

Bellwood Public Library

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

Board Meeting Minutes December 11, 2013

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order @ 6:01 pm by Bishop Dr. Saffo in the small mtg. room.

Present:

Miss Archibald
Bishop Dr. Saffo
Ms. Carr
Mrs. Smith
Ms. Greene

Absent:

Ms. Tharpe
Pastor Horton

Also in attendance: Mrs. Wooten, Director, Ms. Randall, Business Manager & Howard Garrison, Architect @ Triad Consortium LTD.

A motion was made by Miss Archibald, seconded by Ms. Carr, to amend the consent agenda to allow Mrs. Smith to read the Planning & Committee report first & Mr. Garrison to present his preliminary analysis as it concerns the construction grant. A roll call vote was taken.

AYES: 5: Miss Archibald, Bishop Dr. Saffo, Ms. Carr, Ms. Greene and Mrs. Smith.

NAYS: 0

ABSENT: 2: Ms. Tharpe and Pastor Horton.

The motion carried by unanimous vote.

A. Planning and Development Committee: Mrs. Smith reported that the committee met for the purpose of interviewing an architect as well as discussing the requirements for the construction grant application. Mr. Victor Simpkins of Onyx Architectural Services, Inc., gave an excellent presentation and planned a site visit to further access the library property being considered for renovation. Another architect had been contacted for the same purpose.

Finance Committee Report: Miss Archibald reported that the library received tax rate objections from area businesses for years 2007 – 2010. An attorney advised us that since the Village of Bellwood levies for the library, these documents should be forwarded to the Village for action. The village attorney readily agreed. The library budget for 2014 is ready for approval.

A motion was made by Ms. Greene, seconded by Mrs. Smith, to approve the 2014 budget. A roll call vote was taken.

AYES: 5: Miss Archibald, Bishop Dr. Saffo, Ms. Carr, Ms. Greene and Mrs. Smith.

NAYS: 0

ABSENT: 2: Ms. Tharpe and Pastor Horton.

The motion carried by unanimous vote.

B. Report of Bills #720, #720-A, #720-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#720 (Bill List) in the amount of	\$ 38,132.47
#720-A (Payroll) in the amount of	\$ 48,974.62
#720-B (Checking) in the amount of	\$ 0.00

TOTAL: \$ 87,107.09

A motion was made by Mrs. Smith, seconded by Ms. Greene, to accept bill #'s 720, 720-A, 720-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: 5: Miss Archibald, Bishop Dr. Saffo, Ms. Carr, Ms. Greene and Mrs. Smith.

NAYS: 0

ABSENT: 2: Ms. Tharpe and Pastor Horton.

The motion carried by unanimous vote.

B. Transfer of Funds: No IPTIP transfer was necessary for the month of November.

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Ms. Greene reported that even though the library's staff has consistently been very stable, this month has experienced 2 resignations in the Youth Services department. One resignation was for pregnancy with no plans to return after the arrival of the child. The other was for a full time job that was offered unexpectedly. Both positions have since been filled.

B. Buildings and Grounds Committee: Ms. Greene reported that the shingle portion of the roof has been completed. However, the remaining flat roof cannot be completed until warmer weather, probably in the spring. No leaks are anticipated as the worst problem area has been repaired. The library was closed for one full day and opened the following day at 5pm for a special program. The workers left the grounds clean and free of debris for visitors and staff to enter.

C. Public Relations and Legislation: Mrs. Smith reported that the Winter newsletter has been distributed and also placed on the library website. Traffic to the website is increasing and efforts are being made to bring more focus to the site for library information. In the future, hard copy mailings may no longer be necessary.

D. RAILS Library System: Ms. Greene reported that RAILS has hired Joe Filapek as the new staff member in charge of consulting and continuing education for member libraries. This position is a result of a survey of libraries that determined the overwhelming need to reinstate this service.

New Business: None

Unfinished Business: None

Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, January 08, 2014 @ 6:00 pm.

Adjournment: The meeting was adjourned at 7:25 pm. Voice vote: All Ayes.

