Bellwood Public Library

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

Board Meeting
Minutes
July 13, 2011

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:16 pm by Mrs. Smith in the Director's Office.

Attendance: Present were, Mrs. Smith, Miss Archibald, Ms. Thompson and Mrs. Ross. Ms. Greene, 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 Mrs. Ross, to accept the consent agenda as printed. A roll call vote was taken.

AYES: 4: Mrs. Smith, Miss Archibald, Ms. Thompson and Mrs. Ross
NAYS: 0
ABSENT: 3: Ms. Greene, Pastor Horton and Bishop Dr. Saffo
The motion carried by unanimous vote.

Mrs. Green arrived @ 7:22 pm

Finance Committee Report: Miss Archibald reported that the application for the per capita grant is now available and will be submitted before the October 15 deadline. The more than $20,000 is an important addition to our revenues. The library will be receiving slightly less because the latest census shows Bellwood's population is now 19,071 down from the 20, 535 in the previous census.

A. Report of Bills #692, #692-A, #692-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#692 (Bill List) in the amount of $ 36,272.84

#692-A (Payroll) in the amount of $ 51,025.80
#692-B (Checking) in the amount of $ 190.00

TOTAL: $ 87,488.64

A motion was made by Mrs. Smith, seconded by Ms. Thompson, to accept bill #'s 692, 692-A, 692-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: Mrs. Smith, Miss Archibald, Ms. Thompson, Mrs. Greene and Mrs. Ross
NAYS: 0
ABSENT: 2: Pastor Horton and Bishop Dr. Saffo
The motion carried by unanimous vote.

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

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Miss Archibald reported that Parry Rigney, who substituted for Youth Services Librarian Diana Sills during her medical leave, has accepted a full time position at Park Ridge library. During her stay at Bellwood, Parry submitted and was awarded a literacy grant totaling $3000. Other Youth Services staff will implement the requirements of this grant to its completion. Mohammad Hussein, an IT technician also resigned to take a full time position in the private sector. Currently, it is not necessary to fill that position. The situation will be carefully monitored to make sure patrons and staff are still receiving the best quality computer assistance. The remaining technician, Tony Brown, has many years of experience in this area and has proven to be very knowledgeable in the computer needs of the library.

B. Buildings and Grounds Committee: Ms. Thompson reported that the carpet in the Large Meeting Room has been cleaned a second time with greater success. This one last attempt was made before taking upon the task of replacement since the stain could occur again in the new carpet. This area will be monitored in the event the stain does reoccur.

C. Public Relations and Legislation: Mrs. Smith reported that the Village of Bellwood has once again invited the library to participate in the village picnic on Saturday Aug. 6. The library will have a manned table with outreach materials available. Permission has also been requested for the library guitar players to perform at this event. The entertainment committee has yet to inform us of their decision.

D. Planning and Development Committee: Ms. Thompson reported that the Bellwood Public Library has received a business grant from the Illinois Secretary of State. Sixty-five Illinois public libraries have been chosen to receive almost $4000 worth of equipment, hardware and software to help businesses and entrepreneurs create economic growth opportunities. Participating libraries were selected based on local unemployment rate, poverty level, proximity to a Small Business Development Center, SCORE or other business organization, and state geographic distribution. Plans are to work diligently with these organizations and the local Chamber of Commerce to promote economic improvement. Other area libraries receiving this grant are Maywood, Elmwood Park, Brookfield, Chicago Public, Morton, Niles, and Schaumburg.

E. Metropolitan Library System: Mrs. Greene reported that as of July1, 2011, MLS is no longer in existence but is now known as RAILS which actually is the Reaching Across Illinois Library System. The Bellwood Library Board must vote to approve the system ordinance to authorize the issuance of public library non-resident cards. This privilege is very rarely requested at Bellwood because the village is not surrounded by unincorporated properties. Approval is still a requirement as members of the system. The cost will be $130 per person set by a statewide formula based on property taxes paid by residents.

A motion was made by Miss Archibald, seconded by Mrs. Greene, to approve the system ordinance to authorize the issuance of public library non-resident cards @ a cost of $130 per person. A roll call vote was taken.

