

# Bellwood Public Library

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## Board Meeting Minutes

March 11, 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 7:40 p.m. by Rev. Dr. Saffo in the Staff Lounge.

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

**Finance Committee Report:** Miss Archibald reported that the 2009 per capita grant in the amount of \$24, 843.24 has been direct deposited in the library Illinois Funds account. A total of \$14 million was awarded to Illinois libraries that serve more than 11 million citizens. Additional information has been received from the Bellwood library attorney about the tax objection procedure. This process continues until it can be brought to the Tax Appeal Board for a conclusive decision. Most public libraries are required to meet these demands. The library's share of the IMRF pension is expected to increase dramatically for 2010. The employees' share is dictated by law and will not change. Our rate will coincide with that set by the village for all of its IMRF participants.

**A. Report of Bills #664, #664-A, #664-B:** The following reports of bills were submitted, copies of which are included as part of these minutes:

#664 in the amount of	\$ 52,176.13
#664-A in the amount of	\$ 49,063.16
#664-B in the amount of	\$ 228.50

TOTAL: \$101,467.79

A motion was made by Miss Archibald, seconded by Mrs. Smith, to accept bills #664, #664-A, #664-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, 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 \$85,000 was made on February 12, 2009.

**C. Reinvestments:** None

**Other Committee Reports:**

**A. Administration Committee:** Karen Thompson reported that the library staff has been reminded that in these tough economic times it is imperative that they remain diligent more than ever in performing their duties. The public demand has increased and they must be provided with excellent service at all times. Any employee who does not fulfill this request can be replaced with someone who will appreciate having a job.

**B. Buildings and Grounds Committee:** Rev. Dr. Saffo reported that the custodian was unable to fill all potholes in the parking lot due to the collapsing sewers. These sewers will be repaired when milder weather occurs as well as other necessary lot repairs. Landscaping proposals are being solicited in preparation for better lawn care than in previous years. This service usually begins April 1 with spring cleanup followed by proper lawn care and maintenance. The landscapers from last year have been notified of our dissatisfaction with last year's service. Electricians have completed a portion of the necessary repairs on some of the most serious electrical problems on the exterior and the interior of the building. A few other electrical concerns will be addressed shortly.

**C. Public Relations and Legislation:** Miss Archibald reported the Spring newsletter has been completed and distributed. As usual it has many upcoming and exciting activities for all ages. It was discovered that the telephonic device for the deaf (TDD) is inoperable. It has been replaced with a new machine and the circulation staff has been instructed in its use. The TDD telephone number is included on most Library literature and must be kept in service according to an ADA requirement.

The 2009 ALA conference will be held in Chicago July 9-15 at McCormick Place. All ALA members from the Bellwood Library have been registered via Early Bird registration. Cancellations will be accepted until May 22, 2009 minus a \$25 handling fee. Anyone positive that they will be unable to attend is requested to notify the Administrative staff as soon as possible.

**D. Planning and Development Committee:** Ms. Thompson reported that Committee members and other Board members have made excellent progress in preparation for the Arnie Bryant dedication to take place on Friday, April 24, 2009. Drafts designs of the program and invitations are ready for Board review. After the list is finalized, invitations will need to be sent out promptly. There are still some decisions to be made before the program can be completed.

**E. Metropolitan Library System:** Mrs. Smith reported that at the most recent Administrators' Quarterly conducted at MLS, a variety of topics were presented. An IMRF accountant discussed the increase in employer rates that will be effective for 2010. There was also a brief discussion on each library's responsibility for handling out-of-state requests for materials since MLS will no longer serve as intermediary. The new museum pass program will begin Sept. 1, 2009 and will include zoo passes. There were demonstrations of new circulation capabilities that are not being used such as digital images and digital signatures for the library cards, linking patrons, pickup anywhere, etc. The usual report on budget concerns was also presented.

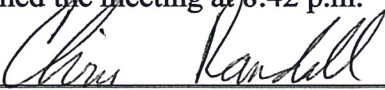


**New Business:** None  
**Public Comment:** None  
**Announcements:** None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, April 8, 2009 at 7:00 p.m.

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

Rev. Dr. Saffo adjourned the meeting at 8:42 p.m.

  
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Chris Randall, Recording Secretary

# Bellwood Public Library

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## Board Meeting Minutes

February 11, 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 Staff Lounge.

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

**Finance Committee Report:** Miss Archibald reported that we have been contacted by the library attorney in regards to tax objections filed by corporations for the years 2002, 2003 and 2004. It requires the submission of the beginning and ending balances for specific funds for the aforementioned years. If these objections are ruled to be valid it could affect the revenues the library will receive in subsequent years. Tax objections are filed annually; however, this is the first time, in at least 10 years, that additional steps are required by the library. The library auditors will assist with this matter.

Pastor Horton arrived at 7:07 pm

**A. Report of Bills #663, #663-A, #663-B:** The following reports of bills were submitted, copies of which are included as part of these minutes:

#663 in the amount of	\$ 50,021.53
#663-A in the amount of	\$ 48,753.30
#663-B in the amount of	\$ 0.00

TOTAL: \$ 85,220.78

A motion was made by Dr. Rev. Saffo, seconded by Pastor Horton, to accept bills #663, #663-A, #663-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: 5: Miss Archibald, Ms. Thompson, Rev. Dr. Saffo, Pastor Horton and Mrs. Smith.

