

Bellwood Public Library

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

Board Meeting Minutes

February 10, 2010

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:10 p.m. by Rev. Dr. Saffo in the Small Meeting Room.

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

Finance Committee Report: Miss. Archibald reported that a decision is needed on whether to move a portion of library funds from Illinois Funds to an account that earns higher interest. Currently, IPTIP is paying .099%. Pete Bato will explain offerings from Bellwood's ShoreBank. Bankrate.com shows some rates as high as 1.49% for a 24 month CD, minimum deposit \$100,000.

The library has been notified that it will be awarded a \$20,968.29 per capita grant which is \$1.02 per resident. This is the lowest in recent years caused by the state's budget deficit.

The Secretary of State's office indicates that the mini-grant application for new carpeting has been accepted and will be reviewed.

Knutte and Associates has begun the library audit and will be soon completed. Lower fees for a 3 year contract were negotiated as follows: \$6,500 (2009), \$6,750 (2010) & \$7,000 (2011).

A. Report of Bills #675, #675-A, #675-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#675 in the amount of	\$ 39,870.33
#675-A in the amount of	\$ 49,505.40
#675-B in the amount of	\$ 200.00

TOTAL: \$ 89,575.73

A motion was made by Ms. Thompson, seconded by Mr. Mallett, to accept bill #'s 675, 675-A and 675-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, Ms. Thompson, Rev. Dr. Saffo and Mr. Mallett

NAYS: 0

ABSENT: 3: Elder Hayes, Pastor Horton and Mrs. Smith

The motion carried by unanimous vote.

B. Transfer of Funds: An IPTIP transfer of \$100,000 was made on January 14, 2010.

C. Reinvestments: Pete Bato and Rashad Saffo from Shorebank gave a brief talk on valuable investment information for maximizing library revenue.

Other Committee Reports:

A. Administration Committee: Miss Archibald reported that the Bellwood Public Library Board of Trustees' Bylaws are due for review at this meeting. Most of the content will probably remain the same but must be reviewed at least every 2 years as required by the State. The library attorney from Kline, Thorpe, and Jenkins has notified us of a new amendment to the Freedom of Information Act that requires that "each public body ...shall designate employees, officers, or members to receive training compliance with this act." We must submit a list of these individuals to the Illinois Attorney General's office. The law office suggests that the library director, the secretary of the library board and the administrative assistant be placed on the list for the online training. Further information on this course will be made available when the list is received by the Attorney General.

A motion was made by Miss Archibald, seconded by Ms. Thompson, to amend the by-laws concerning conference expenses. Trustees and Professional Staff attending major conferences will be given an allowance of \$75 per diem of conference attendance with the exception of local conferences. Meals, mileage and parking for local conferences will be reimbursed with receipts pending Board approval. A roll call vote was taken.

AYES: 4: Miss Archibald, Ms. Thompson, Rev. Dr. Saffo and Mr. Mallett

NAYS: 0

ABSENT: 3: Elder Hayes, Pastor Horton and Mrs. Smith

A motion was made by Miss Archibald, seconded by Ms. Thompson, that there be clarification in the by-laws that the major conferences include ALA, PLA, ILA and ALA Midwinter. In addition, all Trustees and Professional Staff are reminded that they are limited to two major conferences per year, as approved at the September 2007 meeting. A short report of conference sessions by attendees will be added to the Board minutes. A roll call vote was taken.

AYES: 4: Miss Archibald, Ms. Thompson, Rev. Dr. Saffo and Mr. Mallett

NAYS: 0

ABSENT: 3: Elder Hayes, Pastor Horton and Mrs. Smith

B. Buildings and Grounds Committee: Mr. Mallett reported that the vent cleaning is nearly complete. The crew has been working in the library after hours from 9 p.m. to 5 a.m. They will provide before and after pictures to indicate the difference the cleaning process has made. Custodian, Kelvin Johnson, has made periodic overnight stops to provide any necessary assistance or information, especially the location of all ducts and vents. Improved airflow is already very evident in many areas. Kleen-Air brought in a late proposal after the last board meeting that totaled \$4,980. After careful scrutiny by the custodian, it was determined that their work proposal was as thorough as any received and at the best price.

