

Board Meeting  
Minutes

July 13, 2005

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:04 p.m. by President, Mr. Bryant in the Large Meeting Room.

**Attendance:** Present were: Ms. Archibald, Mr. Bryant, Ms. Grundler and Rev. Saffo. Also in attendance were Mrs. Wooten, Director, Chris Smith, Recording Secretary and Mr. Oliver, Project Manager.

Ms. Smith arrived at 7:06 p.m.

A motion was made by Mr. Bryant, seconded by Ms. Grundler to change the consent agenda in order to read the resignation letter from Mr. Johnson. A roll call vote was taken.

AYES: 5: Ms. Archibald, Mr. Bryant, Ms. Grundler, Rev. Saffo and Ms. Smith.

NAYS: 0

ABSENT: 1

The motion carried by unanimous vote.

A motion was made by Rev. Saffo, seconded by Ms. Grundler to post the open trustee position in the library. A roll call vote was taken.

AYES: 5: Ms. Archibald, Mr. Bryant, Ms. Grundler, Rev. Saffo and Ms. Smith.

NAYS: 0

ABSENT: 1

The motion carried by unanimous vote.

A motion was made by Mr. Bryant, seconded by Rev. Saffo to include Mr. Johnson's name on the library plaque in the new building. A roll call vote was taken.

AYES: 4: Mr. Bryant, Ms. Grundler, Rev. Saffo and Ms. Smith.

NAYS: 1: Ms. Archibald

ABSENT: 1

The motion carried by unanimous vote.

**Finance Committee Report:**

**A. Report of Bills # 620, #620-A, #620-B:** The following reports of bills were submitted, copies of which are included as part of these minutes:

#620 in the amount of	\$ 51,799.55
#620-A in the amount of	\$ 40,639.13
#620-B in the amount of	\$ 257.23

TOTAL: \$ 92,695.91

A motion was made by Ms. Grundler, seconded by Rev. Saffo, to accept bills #620, #620-A and #620-B, that they be submitted for payment, and that the Library Board Treasurer and Library Board President be authorized to issue checks in payment of these bills. A roll call vote was taken.

AYES: 5: Ms. Archibald, Mr. Bryant, Ms. Grundler, Rev. Saffo and Ms. Smith.

NAYS: 0

ABSENT: 1

The motion carried by unanimous vote.

**B. Transfer of Funds:** Ms. Archibald reported that an IPTIP transfer of \$90,000 was made on June 11, 2005. Preparations are being made for the 2004 audit to be conducted by Knutte & Associates, the same firm the library has used for the past 3 years. It has become necessary to purchase a Sonic Wall for our computer network replacing the ravlin which no longer will be supported by the manufacturer. If a malfunction occurs, the ravlin cannot be repaired and all computers in the building will be out of service. We have been advised to replace this device now as it is already showing signs of wear. The cost of the SonicWall is \$1489 available through MLS.

A motion was made by Ms. Smith, seconded by Rev. Saffo to purchase the Sonic Wall for the cost of \$1489 through MLS. A roll call vote was taken.

AYES: 5: Ms. Archibald, Mr. Bryant, Ms. Grundler, Rev. Saffo and Ms. Smith.

NAYS: 0

ABSENT: 1

The motion carried by unanimous vote.

**C. Reinvestments:** None

**Other Committee Reports:**

**A. Administration Committee:** Mr. Bryant reported that the revised edition of the “Employee Handbook” is ready for review and Board approval. This document has been reviewed by an attorney and recommended changes have been made. A resolution must be passed for the Bellwood Library to continue offering non-resident library cards at a cost of \$130 each. This action is required annually. The per capita application has been received and is due by October, 2005. Data for this important document is being compiled by staff from various departments as is done on an annual basis.

A motion was made by Ms. Smith, seconded by Ms. Grundler to accept the employee handbook with revisions. A roll call vote was taken.

AYES: 5: Ms. Archibald, Mr. Bryant, Ms. Grundler, Rev. Saffo and Ms. Smith.

NAYS: 0

ABSENT: 1

The motion carried by unanimous vote.

A motion was made by Ms. Archibald, seconded by Ms. Smith to pass a resolution to offer non-residential library cards for \$130. A roll call vote was taken.

AYES: 5: Ms. Archibald, Mr. Bryant, Ms. Grundler, Rev. Saffo and Ms. Smith.

NAYS: 0

ABSENT: 1

The motion carried by unanimous vote.

**B. Building and Grounds Committee:** Mr. Bryant reported that the appraisal of all library properties has been completed. It is recommended that this document be thoroughly reviewed by this committee and a complete assessment be made to the full Board at a later date.

**C. Public Relations and Legislation:** Ms. Grundler reported that any expenses incurred by Board members attending the ALA conference should be reported to the administrative assistant for reimbursement. A patron has expressed interest in working with a “Friends of the Library” group. Board member(s) are needed to assist with the formation of such a program for the Bellwood Library.

Enclosed is information about a “Boot Camp for Public Library Trustees.” This is an evening session scheduled for August 4, 2005. This program is recommended for new trustees, those who never participated in any formal training or those who want up-to-date information. Any interested trustees should notify the administrative staff for registration before July 27, 2005.

**D. Planning and Development Committee:** Mr. Anthony Oliver reported ...

- There was a meeting held with Roy McCampbell and Bill Darr of Illinois Development Company to discuss the proposed five new Tiff districts.
- A meeting was held with Anthony Bruno and Roy McCampbell on June 28<sup>th</sup> 2005 to

discuss moving forward with the library project.

- The village has voted on an agreement with Nicor to allow soil boring and surveying to commence on the Nicor land.
- We are awaiting comments from the village regarding an ordinance / agreement provided by the library's attorney.
- Project Manager Anthony Oliver will be meeting with minority trade organizations shortly to advertise the proposed library project, and encourage participation.

**E. Metropolitan Library System Committee: None**

**Public Comment:** None

**Announcements:** None

The next Board Meeting of the Bellwood Public Library Board will be held on Wednesday, August 10, 2005 at 7:00 p.m.

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

Mr. Bryant adjourned the meeting at 7:58 p.m.

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Chris Smith, Recording Secretary