

Bellwood Public Library

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

Board Meeting Minutes

July 14, 2010

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:07 p.m. by Rev. Dr. Saffo in the Arnie Bryant Conference Room.

Attendance: Present were, Miss Archibald, Rev. Dr. Saffo, Mr. Mallet and Mrs. Smith. Elder Hayes, Ms. Thompson and Pastor Horton were absent. Also in attendance were Mrs. Wooten, Director and Chris Randall, Business Manager.

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

AYES: 4: Miss Archibald, Mrs. Smith, Rev. Dr. Saffo and Mr. Mallett

NAYS: 0

ABSENT: 3: Pastor Horton, Ms. Thompson and Elder Hayes

The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported that no funding for approved grants has yet been received from the State. The Secretary of State, which approved the grant, indicated that we must wait for release by the comptroller's office. That is expected to occur at any time. Even so, the state requires quarterly detailed progress reports of projects from all grantees.

A. Report of Bills #679, #679-A, #679-B, #680, #680-A, #680-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#679 in the amount of	\$ 50,879.02
#679-A in the amount of	\$ 49,110.04
#679-B in the amount of	\$ 335.00

TOTAL: \$100,324.06

#680 in the amount of	\$ 61,602.41
#680-A in the amount of	\$ 49,183.54
#680-B in the amount of	\$ 117.10

TOTAL: \$110,903.05

A motion was made by Mrs. Smith, seconded by Mr. Mallett, to accept bill #'s 679, 679-A, 679-B, 680, 680-A, and 680-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, Mrs. Smith, Rev. Dr. Saffo and Mr. Mallett

NAYS: 0

ABSENT: 3: Pastor Horton, Ms. Thompson and Elder Hayes

The motion carried by unanimous vote.

B. Transfer of Funds: An IPTIP transfer of \$60,000 was made on May 18, 2010 and another of \$80,000 was made on June 14, 2010.

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Mr. Mallett reported that unfortunately, the library lost its main IT coordinator who managed and serviced all our computer products. Afroz Ather accepted a full time job with a private corporation. We wish him well as he has served us well for the last 4 years. The position will be filled as soon as the right candidate can be found.

The library is providing employment for 2 individuals through the 'Put Illinois to Work' project. This is a federal stimulus program which provides the funding of \$10 per hour to each participant.

The Village of Bellwood has changed health insurance providers which includes full time library employees. The new insurer is Illinois Blue Cross Blue Shield and it is already clear the benefits are not as generous as with the previous provider. The cost for the library or the employee has not been determined.

Ms. Thompson arrived at 7:32 p.m.

B. Buildings and Grounds Committee: Mr. Mallett reported that the library experienced some flooding near the janitor's closet which reached the Large meeting room and the new carpeting. Fortunately, damage was minimal and is practically unnoticeable. To correct the problem, the custodian was asked to seal cracks in the foundation on the outside as well as repair a problem with the gutters and downspout in that area. The next heavy rainfall will determine if the problem has been solved. The bike rack on the sidewalk has been destroyed and therefore removed. The 'Friends' have promised a replacement.

C. Public Relations and Legislation: Mrs. Smith reported that due to the library closure for carpet issues, it was anticipated that the public could be somewhat reluctant to return in great numbers. That proved to not be the case. On the first opening day, the staff was quite busy. Bright 'OPEN' signs were posted on each entrance and they seemed to serve as magnets for patrons to come in. Post cards had been printed to mail to each household announcing the library's reopening but because of incorrect information of the cost from the Bellwood post office, those cards were not mailed. However, many of the post cards were hand delivered to area businesses. Staff had to work harder than usual soliciting donations for the summer reading programs. Donations are down from local businesses with Ferrara Pan discontinuing donations totally. They have been an annual staple for assisting with the summer reading program for a long time.

