

Bellwood Public Library

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

Board Meeting Minutes December 14, 2011

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:35 pm by Bishop Dr. Saffo in the Small Meeting Room.

Attendance: Present were, Bishop Dr. Saffo, Mrs. Smith, Miss Archibald, and Ms. Greene and Mrs. Ross. Pastor Horton and Ms. Thompson were absent. Also in attendance were Mrs. Wooten, Director, Ms. Randall, Business Manager.

A motion was made by Mrs. Smith, seconded by Ms. Greene, to accept the consent agenda as printed. A roll call vote was taken.

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

NAYS: 0

ABSENT: 2: Ms. Thompson and Pastor Horton.

The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported the draft of the 2012 Library Budget distributed at the November meeting is ready for approval after any necessary discussion by the board. This document will become effective on January 1, 2012. After consulting with the Illinois State Library, it was determined that Illinois public libraries are not required to publish financial statements in any public media, on library districts. It is only required that the library submit its report to the Village which the Bellwood Public Library is in compliance.

A. Report of Bills #697, #697-A, #697-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#697 (Bill List) in the amount of \$ 47,000.73
#697-A (Payroll) in the amount of \$ 49,671.48
#697-B (Checking) in the amount of \$ 50.06

TOTAL: \$ 96,722.27

Ms. Thompson arrived at 6:45 pm

A motion was made by Mrs. Smith, seconded by Ms. Greene, to accept bill #'s 697, 697-A, 697-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: 6: Bishop Dr. Saffo, Mrs. Smith, Miss Archibald, Ms. Greene, Mrs. Ross and Ms. Thompson.

NAYS: 0

ABSENT: 1: Pastor Horton.

The motion carried by unanimous vote.

A motion was made by Ms. Thompson, seconded by Ms. Greene, to approve the 2012 budget. A roll call vote was taken.

AYES: 6: Bishop Dr. Saffo, Mrs. Smith, Miss Archibald, Ms. Greene, Mrs. Ross and Ms. Thompson.

NAYS: 0

ABSENT: 1: Pastor Horton.

The motion carried by unanimous vote.

B. Transfer of Funds: Due to a substantial balance, no IPTIP transfer was required for the month of November.

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Ms. Greene reported that Former employee, Beth Ginzberg who voluntarily terminated employment due to job abandonment in May of 2011, has appealed the denial of unemployment benefits. This decision was not made by the Bellwood Public Library, but by TALX (an unemployment management agency) based on circumstances surrounding Ms. Ginzberg's

dismissal. A hearing via telephone is scheduled for Monday December 12 with her immediate supervisor and library director.

B. Buildings and Grounds Committee: Mrs. Ross reported the library has a new tree planted on the Bohland Ave. side which was donated by the local Lions Club. On November 17, representatives from the Lions Club, Library Board members and staff dedicated the locust tree with assistance from Bellwood Public Works Dept. This tree is already at least 12 feet tall and it will be exciting to see it flourish in the spring of 2012. A letter of thanks has been sent to the Lions Club from the Board and staff of the library. Arrangements have been made for snow removal and salting of library property as needed.

C. Public Relations and Legislation: Mrs. Smith reported the Winter newsletter was recently completed and mailed throughout the village with information on the many programs and services offered by the library.

Unfortunately the website is not yet completed, a delay caused partially by the illness of the webmaster. We are determined that the library website will be completed before Christmas. The library department heads and the IT technician have learned a great deal in order to update and maintain this medium on an ongoing basis.

A resolution honoring the late Board secretary, Mary Anne Grundler, was forwarded to be read at her memorial held on November 19 in Pontiac, IL. A copy was sent to the family and another will be displayed in the Bellwood Library.

D. Planning and Development Committee: Ms. Thompson reported that it has been requested that ADT, our existing alarm/camera company, present a proposal for an extra camera to be installed on the lower level hallway near the boiler and washroom area. This is considered a public safety measure in a somewhat secluded area. Cost will involve installation with slight increased fee for monitoring. The proposal also includes the option to replace the 3 antiquated outside cameras that are very visually challenged. The images are very difficult to see making them of little use.

Response has been lacking from the High Schools to design a logo for the library. It is believed this is a timing issue as the schools are nearing the end of the semester and are not currently interested in beginning a new project. The staff will continue to pursue this as well as developing some of their own samples. Eventually the Board and staff will have an opportunity to make a choice of samples submitted.