Chris Randall, Business Manager

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Board Meeting Minutes November 13, 2013

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order @ 6:07 pm by Bishop Dr. Saffo in the small mtg. room.

Present:

Miss Archibald
Bishop Dr. Saffo
Ms. Carr
Mrs. Smith
Ms. Greene

Absent:

Ms. Tharpe
Pastor Horton

Also in attendance: Mrs. Wooten, Director, Ms. Randall, Business Manager.

A motion was made by Miss Archibald, seconded by Ms. Carr, to accept the consent agenda as printed. A roll call vote was taken.

AYES: 5: Miss Archibald, Bishop Dr. Saffo, Ms. Carr, Ms. Greene and Mrs. Smith.

NAYS: 0

ABSENT: 2: Ms. Tharpe and Pastor Horton.

The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported that a draft of the library 2014 budget is being presented for Board review. Approval is requested by the December meeting.

A. Report of Bills #719, #719-A, #719-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#719 (Bill List) in the amount of	\$ 38,412.06
#719-A (Payroll) in the amount of	\$ 54,634.75

#719-B (Checking) in the amount of \$ 125.82

TOTAL: \$ 93,172.63

A motion was made by Mrs. Smith, seconded by Ms. Greene, to accept bill #'s 719, 719-A, 719-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: 5: Miss Archibald, Bishop Dr. Saffo, Ms. Carr, Ms. Greene and Mrs. Smith.

NAYS: 0

ABSENT: 2: Ms. Tharpe and Pastor Horton.

The motion carried by unanimous vote.

B. Transfer of Funds: IPTIP transfer of \$90,000 was made on October 23, 2013.

C. Reinvestments: None

A motion was made by Miss Archibald, seconded by Mrs. Smith, to give the employees a raise of 3% for F.Y. 2014. A roll call vote was taken.

AYES: 5: Miss Archibald, Bishop Dr. Saffo, Ms. Carr, Ms. Greene and Mrs. Smith.

NAYS: 0

ABSENT: 2: Ms. Tharpe and Pastor Horton.

The motion carried by unanimous vote.

Other Committee Reports:

A. Administration Committee: Ms. Greene reported that the Illinois General Assemble recently passed a law that bans guns in public places. The Illinois State Library has requested that each library board establish a policy on such activity. Also signs banning guns have been passed on to each library to be posted at each entrance. With the reduced hours and subsequent closing of the Maywood Library, we have hired Arthur Williams as a 'floater' to assist as needed throughout the library. Arthur comes with years of library experience and will be here on a temporary part time basis. This has been very helpful as several reference staff each have had health issues and were unable to work for a period of time.

B. Buildings and Grounds Committee: Ms. Greene reported that after much research and consultation with library board president, a roofing contractor has been selected. It is imperative to move quickly as the ability to do this outside work depends on the weather. It was planned for the Veterans' Day weekend, but there was a delay in the Village issuing a permit. Completion will require 2 full days and therefore it will be

necessary for the library to be closed while this work is done. Currently, it is scheduled for November 16 and 17 and the library would be closed Saturday November 16.

C. Public Relations and Legislation: Mrs. Smith reported that during the closure of Maywood Library, many of its patrons were welcomed here at Bellwood to checkout materials and use the public computers. There was concern about services being interrupted for Bellwood patrons, but that problem never materialized. The winter newsletter is nearing completion and the library again will be included in the Bellwood Village 2014 calendar to be distributed free throughout the village.

D. Planning and Development Committee: Mrs. Smith reported it is expected that a state construction grant will be available in 2014. The Bellwood Library is planning to apply in order to renovate the storage building on Bellwood Ave. to be used as a community tutoring and learning center. It is required that an architect be hired to draw up building plans and provide a cost analysis upon which the grant request is to be based. There is usually a matching fund requirement. Bishop Dr. Saffo has requested that Mrs. Smith call a special meeting for Planning & Development Committee to discuss this project in detail.

