

Bellwood Public Library

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

Board Meeting Minutes June 19, 2013

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 5:00 pm by Bishop Dr. Saffo in the small meeting room.

Attendance: Present were, Miss Archibald, Bishop Dr. Saffo, Ms. Greene, Mrs. Smith and Pastor Horton. Ms. Carr and Ms. Tharpe were absent. Also in attendance were Mrs. Wooten, Director, Ms. Randall, Business Manager.

A motion was made by Miss Archibald, seconded by Mrs. Smith, to revise the consent agenda to include the trustee committee appointments. A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Ms. Carr and Ms. Tharpe.

The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported even though no IPTIP transfer of funds was necessary for the month of May, it is expected that a transfer will be necessary in early June. The library's 12 month certificate of deposit at Urban Partnership Bank will mature on June 12, 2013. It is recommended that this CD be renewed for another 12 months. There is a 10 day grace period to make a decision depending on the terms offered. The per capita grant due in October requires trustees to participate in an environmental scan. Further information will be forthcoming.

A. Report of Bills #714, #714-A, #714-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#714 (Bill List) in the amount of \$ 30,762.69
#714-A (Payroll) in the amount of \$ 53,227.34
#714-B (Checking) in the amount of \$ 0.00

TOTAL: \$83,990.23

A motion was made by Mrs. Smith, seconded by Miss Archibald, to accept bill #'s 714, 714-A, and 714-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: Miss Archibald, Bishop Dr. Saffo, Ms. Greene, Mrs. Smith and Pastor Horton.

NAYS: 0

ABSENT: 2: Ms. Carr and Ms. Tharpe.

The motion carried by unanimous vote.

B. Transfer of Funds: None

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Ms. Greene reported that on May 16, 2013, library board trustees who were elected during the April 9 election were officially sworn in by Board secretary, Ms. Regina Greene. The two newly elected trustees are Ms. Jeannette "JB" Carr and Ms. Sharon Tharpe. They will be seated at the June meeting. No board meetings are scheduled for the months of July and August unless a special meeting becomes necessary.

It has been noted that even though the cost of group health insurance for employees has increase tremendously over the last few years, the library has not increased the employees' share. Currently, all PPO employees pay \$48.34 per month of the total premium while all HMO employees pay no premiums. After careful consideration and research, it is recommended that each insured employee contribute 3% of the total premium. This will result in an increase for some and a decrease for others which is a more equitable solution depending on coverage

selected.

A motion was made by Mrs. Smith, seconded by Miss Archibald, set the employee share of the health insurance @ 3%. A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Ms. Carr and Ms. Tharpe.

The motion carried by unanimous vote.

B. Buildings and Grounds Committee: Mrs. Smith reported installation of the new security cameras and panic buttons has begun but is not yet complete. It was determined that the current digital recorder has reached its limit and must be replaced with another to accommodate additional cameras. As soon as an agreement is reached on the cost, installation can resume. Negotiations with the Village will continue until the parking lot resurfacing project is complete.

C. Public Relations and Legislation: Mrs. Smith reported that as a reminder, the ALA conference will take place in Chicago at McCormick Place from June 27 – July 2. Any trustee who is positive that they will not be in attendance is requested to notify the administrative staff immediately.

D. Planning and Development Committee: Mrs. Smith reported that since the board is not scheduled to meet again until September, plans are to move forward with requesting proposals for replacement of the roof that is in disrepair. Soiled areas in the ceiling in different locations are indications of roof leakage making it impossible to use some shelves that had received previous damage. An expert with the Management Association has been contacted to assist with the emergency succession plan for the library leadership. A training session will take place in August and a plan is expected to be presented to the Board at the September meeting.

E. RAILS Library System: Mrs. Greene reported that RAILS continues to seek RFPs for outsourcing of the delivery service. The deadline for submission is July 17. RAILS has a new phone system but most numbers will remain the same. Members will be notified of any changes by June 30. A committee has been formed to investigate other circulation systems as many members have expressed

dissatisfaction with the current Innovative system.

New Business: None

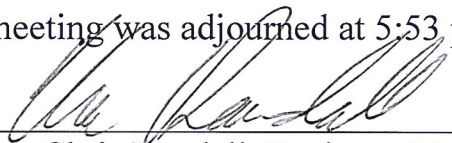
Unfinished Business: None

Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, September 11, 2013 at 6:00 pm.

Adjournment: The meeting was adjourned at 5:53 pm. Voice vote: All Ayes.



