

Bellwood Public Library

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

Board Meeting Minutes March 12, 2012

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, and Ms. Thompson. Ms. Greene, Pastor Horton and Mrs. Ross 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: 4: Miss Archibald, Bishop Dr. Saffo, Mrs. Smith, and Ms. Thompson.

NAYS: 0

ABSENT: 3: Ms. Greene, Pastor Horton and Mrs. Ross

The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported that communications with representatives from Seaway Bank have continued with the possibility of conducting some library business with this institution. However, Bellwood businesses remain a priority for the bulk of any library investments. Only when there is a substantial advantage is it recommended to engage businesses outside the Bellwood community. Seaway Bank of Maywood is offering a generous return on a 12 month certificate of deposit for a limited time only.

The library has become a part of a program that reduces the cost of telecommunication services. Many libraries and municipalities are taking advantage of discounts offered by Call One for the next year. Bellwood Library was part of a similar program in the past and found it helpful.

A. Report of Bills #700, #700-A, #700-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#700 (Bill List) in the amount of \$ 58,679.29
#700-A (Payroll) in the amount of \$ 49,758.28
#700-B (Checking) in the amount of \$ 129.08

TOTAL: \$108,566.65

A motion was made by Mrs. Smith, seconded by Ms. Thompson, to accept bill #'s 700, 700-A, 700-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: Miss Archibald, Bishop Dr. Saffo, Mrs. Smith, and Ms. Thompson.

NAYS: 0

ABSENT: 3: Ms. Greene, Pastor Horton and Mrs. Ross

The motion carried by unanimous vote.

B. Transfer of Funds: None

C. Reinvestments: A motion was made by Miss Archibald, seconded by Mrs. Smith to take no more than \$250,000 out of the library's Harris Bank (Money Market) account to open a CD with Seaway Bank. Amount to be determined by the Director. A roll call vote was taken.

AYES: 4: Miss Archibald, Bishop Dr. Saffo, Mrs. Smith, and Ms. Thompson.

NAYS: 0

ABSENT: 3: Ms. Greene, Pastor Horton and Mrs. Ross

The motion carried by unanimous vote.

Other Committee Reports:

A. Administration Committee: Ms. Thompson reported that the Bellwood Fire Dept. will assist staff in developing an emergency exit plan in the event of a fire or other disaster requiring evacuation. Floor plans will be posted with routes to all exists clearly marked for the safety of patrons and staff. The required Open Meeting Act training for library trustees has experienced a glitch involving questions #17 and #18. Any trustee experiencing this difficulty should contact the

Attorney General's Office. Completion of this online training is due by January 2013 in order for trustees to retain their seat on any library board in the state of Illinois.

B. Buildings and Grounds Committee: Mrs. Smith reported quotes are being solicited for replacement of the nonfunctioning security gates. The problem has been the dual entrances which require 2 sets of gates. This is an added expense that many libraries do not encounter. This project has been budgeted for in recent years with funds not being expended. In the meantime, more and more patrons (especially children and teens) have discovered that there is no security for library materials. Therefore, thievery is sometimes encouraged and prevention has now become more urgent. Board approval is requested for the replacement of the current security (?) gates.

A motion was made by Mrs. Smith, seconded by Ms. Thompson to approve the purchase of new security gates. A roll call vote was taken.

AYES: 4: Miss Archibald, Bishop Dr. Saffo, Mrs. Smith, and Ms. Thompson.

NAYS: 0

ABSENT: 3: Ms. Greene, Pastor Horton and Mrs. Ross

The motion carried by unanimous vote.

C. Public Relations and Legislation: Mrs. Smith reported that the Spring newsletter has recently been distributed and placed on the website with many of the popular job search related programs offered including a job fair in April. There are also programs on business as a fulfillment of the partnership with the Bellwood Chamber of Commerce. Items received for this grant include digital camera, projector, laptop with business related software, and other items. Staff is seeking a service that will automatically translate the website from English to the Spanish language upon request by the user. Hopefully this will be a free or nominal cost service that can be offered to patrons who need it. Library IT technician, Tony Brown, and webmaster Glenn Kato are working to make this available. Currently, a staff member translates the newsletter in Spanish for the website and for in-house distribution.

