

Bellwood Public Library

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

Board Meeting Minutes February 13, 2013

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:13 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 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 Mrs. Smith, to accept the consent agenda as printed. A roll call vote was taken.

AYES: 5: Miss Archibald, Bishop Dr. Saffo, Mrs. Smith, Ms. Thompson and Mrs. Ross

NAYS: 0

ABSENT: 2: Ms. Green and Pastor Horton

The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported that an IPTIP transfer will be made in early February. The Village has provided the library's share of the replacement taxes in the amount of \$7,754.35 which is for the third quarter of the year 2012. Property tax bills have been disbursed with payments due March 1. At that time the library will receive the bulk of its share of tax revenue. The revised 2013 budget (brought on by the recent salary increases) has been completed and is ready for approval. The IPLAR (Illinois Public Library Annual Report) for the state is being prepared for submission by the end of February. This is primarily a statistical report.

A. Report of Bills #710, #710-A, #710-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#710 (Bill List) in the amount of \$ 61,569.80
#710-A (Payroll) in the amount of \$ 52,865.61
#710-B (Checking) in the amount of \$ 0.00

TOTAL: \$114,435.41

A motion was made by Ms. Thompson, seconded by Mrs. Ross, to accept bill #'s 710, 710-A, and 710-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, Mrs. Smith, Ms. Thompson and Mrs. Ross

NAYS: 0

ABSENT: 2: Ms. Green and Pastor Horton

The motion carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Ms. Thompson to revise the 2013 budget to reflect the employees 5% raise.

A roll call vote was taken.

AYES: 5: Miss Archibald, Bishop Dr. Saffo, Mrs. Smith, Ms. Thompson and Mrs. Ross

NAYS: 0

ABSENT: 2: Ms. Green and Pastor Horton

The motion carried by unanimous vote.

B. Transfer of Funds: None

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Mrs. Smith reported that attempts to clarify the new IMRF rates have been difficult as there have been changes that caused confusion at the Village Finance department. The library's rate must coincide with that of the Village of Bellwood. After contacting the IMRF office it was

determined that the new rate is 11.48% of which 4.8% is deducted from employees' payroll. The old rate was 10.44% and this increase is an added expense for the library.

B. Buildings and Grounds Committee: Mrs. Smith reported that plans for the continuation of Bellwood's beautification project are evident by the 11 structures that have been delivered to the library's property. Project engineer, Mr. Chuck Hodges, offered to attend a library board meeting to keep trustees updated on these plans. However, due to a previous commitment, he is unable to attend the February regular meeting. Attempts will be made to continue communication with Mr. Hodges on the progress of this project.

C. Public Relations and Legislation: Mrs. Smith reported that board members are encouraged to keep abreast of various House Bills being considered by the Illinois General Assembly, especially those that impact libraries. Currently under consideration are bills concerning (a) State Pension Reform, (b) Firearms concealed carry, and (c) Reduction in Local Property Tax Revenues. These are discussed further in the Illinois Library Association online newsletter with recommended action to support or not by contacting your legislators. This ILA newsletter will be forwarded to trustees on a regular basis. The Bellwood Library quarterly newsletter will be completed and ready for distribution by the end of February with news and events up to and including May 2013.

D. Planning and Development Committee: Ms. Thompson reported that a police officer from the Bellwood Police Dept. will be conducting a safety presentation at the next staff meeting scheduled for the month of February at a half-day in-service. A representative from the Bellwood Fire Dept. will also be participating.

E. RAILS Library System: Mrs. Ross reported that the annual required certification by each Illinois library has been completed for Bellwood far before the March 31 deadline. RAILS is offering for sale much of the properties vacated because of the merger. The Shorewood and Wheeling facilities have been sold while the Geneva and Coal Valley properties remain on the market. The collections and circulation functions of the Voices of Vision Talking Book Center will be transferred to the Illinois State Library with The Illinois Talking Book Outreach Center located in Burr Ridge. It will serve all 102 counties in Illinois except the city of Chicago.