Chris Randall, Business Manager

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Board Meeting Minutes May 8, 2013

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:05 pm by Bishop Dr. Saffo in the small meeting room.

Attendance: Present were, Miss Archibald, Bishop Dr. Saffo and Ms. Greene. Mrs. Smith and Pastor Horton were absent. Also in attendance were Mrs. Wooten, Director, Ms. Randall, Business Manager.

A motion was made by Miss Archibald, seconded by Ms. Greene, to accept the consent agenda as printed. A roll call vote was taken.

AYES: 3: Miss Archibald, Bishop Dr. Saffo and Ms. Greene

NAYS: 0

ABSENT: 2: Mrs. Smith and Pastor Horton

The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported that The Illinois State Library has forwarded the 2013 per capita funding in the amount of \$19, 598.31. This is a slight reduction since Bellwood's population declined as of the 2010 census.

A. Report of Bills #713, #713-A, #713-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#713 (Bill List) in the amount of \$ 57,009.60

#713-A (Payroll) in the amount of \$ 55,106.08

#713-B (Checking) in the amount of \$ 86.59

TOTAL: \$112,202.27

A motion was made by Ms. Greene, seconded by Bishop Dr. Saffo, to accept bill #'s 713, 713-A, and 713-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: 3: Miss Archibald, Bishop Dr. Saffo and Ms. Greene

NAYS: 0

ABSENT: 2: Mrs. Smith and Pastor Horton

The motion carried by unanimous vote.

B. Transfer of Funds: A transfer of \$125,000 was deposited on April 11, 2013. for financial obligations.

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Ms. Greene reported that The State Library requires that all library trustees review a webinar on 'Environmental Scanning.' This presentation will be made available at the June board meeting. It is a requirement for submission of the 2014 per capita grant due by October 15, 2013. All library department managers will also be encouraged to participate in this analysis.

B. Buildings and Grounds Committee: Ms. Greene reported that proposals for the resurfacing of both parking lots have been obtained by the library custodian. Those for the west parking lot have been forwarded to the village for consideration regarding the Bellwood beautification project. They were requested and picked up by Mr. Charles Hodges, project engineer for the Hancock Engineering Company. Due to the heavy rain that occurred on April 18, the library was forced to close for that day because flooded streets prevented many staff members from reaching the building. The custodian finally arrived to assess any damage to the building and to place closed signs on the doors. Only a small amount of water was found inside that caused minimal damage. Phone messages were put in place as well as the information sent to the 'Emergency Closing Center' to be included in the local TV and radio notices.

An inside window in Youth Services department was broken as a result of a heavy metal ball hitting it supposedly thrown or somehow projected by a group of boys

sitting at a table. Replacement has been scheduled.

C. Public Relations and Legislation: Ms. Greene reported that even though the group remains small, the Friends of Bellwood Library is working diligently for the benefit of the library and its patrons. Donations of 12 carry baskets for the convenience of patrons selecting books and \$25 to the children's Cinco de Mayo program are 2 of the latest contributions from this group. A fund raiser in the form of a bake sale is planned for May 23 from 4-8 pm.

D. Planning and Development Committee: Ms. Greene reported that Tyco Integrated Security who is responsibility for the library security system has submitted a proposal for 2 additional cameras and 8 panic buttons to be installed at various staff work stations. Negotiations continue but the process is expected to be expedited so that these important upgrades can be made quickly.

A motion was made by Miss Archibald, seconded by Ms. Greene, to accept the proposal from Tyco for two additional cameras and 8 panic buttons to be installed. A roll call vote was taken.

AYES: 3: Miss Archibald, Bishop Dr. Saffo and Ms. Greene

NAYS: 0

ABSENT: 2: Mrs. Smith and Pastor Horton

The motion carried by unanimous vote.

E. RAILS Library System: Mrs. Greene reported that it was decided at the meeting of libraries to move the SAM server to the Forest Park library from Northlake. The move is expected to be made on Monday May 6 with only one day of interruption of service to patrons.

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, June 12, 2013 at 6:00 pm.

Adjournment: The meeting was adjourned at 6:45 pm. Voice vote: All Ayes.



Chris Randall, Business Manager

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Board Meeting Minutes April 10, 2013

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:03 pm by Bishop Dr. Saffo in the small meeting room.

Attendance: Present were, Miss Archibald, Bishop Dr. Saffo, Mrs. Smith, Mrs. Ross and Ms. Thompson & Ms. Green. Pastor Horton was absent. Also in attendance were Mrs. Wooten, Director, Ms. Randall, Business Manager.

