

Bellwood Public Library

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

Board Meeting Minutes March 12, 2014

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order @ 6:07 pm by Mrs. Smith in the Small Meeting Room.

Present:

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

Absent: Miss Archibald, Pastor Horton, Ms. Tharpe

Also in attendance: Jackie Spratt, Circulation Manager & Interim Director, Ms. Randall, Business Manager, Diana Sills, Youth Services Librarian & Doug E. Ibendahl, Attorney.

A motion was made by Ms. Greene, seconded by Bishop Dr. Saffo to go into executive session to discuss personnel matters @ 6:09 pm.

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.

The Board returned to the regular meeting @ 6:31pm

A motion was made by Bishop Saffo, seconded by Ms. Carr to approve a Director Search Committee for the Bellwood Public Library.

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.

A motion was made by Ms. Greene, seconded by Bishop Dr. Saffo to approve the posting for the Director position for the Bellwood Public Library.

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.

A motion was made by Ms. Greene, seconded by Bishop Saffo to remove item V. from the agenda.

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.

A motion was made by Bishop Saffo, seconded by Greene to accept the consent agenda with approved amendments.

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 #723, #723-A, #723-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#723 (Bill List) in the amount of	\$42,290.75
#723-A (Payroll) in the amount of	\$ 55,178.99
#723-B (Checking) in the amount of	\$ 0.00

TOTAL:	\$97,469.74
--------	-------------

A motion was made by Bishop Reverend Dr. Saffo, seconded by Ms. Greene, to accept bill #'s 723 & 723-A, #723-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: A motion was made by, Ms. Carr, seconded by Bishop Dr. Saffo to accept the IPTIP transfer of \$120,000 that was made in February 2014 to cover the library's expenses for business purposes.

D. Reinvestments: None

Bishop Reginald Saffo reported that the Audit report for 2013 has been completed but a report will not be available until the April regular board meeting.

Other Committee Reports:

A. Administration Committee: Ms. Greene reported that it is necessary for the Board to conduct a search for a new director for the Bellwood Public Library due to the recent retirement of director Jimmi Wooten. The interim directors are staff member Kristin Schultz, Head of Adult Services and Jacqueline Spratt, Head of Circulation Services & Interlibrary-Loan.

The Search Committee was appointed as follows...

Regina Greene – Chairperson

J.B. Carr

Bishop Dr. Saffo

Dorothy Smith

B. Buildings and Grounds Committee: Ms. Greene reported that as with other business and organizations, the library has experienced larger snow removal expenses because of the extremely snowy weather. Bellwood Public works is keeping the low area in the parking lot in good order until a permanent solution can be performed in the spring. Ms. Greene also expressed concern about the closure of the library's front entrance & spoke of the mock board meeting put on by ILA at the Trustee Forum she attended. Mrs. Smith suggested a veterans assistance section be put in the library & also gave insightful ideas for the library's website.

C. Public Relations and Legislation: Bishop Saffo reported that the Spring newsletter has been distributed with information and services through the month of May. Several Board members recently participated in a legislative luncheon held in Oak Brook on Friday, February 14, 2014. The next day there was an ILA Forum held in the same location.

D. Planning and Development Committee: Mrs. Smith reported that Kristin Schultz and IT coordinator, Tony Brown, have made a decision on the upgrade for the library website after interviewing several possibilities. These changes will take place shortly.

E. RAILS Library System: Ms. Carr reported that the RAILS Board recently approved the strategic plan that includes the mission, vision and goals important to its members. Complete details are available at: www.railslibraries.info/about/2014plan

Communications: None

Librarians Report: Jacqueline Spratt gave the monthly report.

New Business: Name plates were requested for the present Board Members. Diana Sills addressed the board concerning her interest in the position of Bellwood Public Library Director.

A motion was made by, Bishop Saffo, seconded by Ms. Greene to purchase two tickets for the Boys & Girls club fundraiser being held on the evening of March 29, 2014.
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.