E. RAILS Library System: Ms. Greene reported that the RAILS board has yet to make a decision on the new circulation vendor. The new delivery center will be located in Bolingbrook having been moved from Burr Ridge. This location is very attractive and spacious for handling interlibrary delivery. RAILS has notified all libraries to check its website for possible closings due to bad weather. The delivery manager will make the decision if delivery of specific routes is cancelled and post it on the website.

New Business: None

Unfinished Business: None

Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, December 11, 2013 @ 6:00 pm.

Adjournment: The meeting was adjourned at 7:03 pm. Voice vote: All Ayes.

Chris Randall, Business Manager

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Board Meeting Minutes October 9, 2013

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order @ 6:05pm by Bishop Dr. Saffo in the small mtg. room.

Present:

Miss Archibald
Bishop Dr. Saffo
Ms. Carr
Mrs. Smith

Absent:

Ms. Greene
Ms. Tharpe
Pastor Horton

Also in attendance: Mrs. Wooten, Director, Ms. Randall, Business Manager.

A motion was made by Miss Archibald, seconded by Ms. Carr, to accept the consent agenda as printed. A roll call vote was taken.

AYES: 4: Miss Archibald, Bishop Dr. Saffo, Ms. Carr and Mrs. Smith.

NAYS: 0

ABSENT: 3: Ms. Greene, Ms. Tharpe and Pastor Horton.

The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported that efforts continue to build a better relationship with the new personnel at the Urban Partnership Bank in Bellwood, since this bank handles most of the library financial business including transfers, deposits, payroll, etc. It is expected that a representative will attend a Library Board meeting in the near future. Library Board officers recently updated name changes on all library bank accounts made necessary by the passing of Mr. Arnie Bryant.

A. Report of Bills #718, #718-A, #718-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#718 (Bill List) in the amount of	\$ 34,523.81
#718-A (Payroll) in the amount of	\$ 52,730.00
#718-B (Checking) in the amount of	\$ 0.00

TOTAL: \$ 87,253.81

A motion was made by Mrs. Smith, seconded by Ms. Carr, to accept bill #'s 718, 718-A, 718-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, Bishop Dr. Saffo, Ms. Carr and Mrs. Smith.

NAYS: 0

ABSENT: 3: Ms. Greene, Ms. Tharpe and Pastor Horton.

The motion carried by unanimous vote.

B. Transfer of Funds: IPTIP transfer of \$125,000 was made on September 13, 2013.

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Ms. Carr reported that it is requested that the Board review and approve the succession plan drafted for the Executive Director position in the event of an emergency requiring a short or limited period of absence. This absence will be in effect for a period of no more than 90 days unless the Board chooses to grant an extension.

Submission of the 2014 per capita grant requires the Board to review Chapter 10, "Marketing, Promotion and Collaboration" of the most recent Standards for Illinois Public Libraries. For the first time the grant document is to only be submitted electronically, no paperwork will be accepted.

A motion was made by Miss Archibald, seconded by Mrs. Smith, to approve the Emergency Succession Plan. A roll call vote was taken.

AYES: 4: Miss Archibald, Bishop Dr. Saffo, Ms. Carr and Mrs. Smith.

NAYS: 0

ABSENT: 3: Ms. Greene, Ms. Tharpe and Pastor Horton.
The motion carried by unanimous vote.

B. Buildings and Grounds Committee: Bishop Dr. Saffo reported that after much effort, several quotes have been obtained for the roof replacement.

It is recommended that it be accomplished in 2 separate stages to better manage the library budget. There is a flat section that should be completed before the shingle replacement begins. Separate quotes have been obtained for these projects.

Any contractor considered for the project must meet the prevailing wage law required by the state.

The newly completed parking lot looks great even though the village so far has not been properly maintaining the portion with the new trees. Weeds and tall grass are growing which means the library property looks untidy in that area. Proper authorities have been contacted and plans are to alleviate the situation shortly.

