

# Bellwood Public Library

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## Board Meeting Minutes

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

December 9, 2009

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:43 p.m. by Rev. Dr. Saffo in the Small Meeting Room.

**Attendance:** Present were, Miss. Archibald, Ms. Thompson, Rev. Dr. Saffo and Mrs. Smith. Elder Hayes and Pastor Horton were absent. Also in attendance was Mrs. Wooten, Director.

**Finance Committee Report:** Miss. Archibald reported that an IPTIP transfer of \$100,000 was made on October 14, 2009. An additional transfer will be made as needed for current obligations. Details will be forthcoming. The 2010 library budget is complete and ready for approval. The budget is based on staff salary increases of 3% as opposed to the 5% that was possible in recent years. Consultations continue with the MLS staff as well as staff at the State Library concerning the construction grant procedures. Priority of 40-50% of funds will go to libraries that need to meet ADA requirements. The Bellwood Public Library plans to structure a grant application request that will relocate book shelving to meet ADA requirements while replacing the old carpeting concurrently. Any available assistance will be utilized in order to ensure greater potential for success.

**A. Report of Bills #673, #673-A, #673-B:** The following reports of bills were submitted, copies of which are included as part of these minutes:

#673 in the amount of	\$ 36,882.37
#673-A in the amount of	\$ 49,012.29
#673-B in the amount of	\$ 150.00

TOTAL: \$ 86,044.66

A motion was made by Mrs. Smith, seconded by Rev. Dr. Saffo, to accept bill #'s 673, 673-A and 673-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 Mrs. Smith.

NAYS: 0

ABSENT: 2: Pastor Horton, Elder Hayes

The motion carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Miss Archibald, to approve the 2010 budget. A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Pastor Horton, Elder Hayes

The motion carried by unanimous vote.

**B. Transfer of Funds:** IPTIP transfer of \$100,000 was made on October 14, 2009.

**C. Reinvestments:** None

**Other Committee Reports:**

**A. Administration Committee:** Rev. Dr. Saffo reported that each staff member has received a \$50 gift certificate to a major food chain in lieu of the annual staff outing. For a staff of 28, the cost totaled \$1400.

The administrative staff participated in an online webinar provided by the TALX Corporation on the subject of unemployment benefits for discharged employees. This corporation is an outsource agency hired by MLS to serve its member libraries.

**B. Buildings and Grounds Committee:** Rev. Dr. Saffo reported that the deodorizing apparatus has been stolen twice from the downstairs restroom in recent months. It will be replaced some time in the near future but not immediately. Updating of the HVAC computer controls has been completed by the owner, ABC Controls. A computer has been installed in the maintenance office to give the custodian more control of the indoor climate with assistance from the installer. Compressors have been replaced on the air conditioning units by Norm's Heating & Cooling who gave the best proposal with a 5 year warranty. These have been extremely expensive repairs but very necessary.

**C. Public Relations and Legislation:** Elder Hayes reported that the Winter Library Newsletter has been distributed promoting many new programs and activities. For the holidays, the newsletter will solicit non-perishable food items to be collected at the library to be donated to a Bellwood food pantry. It is possible that the library will partner with other organizations in this charitable effort.

Mr. Nathaniel Booker has suggested and offered to assist with getting area colleges/universities to come to the library for a college fair. This will provide information for college bound high school students who will speak with college representatives. This event will be scheduled for spring 2010.

**D. Planning and Development Committee:** Ms. Thompson reported the 'Friends of the Bellwood Public Library' have rescheduled their presentation event to January 20, 2010 in order to further expand the scope of this celebration. Area librarians and local officials are expected to attend along with Secretary of State and State Librarian, Jesse White. The gift is being provided to the library at the total expense of the 'Friends' after consultation with the library staff 'wish list'.

A motion was made by Mrs. Smith seconded by Miss Archibald, to approve the purchase of 10 new computers for the staff as needed. A roll call vote was taken.



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

NAYS: 0

ABSENT: 2: Pastor Horton, Elder Hayes

The motion carried by unanimous vote.

**E. Metropolitan Library System:** Mrs. Smith reported that a number of MLS documents are in need of Board approval and signatures including LIMRICC & MLS intergovernmental agreement as well as MLS annual certification. MLS is recommending the following changes to all libraries to standardize services: DVD checkouts for 7 days with fines for these items to be \$1 per day and fines for all other items, books included, to be .15 per day.