A motion was made by Ms. Thompson, seconded by Ms. Greene, to accept the proposal offered by ADT after further price negotiations to upgrade the surveillance system by installing one new camera and replacing three. A roll call vote was taken.

AYES: 6: Bishop Dr. Saffo, Mrs. Smith, Miss Archibald, Ms. Greene, Mrs. Ross and Ms. Thompson.

NAYS: 0

ABSENT: 1: Pastor Horton.

The motion carried by unanimous vote.

E. RAILS Library System: Mrs. Smith reported that the System Wide Automated Network (SWAN) is finalizing its plan to become autonomous from RAILS by acquiring all its employees from RAILS, including their benefits, etc. Its budget also includes allowance for leasing its own facility in the event that RAILS moves out of the current location and does not include SWAN. The SWAN council has become the SWAN board which consists of 9 library directors who are members of SWAN. All RAILS members are not SWAN members.

New Business: None

Unfinished Business: None

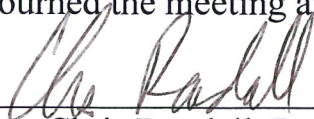
Public Comment: None

Announcements: Mrs. Smith reported that the Board members attended the ribbon cutting for the new Urban Partnership Bank, Bellwood Location.

The Annual Board Meeting of the Bellwood Public Library Board will be held on Wednesday, January 11, 2012 at 7:00 pm, followed by the regular Board Meeting.

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

Bishop Dr. Saffo adjourned the meeting at 7:12 p.m.



Chris Randall, Recording Secretary

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Board Meeting Minutes November 9, 2011

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:05 pm by Mrs. Smith in the Small Meeting Room.

Attendance: Present were, Mrs. Smith, Miss Archibald, Ms. Thompson and Ms. Greene. Mrs. Ross, Pastor Horton and Bishop Dr. Saffo were absent. Also in attendance were Mrs. Wooten, Director, Ms. Randall, Business Manager.

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

AYES: 4: Mrs. Smith, Miss Archibald, Ms. Thompson and Ms. Greene.

NAYS: 0

ABSENT: 3: Mrs. Ross, Bishop Dr. Saffo and Pastor Horton.

The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported that a draft of the 2012 library budget has been prepared for board consideration. This document needs to be approved at or before the December board meeting to become effective for the 2012 fiscal year which begins January 1. The library's 2010 financial report is being prepared for publication in a local newspaper which is required by law. It will be submitted with that of the Village of Bellwood.

A. Report of Bills #696, #696-A, #696-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#696 (Bill List) in the amount of	\$ 41,876.54
#696-A (Payroll) in the amount of	\$ 49,664.84
#696-B (Checking) in the amount of	\$ 284.57

TOTAL: \$ 91,816.95

Bishop Dr. Saffo arrived at 7:10 pm

A motion was made by Ms. Thompson, seconded by Ms. Greene, to accept bill #'s 696, 696-A, 696-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: Bishop Dr. Saffo, Mrs. Smith, Miss Archibald, Ms. Greene and Ms. Thompson.

NAYS: 0

ABSENT: 2: Mrs. Ross and Pastor Horton.

The motion carried by unanimous vote.

Mrs. Ross arrived at 7:20 pm

B. Transfer of Funds: An IPTIP transfer of \$100,000.00 was made on October 12, 2011 for the purpose of paying bills.

A motion was made by Miss Archibald, seconded by Mrs. Smith, to give the employees a year-end bonus. Managers will receive 2.5% of 3 months of salary and other staff would receive 2.5% of 6 months of their salary. A roll call vote was taken.

AYES: 6: Bishop Dr. Saffo, Mrs. Smith, Miss Archibald, Ms. Greene, Mrs. Ross and Ms. Thompson.

NAYS: 0

ABSENT: 1: Pastor Horton.

The motion carried by unanimous vote.

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Ms. Greene reported that Lisa Callaway, an attorney with Management Association, specialists in Human Resource issues, has reviewed and recommended the attached form for employees who drive their

personal vehicles on library business. Board approval is needed so that this waiver can become effective after being signed by all applicable library employees.