C. Public Relations and Legislation: Mrs. Smith reported that the Bellwood Chamber of Commerce is now holding its monthly meetings in the library meeting room. This establishes a closer relationship with a community organization which the library has been involved with for many years. Websites have been linked which helped bring more Chamber scholarship applicants than ever before. The library is assisting the West Suburban Senior Service center in its efforts to solve a financial crisis which threatens its closure. A WSSS representative who has been coming on a regular basis for outreach, recently collected signatures on petitions to be sent to both the state senator and state representative. A table was set up in the library lobby for this WSSS outreach.

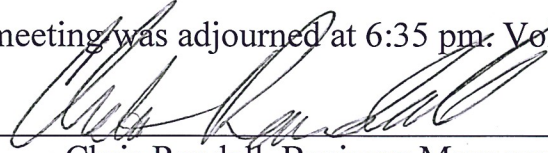
D. Planning and Development Committee: Mrs. Smith reported that Libraries throughout Illinois are sharing resources with information on the Affordable Care Act. This is preparation to be able to assist patrons as much as possible. A number of programs have been scheduled at the Bellwood library as well as referrals to various appropriate websites on this topic. Federal certified agent, Dan Mulcahy, is conducting these programs and has agreed to attend a staff meeting to answer specific questions from library staff members.

E. RAILS Library System: Ms. Carr reported that RAILS has decided on a pilot project to outsource delivery and sorting of system library materials. This project is scheduled to begin January, 2014. RAILS is holding demos for possibly a new circulation system. Some of the companies scheduling demos of their product include: Dynix, Equinox, and VTLS. So far no demo is scheduled for the current vendor Innovative. After demos have been completed all libraries will be asked to vote for their choice and one company will be selected to serve all member libraries.

New Business: None
Unfinished Business: None
Public Comment: None
Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, November 13, 2013 @ 6:00 pm.

Adjournment: The meeting was adjourned at 6:35 pm. Voice vote: All Ayes.



Chris Randall, Business Manager

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Board Meeting Minutes September 11, 2013

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order @ 6:05pm by Bishop Dr. Saffo in the small mtg. room.

Present:

Miss Archibald
Bishop Dr. Saffo
Ms. Carr
Ms. Tharpe

Absent:

Ms. Greene
Mrs. Smith
Pastor Horton

Also in attendance: Mrs. Wooten, Director, Ms. Randall, Business Manager.

A motion was made by Miss Archibald, seconded by Ms. Tharpe, to accept the consent agenda as printed. A roll call vote was taken.

AYES: 4: Miss Archibald, Bishop Dr. Saffo, Ms. Carr and Ms. Tharpe.

NAYS: 0

ABSENT: 3: Ms. Greene, Mrs. Smith and Pastor Horton.

The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported that the library received \$23,092 replacement taxes from the Village of Bellwood as well as \$19,598.31 per capita funds from the state library. The staff is in the process of completing the per capita application for 2014 due by October 15. There have recently been some major staff changes at Urban Partnership Bank in Bellwood. As a result we have had to set up new directions for dealing with our accounts. So far everything seems to be working as we requested.

A. Report of Bills #715, #715-A, #715-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#715 (Bill List) in the amount of \$ 32,329.45
#715-A (Payroll) in the amount of \$ 55,393.85
#715-B (Checking) in the amount of \$ 0.00

TOTAL: \$87,723.30

A. Report of Bills #716, #716-A, #716-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#716 (Bill List) in the amount of \$ 64,832.39
#716-A (Payroll) in the amount of \$ 55,279.80
#716-B (Checking) in the amount of \$ 145.00

TOTAL: \$120,257.19

A. Report of Bills #717, #717-A, #717-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#717 (Bill List) in the amount of \$ 54,859.99
#717-A (Payroll) in the amount of \$ 81,275.49
#717-B (Checking) in the amount of \$ 18.62

TOTAL: \$136,154.10

A motion was made by Ms. Carr, seconded by Ms. Tharpe, to accept bill #'s 715, 715-A, 715-B, 716, 716-A, 716-B, 717, 717-A, and 717-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, Bishop Dr. Saffo, Ms. Carr and Ms. Tharpe.