A motion was made by Miss Archibald, seconded by Mrs. Smith, to approve all MLS documents. A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Pastor Horton, Elder Hayes

The motion carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Rev. Dr. Saffo, to adjust the fines and loan rules to standardize library services as recommended by MLS. A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Pastor Horton, Elder Hayes

The motion carried by unanimous vote.

**New Business:** None

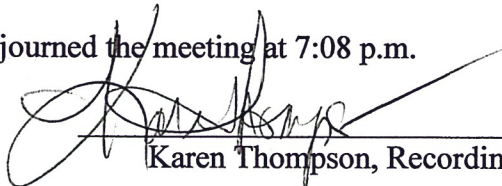
**Public Comment:** None

**Announcements:** The Trustee Forum Conference will be held on 12/27/2009.

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, January 13, 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 7:08 p.m.

  
Karen Thompson, Recording Secretary

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**There was no meeting in November 09, due to lack of  
quorum.**



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## Board Meeting Minutes

October 14, 2009

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 Arnie Bryant Conference Room.

**Attendance:** Present were, Ms. Archibald, Ms. Thompson, Rev. Dr. Saffo. and Elder Hayes. Pastor Horton and Mrs. Smith were absent. Also in attendance was Mrs. Wooten, Director and Mrs. Chris Randall, Business Manager (Recording Secretary).

Mrs. Smith arrived at 7:13

A motion was made by Miss Archibald seconded by Elder Hayes to modify the consent agenda to conduct an interview of Ms. Katie S. Ross for the vacant board position. All Ayes.

A motion was made by Miss Archibald seconded by Ms. Thompson to make a decision on their appointment of the new board member by the end of the year. All Ayes.

**Finance Committee Report:** Miss Archibald reported that the majority of library revenues come from Cook County Property tax collections. Tax bills are due to be sent to property owners at the beginning of December, 2009, which means that the library will not begin receiving any tax revenues until shortly afterwards. In the meantime, it is still impossible to determine what impact the economic downturn, especially concerning real estate taxes, will have on library revenues. When a draft of the 2010 budget is complete, the summary page will be electronically forwarded to each Board member. Discussion will follow at the subsequent regular Board meeting in preparation for approval. Attorneys with the firm Klein, Thorpe & Jenkins, LTD have sent notice that the tax rate objections for the years 2003 & 2004 have been withdrawn. We will be sent an order dismissing the objections when available.

**A. Report of Bills #671, #671-A, #671-B:** The following reports of bills were submitted, copies of which are included as part of these minutes:

#671 in the amount of	\$ 42,457.31
#671-A in the amount of	\$ 47,955.62
#671-B in the amount of	\$ 134.97

TOTAL: \$ 90,547.90

A motion was made by Mrs. Smith, seconded by Elder Hayes, to accept bill #'s 671, 671-A and 671-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, Elder Hayes and Mrs. Smith.

NAYS: 0

ABSENT: 1: Pastor Horton

The motion carried by unanimous vote.

**B. Transfer of Funds:** IPTIP transfer of \$77,000 was made on September 9, 2009.

**C. Reinvestments:** None

**Other Committee Reports:**

**A. Administration Committee:** Rev. Dr. Saffo reported that it is important that Library Board members continue to review policies sent electronically to satisfy the per capita application requirements.

The staff has been informed that all measures will be taken to avoid layoffs and reduction of library hours in the event of a financial crisis. They were also informed that this year there may be no raises and/or no bonuses. At present, it is impossible to determine the library's financial condition for the near future. Depending on financial condition, it is requested that the Board approve staff annual raises in the amount not to exceed 5%. In the event that raises are possible they will range from 1 % or as much as 5% depending on the library's financial status at the end of this fiscal year ending December 31. This Board action is necessary now in order to complete the 2010 budget.

A motion was made by Miss Archibald, seconded by Mrs. Smith, to approve staff raises in the amount not to exceed 5% dependent on the libraries financial status at the end of the fiscal year. A roll call vote was taken.

AYES: 5: Miss Archibald, Ms. Thompson, Rev. Dr. Saffo, Elder Hayes and Mrs. Smith.

NAYS: 0

ABSENT: 1: Pastor Horton

The motion carried by unanimous vote.