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, March 13, 2013 at 6:00 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 7:05 pm.



Chris Randall, Business Manager

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Board Meeting Minutes January 16, 2013

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

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

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

AYES: 6: Miss Archibald, Bishop Dr. Saffo, Ms. Green, Pastor Horton, Mrs. Smith and Mrs. Ross

NAYS: 0

ABSENT: 1: Ms. Thompson

The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported that due to the recent action (or inaction) by the U.S. Congress concerning the increase in Social Security taxes, it is requested that the Board consider an increase in wages to compensate for the unexpected substantial shortfall that the staff members are experiencing. There was a 2% increase in payroll deductions which amounts to a substantial decrease in amounts on payroll checks. Depending on pending action by Congress, other increases in deductions may be forthcoming. It is recommended that the staff be provided a salary increase of between 3.5 and 5%. This request is being made since staff has not received a raise in a number of years. This will require an amendment to the 2013 budget to use some reserve funds set up during the recession.

Auditors Knutte & Associates have presented a proposal as needed to continue service to the library.

A motion was made by Miss Archibald, seconded by Mrs. Ross, to give the employees a 5% raise due to the large increase in social security tax imposed by the federal government. A roll call vote was taken.

AYES: 6: Miss Archibald, Bishop Dr. Saffo, Ms. Green, Pastor Horton, Mrs. Smith and Mrs. Ross

NAYS: 0

ABSENT: 1: Ms. Thompson

The motion carried by unanimous vote.

A motion was made by Miss Archibald, seconded by Ms. Greene, to accept the proposal given by Knutte & Associates to perform the Library's audit at a cost of \$7,000 for 2012, \$7,250 for 2013 and \$7,500 for 2014. A roll call vote was taken.

AYES: 6: Miss Archibald, Bishop Dr. Saffo, Ms. Green, Pastor Horton, Mrs. Smith and Mrs. Ross

NAYS: 0

ABSENT: 1: Ms. Thompson

The motion carried by unanimous vote.

A. Report of Bills #708, #708-A, #708-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#708 (Bill List) in the amount of \$ 43,981.24

#708-A (Payroll) in the amount of \$ 51,846.48

#708-B (Checking) in the amount of \$ 0.00

TOTAL: \$95,827.72

#709 (Bill List) in the amount of \$ 36,715.44

#709-A (Payroll) in the amount of \$ 53,154.31

#709-B (Checking) in the amount of \$ 0.00

TOTAL: \$89,869.75

Miss Thompson arrived @ 6:27pm

A motion was made by Ms. Greene, seconded by Mrs. Ross, to accept bill #'s 708,709, 708-A, 709-A, 708-B and 709-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, Ms. Green, Pastor Horton, Mrs. Smith and Mrs. Ross

NAYS: 0

ABSENT: 1: Ms. Thompson

The motion carried by unanimous vote.

B. Transfer of Funds: Fund transfers of \$150,000 on November 16, 2012 & \$200,000 on December 6, 2012 were made for the purpose of paying bills.

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Ms. Greene reported that plans are to conduct a safety workshop presented by the Bellwood Police and Fire departments to prepare the staff for various emergencies such as crimes being committed against staff or patrons either in the library or on library property. Legislation is being discussed on the state level as well as federal on new gun control issues. Being a public institution, the staff could be faced with someone coming in with a weapon and creating a dangerous situation as has been in various schools and other public areas. Staff needs to feel prepared to handle such an occurrence as safely as possible.

B. Buildings and Grounds Committee: Mrs. Smith reported that the damaged carpet in the large meeting room has been replaced with vinyl woodgrain flooring. It looks very nice and was chosen for its durability as well as its appearance. Staff and patrons are very appreciative and are taking steps to take good care of it for the long term. Installation went very well and the cost of the entire project came well within the Board's approved budget.

Proper maintenance of this building will require the replacement of the roof in the near future, probably the spring of 2013. Other Board considerations for the not so distant future might include building renovation and/or expansion as well as plans

for the use of the storage building on Bellwood Ave. The parking lot also will need resurfacing particularly when the Village completes its beautification project in the library west parking lot.