D. Planning and Development Committee: Ms. Thompson reported that department managers have begun to review and update the long range plan to be submitted to the board at a later date. Library logo suggestions are being developed by staff and others to also be submitted. A grant opportunity in the works is an exciting state grant for computers to be used to train seniors on various

aspects of computer usage with a set number of hours participation required. Recipients are expected to be notified by the summer.

E. RAILS Library System: Ms. Thompson reported that RAILS has received its first fiscal year 2012 per capita grant payment of \$1,072,500 representing 10.9% of total 2012 grant amount for the fiscal year ending June 30, 2012. Secretary of State Jesse White and Illinois State Library Director Anne Craig helped gain the release of these funds. The Governor is proposing a 9% cut for the FY2013 budget which Secretary White says will be devastating.

Mrs. Ross arrived @ 6:35 pm.

New Business: None

Unfinished Business: None

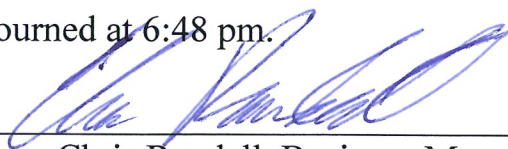
Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, April 11, 2012 at 6:00 pm.

Adjournment: A motion was made by Miss Archibald, seconded by Ms. Thompson, to adjourn the meeting. Voice vote: all ayes.

The meeting was adjourned at 6:48 pm.



Chris Randall, Business Manager

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Board Meeting Minutes February 8, 2012

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:10 pm by Bishop Dr. Saffo in the Small Meeting Room.

Attendance: Present were, Miss Archibald, Ms. Greene, Pastor Horton and Bishop Dr. Saffo. Mrs. Smith, Mrs. Ross and Ms. Thompson 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.

Mrs. Smith arrived at 6:11pm

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

NAYS: 0

ABSENT: 2: Ms. Thompson and Mrs. Ross.

The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported that auditors from Knutte & Associates have begun their annual review of library financial records that is expected to be complete by the end of the month. As usual, the Village of Bellwood will be supplied with a copy of the results of this audit. An internal error was responsible for the incorrect payment to the law firm Klein, Thorpe & Jenkins last month.

The responsible staff has made the correction and a refund from KTJ is forthcoming. The correct amount should have been \$390.

A. Report of Bills #699, #699-A, #699-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#699 (Bill List) in the amount of	\$ 39,732.70
#699-A (Payroll) in the amount of	\$ 49,564.52
#699-B (Checking) in the amount of	\$ 0.00

TOTAL: \$ 89,297.22

A motion was made by Mrs. Smith, seconded by Ms. Greene, to accept bill #'s 699, 699-A, 699-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, Mrs. Smith, Miss Archibald, Pastor Horton and Ms. Greene.

NAYS: 0

ABSENT: 2: Ms. Thompson and Mrs. Ross.

The motion carried by unanimous vote.

B. Transfer of Funds: No transfer of funds was necessary for current financial obligations.

C. Reinvestments: None

George Ward and Steven Fox from Seaway Bank of Maywood gave a presentation introducing Seaway's services.

Miss Thompson arrived at 6:30 pm.

Mrs. Ross arrived at 6:35 pm.

Other Committee Reports:

A. Administration Committee: Mrs. Greene reported that department supervisors and the administrative staff are working to complete the Illinois Public Library Annual Report (IPLAR). This is an annual ritual that is compulsory for all libraries that expect to participate in the per capita grant due later in the year. Statistics collected are due within 60 days of the end of the library's fiscal year and are then reviewed and compiled to be published by University of Illinois

Champaign staff.

B. Buildings and Grounds Committee: Mrs. Smith reported that upon request, Comcast sent a technician to inspect the library's cable equipment which appeared to be obsolete but was found to be in excellent condition. A few basic instructions were given for the connections in the staff lounge and in the large meeting room so that this equipment can be properly used. Only basic service is available and the library is not charged for this plan.