A motion was made by Miss Archibald, seconded by Ms. Greene, to approve the auto liability waiver. A roll call vote was taken.

AYES: 6: Bishop Dr. Saffo, Mrs. Smith, Miss Archibald, Ms. Greene, Mrs. Ross and Ms. Thompson.

NAYS: 0

ABSENT: 1: Pastor Horton.

The motion carried by unanimous vote.

B. Buildings and Grounds Committee: Ms. Greene reported that the Lions Club has offered to plant a tree on the library's parkway on Bohland Ave. as a replacement for a tree destroyed by strong winds earlier this year. Bellwood Public Works Dept. will remove the remaining stump and dig the hole for the new tree as soon as possible. Action is planned before inclement weather prevents this outdoor activity. Most of the discarded and donated books have been removed from the storage building and picked up by interested agencies including area schools, day care centers, prisons, senior centers, etc. This activity will continue until all have been distributed.

C. Public Relations and Legislation: Mrs. Smith reported the inquiries have been made to Proviso West High School as well as Proviso Math & Science Academy for students to design a Bellwood Library logo. A response has yet to be received. If no interest develops from the high schools, area community colleges will be contacted next. A prize is being offered for the best design which will be used on the newsletter, website, and other library materials. The winter newsletter is being prepared for mailing by November 28.

D. Planning and Development Committee: Ms. Thompson reported that a meeting concerning the updating of the library website was held with the library director, department managers and the IT technician to further the completion of this project. Also in attendance was webmaster, Glen Kato, from RAILS. It has become a very time-consuming project and excitement is building at the prospect of its completion expected by December. A limit number of services for patrons are still available on the library website.

E. RAILS Library System: Mrs. Ross reported that RAILS has received \$2.12

million in area and per capita grants for the July 2010-June 2011 fiscal year. It is now operating on its 2012 budget with \$9.6 million already delayed from the Secretary of State through the State Library. Also received was \$463,000 which is a portion of federal funds for the Talking Books Centers which serves 102 counties in the state. RAILS is committed to providing delivery, interlibrary circulation systems, and Talking Book services to its patrons. Michael Piper is the RAILS' interim executive director. It is unclear when a permanent director will be selected.

New Business: None

Unfinished Business: None

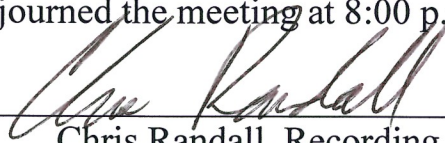
Public Comment: None

Announcements: Mrs. Smith gave a report on the ALA Conference she attended. Mrs. Smith was honored for her excellent service as ILA Trustee Forum President for the last two years.

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, December 14, 2011 at 7:00 pm.

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

Bishop Dr. Saffo adjourned the meeting at 8:00 p.m.



Chris Randall, Recording Secretary

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Board Meeting Minutes October 12, 2011

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:07 pm by Bishop Dr. Saffo in the Small Meeting Room.

Attendance: Present were, Bishop Dr. Saffo, Mrs. Smith, Miss Archibald, and Pastor Horton. Mrs. Ross, Ms. Thompson and Mrs. Greene were absent. Also in attendance were Mrs. Wooten, Director, Ms. Randall, Business Manager.

A motion was made by Mrs. Smith, seconded by Pastor Horton, to accept the consent agenda as printed. A roll call vote was taken.

AYES: 4: Bishop Dr. Saffo, Mrs. Smith, Miss Archibald, and Pastor Horton.

NAYS: 0

ABSENT: 3: Mrs. Ross, Ms. Thompson and Mrs. Greene.

The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported that the per capita grant application will be submitted before the deadline and the wait will begin for the funds to arrive from the State. The director and administrative assistant attended a videoconference at the RAILS Library System explaining some changes in the process of completing the application. The information was only mildly helpful. Property tax bills have been mailed and are due by November 1 soon after which the library should start receiving much needed funding. The 2012 budget is being prepared for submission to the board at either the November or December meeting.

A. Report of Bills #695, #695-A, #695-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#695 (Bill List) in the amount of \$ 37,656.42
#695-A (Payroll) in the amount of \$ 73,776.22
#695-B (Checking) in the amount of \$ 331.00

TOTAL: \$111,753.75

Mrs. Ross arrived at 6:15 pm

A motion was made by Mrs. Smith, seconded by Pastor Horton, to accept bill #'s 695, 695-A, 695-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: Bishop Dr. Saffo, Mrs. Smith, Miss Archibald, Pastor Horton and Mrs. Ross.