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

AYES: 6: Miss Archibald, Bishop Dr. Saffo, Mrs. Smith, Ms. Thompson, Mrs. Ross and Ms. Greene

NAYS: 0

ABSENT: 1: Pastor Horton

The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported that Certificates of deposits have been renewed at both BMO Harris and Seaway banks for 12 month and 13 months respectively at a rate of .75 due to a matching request.

A. Report of Bills #712, #712-A, #712-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#712 (Bill List) in the amount of	\$ 44,185.94
#712-A (Payroll) in the amount of	\$ 79,238.58
#712-B (Checking) in the amount of	\$ 0.00

TOTAL: \$123,424.52

A motion was made by Ms. Thompson, seconded by Mrs. Smith, to accept bill #'s 712, 712-A, and 712-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: 6: Miss Archibald, Bishop Dr. Saffo, Mrs. Smith, Ms. Thompson, Mrs. Ross and Ms. Greene

NAYS: 0

ABSENT: 1: Pastor Horton

The motion carried by unanimous vote.

B. Transfer of Funds: A transfer of \$100,000 was deposited on March 12, 2013 for financial obligations.

C. Reinvestments: Certificates of Deposit held a BMO Harris and Seaway Bank were renewed.

Pastor Horton arrived @ 6:10 pm

Other Committee Reports:

A. Administration Committee: Ms. Greene reported that it is very important that all trustees complete and submit their Statement of Economic Interest (SEI) before May 1. An email should have been sent for completion and submission online. If assistance or clarification is needed, please contact the library administrative staff.

Mr. Hodges, Project Engineer for The Bellwood Beautification Project arrived @ 6:13 pm

B. Buildings and Grounds Committee: Mrs. Smith reported that a rebate of \$510 was finally received for the return of the old telephones due to an agreement for the purchase of new telephones. It took several inquiries for this to be finalized. The custodian has temporarily patched a large pothole in the south parking lot. This lot still needs to be totally resurfaced which possibly can be done at cost when the west parking lot is completed this spring.

Mr. Hodges gave project updates.

C. Public Relations and Legislation: Mrs. Smith reported that the annual ALA conference will be held in Chicago June 27 – July 2. All trustees who are ALA members are asked to begin planning for registration and for any special meetings or events they would like to attend. Even though it is in Chicago this year, if a hotel stay is necessary, planning early is imperative. It is important to inform the administrative staff of all plans and do not assume they know what you desire because of what was done at another conference. Please check the ALA website frequently for all conference details.

D. Planning and Development Committee: Ms. Thompson reported that proposals are being requested from ADT/Tyco the provider of the current security system to possibly expand and/or upgrade this system. This is in regards to the ongoing concern for the safety of library employees and visitors. There are still some areas that are vulnerable to activity that should be under surveillance.

Alfredo Rodriguez from Knutte & Associates, CPA, LLC arrived @ 7:00.

E. RAILS Library System: Mrs. Ross reported that with the departure of 2 large libraries from the services of SWAN, it is still unclear what impact this will have on the sharing of resources from these libraries via interlibrary loan and reciprocal borrowing. The public computer management system server has yet to find a home after Northlake requested that it be moved from their facility. A meeting is being scheduled for all participants to make this determination. The Smart Access Manager (SAM) server could eventually be housed at the Burr Ridge location. At least service to the patrons has not been interrupted for the public computers during this transition.

Alfredo Rodriguez presented the audit report.

A motion was made by Miss Archibald, seconded by Mrs. Ross, to accept the 2012 audit report. A roll call vote was taken.

AYES: 7: Miss Archibald, Bishop Dr. Saffo, Mrs. Smith, Ms. Thompson, Mrs. Ross, Ms. Greene and Pastor Horton

NAYS: 0

ABSENT: 0

The motion carried by unanimous vote.

New Business: None

Unfinished Business: None

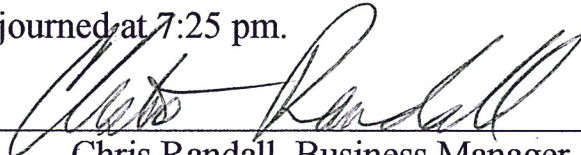
Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, May 8, 2013 at 6:00 pm.

Adjournment: A motion was made by Miss Archibald, seconded by Mrs. Smith, to adjourn the meeting. Voice vote: All Ayes.