NAYS: 0

ABSENT: 3: Ms. Greene, Mrs. Smith and Pastor Horton.

The motion carried by unanimous vote.

B. Transfer of Funds: IPTIP transfers of \$100,000, \$150,000, and \$75,000 were made for the months of June, July, and August respectively.

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Bishop Dr. Saffo reported that the Board is asked to approve the non-resident fee of \$130.30 charged by Bellwood Library for service to those living in an incorporated area with no home library. This is an annual occurrence required by the RAILS library system.

A motion was made by Miss Archibald, seconded by Ms. Carr, to approve the non-resident fee of \$130.30. A roll call vote was taken.

AYES: 4: Miss Archibald, Bishop Dr. Saffo, Ms. Carr and Ms. Tharpe.

NAYS: 0

ABSENT: 3: Ms. Greene, Mrs. Smith and Pastor Horton.

The motion carried by unanimous vote.

B. Buildings and Grounds Committee: Bishop Dr. Saffo reported that after some tedious negotiations and delays, the library's west parking lot has been repaved. The workers did an excellent job constructing the lot in a manner much better than any of the proposals received. This project cost the library \$5000 which is approximately only ¼ of the total cost quoted by contractors. The striping was completed immediately as well as striping was done on the south parking lot which was not part of the agreement. There are some potholes that will be filled by the custodian. The condition of that lot is much better than that of the west parking lot before it was refinished.

The custodian is in the process of obtaining proposals for a new roof that will be brought to the Board at the next meeting. Hopefully this project can be completed before inclement weather begins.

C. Public Relations and Legislation: Bishop Dr. Saffo reported that the Fall Newsletter has recently been completed and distributed to every mailing address in Bellwood. It has the usual listing of programs and services offered at the library for all ages. Additional copies are available for pick up inside the library. The Village is again offering the library an entry in its upcoming calendar. The staff is working to determine if any changes are necessary to the library page from previous years. The cost, however, has not changed, \$175 for a full page. The annual Illinois Library Association (ILA) conference is scheduled at Navy Pier for Oct. 15-17. Any trustee planning to attend should notify the administrative staff for registration.

A motion was made by Miss Archibald, seconded by Ms. Carr, to approve a full page ad for the library in the village calendar. A roll call vote was taken.

AYES: 4: Miss Archibald, Bishop Dr. Saffo, Ms. Carr and Ms. Tharpe.

NAYS: 0

ABSENT: 3: Ms. Greene, Mrs. Smith and Pastor Horton.

The motion carried by unanimous vote.

D. Planning and Development Committee: Bishop Dr. Saffo reported that per patron requests, the staff is considering the logistics, including labor, for accepting patron fax transmissions. Currently, only outgoing faxes are handled at the circulation desk. The new copier equipment has this capability as well as self-service scanning. However, some technical adjustments would be necessary to begin this process. Technology is rapidly changing and the library staff continues to be conscientious about following these changes and bringing the latest services to Bellwood patrons.

E. RAILS Library System: Bishop Dr. Saffo reported that RAILS board of directors postponed a decision on outsourcing the delivery service because of many unresolved questions. A vote is now scheduled for September 22. The new executive director, Dee Brennan, continues to visit libraries throughout the state of Illinois. She is the former director of Oak Park Library. Consideration is taking place on offering continuing education information to libraries as in the past. It was discontinued during the transition from MLS to RAILS. RAILS has a new toll free phone number, 866-940-4081 & SWAN has a new website: swan.mls.lib.il.us

New Business: None

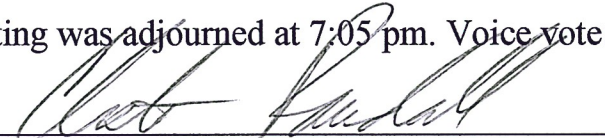
Unfinished Business: None

Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, October 9, 2013 @ 6:00 pm.

Adjournment: The meeting was adjourned at 7:05 pm. Voice vote: All Ayes.


Chris Randall, Business Manager