NAYS: 0

ABSENT: 2: Ms. Thompson and Mrs. Greene.

The motion carried by unanimous vote.

B. Transfer of Funds: An IPTIP transfer was not necessary.

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Pastor Horton reported that it has been requested that the library property insurance agent provide specifics on any liability that the library could incur if a staff member is involved in an automobile accident while driving on library business. The concern is whether the library would be responsible for any deductibles or other costs. It has been established by the insurance carrier that all drivers on library business must submit proof of auto insurance to be kept on file. However, it is not clear what the library property insurance covers versus that of the individual's automobile insurance. Clarification, when received, will be passed on to the Board.

Ms. Thompson arrived @ 6:25 pm.

B. Buildings and Grounds Committee: Pastor Michael Horton reported that the community service person, Robert Alexander of Bellwood, is still working with the custodian who, together have accomplished a lot. Window frames have been

painted, windows washed, and yard work has been done. It was very useful to have Robert assisting with moving, sorting, and setting up as well as taking down for the book sale. He still has a substantial number of hours to work to satisfy his assignment and he can continue until he completes his assignment or as long as we have a need for his services. The judge assigned him 300 hours for multiple traffic violations. The library only allows traffic violators to perform community service here, nothing more serious such as criminals involved in drugs, violence, theft, etc. Preference is given to Bellwood residents.

C. Public Relations and Legislation: Mrs. Smith reported the Chicago Tribune sent a reporter and photographer to interview those involved in the new Young, Beautiful and Proud (YBP) program for girls 13 to 19 years old. Staff and participants were interviewed and some pictures were taken during their regular session. Parental permission forms were signed releasing the library and the newspaper of any liability for pictures and names that may be printed. Publication is expected in mid-October.

D. Planning and Development Committee: Ms. Thompson reported that unfortunately, the used book sale had very little Friends participation. It was postponed because of the threatening weather which was still unfavorable for outdoor activities on the first October weekend. A big 'thank you' is due to the staff and a couple of volunteers who worked long and hard to relieve the library of hundreds, maybe thousands, of items that had created a storage problem. The remaining will be donated to worthy causes, sold through other means, or recycled in order to start a new collection for future sales. We are still anxiously waiting for the completion of the library's new website. Staff has made requests and suggestions as well as sent pictures to the webmaster for inclusion. A concave mirror is needed on the lower level in the area near the bottom of the stairs for additional security for persons who often congregate there. This will allow staff in the magazine room to monitor this area from their location.

E. RAILS Library System: Mrs. Smith reported that Mary Witt, the RAILS communication director, periodically sends emails to library directors with news from the system. A videoconference is scheduled for October 13 at various locations to provide the latest information. Each conference will be videotaped for future viewing.

Harrington College of Design has been approved by the board to design a RAILS logo. We are looking forward to the results.

New Business: None

Unfinished Business: None

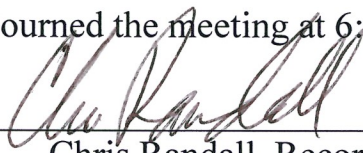
Public Comment: None

Announcements: Ms. Grundler's memorial service will be held in November in Pontiac, IL.

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, November 9, 2011 at 7:00 pm.

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

Bishop Dr. Saffo adjourned the meeting at 6:43 p.m.

A handwritten signature in cursive script, appearing to read "Chris Randall", is written over a horizontal line.

Chris Randall, Recording Secretary

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Board Meeting Minutes September 14, 2011

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:14 pm by Bishop Dr. Saffo in the Arnie Bryant Conference Room.

Attendance: Present were, Bishop Dr. Saffo, Mrs. Smith, Miss Archibald, Ms. Thompson and Mrs. Ross. Mrs. Greene and Pastor Horton were absent. Also in attendance were Mrs. Wooten, Director, Ms. Randall, Business Manager.

A motion was made by Mrs. Smith, seconded by Mrs. Ross, to accept the consent agenda as printed. A roll call vote was taken.