The additional security camera that was installed in the downstairs hallway has already resulted in determining the perpetrators of some mischief recently. The young men were barred from the library for a specific period of time for committing an act of minor vandalism. They even got an opportunity to see themselves on camera while committing their mischief.

C. Public Relations and Legislation: Mrs. Smith reported that the library website is up and running with a very pleasant, interesting and informative new look. It will be regularly updated by staff as programs and services change. The library's facebook account is receiving more and more activity in response to programs and materials provided. Pictures of staff and patrons participating in programs are on the social network's site for public viewing. The search for a new library logo design continues with many suggestions being developed. The staff will review the entries and the Board will be asked to make the final selection of designs submitted. Preparations are nearly complete for the Spring newsletter due to be distributed in February.

D. Planning and Development Committee: Ms. Thompson reported that new outside security cameras are projecting very clear images which are continuously being recorded. IT coordinator, Tony Brown, has been able to add this system to the computer network so that images can be views from designated computers throughout the building. The office of Cook County Clerk David Orr has requested that the library continue to be a polling place for 2 local precincts for the upcoming primary general election on March 20, 2012. The library will be paid a \$150 stipend for this service. Access to the building must be from 5 am to 9 pm the day of the election. Custodian, Kelvin Johnson, will be available as usual to provide entry.

E. RAILS Library System: Mrs. Ross reported that RAILS has announced that it is providing the ability for member libraries to post announcements on its homepage. News about your library can be posted in *Library News*, *Continuing Education*, *Free/For Sale* offers, and *the Jobs Board*, all of which can be viewed

publicly. RAILS members must login to the RAILS website to post items.

New Business: None

Unfinished Business: None

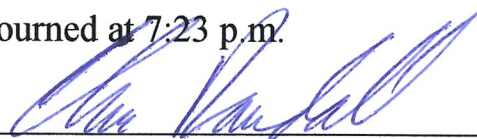
Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, March 14, 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 7:23 p.m.



Chris Randall, Business Manager

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Board Meeting Minutes January 11, 2012

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:14 pm by Mrs. Smith in the Small Meeting Room.

Attendance: Present were, Mrs. Smith, Miss Archibald, Ms. Thompson, Ms. Greene and Mrs. Ross. Pastor Horton and Bishop Dr. Saffo 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: 5: Mrs. Smith, Miss Archibald, Ms. Thompson, Mrs. Ross and Ms. Greene.
NAYS: 0

ABSENT: 2: Bishop Dr. Saffo and Pastor Horton.
The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported that The Urban Partnership Bank completed its move into its new building on St. Charles Rd. in Bellwood with a grand opening celebration on December 8. The library received its share of replacement taxes from the Village for the 2011 3rd quarter in the amount of \$5,894.28.

A. Report of Bills #698, #698-A, #698-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#698 (Bill List) in the amount of \$ 43,335.38
#698-A (Payroll) in the amount of \$ 49,867.86
#698-B (Checking) in the amount of \$ 297.63

TOTAL: \$ 93,500.87

A motion was made by Mrs. Smith, seconded by Ms. Greene, to accept bill #'s 698, 698-A, 698-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: Mrs. Smith, Miss Archibald, Ms. Thompson, Mrs. Ross and Ms. Greene.

NAYS: 0

ABSENT: 2: Bishop Dr. Saffo and Pastor Horton.

The motion carried by unanimous vote.

B. Transfer of Funds: An IPTIP transfer of \$120,000 was made on December 2, 2011 for payment of library financial responsibilities.

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Mrs. Ross reported that the unemployment appeal for benefits involving former employee, Beth Ginzberg, has been settled by the judge. The decision provided benefits to the claimant based on her doctor's conclusion that Ms. Ginzberg's health prevented her from performing her duties at the library or reporting this to her supervisor. However, the court ruled that the library was not at fault for her dismissal and therefore will not be charged for the unemployment compensation to Ms. Ginzberg.