D. Planning and Development Committee: Ms. Thompson reported that the 'Friends' are working to reschedule the 'Giant Book Sale' to be held before the end of the summer. Many patrons have donated books and other items to this impending sale and others are looking forward to

attending this event. Proceeds are expected to be used for a new library bike rack and computer furniture for Youth Services.

E. Metropolitan Library System: Mrs. Smith reported that because of financial constraints MLS has discontinued all services except delivery and SWAN. Major layoffs occurred June 30. Plans continue for system mergers but no final decisions have been made. If state funding is not received, MLS could close completely by the end of October, 2010.

A motion was made by Mrs. Smith, seconded by Miss Archibald to accept the resolution of the new agreement to obtain membership with SWAN as its own entity. A roll call vote was taken.

AYES: 5: Miss Archibald, Mrs. Smith, Rev. Dr. Saffo, Ms. Thompson and Mr. Mallett

NAYS: 0

ABSENT: 2: Pastor Horton and Elder Hayes

The motion carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Miss Archibald to repeal the library's SWAN agreement through MLS. A roll call vote was taken.

AYES: 5: Miss Archibald, Mrs. Smith, Rev. Dr. Saffo, Ms. Thompson and Mr. Mallett

NAYS: 0

ABSENT: 2: Pastor Horton and Elder Hayes

The motion carried by unanimous vote.

New Business: None

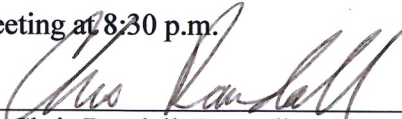
Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, August 11, 2010 at 7:00 p.m.

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

Rev. Dr. Saffo adjourned the meeting at 8:30 p.m.


Chris Randall, Recording Secretary

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No Board Meeting in June 2010

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Board Meeting Minutes

May 12, 2010

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:07 p.m. by Rev. Dr. Saffo in the Small Meeting Room.

Attendance: Present were, Miss Archibald, Ms. Thompson, Rev. Dr. Saffo, and Mr. Mallet and Mrs. Smith. Elder Hayes and Pastor Horton were absent. Also in attendance were Mrs. Wooten, Director, Chris Randall, Business Manager and Ms. Wanda Gibson.

A motion was made by Miss Archibald, seconded by Mrs. Smith, to modify the consent agenda to allow Alfredo Rodriguez from Knutte & Associates, P.C. to review the audit report for F.Y. 2009. A roll call vote was taken.

AYES: 5: Miss Archibald, Ms. Thompson, Mrs. Smith, Rev. Dr. Saffo and Mr. Mallett

NAYS: 0

ABSENT: 2: Pastor Horton and Elder Hayes

The motion carried by unanimous vote.

Pastor Horton arrived at 7:21p.m.

Finance Committee Report: Miss Archibald reported Bellwood's ShoreBank continues to make the news concerning its financial problems. It is anticipated that it will be taken over by another bank if it cannot raise sufficient capital rather quickly. The Bellwood Library has 2 checking accounts used to pay outstanding obligations, including payroll, as well as a \$100,000 certificate of deposit with ShoreBank. Currently no other revenues are on deposit at this institution.

A. Report of Bills #678, #678-A, #678-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#678 in the amount of	\$ 58,296.34
#678-A in the amount of	\$ 71,831.87
#678-B in the amount of	\$ 433.70

TOTAL: \$ 130,561.91

A motion was made by Mrs. Smith, seconded by Mr. Mallett, to accept bill #'s 678, 678-A and 678-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, Ms. Thompson, Mrs. Smith, Pastor Horton, Rev. Dr. Saffo and Mr. Mallett

NAYS: 0

ABSENT: 1: Elder Hayes

The motion carried by unanimous vote.

B. Transfer of Funds: An IPTIP transfer of \$82,000 was made on March 9, 2010 and another of \$150,000 was made on March 22, 2010 due largely to 3 payrolls during this period.