The Board has reviewed the libraries policies and the "Serving our Public" Standards for Illinois Public Libraries, publication.

**B. Buildings and Grounds Committee:** Rev. Dr. Saffo reported that the custodian and the director are still working with HVAC contractors to finalize the proposal for the new air conditioner compressors. With the change in the weather it is no longer as urgent since the system has already been switched to heat. There is a leak in one of the sprinkler system heads that MuellerMist has been asked to address. Proposals are being taken for snow removal and salting of parking lots and sidewalks for the coming winter.

**C. Public Relations and Legislation:** Elder Hayes reported that the IT staff will be updating the library website to be ADA compliant as required by the per capita grant. A program that reads text will be installed for use by the visually impaired. Other measures specifically to



accommodate those with special needs will also be considered. Video clips of library programs and activities are being added to the website for all users.

Basic computer classes will be held in the Spanish language for patrons who are more comfortable with this language. Other programs under consideration in Spanish are Story times and Book discussions. Computer classes have also resumed for seniors who often desire to learn this technology but need a slower pace and a little extra attention.

**D. Planning and Development Committee:** Ms. Thompson reported that after a one year hiatus, the state of Illinois has announced the availability of funds for construction grants for the year 2010. Funds will be insufficient for a library building of the size needed in Bellwood. They are primarily for renovations, additions, remodeling, and/or to meet ADA requirements. The Bellwood Public Library will seek grant funding for building upgrades such as new roof, carpeting, security system, and possibly other needs yet to be determined. There is a \$125,000 limit with matching funds required from the library.

**E. Metropolitan Library System:** Mrs. Smith reported that MLS has forwarded amendments that are being added to the LIMRICC program for each participating library to approve. (See electronic attachment) All members must approve before these amendments can become effective. Library Insurance Management and Risk Control Combination (LIMRICC) is the group insurance pool for unemployment claims as well as for Directors and Officers' Errors and Omissions.

A motion was made by Miss Archibald, seconded by Mrs. Smith, to approve the LIMRICC's added amendments. A roll call vote was taken.

AYES: 5: Miss Archibald, Ms. Thompson, Rev. Dr. Saffo, Elder Hayes and Mrs. Smith.

NAYS: 0

ABSENT: 1: Pastor Horton

The motion carried by unanimous vote.

**New Business:** None

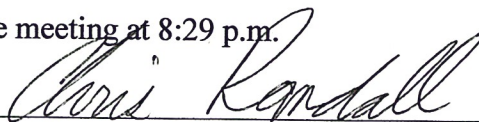
**Public Comment:** None

**Announcements:** None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, November 18, 2009 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 8:29 p.m.



Chris Randall, Recording Secretary



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## Board Meeting Minutes

September 9, 2009

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:26 p.m. by Rev. Dr. Saffo in the Arnie Bryant Conference Room.

**Attendance:** Present were, Ms. Archibald, Mrs. Smith, Ms. Thompson, Rev. Dr. Saffo. and Pastor Horton. Elder Hayes was absent. Also in attendance was Mrs. Wooten, Director and Mrs. Chris Randall, Business Manager (Recording Secretary).

A motion was made by Pastor Horton seconded by Mrs. Smith to modify the consent agenda to allow the treasurer of the Friends of the Library, Ms. Wanda Gibson an opportunity to address the board concerning the upcoming fundraiser. All Ayes.

**Finance Committee Report:** Miss Archibald reported that the Village of Bellwood has forwarded replacement taxes due in the amount of \$21,783.91. It is still not yet possible to determine the impact foreclosed homes will have on property taxes collected for the library. Revenues are expected to be less but property tax bills have not been distributed; therefore collections have not begun.

**A. Report of Bills #670, #670-A, #670-B:** The following reports of bills were submitted, copies of which are included as part of these minutes:

#670 in the amount of	\$ 28,076.27
#670-A in the amount of	\$ 47,481.57
#670-B in the amount of	\$ 159.86

TOTAL: \$ 75,717.70

A motion was made by Mrs. Smith, seconded by Mrs. Thompson, to accept bill #'s 670, 670-A and 670-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 \$65,000 was made on August 11, 2009.

**C. Reinvestments:** None

**Other Committee Reports:**

**A. Administration Committee:** Pastor Horton reported that Board of Trustee candidates are being evaluated while other interested residents are being sought. Two clerical positions have recently been vacated and filled immediately. Even though library usage has increased, no new positions are currently necessary and will not be created until further notice.

