

Bellwood Public Library

Board Meeting Minutes

August 12, 2009

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

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:19 p.m. by Rev. Dr. Saffo in the Arnie Bryant Conference Room.

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

A motion was made by Miss Archibald seconded by Mrs. Smith to accept the consent agenda as printed. All Ayes.

Finance Committee Report: Miss Archibald reported that the \$100,000 CD at ShoreBank has been renewed at the most favorable rate available (2.20APY) for one year. Before the next renewal date, hopefully interest rates will continue to rise. Staff has begun to make preparations to complete requirements for the per capita grant due in October 2009. Some library policies are required for Board review at the August meeting and additional requirements will take place at the September meeting.

A. Report of Bills #669, #669-A, #669-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#669 in the amount of	\$ 30,966.39
#669-A in the amount of	\$ 48,499.52
#669-B in the amount of	\$ 216.90

TOTAL: \$ 79,682.81

A motion was made by Mrs. Smith, seconded by Mrs. Thompson, to accept bill #'s 669, 669-A and 669-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 and Elder Hayes

The motion carried by unanimous vote.

B. Transfer of Funds: IPTIP transfer of \$85,000 was made on July 8, 2009.

Pastor Horton arrived at 7:26 pm.

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Pastor Horton reported that after several outreach efforts, three candidates have expressed strong interest in becoming a member of the Bellwood Public Library Board of Trustees. Interviews will be scheduled for the next Board Meeting, September 9, 2009.

B. Buildings and Grounds Committee: Pastor Horton reported that a response has been received from ComEd in regards to the library's damage claim caused by the transformer fire outside the library on April 30, 2009. ComEd assumed no liability by determining that there was no negligence on their part for problems with the elevator and the HVAC control system. We are advised to send a claim to our insurance company. All equipment has since been repaired. The HVAC control system is in need of an upgrade since the old system equipment will eventually not be supported. A proposal from ABC controls has been received as well as a counter proposal from another vendor.

A motion was made by Pastor Horton, seconded by Mrs. Smith, to allow ABC controls to update the HVAC control system. 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 the library website is being continuously updated as well as upgraded. Recently very colorful logos have been added to the list of databases which previously exhibited only text. The fall newsletter is being prepared for distribution in late August or early September. Some changes in computer use policy will be included after board approval. These changes have become necessary as a result of abuses by some patrons in order to gain an advantage such as an extension of time, avoidance of fines, etc.

D. Planning and Development Committee: Ms. Thompson reported the Maywood Public Library Foundation has invited the Friends of the Bellwood Public Library to participate in a fundraiser scheduled for Sept. 25, 2009 at the Maywood Racetrack in Melrose Park. Several planning sessions have been held with trustees from each library and Friends of the Bellwood library in attendance. Tickets are \$60 and trustees from both libraries are asked to sell at least 10 tickets each.

E. Metropolitan Library System: Mrs. Smith reported that the MLS director and staff are advising all librarians and trustees to contact their legislators to strongly urge their support of libraries. During the current state budget issues, some libraries have not received their 2008 per capita grants while other grants have been discontinued or drastically reduced. We must be vocal and express the need for these funds to continue. Contact can be made to Senator Lightford's office, Representative Yarbrough's as well as State Librarian and Secretary of State, Jesse White.

New Business: None

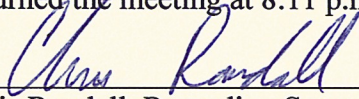
Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, September 9, 2009 at 7:00 p.m.

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

Rev. Dr. Saffo adjourned the meeting at 8:11 p.m.



Chris Randall, Recording Secretary

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There was no meeting in July due to lack of Quorum.

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The June Board Meeting was cancelled due to lack of
Quorum.

Bellwood Public Library

Board Meeting Minutes

May 13, 2009

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

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 Arnie Bryant Conference Room.

Attendance: Present were, Ms. Archibald, Mrs. Smith, Ms. Thompson and Rev. Dr. Saffo. Rev. Whitfield, Pastor Horton and Elder Hayes were absent. Also in attendance was Mrs. Wooten, Director and Mrs. Cheryl Cavalier, Tech Services Manager (Recording Secretary).

