Carr, Mrs. Greene, Mrs. Smith
NAYS: 0
ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made to withhold presenting the reports in lieu of having our lawyer address the federal and state laws in regards to the Bellwood Public Library Director.
A roll call vote was taken.

AYES: 4: Bishop Dr. Saffo, Ms. Carr, Mrs. Greene, Mrs. Smith
NAYS: 0
ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made to go into a Closed Session to interview to the Bellwood Public Library Director candidates @ 6:35 pm.
A roll call vote was taken.

AYES: 4: Bishop Dr. Saffo, Ms. Carr, Mrs. Greene, Mrs. Smith
NAYS: 0
ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made to return to Open Session @ 7:56 pm.
A roll call vote was taken.

AYES: 4: Bishop Dr. Saffo, Ms. Carr, Mrs. Greene, Mrs. Smith
NAYS: 0
ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made to reconfirm an increase on the travel expense stipend for the Trustees to \$150 per day for out-of-town, and \$75 per day.
A roll call vote was taken.

AYES: 4: Bishop Dr. Saffo, Ms. Carr, Mrs. Greene, Mrs. Smith
NAYS: 0
ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made for Mrs. Smith to sign for the Bellwood Public Library debt card.
A roll call vote was taken.

AYES: 4: Bishop Dr. Saffo, Ms. Carr, Mrs. Greene, Mrs. Smith
NAYS: 0

ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made for Mrs. Smith's name to be taken off the debt card and no longer be a signer of the debt card once the new Bellwood Public Library Director is hired.
A roll call vote was taken.

AYES: 4: Bishop Dr. Saffo, Ms. Carr, Mrs. Greene, Mrs. Smith
NAYS: 0
ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

A motion was made to approve a stipend of \$4,000 for both Kristin Schultz and Jacqueline Spratt for serving as Interim Directors of the Bellwood Public Library.
A roll call vote was taken.

AYES: 4: Bishop Dr. Saffo, Ms. Carr, Mrs. Greene, Mrs. Smith
NAYS: 0
ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe
The motion was carried by unanimous vote.

Communications: None

Old Business: Tally sheets were requested to be included in the meeting reports.

New Business: Kristin Schultz and Jacqueline Spratt's stipend for the Co-Interim Director were decided.

Adjournment: A motion was made to adjourn the meeting. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Administrative Assistant

Bellwood Public Library

600 Bohland Avenue
Bellwood, Illinois 60104
(708) 547-7393
Fax (708) 547-9352
www.bellwoodlibrary.org

Board Meeting
Minutes
May 14, 2014

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

Present:

Bishop Dr. Saffo
Ms. Carr
Mrs. Smith
Ms. Greene

Absent: Miss Archibald, Pastor Horton, Ms. Tharpe

Also in attendance: Kristin Schultz, Adult Services Librarian & Interim Director & Ms. Randall, Business Manager.

Visitors: President of the Friends of the Bellwood Library, Deborah Giles and Treasurer, Wanda Gipson.

A motion was made by Bishop Dr. Saffo, seconded by Ms. Greene to accept the consent agenda as printed.

A roll call vote was taken.

AYES: 4: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith

NAYS: 0

ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe

The motion carried by unanimous vote.

Finance Committee Report:

B. Report of Bills #724, #724-A, #724-B, #725, #725-A, #725-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#724 (Bill List) in the amount of	\$32,700.59
#724-A (Payroll) in the amount of	\$66,594.05
#724-B (Checking) in the amount of	\$50.00
Total:	\$99,344.64

#725 (Bill List) in the amount of	\$56,688.30
#725-A (Payroll) in the amount of	\$49,320.64
#725-B (Checking) in the amount of	\$320.76

TOTAL: \$106,329.70

A motion was made by Ms. Greene, seconded by Ms. Carr, to accept bill #'s 724 & 724-A, #724-B, 725 & 725-A, #725-B that they be submitted for payment, and that the Library Board Treasurer and Library Board Secretary be authorized to issue checks in payment of these bills. A roll call vote was taken.

AYES: 4: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith

NAYS: 0

ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe

The motion carried by unanimous vote.

C. Transfer of Funds: No transfer of funds was required in April 2014

D. Reinvestments: None

Bishop Dr. Saffo reported that the Per Capita funds of \$23,838.75 were deposited April 18. The audit for 2013 has been completed and the auditor will be able to present it to the Board at the next meeting.

Other Committee Reports:

A. Administration Committee: Ms. Greene reported that eight candidates have applied for the Director's position. The Administrative Committee met on April 30 to review their resumes. Three candidates have been selected for further consideration.

Pastor Horton arrived @ 6:23 pm.