Public Comment: None

Announcements: Mrs. Smith requested that the Board review the Bylaws for revision & discussion at the next Board meeting.

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, April 9, 2014 @ 6:00 pm.

Adjournment: A motion was made by Bishop Saffo, seconded by Ms. Carr to adjourn the meeting. A roll call vote was taken. All Ayes. The meeting was adjourned at 7:26 pm. Voice vote: All Ayes.

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 February 12, 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:

Miss Archibald
Bishop Dr. Saffo
Ms. Carr
Mrs. Smith
Ms. Greene
Ms. Tharpe
Pastor Horton

Absent: None

Also in attendance: Mrs. Wooten, Director, Ms. Randall, Business Manager, Kristin Schultz, Reference Librarian and Jackie Spratt, Circulation Manager.

A motion was made by Mrs. Smith, seconded by Ms. Greene to go into executive session to discuss personnel matters @ 6:05 pm.

A roll call vote was taken.

AYES: 7: Miss Archibald, Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith, Ms. Tharpe, Pastor Horton.

NAYS: 0

ABSENT: None

The motion carried by unanimous vote.

The Board returned to the regular meeting @ 7:50pm

Ms. Tharpe left the meeting @ 7:51 pm.

A motion was made by Bishop Saffo, seconded by Ms. Greene to accept Jimmi Wooten's retirement.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Miss Archibald, Ms. Tharpe

The motion carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Greene to initiate the emergency succession plan on February 13, 2014. Placing Kristin Schultz & Jackie Spratt in the position of interim director until a new director is hired.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Miss Archibald & Ms. Tharpe

The motion carried by unanimous vote.

A motion was made by Ms. Greene, seconded by Bishop Saffo to hire attorney Doug Ibendahl.

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Miss Archibald & Ms. Tharpe

The motion carried by unanimous vote.

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

A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Miss Archibald & Ms. Tharpe

The motion carried by unanimous vote.

Finance Committee Report:

B. Report of Bills #722, #722-A, #722-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#722 (Bill List) in the amount of	\$76,139.43
#722-A (Payroll) in the amount of	\$ 82,000.62
#722-B (Checking) in the amount of	\$ 0.00

TOTAL: \$158,140.08

A motion was made by Bishop Reverend Dr. Saffo, seconded by Ms. Greene, to accept bill #'s 722 & 722-A, #722-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: 5: Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith, Pastor Horton.

NAYS: 0

ABSENT: Miss Archibald, Ms. Tharpe

The motion carried by unanimous vote.

C. Transfer of Funds: An IPTIP transfer of \$120,000 was made on January 23, 2014 to cover 3 payrolls, and for regular library business purposes.

D. Reinvestments: None

Bishop Reginald Saffo reported that Blue Cross Blue Shield has increased premiums for employee health insurance beginning January 1, 2014. The annual library financial audit is currently taking place. A report is expected to be presented to the Board at the March meeting.

Other Committee Reports:

A. Administration Committee: Ms. Greene reported that the library certification required by the state has been completed. The library was closed for two days in January during the severe weather as were many area libraries and schools. We have received no complaints from the public.

The Illinois Public Library Annual Report (IPLAR) is being completed by the staff and the director. This is an annual occurrence that is a prerequisite to the per capita grant due later in the year.

B. Buildings and Grounds Committee: Ms. Greene reported that the custodian has been very busy keeping the parking lots and sidewalks clear of snow and ice during this reoccurring snow storms. Fortunately, he is available to come various times during the day and on weekends as needed. One complaint of slipping on the ice by the side entrance was passed on to the library's insurance adjuster.

C. Public Relations and Legislation: Bishop Saffo reported that the lower level meeting room will again be a polling place for 2 precincts for the upcoming March 8 election. The usual stipend of \$150 will be provided for this service. The library will continue its partnership with Triton College's Access to Literacy program. A letter of support has been sent to be included with State application requirements. A commitment to provide space for classes and tutoring for adults in this program is included in this agreement.