The meeting was adjourned at 7:25 pm.


Chris Randall, Business Manager

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Board Meeting Minutes March 13, 2013

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 5:56 pm by Bishop Dr. Saffo @ Giordanos in Westchester, IL.

Attendance: Present were, Miss Archibald, Bishop Dr. Saffo, Mrs. Smith, Mrs. Ross and Ms. Thompson & Ms. Green. Pastor Horton was absent. Also in attendance were Mrs. Wooten, Director, Ms. Randall, Business Manager.

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

AYES: 6: Miss Archibald, Bishop Dr. Saffo, Mrs. Smith, Ms. Thompson, Mrs. Ross and Ms. Greene

NAYS: 0

ABSENT: 1: Pastor Horton

The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported that the annual audit has begun and the results are expected to be presented to the Board at the April meeting. The certificate of deposit at Seaway Bank will mature on March 26. A decision is necessary on whether to renew or take other action.

A. Report of Bills #711, #711-A, #711-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#711 (Bill List) in the amount of	\$ 28,206.91
#711-A (Payroll) in the amount of	\$ 54,110.52
#711-B (Checking) in the amount of	\$ 0.00

TOTAL: \$ 82,317.43

A motion was made by Ms. Thompson, seconded by Mrs. Ross, to accept bill #'s 711, 711-A, and 711-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: 6: Miss Archibald, Bishop Dr. Saffo, Mrs. Smith, Ms. Thompson, Mrs. Ross and Ms. Greene

NAYS: 0

ABSENT: 1: Pastor Horton

The motion carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Miss Archibald to reinvest the CD's (currently @ Seaway and Harris bank) at the highest possible interest rate. There is no doubt that this will skillfully be achieved by Mrs. Wooten. A roll call vote was taken.

AYES: 6: Miss Archibald, Bishop Dr. Saffo, Mrs. Smith, Ms. Thompson, Mrs. Ross and Ms. Greene

NAYS: 0

ABSENT: 1: Pastor Horton

The motion carried by unanimous vote.

B. Transfer of Funds: A transfer of \$100,000 was deposited on February 15, 2013 for financial obligations.

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: The administrative staff is working on an Emergency Succession Plan, thanks to Mrs. Dorothy Smith who brought a sample of this important document from the recent Trustee Forum workshop. Plans are to have staff in place who can immediately continue in a leadership role even if on a temporary basis for a specific period of time. Once this plan is in place board approval will be requested.

B. Buildings and Grounds Committee: There have been repeated problems with the library elevator; the repairman continues to seek a permanent solution. Most of his visits fall under contract and is not of extra cost to the library. Occasional HVAC problems occur with some additional charges not covered under the maintenance contract. These malfunctions have been an ongoing problem.

C. Public Relations and Legislation: The annual ALA conference will be held in Chicago June 27 – July 2. Trustees are asked to begin planning for registration and for any special meetings or events they would like to attend. Even though it is in Chicago, if a hotel stay is necessary, planning early is imperative. It is important to inform the administrative staff of all plans and do not assume they know what you desire because of what was done at another conference. Please check the ALA website frequently for all conference details.

D. Planning and Development Committee: The Board has shown interest in making use of the storage building to offer additional services to the community. This will require renovation specific to what the planned use will be. So far it has been suggested as an educational center for tutoring, GED preparation or other special needs. A 5-8 year plan would also be helpful for the library as a whole so that plans for the storage building will coincide with long range plans for the library.

E. RAILS Library System: The new website for SWAN is nearly complete. Orland Park and Elmhurst Libraries have made the decision to leave SWAN and seek other circulation systems. This is a concern for other SWAN libraries and steps are being taken to improve service to discourage others from leaving the consortium. All libraries are encouraged to obtain patron email addresses in order to go green and use less paper and postage for mailing notices.

New Business: None

Unfinished Business: None

Public Comment: None

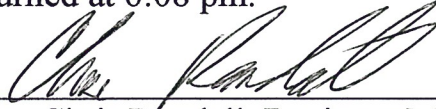
Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, April 10, 2013 at 6:00 pm.

Pastor Horton arrived @ 6:08 pm

Adjournment: A motion was made by Miss Archibald, seconded by Mrs. Ross, to adjourn the meeting. Voice vote: All Ayes.

The meeting was adjourned at 6:08 pm.

A handwritten signature in dark ink, appearing to read "Chris Randall", written over a horizontal line.

Chris Randall, Business Manager