C. Public Relations and Legislation: Mr. Mallett reported that the library is taking part in 'Snapshot Day' by gathering various statistical data regarding the number of people using the library and for what purpose. These statistics can then be shared with the Illinois State Library as well as legislators to show the importance of public libraries to their communities. The Boys and Girls Dinner/Dance is scheduled for March 13, 2010 at The Drury Lane, Oakbrook Terrace, IL. Tickets are \$90 each. Please notify the administrative staff if you plan to attend as advanced reservations are required. In addition, those planning to attend the annual ALA Conference held this year in Washington, D.C., please ask to be registered before March 5, 2010. The conference runs from June 24-30, 2010.

D. Planning and Development Committee: Ms. Thompson reported the Friends of the Bellwood Public Library presented the library with a 42" display monitor installed behind the Circulation desk. It will highlight services and programs occurring at the library for the public. This presentation took place on January 20, 2010 with Secretary of State and State Librarian, Jesse White, in attendance. The 'Friends' are already planning other events to benefit the library.

E. Metropolitan Library System: Rev. Dr. Saffo reported that MLS Director, Alice Calabrese, has announced her retirement to take place Oct. 31, 2010. The search for a replacement is expected to begin shortly. Calumet City Library Board has hired an interim library director in order to avoid the impending February 1, 2010 expulsion from MLS. However, this situation is far from being resolved. MLS and other Illinois library systems received some late funding from the State that will assist with operation for the remainder of the fiscal year which ends June 30, 2010. Future funding of these library systems is very uncertain mainly because of the State's dire financial condition.

New Business: None

Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, March 10, 2010 at 7:00 p.m.

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

Rev. Dr. Saffo adjourned the meeting at 8:59 p.m.



Chris Randall, Recording Secretary

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Board Meeting Minutes

January 13, 2010

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:40 p.m. by Rev. Dr. Saffo in the Arnie Bryant Conference Room.

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

Finance Committee Report: Miss. Archibald reported that there have been some consultations with Pete Bato of ShoreBank on how to earn more interest for the library funds as IPTIP is currently only paying .108%. ShoreBank is offering 1.1% on some accounts. It is recommended that the Board consider appropriate means of earning higher interest with little or no risk for these public funds.

A. Report of Bills #674, #674-A, #674-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#674 in the amount of	\$ 49,320.67
#674-A in the amount of	\$ 48,819.44
#674-B in the amount of	\$ 8.00

TOTAL: \$ 98,148.11

A motion was made by Mrs. Smith, seconded by Ms. Thompson, to accept bill #'s 674, 674-A and 674-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, Ms. Thompson, Rev. Dr. Saffo, Pastor Horton and Mrs. Smith.

NAYS: 0

ABSENT: 1: Elder Hayes

The motion carried by unanimous vote.

B. Transfer of Funds: IPTIP transfer of \$87,000 was made on December 9, 2009.

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Pastor Horton reported that another candidate was interviewed for the Board vacancy at the Dec. 9, 2009 meeting. By a unanimous vote, the position was offered to Bellwood resident Donnell Mallett. He has accepted and his swearing in will take place as soon as possible. A copy of the Bellwood Public Library Board of Trustee By-laws will be emailed to each trustee before the end of January for review at the next meeting on February 10, 2010.

A motion was made by Pastor Horton, seconded by Mrs. Smith, to approve using Knutte & Associates to conduct the 2009 audit @ \$6,750, 2010 audit @ \$7,000 and the 2011 audit @ \$7,250 or better. A roll call vote was taken.

AYES: 5: Miss Archibald, Ms. Thompson, Rev. Dr. Saffo, Pastor Horton and Mrs. Smith.

NAYS: 0

ABSENT: 1: Elder Hayes

The motion carried by unanimous vote.

A motion was made by Pastor Horton, seconded by Mrs. Smith, to approve Miss Archibald, Jimmi Wooten and Chris Randall to sign the IPTIP bank account signature card. A roll call vote was taken.

AYES: 5: Miss Archibald, Ms. Thompson, Rev. Dr. Saffo, Pastor Horton and Mrs. Smith.

NAYS: 0

ABSENT: 1: Elder Hayes

The motion carried by unanimous vote.

B. Buildings and Grounds Committee: Pastor Horton reported that proposals have been received for cleaning the ventilation and heating ducts in the library. This process is necessary to increase the heat output as well as improve the quality of air circulating around the building. The building has consistent problems with maintaining a comfortable heat level throughout. Cleaning the ducts will not solve the problem completely but should provide some positive results. In addition, staff that spends many hours here each day should be exposed to the cleanest air possible free of disease causing microbes or allergens that often live in these structures. Library patrons and all library visitors will benefit from the cleaning of these ducts.