B. Buildings and Grounds Committee: Ms. Greene reported that after the long winter and cold spring, the work on the library roof that was started last fall should be able to resume mid-May. In addition, proposals for replacing the soffits have been received from 2 of 3 companies.

Bellwood Public Works has attempted to remedy the flooding of the handicapped parking spaces by installing mulch in place of topsoil along the north side of the parking lot. However, there is still considerable flooding when it rains. We continue to remind the Village that they have committed to fixing the problem. Mrs. Smith witnessed the pooling at the last heavy rainfall.

C. Public Relations and Legislation: Bishop Dr. Saffo reported that our Lions Club liaison, Diana Sills, attended 2 Club meetings and sold tickets for the Lions Club annual fundraiser. Twana Jenkins of the Youth Services staff represented the library profession in general and Bellwood Public Library in particular at a Career Day at Roosevelt Middle

School. Staff has started collecting donations from local businesses for the Summer Reading Programs. Mrs. Smith offered to be the much needed liaison for the Chamber of Commerce as it concerns the annual scholarship.

D. Planning and Development Committee: Mrs. Smith reported that an account for the EDGE Initiative was applied for and authorized. Kristin Schultz met the per capita staff requirement of viewing a training session video. We still need at least one trustee to view at least one training session video about the EDGE Initiative to meet the State Library's Per Capita Grant requirement. Ms. Greene offered to view the training session video.

E. RAILS Library System: Bishop Dr. Saffo reported that RAILS is showing a webinar, "It's all in the planning: Getting Started on Strategic and Development Plans," Monday, May 19, 9:30 - 10:45 a.m. at Wheaton Public Library. Group viewings of this webinar are free to RAILS members. It is recommended for Library directors and management staff, trustees, Friends board members and staff, Foundation board members and staff.

Communications: None

Librarians Report: Kristin Schultz read the monthly report. Mrs. Smith inquired about the free lunch program that had been held in the past. Jackie Spratt will be handling the program this year.

Old Business: None

New Business: Mrs. Smith & Bishop Dr. Saffo went to Urban Partnership Bank to apply for a debit card linked to the checking account. This will assist in making conference arrangements, updating security subscriptions and online purchases for the library. When a new director is in place the card will be shredded. The importance of booking conference reservations as early as possible in the future was stressed.

A motion was made by Ms. Green, seconded by Bishop Dr. Saffo, to revise the agenda to allow the visitors to speak before closed session. A roll call vote was taken.

AYES: 5: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith and Pastor Horton

NAYS: 0

ABSENT: 2: Miss Archibald and Ms. Tharpe

The motion carried by unanimous vote.

Public Comment: The President of the Friends of the Bellwood Library, Deborah Giles and Treasurer, Wanda Gipson asked to be utilized more and gave ideas regarding membership drives. They also requested to be given a link on the library's website and offered to sponsor programs (for example but not limited to) Zumba/Line dancing class. Any fee charged would in turn be invested back into the library. Writing of grant proposals in the library's interest was also discussed. It was agreed upon that in the future there will be more communication between the board and the friends.

A motion was made by Bishop Dr. Saffo, seconded by Ms. Carr to go into closed session to discuss personnel matters @ 7:45 pm. A roll call vote was taken.

AYES: 5: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith and Pastor Horton

NAYS: 0

ABSENT: 2: Miss Archibald and Ms. Tharpe

The motion carried by unanimous vote.

A motion was made by Bishop Dr. Saffo, seconded by Ms. Carr to return to open session @ 8:15pm. A roll call vote was taken.

AYES: 5: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith and Pastor Horton

NAYS: 0

ABSENT: 2: Miss Archibald and Ms. Tharpe

The motion carried by unanimous vote.

A motion was made by Bishop Dr. Saffo, seconded by Ms. Carr to open session @ 8:16 pm. A roll call vote was taken.

AYES: 5: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith and Pastor Horton

NAYS: 0

ABSENT: 2: Miss Archibald and Ms. Tharpe

The motion carried by unanimous vote.

A motion was made by Bishop Dr. Saffo, seconded by Ms. Carr to amend the agenda to include a motion to approve the new director's salary. A roll call vote was taken.

AYES: 5: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith and Pastor Horton

NAYS: 0

ABSENT: 2: Miss Archibald and Ms. Tharpe

The motion carried by unanimous vote.

A motion was made by Ms. Greene, seconded by Pastor Horton to remove Mrs. Jimmi Wooten and Mr. Harris Hayes as signers on the library's bank accounts. A roll call vote was taken.

AYES: 5: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith and Pastor Horton

NAYS: 0

ABSENT: 2: Miss Archibald and Ms. Tharpe

The motion carried by unanimous vote.

