

Board Meeting
Minutes

December 13, 2006

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:05 p.m. by, Mr. Bryant in the Large Meeting Room.

Attendance: Present Mr. Ireland, Mrs. Smith and Mr. Bryant, Rev. Dr. Saffo and Pastor Horton. Ms. Archibald and Ms. Grundler were absent. Also in attendance were Anthony Oliver, Project Manager, Mrs. Wooten, Director and Chris Randall, Administrative Assistant.

A motion was made by Rev. Dr. Saffo, seconded by Pastor Horton to revise the consent agenda to allow Nancy Hezlep from Knutte & Associates to review the audit.
All Ayes.

Ms. Grundler arrived at 7:12

A motion was made by Mr. Ireland seconded by Mrs. Smith to approve the 2005 audit and make an amendment that in the future the board members would get the audit in advance so they can review it in detail. A roll call vote was taken.

AYES: 6: Mr. Ireland, Ms. Grundler, Mrs. Smith, Mr. Bryant, Rev. Dr. Saffo and Pastor Horton

NAYS: 0

ABSENT:1: Ms. Archibald

The motion carried by unanimous vote.

Finance Committee Report:

A. Report of Bills # 637, #637-A, #637-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#637 in the amount of	\$ 55,556.06
#637-A in the amount of	\$ 40,099.74
#637-B in the amount of	\$ 505.45

TOTAL: \$ 96,161.25

A motion was made by Mr. Ireland, seconded by Rev. Dr. Saffo, to accept bills #637, #637-A and #637-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: 6: Mr. Ireland, Ms. Grundler, Mrs. Smith, Mr. Bryant, Rev. Dr. Saffo and Pastor Horton
NAYS: 0

ABSENT:1: Ms. Archibald

The motion carried by unanimous vote.

A motion was made by Mr. Ireland seconded by Mr. Bryant to accept the 2007 budget as printed.
A roll call vote was taken.

AYES: 6: Mr. Ireland, Ms. Grundler, Mrs. Smith, Mr. Bryant, Rev. Dr. Saffo and Pastor Horton
NAYS: 0

ABSENT:1: Ms. Archibald

The motion carried by unanimous vote.

Mr. Ireland reported that all financial records and transactions are now being calculated by the use of Quickbooks software. The transfer was successful with the assistance of a CPA. The Greater Chicago Bank of Bellwood has been purchased by ShoreBank as of November 2006. Management has assured us that we should not experience any adversity as a result of this change but promised many advantages. This bank has a favorable reputation. ShoreBank recently held a celebration of its arrival in Bellwood, Stone Park and West Ridge. A brief presentation by the CEO and others made an excellent impression on the attendees.

B. Transfer of Funds: An IPTIP transfer of \$75,000 was made on November 10, 2006.

C. Reinvestments: None.

Other Committee Reports:

A. Administration Committee: A motion was made by Mr. Bryant seconded by Mrs. Smith to approve the annual staff bonus of \$100.00 for regular employees and \$50.00 for pages and employees on probation. A roll call vote was taken.

AYES: 6: Mr. Ireland, Ms. Grundler, Mrs. Smith, Mr. Bryant, Rev. Dr. Saffo and Pastor Horton
NAYS: 0

ABSENT:1: Ms. Archibald

The motion carried by unanimous vote.

The acquisition of a payroll time clock is being considered to simplify the payroll reconciliation process.

B. Buildings and Grounds Committee: Pastor Horton reported that the janitors closet was flooded during the last heavy rain. Water covered the floor leading from the elevator to the large meeting room. It was determined that the cause was the overflowing of the lawn sprinkler pipe. It has been since corrected but the damage is evident to the basement floor tile from numerous floods. So far the Coke machine has not been picked up. However we did receive the usual invoice for the machine rental.

C. Public Relations and Legislation: Ms. Grundler reported that The Illinois Library Legislative Day has been set for Thursday, April 19, 2007 in Springfield, IL. Those planning to participate are encouraged to mark their calendars now. Registration for the 2007 ALA Conference in Washington, D.C. is now open. The dates are June 21-27, 2007. For a substantial savings it is recommended that all those who plan to attend register before January 5, 2007. If you are still uncertain, please take advantage of this early registration with the option to cancel before May 19, 2007. Contact the administrative assistant for complete information.

D. Planning and Development Committee: Rev. Dr. Saffo reported that since the library project has been delayed, plans are to replace many of the Gates computers as soon as possible. They have become quite obsolete and consistently problematic. We have been advised that replacement is the best and most realistic option. A new server is in great need as the support for all computer equipment in the library. The current server is 10 years old and could fail at any time. If this occurs, the library will not be able to offer any services as 99.9% of the operation depends on computer technology. The library applied for a \$25,000 AT&T grant with plans to use these funds for this purpose. However, the grant was not funded because of insufficient funds for the number of requests received.

A motion was made by Mrs. Smith , seconded by Ms. Grundler to move forward with the search for a the best pricing and options for a new server. A roll call vote was taken.

AYES: 6: Mr. Ireland, Ms. Grundler, Mrs. Smith, Mr. Bryant, Rev. Dr. Saffo and Pastor Horton
NAYS: 0

ABSENT:1: Ms. Archibald

The motion carried by unanimous vote.

Project Manager, Anthony Oliver and some library trustees have been active with the Friends of the Library by attending recent meetings. Efforts continue to bring in more membership and to develop fundraising strategies. Other activities regarding the new library building project will be discussed by this committee chairman and the project manager. Mr. Oliver talked about the upcoming meeting with Ms. Ann Craig, Illinois State Library Director. This meeting will give the library a heads up on next year's grants.

Project manager, Anthony Oliver, brought us up to date on the latest news on the building project.

E. Metropolitan Library System: Mrs. Smith reported that MLS is fast becoming paperless with plans to offer the newsletter only online as of late January 2007. The calendar of events, job listings and other MLS information are already available only online at www.mls.lib.il.us. All library trustees will be provided with the requirements necessary to access the newsletter such as user ID, password, etc. as soon as this information is available.

MLS has received a very detailed legal opinion concerning the duplication and circulation of DVDs and other electronic media. Libraries have been advised that they should never duplicate nor circulate such items. Any library doing so should cease immediately and retrieve and destroy any that exist. The Bellwood Public Library does not and has not participated in this practice.

New Business: None

Public Comment: None

Announcements: None

The next Annual Board Meeting of the Bellwood Public Library Board will be held on Wednesday, December 20, 2006 at 6:00 p.m. at the Epicurean Resturant, Hillside, IL.

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, January 10, 2007 at 7:00 p.m.

Adjournment: A motion was made by Ms. Grundler, seconded by Rev. Dr. Saffo, to adjourn the meeting. Voice vote: all ayes.

Mr. Bryant adjourned the meeting at 7:54 p.m.

Chris Randall, Recording Secretary