A motion was made by Miss Archibald, seconded by Ms. Thompson, to approve the cleaning of the ventilation and heating ducts in the library; not to exceed \$8,000. A roll call vote was taken.

AYES: 5: Miss Archibald, Ms. Thompson, Rev. Dr. Saffo, Pastor Horton and Mrs. Smith.

NAYS: 0

ABSENT: 1: Elder Hayes

The motion carried by unanimous vote.

C. Public Relations and Legislation: Rev. Dr. Saffo reported that the Bellwood Chamber of Commerce dinner is scheduled for January 31, 2010 at the Diplomat West in Elmhurst. This year Mayor Pasquale will be honored as "The Business Man of the Year." Tickets are \$50 each. The PLA Conference will be held in Portland, Oregon on March 23-27. The ALA Conference is

scheduled for June 24-29 in Washington, D.C. Early registration discount deadline for the ALA conference is March 5, 2010. The March PLA Conference registration is still open but not for the early registration discount. Please make your ALA Conference plans early.

D. Planning and Development Committee: Ms. Thompson reported The Friends of the Bellwood Public Library will hold a special presentation ceremony at the library on January 20, 2010 beginning at 6 p.m. A 46" display monitor purchased by the 'Friends' will be presented to the library to provide information about the library and its activities. It will be located behind the Circulation Desk in full view of all who visit. Secretary of State and State Librarian, Jesse White is expected to be in attendance in addition to officials from other neighboring libraries.

E. Metropolitan Library System: Mrs. Smith reported that MLS is planning to place Calumet City Library on suspension beginning February 1, 2010. This is a result of the Library Board's refusal to hire a qualified (Master's Degree in Library Science) director. For whatever reason, a director of many years was fired and another left after 3 months. Calumet City Library has received many warnings as well as attempts by MLS to assist them in solving this problem to no avail. Hiring a qualified director is a major requirement of membership in MLS as well as a strong recommendation from the State.

New Business: None

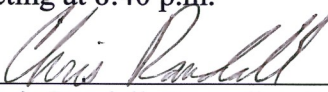
Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, February 10, 2010 at 7:00 p.m.

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

Rev. Dr. Saffo adjourned the meeting at 8:40 p.m.


Chris Randall, Recording Secretary

Bellwood Public Library

Annual Board Meeting

Minutes

January 13, 2010

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The Annual Meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:15 p.m. by President, Rev. Dr. Saffo in the Arnie Bryant Conference Room.

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

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

After much discussion Pastor Horton made a motion that all officers remain the same (Rev. Dr. Saffo as President, Mrs. Smith as Vice President, Ms. Thompson as Secretary and Miss Archibald as Treasurer) Ms. Thompson seconded the motion. . A roll call vote was taken.

All Ayes

The motion carried by unanimous vote.

The meeting was turned over to the 2010 officers.

Rev. Dr. Saffo made a motion and Miss Archibald seconded that Committees be recorded as follows....

Metropolitan Library System

Mrs. Smith, Chairperson

Miss Archibald

Pastor Horton

Planning and Development

Ms. Thompson, Chairperson

Pastor Horton

Mr. Hayes

Public Relations & Legislative

Mrs. Smith, Chairperson

Miss Archibald

Mr. Hayes

Mr. Mallett

Buildings and Grounds

Pastor Horton, Chairperson

Mrs. Smith

Mr. Mallett

Administration

Pastor Horton, Chairperson

Mr. Mallett

Mr. Hayes

Finance

Miss Archibald, Chairperson

Mr. Hayes

Mrs. Smith

Voice vote

All Ayes

The motion carried by unanimous vote.

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

The motion carried by unanimous vote.

Set Meeting Night and Time: A motion was made by Miss Archibald, seconded by Mrs. Smith that the regular monthly meeting of the Board of Trustees shall be on the second Wednesday of each month at 7:00 p.m. in the library meeting room.

Voice vote

All Ayes

The motion carried by unanimous vote.

Public Comment: None

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

Voice vote

All Ayes.

Rev. Dr. Saffo adjourned the meeting at 7:40 p.m.



Chris Randall, Recording Secretary