D. Planning and Development Committee: Mrs. Smith reported that the spring newsletter

is in early stages of planning. Also staff is gathering information from consultants on how to better secure our website which has been determined to be vulnerable to unauthorized modification (hacking). IT technician, Tony Brown, is working on finding the best solution for this security issue along with Kristin Schultz.

E. RAILS Library System: Ms. Carr reported that changes in system deliveries have been finalized. Staff no longer has to pre-sort items sent to other libraries. This is now done by the driver. New bins have been supplied; delivery takes place daily Tuesday through Saturday overnight. Staff finds this more efficient and less labor intensive. Board trustees are encouraged to subscribe to RAILS weekly e-news at e-news@railslibraries.info in order to receive regular system statewide news.

New Business: None

Unfinished Business: None

Public Comment: None

Announcements: None

A motion was made by Bishop Saffo, seconded by Ms. Carr to allow Ms. Greene to act as treasurer to sign the payroll & bill list reports in Miss Archibald's absence. All Ayes.

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, March 12, 2014 @ 6:00 pm.

Adjournment: A motion was made by Pastor Horton, seconded by Ms. Greene to adjourn the meeting. A roll call vote was taken. All Ayes. The meeting was adjourned at 8:29 pm. Voice vote: All Ayes.

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 January 8, 2014

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order @ 6:55 pm by Mrs. Smith @ The Olive Garden Restaurant, Melrose Park, IL.

Present:

Miss Archibald
Bishop Dr. Saffo
Ms. Carr
Mrs. Smith
Ms. Greene
Ms. Tharpe
Pastor Horton

Absent: None

Also in attendance: Mrs. Wooten, Director, Ms. Randall, Business Manager, Kristin Schultz, Reference Librarian and Jackie Spratt, Circulation Manager.

A motion was made by Mrs. Smith, seconded by Ms. Carr, to accept the consent agenda as printed. A roll call vote was taken.

AYES: 7: Miss Archibald, Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith, Ms. Tharpe, Pastor Horton.

NAYS: 0

ABSENT: None

The motion carried by unanimous vote.

Finance Committee Report:

B. Report of Bills #721, #721-A, #721-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#721 (Bill List) in the amount of	\$ 61,431.66
#721-A (Payroll) in the amount of	\$ 53,862.22

#721-B (Checking) in the amount of \$ Available @ the next meeting

TOTAL: \$ 115,293.88

A motion was made by Bishop Reverend Dr. Saffo, seconded by Ms. Greene, to accept bill #'s 720 & 720-A, 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: 7: Miss Archibald, Bishop Dr. Saffo, Ms. Carr, Ms. Greene, Mrs. Smith, Ms. Tharpe, Pastor Horton.

NAYS: 0

ABSENT: None

The motion carried by unanimous vote.

C. Transfer of Funds: An IPTIP transfer of \$150,000 was made on December 5, and another for \$100,000 on December 29, 2013 for regular library business purposes.

D. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Ms. Greene reported that over the next few months it will be necessary for the Library Board to review and renew several library policies. These will include the material selection policy, meeting room policy, computer use policy, conduct policy and others.

B. Buildings and Grounds Committee: Ms. Tharpe reported that the recent inclement weather has left the building very uncomfortable in various areas including those for staff and public. Space heaters have been purchased as a last resort. The custodian continues to work with the heating contractors to find a long term solution for problems with the HVAC system.

C. Public Relations and Legislation: Mrs. Smith reported that the Reference and computer staff is assessing the library's website to see if it is necessary to acquire a new template so that it will be easier to make updates and changes without complications. Since the technology changes rapidly, new and easier updates are expected to be available.

D. Planning and Development Committee: Mrs. Smith reported that the library will soon be completing the online certification process required by the State Library indicating that the library meets all system membership requirements to continue to qualify for system services. This process runs through March 31, 2014 and is required for all system members including academic, public, school, and special libraries. Each

library recently received a letter explaining this entire process in details.

