

Board Meeting
Minutes

March 10, 2007

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 Mrs. Smith, Mr. Bryant, Rev. Dr. Saffo, Ms. Archibald. Ms. Grundler, Pastor Horton and Mr. Ireland were absent. Also in attendance was Mrs. Wooten, Director.

A motion was made by Ms. Smith, seconded by Rev. Dr. Saffo, to accept the consent agenda as printed. All Ayes.

Finance Committee Report: Read by Ms. Archibald.

A. Report of Bills # 640, #640-A, #640-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#640 in the amount of	\$ 73,744.89
#640-A in the amount of	\$ 43,835.29
#640-B in the amount of	\$ 437.06

TOTAL: \$118,017.24

A motion was made by Ms. Smith, seconded by Rev. Dr. Saffo, to accept bills #640, #640-A and #640-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: Mrs. Smith, Ms. Archibald, Rev. Dr. Saffo and Mr. Bryant

NAYS: 0

ABSENT:3: Mr. Ireland, Pastor Horton and Ms. Grundler

The motion carried

Knutte & Associates has offered a proposal to conduct our audit for the next 3 years with fees progressively increasing in \$250 increments; \$6000 (2007), \$6250 (2008), and \$6500 (2009). The administrative staff recommends that Knutte & Associates be permitted to conduct the library audit based on the proposal.

A motion was made by Rev. Dr. Saffo, seconded by Ms. Smith to approve Knutte & Associates proposal. . A roll call vote was taken.

AYES: 4: Mrs. Smith, Ms. Archibald, Rev. Dr. Saffo and Mr. Bryant

NAYS: 0

ABSENT:3: Mr. Ireland, Pastor Horton and Ms. Grundler
The motion carried

The Village of Bellwood has forwarded replacement taxes due to the library in the amount of \$10,022.94 for the last quarter of 2006.

B. Transfer of Funds: An IPTIP transfer of \$75,000 was made on February 22, 2007.

C. Reinvestments: None.

Other Committee Reports:

A. Administration Committee: Mr. Bryant reported that it is recommended that the Board consider an addendum to the 'Employee Handbook' that requires drug testing for potential new employees. An extensive drug analysis can be conducted at the Advanced Occupational Medicine Specialists facility in Bellwood for a fee of \$40. As of this date, the library has not experienced any drug problems with employees.

A motion was made by Ms. Smith, seconded by Rev. Dr. Saffo to require drug testing for new employees. A roll call vote was taken.

AYES: 4: Mrs. Smith, Ms. Archibald, Rev. Dr. Saffo and Mr. Bryant

NAYS: 0

ABSENT:3: Mr. Ireland, Pastor Horton and Ms. Grundler

The motion carried

A motion was made by Ms. Archibald, seconded by Ms. Smith to allow the funds from the discarded book sale cart to be passed on to the "Friends of the Library". A roll call vote was taken.

AYES: 4: Mrs. Smith, Ms. Archibald, Rev. Dr. Saffo and Mr. Bryant

NAYS: 0

ABSENT:3: Mr. Ireland, Pastor Horton and Ms. Grundler

The motion carried

B. Buildings and Grounds Committee: Mr. Bryant reported that the recording equipment for the security cameras has been upgraded to a digital machine. The old equipment had become inoperative and therefore virtually useless for its intended purpose. An additional camera is being considered at the Bohland Ave. entrance to deter illegal activity mainly after the library is closed. The telephone in the elevator is out of order and must be replaced. The telephone, which dials to the library front desk in an emergency, is necessary for the elevator to pass inspection.

Pastor Horton arrived at 7:15 p.m.

C. Public Relations and Legislation:

A motion was made by Mr. Bryant, seconded by Rev. Dr. Saffo to allow Living Word Christian

Academy to use Bellwood Public library's facility as an alternate site in case of the school's emergency evacuation. A roll call vote was taken.

AYES: 5: Mrs. Smith, Ms. Archibald, Rev. Dr. Saffo, Pastor Horton and Mr. Bryant

NAYS: 0

ABSENT:2: Mr. Ireland and Ms. Grundler

The motion carried

The Boys & Girls Club of West County will hold its annual dinner/dance and silent auction on March 31, 2007 at the Marriott Hotel in Oak Brook. The cost is \$75 per person. Those interested in attending this event are asked to inform the administrative staff before March 23 so the library can make reservations.

D. Planning and Development Committee: Rev. Dr. Saffo reported that the number of participants in the 'Friends of the Bellwood Library' support group is growing weekly. Meetings are currently held each Saturday at the Library at 2 p.m.

The Bill & Linda Gates Foundation has announced that it will offer support to upgrade computers it provided to libraries through a technology grant a few years ago. The Bellwood Public Library expects to be part of this program and will follow guidelines available at the Gates Foundation website.

E. Metropolitan Library System: Mrs. Smith reported that the MLS staff discussed an online resource for libraries available at: www.webjunction.org. This is an open forum for all library communities offering information on all aspects of libraries including some online courses. Initiated by the Bill & Melinda Gates Foundation in 2003, webjunction has been expanding in scope in recent years. There are discussion forums, grant information, technology resources, legislative issues and much more. On July 1, 2007, the Illinois State Library will 'go live' by posting its information for Illinois libraries on this website as many other state libraries have done. This is an attempt to improve the timeliness of the Illinois State Library's dissemination of relevant information and eliminate some nagging delays experienced in the past. Webjunction is a work in progress and will continue to change as needed.

The MLS member library directors approved the implementation of the 'My Reading History' feature on the SWAN network. Patrons will be able to access a confidential list of materials they checked out if they chose to utilize this service. This information will still be available after items are returned. Staff will not be able to view a patron's reading history.

New Business: A motion was made by Pastor Horton, seconded by Mr. Bryant to allow and fully fund Jimmi Wooten to attend a conference given by the International Library Federation Association in South Africa versus the trip to Washington in June. The trip is scheduled for August 16-31, 2007. A roll call vote was taken.

AYES: 5: Mrs. Smith, Ms. Archibald, Rev. Dr. Saffo, Pastor Horton and Mr. Bryant

NAYS: 0

ABSENT:2: Mr. Ireland and Ms. Grundler

The motion carried

Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, April 11, 2007 at 7:00 p.m.

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

Mr. Bryant adjourned the meeting at 7:37 p.m.

Chris Randall, Recording Secretary