**B. Buildings and Grounds Committee:** Pastor Horton reported that after further negotiations, the proposal from ABC Controls for an upgrade of the computerized HVAC controls has been reduced by more than 10%. Work will begin soon. Three proposals have been received for replacement of 2 Trane compressors for the outside air conditioner condensers. The five year warranty has expired on the original equipment; the new compressors will also come with a five year warranty. Due to the mild summer weather the building has remained relatively comfortable in spite of having only 2 out of 4 condensers operational.

A motion was made by Miss Archibald, seconded by Mrs. Smith, to allow Norms Heating and Air Conditioning to replace the 2 Trane compressors. A roll call vote was taken.

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

NAYS: 0

ABSENT: 1: Elder Hayes

The motion carried by unanimous vote.

**C. Public Relations and Legislation:** Ms. Thompson reported that it is requested that the library meeting room deposit be increased from \$25 to \$50 to cover any damage that may occur during use of the facility. This is particularly appropriate because of the recent renovation of the large meeting room.

The library again has received an invitation and will take part in the celebration of Hispanic Heritage month on Oct. 3, 2009 at the Eisenhower Center. The Village of Bellwood is soliciting ads for its 2010 calendar. It has been customary for the library to purchase a full page ad for \$150.00. A smaller ad would be acceptable.

The Village is holding its annual Sept. 11 memorial service at 10 am in front of the Village Hall. Everyone is invited. The library will have its usual representation.

The Illinois Library Association (ILA) conference is being held in Peoria, IL Oct. 6-9.

Registration is now \$200 per person and will be \$225 on-site.

A motion was made by Miss Archibald, seconded by Ms. Thompson, to increase the meeting room deposit from \$25 to \$50. A roll call vote was taken.

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

NAYS: 0



ABSENT: 1: Elder Hayes

The motion carried by unanimous vote.

A motion was made by Mrs. Smith, seconded by Miss Archibald, to purchase a full page ad for the Village of Bellwood 2010 calendar. A roll call vote was taken.

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

NAYS: 0

ABSENT: 1: Elder Hayes

The motion carried by unanimous vote.

**D. Planning and Development Committee:** Ms. Thompson reported permission has been requested of Mayor Pasquale that the library website be linked to that of the Village. The library will be contacted concerning that request. The Bellwood Chamber of Commerce is also considering such action.

The Friends of the Bellwood Public Library is participating in a fundraiser with the Maywood Public Library Foundation. It will take place at Maywood Park Racetrack on September 25, 2009. Tickets are \$60 and include dinner, beverages, entertainment, and parking. It is requested that each library trustee and members of the Friends sell at least 10 tickets to maximize the benefit to the Friends from this event.

**E. Metropolitan Library System:** Mrs. Smith reported that the Illinois State Library has notified MLS of a 16% cut in funding which amounts to more than \$500,000. Much discussion is planned with the membership to prioritize services that are most important in order to compensate for this loss. The resulting recommendations will go to the MLS Board for approval.

**New Business:** None

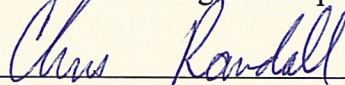
**Public Comment:** None

**Announcements:** None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, October 14, 2009 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 8:24 p.m.

  
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Chris Randall, Recording Secretary



# Bellwood Public Library

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## Special Board Meeting Minutes

September 9, 2009

The special meeting for the purpose of interviewing candidates for the vacant board position was called to order by Mrs. Smith at 6:40 p.m.

**Attendance:** Present were, Ms. Archibald, Mrs. Smith, Ms. Thompson and Pastor Horton. Elder Hayes and Rev. Dr. Saffo were absent. Also in attendance was Mrs. Wooten, Director and Mrs. Chris Randall, Business Manager (Recording Secretary).

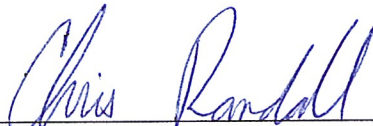
The first candidate interviewed was Tina Alcaez.

Rev. Dr. Saffo arrived at 6:44 p.m.

The second candidate interviewed was Nathaniel Booker.

**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 7:25 p.m.



Chris Randall, Recording Secretary