C. Reinvestments: None ,

Other Committee Reports:

A. Administration Committee: Pastor Horton reported that the library has agreed to participate in the "Put Illinois to Work" program sponsored by the Illinois Dept. of Human Services. One person will be hired for a weekly minimum of 30 hours with a maximum of 40 hours. Wage rate of \$10 per hour will be paid by this program which ends Sept. 30, 2010. It was anticipated that the library would hire 2 people through this program. However, with more consideration it was realized that it will be difficult to find sufficient duties of 30 hours for more than 1 person. All library employees who use their personal vehicles for library business are now required to show proof of current liability automobile insurance to be kept on file.

B. Buildings and Grounds Committee: Pastor Horton reported that as in the past, the Street Dept. of the village of Bellwood has provided the library with wood chips from trees that have been cut and shredded to be used for mulching purposes. Custodian, Kelvin Johnson, has been working hard to make much needed improvements in the library's landscape.

C. Public Relations and Legislation: Mrs. Smith reported that a number of classes were held here in preparation for those who will be employed as census takers. This is a very important endeavor that affects our entire community so the library had a desire to be instrumental in the success of this program. The library has entered into an informal cooperative agreement with Memorial Park District, Boys and Girls Club, and School District 88. Since we all serve mostly the same clientele each organization will work to promote each others' programs at each site. Meetings with the directors have been held to discuss the desires and needs that can be better fulfilled with this cooperative.

Participating libraries, including Bellwood, are bracing for the expected demand for the Museum Passes in the upcoming months. Sponsor Macy's has provided extra flyers as well as placed advertisements about the program in local newspapers.

D. Planning and Development Committee: Ms. Thompson reported that After completing all preliminary requirements with the Illinois State Library, preparations are being made for the library's carpet to be replaced which is being funded by the Secretary of State's Office. We have been assured that a check for \$25,000 will eventually be forthcoming from the State Comptroller's Office. Even though there is no definite timetable for payment, we will proceed with this much needed project.

E. Metropolitan Library System: Mrs. Smith reported that during the winter months, MLS lowered the heat in its facility and will moderate its air conditioning as well. Visitors are asked to dress for their comfort. MLS will no longer provide snacks and coffee, only hot water for tea and instant coffee. Vending machines are still available. These cutbacks are due to budget constraints that has affected these and other agencies dependent upon state revenue. Discussions continue between various library systems throughout the state to find ways to cut cost with the least impact on service to patrons.

New Business: Mrs. Smith gave a brief talk on her PLA Conference trip.

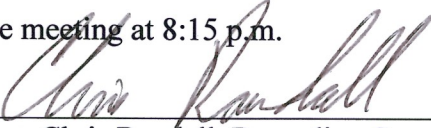
Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, June 9, 2010 at 7:00 p.m.

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

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


Chris Randall, Recording Secretary

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The April 2010, Board Meeting was canceled.

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Board Meeting Minutes

March 10, 2010

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:05 p.m. by Rev. Dr. Saffo in the Small Meeting Room.

Attendance: Present were, Miss Archibald, Ms. Thompson, Rev. Dr. Saffo, and Mr. Mallet. Pastor Horton and Mrs. Smith. Elder Hayes was absent. Also in attendance were Mrs. Wooten, Director and Chris Randall, Business Manager.

Finance Committee Report: Miss Archibald reported that the library received its share of replacement taxes from the Village of Bellwood in the amount of \$8,756.26. This amount is a percentage of replacement property taxes the village collected for the last quarter of 2009. Two hundred dollars was sent to the library from the Cook County Clerk's Office for hosting 2 polling places for the recent primary. ShoreBank has proposed that we deposit \$250,000 in a money market account that we already have and an additional \$250,000 in a short term certificate of deposit to earn better interest.

A. Report of Bills #676, #676-A, #676-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#676 in the amount of	\$ 31,776.65
#676-A in the amount of	\$ 50,501.01
#676-B in the amount of	\$ 111.12

TOTAL: \$ 82,388.78

A motion was made by Ms. Thompson, seconded by Mrs. Smith, to accept bill #'s 676, 676-A and 676-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, Ms. Thompson, Mrs. Smith, Pastor Horton, Rev. Dr. Saffo and Mr. Mallett

NAYS: 0

ABSENT: 1: Elder Hayes

The motion carried by unanimous vote.