NAYS: 0

ABSENT: 2: Elder Hayes and Rev. Whitfield

The motion carried by unanimous vote.

**B. Transfer of Funds:** \$ An IPTIP transfer of \$85,000 was made on January 13, 2008.

Elder Hayes arrived at 7:13 pm

**C. Reinvestments:** None

**Other Committee Reports:**

**A. Administration Committee:** Pastor Horton reported that with the economy being in a deep recession, the staff has been reminded to help conserve all resources since we cannot be sure what the future of the library finances will be. Staff will not be granted extra hours unless absolutely necessary to provide excellent service to the public. There is likely to be some reduction in revenue this year, especially from uncollected property taxes. The purchase of some library supplies, especially for staff use, will be curtailed but cannot be eliminated totally.

**B. Buildings and Grounds Committee:** Pastor Horton reported that the library kitchen renovation has been completed and well within the cost limit set by the Board. It has been a reasonable inconvenience for the staff while this area was out of commission. Staff congregated mainly in the workroom for breaks and lunches because that was the location of a sink and microwave. Now that the kitchen is complete, the microwave has been returned to its usual location and staff can again use the kitchen for breaks and lunches.

More old pipes began to leak in the boiler room and have now been repaired. This problem is expected to continue until all old pipes have been replaced. Potholes in the south parking lot have been repaired by the library custodian. Serious electrical issues have also been addressed as a priority because of the potential for a fire hazard. Several outlets had shorted or had the potential to short out. One bank of circuits in the breaker panel on the main level will also be repaired to eliminate dangerous overheating. The lack of hot water in the handicapped washroom is also being addressed.

**C. Public Relations and Legislation:** Elder Hayes reported that the Village of Bellwood Black History program is scheduled for Sun. Feb. 22 from 4 – 6 p.m. at the Eisenhower Community Center, Hillside.

The Chamber of Commerce Banquet will be held the same day beginning at 5 p.m. and dinner at 5:30 at the Diplomat West is Elmhurst. Tickets are \$50 each. Raffle tickets are also available for purchase. Robert Doyle, executive director of ILA is spearheading a campaign for public libraries to be included in the Federal Economic package since school libraries are already included. The Bellwood Public Library faxed a letter addressing this issue to the offices of Senators Durbin and Burris as Mr. Doyle suggested.

**D. Planning and Development Committee:** Ms. Thompson reported that work continues on the large meeting room to prepare it for the upcoming dedication to the late Board president, Mr. Arnie Bryant during the month of April 2009. All renovations and/or upgrades are expected to be completed by the end of March. A special meeting will be held on Wednesday, February 18<sup>th</sup>, 2009 to discuss the planning in further detail.



**E. Metropolitan Library System:** Mrs. Smith reported that MLS is again sponsoring the Annual Legislators' Breakfast Feb. 16 from 9 a.m. to 1 p.m. at the Burr Ridge office. This is an excellent opportunity for library trustees, librarians and legislators to meet and network. Registration is encouraged by Feb. 12. Bellwood Public Library has received recyclable book bags provided by MLS. There are other purposes for these reusable bags besides carrying library books. They are available at cost which is \$1 each.

**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 11, 2009 at 7:00 p.m.

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

Rev. Dr. Saffo adjourned the meeting at 7:56 p.m.

  
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Chris Randall, Recording Secretary

# Bellwood Public Library

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## Annual Board Meeting

### Minutes

January 13, 2009

600 Bohland Avenue  
Bellwood, Illinois 60104  
(708) 547-7393  
Fax (708) 547-9352  
[www.bellwoodlibrary.org](http://www.bellwoodlibrary.org)

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

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

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

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

All Ayes

The motion carried by unanimous vote.

Miss Archibald nominated Mrs. Smith to be the Vice President.

Voice vote

All Ayes

The motion carried by unanimous vote.

Karen Thompson arrived at 7:15.

Mrs. Smith nominated Ms. Thompson to be the Secretary.

Voice vote

All Ayes

The motion carried by unanimous vote.

The meeting was turned over to the new officers.

Rev. Dr. Saffo made a motion that Committees remain the same, Miss Archibald seconded.

Voice vote

All Ayes

The motion carried by unanimous vote.

### **Metropolitan Library System**

Mrs. Smith, Chairperson

Miss Archibald

Pastor Horton

**Planning and Development**

Ms. Thompson, Chairperson  
Pastor Horton  
Mr. Hayes

**Public Relations & Legislative**

Mr. Hayes, Chairperson  
Miss Archibald  
Mrs. Smith

**Buildings and Grounds**

Pastor Horton, Chairperson  
Mrs. Smith  
Rev. Whitfield

**Administration**

Pastor Horton, Chairperson  
Rev. Whitfield  
Mr. Hayes

**Finance**

Miss Archibald, Chairperson  
Mr. Hayes  
Mrs. Smith

**Designation Banks as Depositories for Library Funds:** A motion was made by Mrs. Archibald, seconded by Mr. Whitfield, 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 Mrs. Smith, seconded by Miss Archibald 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 7:21 p.m.

  
Chris Randall, Recording Secretary