A motion was made by Miss Archibald seconded by Mrs. Smith to accept the consent agenda as printed. All Ayes.

Finance Committee Report: Miss Archibald reported that the Department Heads and the Administrative Staff are preparing the Illinois Public Library Annual Report (IPLAR). This is a requirement that precedes the library's application for the annual per capita funds.

A. Report of Bills #666, #666-A, #666-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#666 in the amount of	\$ 42,658.80
#666-A in the amount of	\$ 48,327.94
#666-B in the amount of	\$ 135.82

TOTAL: \$ 91,122.56

A motion was made by Mrs. Smith, seconded by Mrs. Thompson, to accept bill #'s 666, 666-A and 666-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: 3: Pastor Horton, Elder Hayes and Rev. Whitfield

The motion carried by unanimous vote.

B. Transfer of Funds: \$ An IPTIP transfer of \$70,000 was made on April 8, 2009.

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Rev. Dr. Saffo reported that appointed board member Rev. LaJuan Whitfield, has not responded to inquiries concerning his plans to continue serving on the Bellwood Library Board. His mail was returned when the Cook County Clerk attempted to send his Statement of Economic Interest document. The Board needs to declare a vacancy since he was not on the ballot to be officially elected on April 7, 2009. A new candidate can be appointed to serve until the next local election.

A motion was made by Mrs. Smith, seconded by Miss Archibald, to declare a board vacancy. A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Pastor Horton and Elder Hayes. The motion carried by unanimous vote.

B. Buildings and Grounds Committee: Rev. Dr. Saffo reported that on April 30, a transformer fire occurred on the electrical pole outside by the employee rear entrance. The fire was extinguished by the Bellwood Fire Department and ComEd repaired the damage to that equipment. However, there have been sporadic electrical problems in the building since and ComEd is being contacted for an assessment of damage possibly caused by this fire. This includes elevator disruption, computer glitches, HVAC problems, and a telephone line put out of service. The elevator is now operational while other problems are in the process of being corrected.

C. Public Relations and Legislation: Ms. Thompson reported the first recital for the students taking guitar lessons with the library guitars is scheduled for Sat. Aug. 8 at 12 p.m. There continues to be excellent interest in this program conducted by guitarist Richie Rich with participation of at least 10 students at the weekly sessions. The local newspaper, 'West Suburban Journal' wrote a fabulous article on the dedication event for the Arnie Bryant Conference Room. Several copies have been presented to the family along with other artifacts from that memorable event. The quarterly library newsletter for summer is being finalized and the website is being updated accordingly.

D. Planning and Development Committee: Ms. Thompson reported the Arnie Bryant dedication was well appreciated by the family and others in attendance. Surprisingly, many speakers placed much emphasis on continuing efforts to bring a new library building to the Bellwood community. Extraordinary efforts and plans will continue to accomplish this 'dream' of many Bellwood residents as well as those outside.

E. Metropolitan Library System: Mrs. Smith reported that the long process of entering Oak Park's material collection into the SWAN database continues. As with other MLS members,

Oak Park will pay substantially to become a member of SWAN as well as be charged ongoing membership fees. After many years, Oak Park realizes the tremendous advantage of having its collection readily available to other members of the consortium.

MLS is holding a workshop in the coming week on the Adventure Museum Pass program which takes affect Sept. 1, 2009.

New Business: The Director has requested that an employee cell phone policy be adopted to ensure patrons get the best possible service. The policy would be as follows... All cell phone must be turned off at all times while in the library. Cell phone use is permitted outside the building during breaks only. A motion was made by Mrs. Thompson, seconded by Mrs. Smith, to adopt the cell phone policy. A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Pastor Horton and Elder Hayes.

The motion carried by unanimous vote.

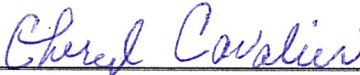
Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, June 10, 2009 at 7:00 p.m.

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

Rev. Dr. Saffo adjourned the meeting at 8:00 p.m.



Cheryl Cavalier, Recording Secretary

Bellwood Public Library

Board Meeting Minutes

April 8, 2009

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

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:20 p.m. by Mrs. Smith in the Large Meeting Room.