AYES: 5: Bishop Dr. Saffo, Mrs. Smith, Miss Archibald, Ms. Thompson and Mrs. Ross

NAYS: 0

ABSENT:2: Mrs. Greene and Pastor Horton

The motion carried by unanimous vote.

Mrs. Green arrived @ 7:16 pm

Finance Committee Report: Miss Archibald reported that the FY12 per capita grant is being prepared and will be submitted by the October 15 deadline.

A. Report of Bills #694, #694-A, #694-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#694 (Bill List) in the amount of	\$ 46,468.22
#694-A (Payroll) in the amount of	\$ 48,653.59
#694-B (Checking) in the amount of	\$ 0.00

TOTAL: \$ 95,121.81

A motion was made by Mrs. Ross, seconded by Ms. Thompson, to accept bill #'s 694, 694-A, 694-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: 6: Bishop Dr. Saffo, Mrs. Smith, Miss Archibald, Ms. Thompson, Mrs. Greene and Mrs. Ross

NAYS: 0

ABSENT: 1: Pastor Horton

The motion carried by unanimous vote.

B. Transfer of Funds: An IPTIP transfer of \$200,000 was made on Aug. 31. This will accommodate 3 payrolls in September as no transfer was necessary in August.

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Bishop Dr. Saffo reported that the FY12 per capita application requires that the Board review Chapter 2 of *Serving Our Public 2.0: Standards for Illinois Public Libraries*. Most of the requirements are met on a consistent basis. However, the long range plan is due to be updated. Staff will review this document and it will be presented to the Board for input and approval at a later date.

Area property owners have received reassessments of their properties resulting mostly in lower EAVs. This is welcome news for the residents but will result in less revenues for municipalities, including the library. The Bellwood Library expects to remain financially stable due to careful management of revenues even though fewer dollars will be collected from the main income source which is property taxes.

B. Buildings and Grounds Committee: Bishop Dr. Saffo reported that most of the carpet installed in 2010 has recently been cleaned as is recommended to be done annually. The remaining will be completed over the next holiday, October 10, when the library will be closed. The compressor of the roof air conditioner ceased to operate and had to be replaced. This unit services the lower level

exclusively which had become very uncomfortable for staff as well as patrons during one of the warmer stretches of weather. Wood trim around the exterior is being painted by the custodian and a Bellwood resident needing community service credit. It brings a much needed refreshed look to the outside of the building.

C. Public Relations and Legislation: Mrs. Smith reported the Fall newsletter has recently been distributed. Appreciation was noted to all area businesses that supported the summer reading programs for children and adults. Included were Broadview True Value, Central Credit Union, Captain B's Shrimp House, Lezza's, Millennium VI Real Estate, Office Max, Pan American Bank, Subway & Super Target both of Hillside. The library website is under construction with certain programs remaining accessible. It is projected that the entire project will be completed by December.

The ILA conference will be held October 18-20 in Rosemont, IL. Staff have been invited to attend the free exhibits as library scheduling permits. No registration fee is required for these exhibits.

D. Planning and Development Committee: Ms. Thompson reported that a book sale sponsored by Friends of the Bellwood Library is scheduled for Saturday, September 24 in the parking lot west of the building. The volume of donated and discarded items has caused a storage problem making it necessary to make these materials available as soon as possible. Since there are only a very few active Friends' members, volunteers are being sought who will be assisted by staff.

E. RAILS Library System: Mrs. Smith reported that SWAN completed its series of Circ du Swan training with a graduation ceremony at the Burr Ridge location. Circulation manager, Jackie Spratt, was honored with a certificate for perfect attendance. These workshops were held over a period of a year at various system member libraries with RAILS staff officiating.

New Business: None

Unfinished Business: None

Public Comment: None

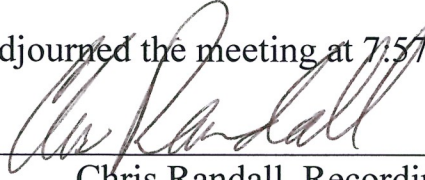
Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be

held on Wednesday, October 12, 2011 at 7:00 pm.

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

Bishop Dr. Saffo adjourned the meeting at 7:57 p.m.

A handwritten signature in cursive script, appearing to read "Chris Randall", is written over a horizontal line.

Chris Randall, Recording Secretary