C. Public Relations and Legislation: Mrs. Smith reported that the Village of Bellwood calendars have been distributed with the library having a full page ad highlighting its programs and services. The library lowered its flags in remembrance of the lives lost in the school shooting in Connecticut. Messages of condolences were also sent to the Village of Newtown.

The ILA Library Trustee Forum 2013 workshops will be held Feb. 2 at Chicago Marriott in Oak Brook. Registration is \$125 per trustee (paid by the library) with a deadline of Jan. 23. This includes breakfast, lunch and afternoon snacks. Please notify the administrative staff if you are planning to attend.

D. Planning and Development Committee: Ms. Thompson reported that the Library will be sending representatives to the Black History celebration sponsored by the Village of Bellwood on Saturday February 24, at the Eisenhower Center in Hillside. The library receives an annual invitation to this event and sends representation with a display to this program and to the Hispanic Heritage celebration as well. Board trustees are always welcome to participate and represent the library at various programs and activities in the building or otherwise. The Friends of the Library also welcome Board participation.

E. RAILS Library System: Mrs. Ross reported the annual certification by all member libraries is now required by RAILS. This online process must be completed by March 31, 2013. Non-compliant libraries will not be eligible for various system services including state grant funding or delivery service. RAILS bases its emergency closings (mostly weather related) on the school districts in its 7 locations. If the school districts are closed, the RAILS office will be closed with no deliveries to member libraries during that time.

New Business: None

Unfinished Business: None

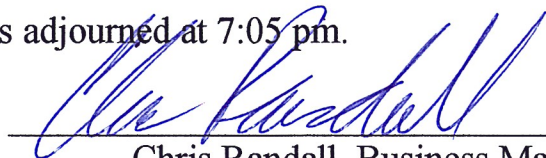
Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, February 13, 2012 at 6:00 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 7:05 pm.


Chris Randall, Business Manager

Bellwood Public Library

Annual Board Meeting

Minutes

January 16, 2013

600 Bohland Avenue
Bellwood, Illinois 60104
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www.bellwoodlibrary.org

The Annual Meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:01 p.m. by President, Bishop Dr. Saffo in the Small Meeting Room.

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

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

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

5: Ayes: Mrs. Smith, Miss Archibald, Mrs. Ross, Ms. Greene and Bishop Dr. Saffo.

1: Opposed: Pastor Horton

The motion carried by unanimous vote.

Set Meeting Night and Time: A motion was made by Ms. Greene, seconded by Mrs. Smith 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 Miss Archibald, seconded by Mrs. Smith that all trustees retain their offices as slated (Rev. Dr. Saffo as President, Mrs. Smith as Vice President, Miss Archibald as Treasurer and Ms. Greene as Secretary. A roll call vote was taken.

All Ayes

The motion carried by unanimous vote.

The meeting was turned over to the 2013 officers.

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.

R.A.I.L.S

Mrs. Ross, Chairperson

Mrs. Smith

Miss Archibald

Planning and Development

Ms. Thompson, Chairperson
Pastor Horton
Mrs. Ross

Public Relations & Legislative

Mrs. Smith, Chairperson
Miss Archibald
Mrs. Ross

Buildings and Grounds

Mrs. Smith, Chairperson
Pastor Horton
Ms. Greene

Administration

Ms. Greene, Chairperson
Mrs. Ross
Pastor Horton

Finance

Miss Archibald, Chairperson
Mrs. Smith
Mrs. Ross

Voice vote

All Ayes

The motion carried by unanimous vote.

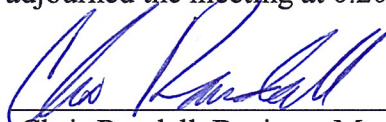
Public Comment: None

Adjournment: A motion was made by Miss Archibald, seconded by Mrs. Ross, to adjourn the annual meeting.

Voice vote

All Ayes.

Rev. Dr. Saffo adjourned the meeting at 6:20 p.m.



Chris Randall, Business Manager