B. Buildings and Grounds Committee: Ms. Greene reported that after further negotiations with ADT, the price of installing one new security camera and upgrading the 3 outside cameras was reduced from \$2800 to \$2640 including all equipment and labor. This project is scheduled to be completed soon. There has been a moderate increase in the maintenance agreement for the lawn irrigation by Muellermist Corp. Apparently there has been no increase during the last 3 years and now it is considered unavoidable. The fee was \$482 and is currently \$516.

C. Public Relations and Legislation: Mrs. Smith reported that the library's new website has finally gone live even though it is not totally complete. This is by design since designated staff have been trained to continue to add and upgrade the site as needed. The youth services department is working on some rather elaborate additions that take more time and planning. When complete the website will be a

source of pride for the library and the Bellwood community. Effective Jan. 1, 2012, each elected or appointed library board member affected by the Open Meetings Act must complete Open Meetings Act training online. The training is available on the Attorney General's website at <http://foia.ilattorneygeneral.net/default.aspx>. Upon completion, a certificate should be printed by the trustee that will be kept on file at the library. Questions should be directed to the Attorney General's office at 877-299-3642.

Bishop Dr. Saffo arrived at 7:30 pm.

D. Planning and Development Committee: Ms. Thompson reported that since a new state law requires that all old and/or obsolete electronic equipment be recycled and not disposed of in the trash, the library is setting procedures in place to be sure we are in compliance and also provide more recycling opportunities for these items for the community. A list of special electronic recycling companies that we have worked with in the past will be contacted with the objective of providing this service on a regular basis.

E. RAILS Library System: Mrs. Ross reported that the search for a RAILS executive director continues. Due to budgetary restraints, Chicago Public Library (CPL) has changed some of its policies concerning reciprocal borrowers. This privilege allows CPL patrons to borrow and place holds on materials from suburban libraries and vice versa. CPL is placing stricter limits on this and other activities.

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 8, 2012 at 6:00 pm.

Adjournment: A motion was made by Bishop Dr. Saffo, seconded by Ms. Thompson, to adjourn the meeting. Voice vote: all ayes.

The meeting was adjourned at 7:55 p.m.

Chris Randall, Recording Secretary

Bellwood Public Library

Annual Board Meeting

Minutes

January 11, 2012

600 Bohland Avenue
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(708) 547-7393
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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 7:06 p.m. by Vice President, Dorothy Smith in the Small Meeting Room.

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

The Annual meeting was turned over to Mrs. Smith 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.

All Ayes

The motion carried by unanimous vote.

Set Meeting Night and Time: A motion was made by Ms. Greene, seconded by Ms. Thompson that the regular monthly meeting of the Board of Trustees shall be on the second Wednesday of each month at 6:00 p.m. in the library meeting room changed from 7:00 p.m.

Voice vote

All Ayes

The motion carried by unanimous vote.

A motion was made by Ms. Thompson, seconded by Mrs. Ross that a Board Meeting will not be held in the months of July and August unless a special meeting is necessary.

Voice vote

All Ayes

The motion carried by unanimous vote.

A motion was made by Ms. Thompson, seconded by Ms. Greene that the annual meeting be tabled @ 7:14 pm until the arrival of Bishop Dr. Saffo and begin the regular monthly board meeting.

Voice vote

All Ayes

The motion carried by unanimous vote.

The Annual Meeting of the Board of Trustees of the Bellwood Public Library resumed at 7:55 and was turned over to Bishop Dr. Saffo to act as secretary.

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

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, Ms. Thompson as Secretary and Miss Archibald as Treasurer) with the addition of Ms. Thompson's official title being the Recording Secretary and Ms. Greene as Corresponding Secretary. A roll call vote was taken.

All Ayes

The motion carried by unanimous vote.

The meeting was turned over to the 2012 officers.

A motion was made by Rev. Dr. Saffo, seconded by Miss Archibald to accept the 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.

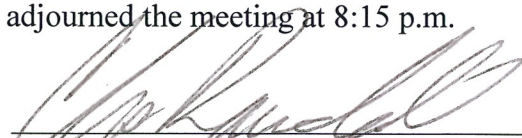
Public Comment: None

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

Voice vote

All Ayes.

Rev. Dr. Saffo adjourned the meeting at 8:15 p.m.



Chris Randall, Recording Secretary