B. Transfer of Funds: An IPTIP transfer of \$50,000 was made on February 11, 2010.

A motion was made by Ms. Thompson, seconded by Mrs. Smith, to deposit \$250,000 for a CD and \$250,000 into the operating fund account. A roll call vote was taken.

AYES: 5: Miss Archibald, Ms. Thompson, Mrs. Smith, Rev. Dr. Saffo and Mr. Mallett

NAYS: 1: Pastor Horton

ABSENT: 1: Elder Hayes

The motion carried by unanimous vote.

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Pastor Horton reported that two MLS children's librarians have been interviewed for the part time temporary position in the Youth Services Dept. while librarian Diana Sills is on medical leave. She is expected to undergo stem cell replacement surgery later this month and be out 4 – 6 months. Long time assistant Sophia Brown will be instrumental in helping to make sure all services remain uninterrupted for Bellwood's youth. Two requests in one day occurred recently when someone by phone wanted information about a patron and another, also by phone, wanted the staff to identify someone that had sent a fax from the library. Our attorney assured us that these requests were covered by the confidentiality act and we could not provide any information without a court order. No further inquiries have been made concerning either of these requests.

B. Buildings and Grounds Committee: Pastor Horton reported that a representative from the State Library called the library to say that our grant proposal for new carpeting has been recommended by the reviewers for funding. The final decision will come from State Library Director Anne Craig and State Librarian Jesse White with the aforementioned recommendations being highly regarded for this \$25,000 grant. The library director represented Bellwood during the grant reviews held at MLS via teleconference from Springfield. Video equipment was set up at each library system throughout the state.

Custodian Kelvin Johnson has agreed to take on the duty of lawn maintenance for this year. This is an experiment and will be assessed at the end of the season. It will be a substantial savings if the lawn care proves to be satisfactory.

C. Public Relations and Legislation: Mrs. Smith reported that ComEd has sent 2 Kill-O-Watt meters to the library for checkout. These meters help to conserve energy by determining the amount being consumed by various appliances in the home. These 2 were provided free of charge but efforts are being made to obtain additional meters, even if there is a small fee. Since they will check out for 1 week, it is almost certain that there will be a long wait for some patrons. This is predicated on an expected substantial interest and demand.

The Spring library newsletter has been distributed with much improved print quality. Our dissatisfaction was expressed to the printer about previous newsletters being of poor quality. With library staff input, and the possibility of finding another printer, adjustments were made and a better product resulted.

D. Planning and Development Committee: Ms. Thompson reported that a new computer server has been received and programmed to create and manage a shared network, provide better security, etc. In the event that the State does fund the grant for new carpeting, plans are already being made on how to best accomplish this task with less disruption for the public. It may be necessary to close the library for an undetermined but short period of time. If this does become necessary, the public will be given substantial advanced notice.

E. Metropolitan Library System: Mrs. Smith reported that much discussion is taking place because of the real concern for the future of the 9 remaining library systems around the state. Funding for these systems is nearly nonexistent and there is much uncertainty for future support. The main concern is how to continue the delivery of items between libraries as well as for the system wide circulation system. These services are depended upon by most public libraries in the state and all efforts will be made to find a way to sustain them. Otherwise, library services in the state of Illinois will be drastically curtailed. Mrs. Smith gave a brief report on the Trustee Forum she attended.

New Business: None

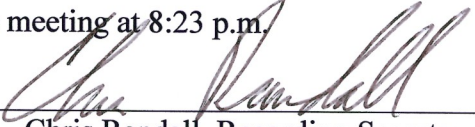
Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, May 12, 2010 at 7:00 p.m.

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

Rev. Dr. Saffo adjourned the meeting at 8:23 p.m.


Chris Randall, Recording Secretary