A motion was made by Bishop Dr. Saffo, seconded by Ms. Carr to approve Doug Ibendahl as the Library Attorney. A roll call vote was taken.

AYES: 5: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith and Pastor Horton

NAYS: 0

ABSENT: 2: Miss Archibald and Ms. Tharpe

The motion carried by unanimous vote.

A motion was made by Bishop Dr. Saffo, seconded by Pastor Horton to approve the new director's salary to range between \$63,300-\$72,300, based on qualifications. A roll call vote was taken.

AYES: 5: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith and Pastor Horton

NAYS: 0

ABSENT: 2: Miss Archibald and Ms. Tharpe

The motion carried by unanimous vote.

Announcements: Mrs. Smith informed the board that although they usually don't meet in July & August a meeting in July will be necessary in light of the pressing need to choose a new director.

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, June 11, 2014 @ 6:00 pm.

Adjournment: A motion was made by Bishop Saffo, seconded by Ms. Greene to adjourn the meeting. Voice vote, all ayes. The meeting was adjourned at 8:20 pm.



Chris Randall, Business Manager

Bellwood Public Library

600 Bohland Avenue
Bellwood, Illinois 60104
(708) 547-7393
Fax (708) 547-9352
www.bellwoodlibrary.org

Board Meeting Minutes April 9, 2014

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

Present:

Bishop Dr. Saffo
Ms. Carr
Mrs. Smith
Ms. Greene

Absent: Miss Archibald, Pastor Horton, Ms. Tharpe

Also in attendance: Kristin Schultz, Adult Services Librarian & Interim Director & Ms. Randall, Business Manager.

Visitors: President of the Friends of the Bellwood Library, Deborah Giles and Treasurer, Wanda Gipson.

A motion was made by Bishop Dr. Saffo, seconded by Ms. Greene to accept the consent agenda as printed.

A roll call vote was taken.

AYES: 4: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith

NAYS: 0

ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe

The motion carried by unanimous vote.

Finance Committee Report:

B. Report of Bills #724, #724-A, #724-B, #725, #725-A, #725-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#724 (Bill List) in the amount of	\$32,700.59
#724-A (Payroll) in the amount of	\$66,594.05
#724-B (Checking) in the amount of	\$50.00
Total:	\$99,344.64

#725 (Bill List) in the amount of	\$56,688.30
#725-A (Payroll) in the amount of	\$49,320.64
#725-B (Checking) in the amount of	\$320.76

TOTAL: \$106,329.70

A motion was made by Ms. Greene, seconded by Ms. Carr, to accept bill #'s 724 & 724-A, #724-B, 725 & 725-A, #725-B that they be submitted for payment, and that the Library Board Treasurer and Library Board Secretary be authorized to issue checks in payment of these bills. A roll call vote was taken.

AYES: 4: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith

NAYS: 0

ABSENT: 3: Miss Archibald, Pastor Horton, Ms. Tharpe

The motion carried by unanimous vote.

C. Transfer of Funds: No transfer of funds was required in April 2014

D. Reinvestments: None

Bishop Dr. Saffo reported that the Per Capita funds of \$23,838.75 were deposited April 18. The audit for 2013 has been completed and the auditor will be able to present it to the Board at the next meeting.

Other Committee Reports:

A. Administration Committee: Ms. Greene reported that eight candidates have applied for the Director's position. The Administrative Committee met on April 30 to review their resumes. Three candidates have been selected for further consideration.

Pastor Horton arrived @ 6:23 pm.

B. Buildings and Grounds Committee: Ms. Greene reported that after the long winter and cold spring, the work on the library roof that was started last fall should be able to resume mid-May. In addition, proposals for replacing the soffits have been received from 2 of 3 companies.

Bellwood Public Works has attempted to remedy the flooding of the handicapped parking spaces by installing mulch in place of topsoil along the north side of the parking lot. However, there is still considerable flooding when it rains. We continue to remind the Village that they have committed to fixing the problem. Mrs. Smith witnessed the pooling at the last heavy rainfall.

C. Public Relations and Legislation: Bishop Dr. Saffo reported that our Lions Club liaison, Diana Sills, attended 2 Club meetings and sold tickets for the Lions Club annual fundraiser. Twana Jenkins of the Youth Services staff represented the library profession in general and Bellwood Public Library in particular at a Career Day at Roosevelt Middle

School. Staff has started collecting donations from local businesses for the Summer Reading Programs. Mrs. Smith offered to be the much needed liaison for the Chamber of Commerce as it concerns the annual scholarship.