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

A motion was made by Miss Archibald seconded by Pastor Horton to amend the consent agenda to allow Don Renner of Klein, Thorpe and Jenkins and Alfredo Rodriguez of Knutte & Associates to give their presentations. All Ayes.

A motion was made by Pastor Horton seconded by Ms. Thompson to accept the 2007 & 2008 audit. A roll call vote was taken.

AYES: 4: Miss Archibald, Ms. Thompson, Pastor Horton and Mrs. Smith.

NAYS: 0

ABSENT: 3: Rev. Dr. Saffo, Elder Hayes and Rev. Whitfield

The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported that the library has received its share of replacement taxes from the Village of Bellwood in the amount of \$19,159.19. This is the final amount due for the year 2008.

Library audits for the years 2007 and 2008 have been completed; copies are available for review.

A. Report of Bills #665, #665-A, #665-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#665 in the amount of	\$ 20,596.85
#665-A in the amount of	\$ 48,757.03
#665-B in the amount of	\$ 155.55

TOTAL: \$ 69,509.43

A motion was made by Pastor Horton, seconded by Ms. Thompson, to accept bills #665, #665-A, #665-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, pending the receipt of the treasurer's report. A roll call vote was taken.

AYES: 4: Miss Archibald, Ms. Thompson, Pastor Horton and Mrs. Smith.

NAYS: 0

ABSENT: 3: Rev. Dr. Saffo, Elder Hayes and Rev. Whitfield

The motion carried by unanimous vote.

B. Transfer of Funds: \$ An IPTIP transfer of \$100,000 was made on March 10, 2009.

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Pastor Horton reported that even though initial responses were slow, there finally have been a substantial number of applicants for the library part time maintenance position. Interviews will begin soon and will be conducted with the participation of the current custodian, Bruce MacMartin and the library director.

B. Buildings and Grounds Committee: Pastor Horton reported that the library has successfully negotiated a contract with a new landscape company to begin work as soon as the weather is favorable. The lawn will be regularly weeded and fertilized as well as grass cut weekly. Duties also included are tree and bush trimming, clean up and mulching. Their performance will be monitored carefully to make sure the appearance of the lawn and the entire library landscape shows marked improvement.

C. Public Relations and Legislation: Miss Archibald reported the Night Owl Reference service offered by the Arlington Heights Library is being discontinued as of June 30, 2009. The Bellwood Public Library has subscribed to this after-hours service for a number of years. Its usage by Bellwood patrons has been declining and a decision was pending as to the feasibility of continuing this subscription. The economy and the increased availability of online research are major factors in the retirement of the Night Owl Reference service. Illinois Library Legislative Day is set for May 12 in Springfield. A bus will pickup at MLS and other systems, but there is a charge for passengers. In the past the systems covered the cost of the bus for all who attended the event.

D. Planning and Development Committee: Ms. Thompson reported that building improvements and other tasks continue in preparation for the Arnie Bryant dedication ceremony of April 24, 2009. Invitations have been sent out and some responses have already been received. Work is nearly complete in the large meeting room and the floors on both levels are due to be stripped, waxed and polished. The program is being finalized and all participants will be notified of their roles. Pictures of the honoree have been received from the family and are being prepared for a slideshow at the event. Plaques are yet to be ordered and a resolution to be read and presented to the family still needs to be written by the Board.

E. Metropolitan Library System: Mrs. Smith reported that the library systems of MLS, NSLS, DLS, continue their efforts to get more museums to participate in the Museum Adventure Pass Program. Many have verbally agreed to the partnerships but the 10 Museums in the Park have chosen not to participate. They include the Shedd Aquarium, Field Museum, Museum of Science and Industry and other well known museums in Chicago. Each library must sign an agreement to comply with the rules set by the sponsors. Macy's is the major contributor to this

program which begins Sept. 1, 2009. Brookfield Zoo passes are still available for checkout at the library and will be a part of this new program.

New Business: None

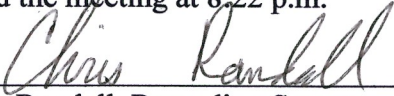
Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, May 13, 2009 at 7:00 p.m.

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

Mrs. Smith adjourned the meeting at 8:22 p.m.



Chris Randall, Recording Secretary