E. RAILS Library System: Ms. Carr reported that RAILS is ready to make the transition to using Continental Transportation Solutions (CTS) to sort and deliver library materials. RAILS will make its final delivery and pick-up on Friday, January 3. Then libraries will no longer have to presort materials for 4 separate delivery routes. CTS will begin delivery between 9 pm, Friday, January 3 and 9 am, Saturday, January 4 with materials waiting when staff arrives on Saturday morning and thereafter.

New Business: None

Unfinished Business: None

Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, February 12, 2014 @ 6:00 pm.

Adjournment: The meeting was adjourned at 7:54 pm. Voice vote: All Ayes.

Chris Randall, Business Manager

Bellwood Public Library

Annual Board Meeting

Minutes

January 8, 2014

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

The Annual Meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:39 p.m. by President, Bishop Dr. Saffo @ The Olive Garden Restaurant, Melrose Park, IL

Attendance: Present were Mrs. Smith, Miss Archibald, Ms. Tharpe, Ms. Greene, Ms. Carr, Pastor Horton and Bishop Dr. Saffo. Also in attendance were Mrs. Wooten, Director, Chris Randall, Business Manager, Jackie Spratt, Circulation Manager and Kristin Schultz, Reference Librarian.

The Annual meeting was turned over to Bishop Dr. Saffo to act as secretary.

Election of officers :

President :

Mrs. Smith nominated Bishop Reverend Dr. Saffo.

Votes: 3: Miss Archibald, Bishop Reverend Dr. Saffo, Pastor Horton.

Ms. Greene nominated Mrs. Smith.

Votes: 4: Ms. Greene, Mrs. Smith, Ms. Tharpe, Ms. Carr.

Mrs. Smith is the Library Board President.

Vice President:

Dr. Saffo nominated Ms. Greene.

Ms. Greene declined the nomination.

Mrs. Smith nominated Bishop Reverend Dr. Saffo.

All Ayes

Secretary:

Mrs. Smith nominated Ms. Greene.

All Ayes

Treasurer:

Mrs. Smith nominated Miss Archibald.

All Ayes

The meeting was turned over to the 2014 officers.

Designation Banks as Depositories for Library Funds: A motion was made by Miss. Archibald, seconded by Ms. Carr, to keep the depositories of library funds the same as shown on the Treasurer's

Report for January. A roll call vote was taken.

All Ayes

Roll Call

The motion carried by unanimous vote.

Set Meeting Night and Time: A motion was made by Mrs. Smith, seconded by Ms. Greene that the regular monthly meeting of the Board of Trustees shall be on the second Wednesday of each month at 6:00 p.m.

Voice vote

All Ayes

The motion carried by unanimous vote.

A motion was made by Rev. Dr. Saffo, seconded by Miss Archibald to retain the current committee appointments as follows. A roll call vote was taken. All Ayes

The motion carried by unanimous vote.

Finance

Miss Archibald, Chairperson

Mrs. Smith

Ms. Carr

Administration

Ms. Greene, Chairperson

Ms. Tharpe

Pastor Horton

Buildings and Grounds

Ms. Tharpe, Chairperson

Pastor Horton

Ms. Greene

Public Relations & Legislative

Ms. Green, Chairperson

Miss Archibald

Ms. Tharpe

Planning and Development

Mrs. Smith, Chairperson

Pastor Horton

Ms. Carr

R.A.I.L.S

Ms. Carr, Chairperson

Mrs. Smith

Miss Archibald

Voice vote

All Ayes

The motion carried by unanimous vote.

Kristin Schultz & Jackie Spratt gave a brief description of the daily operation of their departments and new projects.

Public Comment: None

Adjournment: A motion was made by Mrs. Smith, seconded by Ms. Greene, to adjourn the annual meeting.

Voice vote

All Ayes.

Mrs. Smith adjourned the meeting at 7:54 p.m.

Chris Randall, Business Manager