D. Planning and Development Committee: Mrs. Smith reported that an account for the EDGE Initiative was applied for and authorized. Kristin Schultz met the per capita staff requirement of viewing a training session video. We still need at least one trustee to view at least one training session video about the EDGE Initiative to meet the State Library's Per Capita Grant requirement. Ms. Greene offered to view the training session video.

E. RAILS Library System: Bishop Dr. Saffo reported that RAILS is showing a webinar, "It's all in the planning: Getting Started on Strategic and Development Plans," Monday, May 19, 9:30 - 10:45 a.m. at Wheaton Public Library. Group viewings of this webinar are free to RAILS members. It is recommended for Library directors and management staff, trustees, Friends board members and staff, Foundation board members and staff.

Communications: None

Librarians Report: Kristin Schultz read the monthly report.

Mrs. Smith inquired about the free lunch program that had been held in the past. Jackie Spratt will be handling the program this year.

Old Business: None

New Business: Mrs. Smith & Bishop Dr. Saffo went to Urban Partnership Bank to apply for a debit card linked to the checking account. This will assist in making conference arrangements, updating security subscriptions and online purchases for the library. When a new director is in place the card will be shredded. The importance of booking conference reservations as early as possible in the future was stressed.

A motion was made by Ms. Green, seconded by Bishop Dr. Saffo, to revise the agenda to allow the visitors to speak before closed session. A roll call vote was taken.

AYES: 5: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith and Pastor Horton

NAYS: 0

ABSENT: 2: Miss Archibald and Ms. Tharpe

The motion carried by unanimous vote.

Public Comment: The President of the Friends of the Bellwood Library, Deborah Giles and Treasurer, Wanda Gipson asked to be utilized more and gave ideas regarding membership drives. They also requested to be given a link on the library's website and offered to sponsor programs (for example but not limited to) Zumba/Line dancing class. Any fee charged would in turn be invested back into the library. Writing of grant proposals in the library's interest was also discussed. It was agreed upon that in the future there will be more communication between the board and the friends.

A motion was made by Bishop Dr. Saffo, seconded by Ms. Carr to go into closed session to discuss personnel matters @ 7:45 pm. A roll call vote was taken.

AYES: 5: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith and Pastor Horton

NAYS: 0

ABSENT: 2: Miss Archibald and Ms. Tharpe

The motion carried by unanimous vote.

A motion was made by Bishop Dr. Saffo, seconded by Ms. Carr to return to open session @ 8:15pm. A roll call vote was taken.

AYES: 5: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith and Pastor Horton

NAYS: 0

ABSENT: 2: Miss Archibald and Ms. Tharpe

The motion carried by unanimous vote.

A motion was made by Bishop Dr. Saffo, seconded by Ms. Carr to open session @ 8:16 pm. A roll call vote was taken.

AYES: 5: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith and Pastor Horton

NAYS: 0

ABSENT: 2: Miss Archibald and Ms. Tharpe

The motion carried by unanimous vote.

A motion was made by Bishop Dr. Saffo, seconded by Ms. Carr to amend the agenda to include a motion to approve the new director's salary. A roll call vote was taken.

AYES: 5: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith and Pastor Horton

NAYS: 0

ABSENT: 2: Miss Archibald and Ms. Tharpe

The motion carried by unanimous vote.

A motion was made by Ms. Greene, seconded by Pastor Horton to remove Mrs. Jimmi Wooten and Mr. Harris Hayes as signers on the library's bank accounts. A roll call vote was taken.

AYES: 5: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith and Pastor Horton

NAYS: 0

ABSENT: 2: Miss Archibald and Ms. Tharpe

The motion carried by unanimous vote.

A motion was made by Bishop Dr. Saffo, seconded by Ms. Carr to approve Doug Ibendahl as the Library Attorney. A roll call vote was taken.

AYES: 5: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith and Pastor Horton

NAYS: 0

ABSENT: 2: Miss Archibald and Ms. Tharpe

The motion carried by unanimous vote.

A motion was made by Bishop Dr. Saffo, seconded by Pastor Horton to approve the new director's salary to range between \$63,300-\$72,300, based on qualifications. A roll call vote was taken.

AYES: 5: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith and Pastor Horton

NAYS: 0

ABSENT: 2: Miss Archibald and Ms. Tharpe

The motion carried by unanimous vote.

Announcements: Mrs. Smith informed the board that although they usually don't meet in July & August a meeting in July will be necessary in light of the pressing need to choose a new director.

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, June 11, 2014 @ 6:00 pm.

Adjournment: A motion was made by Bishop Saffo, seconded by Ms. Greene to adjourn the meeting. Voice vote, all ayes. The meeting was adjourned at 8:20 pm.

Chris Randall, Business Manager