AYES: 5: Mrs. Smith, Miss Archibald, Ms. Thompson, Mrs. Greene and Mrs. Ross
NAYS: 0
ABSENT: 2: Pastor Horton and Bishop Dr. Saffo
The motion carried by unanimous vote.

A motion was made by Miss Archibald, seconded by Mrs. Greene, to skip the

August board meeting this year. A roll call vote was taken.

AYES: 5: Mrs. Smith, Miss Archibald, Ms. Thompson, Mrs. Greene and Mrs. Ross
NAYS: 0
ABSENT: 2: Pastor Horton and Bishop Dr. Saffo
The motion carried by unanimous vote.

New Business: None

Unfinished Business: None

Public Comment: None

Announcements: Broadview library is set to break ground for a new building. It will be located where the previous Broadview Baptist Church was.

Proviso Rising 's third annual Community Leaders Banquet, is scheduled for July 28, 2011.

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

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

Mrs. Smith adjourned the meeting at 7:53 p.m.

Chris Randall

Chris Randall, Recording Secretary

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Board Meeting
Minutes
June 8, 2011

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:10 pm by Bishop Dr. Saffo in the Large Meeting Room.

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

A motion was made by Miss Archibald, seconded by Mrs. Smith, to amend the consent agenda to allow Alfredo Rodriguez from Knutte & Associates CPA to give the audit report for FY 2010. A roll call vote was taken.

AYES: 5: Bishop Dr. Saffo, Mrs. Smith, Miss Archibald, Pastor Horton and Ms. Greene
NAYS: 0
ABSENT: 2: Ms. Thompson and Mrs. Ross
The motion carried by unanimous vote.

Mrs. Ross arrived at 7:15 pm
Ms. Thompson arrived at 7:22 pm

A motion was made by Miss Archibald, seconded by Mrs. Greene, to accept the audit report for FY 2010. A roll call vote was taken.

AYES: 7: Bishop Dr. Saffo, Mrs. Smith, Miss Archibald, Pastor Horton Ms. Thompson, Mrs. Ross and Ms. Greene
NAYS: 0
ABSENT: 0:

The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported that an inquiry was made to the Central Credit Union of Bellwood to ascertain whether an account can be set up to earn interest since limits have been reached at both Urban Partnership and Harris Banks. Credit unions are federally insured through the National Credit Union Association (NCUA) which is comparable to FDIC. Joan Jensen, an avid library supporter and president of the Central Credit Union of Bellwood will inquire whether they can legally accept our funds. When complete information is received, the board can make a decision on action, if any, to be taken in regards to this situation.

A. Report of Bills #691, #691-A, #691-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#691 (Bill List) in the amount of	$ 35,957.95
#691-A (Payroll) in the amount of	$ 52,305.51
#691-B (Checking) in the amount of	$ 20.48
TOTAL:	$ 88,283.94

A motion was made by Mrs. Smith, seconded by Mrs. Greene, to accept bill #'s 691, 691-A, 691-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: 7: Bishop Dr. Saffo, Mrs. Smith, Miss Archibald, Pastor Horton Ms. Thompson, Mrs. Ross and Ms. Greene
NAYS: 0
ABSENT: 0:
The motion carried by unanimous vote.

B. Transfer of Funds: An IPTIP transfer of $120,000 was made on May 19, 2011.

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Pastor Horton reported that part time reference librarian, Beth Ginsberg, has been terminated due to a employee handbook violation which states, "Any employee who is absent for 2 consecutive work days without notifying the Library is assumed to have voluntarily terminated employment." This violation actually occurred during the months of March and April but due to her illness she was not terminated until May 17. Currently, there are no plans to fill that position of 7 ½ hours per week. The employee health insurance renewed on June 1 with substantial savings on premiums for the library.

B. Buildings and Grounds Committee: Pastor Horton reported that several options have been explored pertaining to the carpet stain in the Arnie Bryant Conference Room. It appears the most viable choice is replacement. Proposals have been received from several vendors which average around $3000. Friends of the Bellwood Public Library have been approached to assist with this expense. A decision from the group should be forthcoming but has not yet been received as of this writing.

C. Public Relations and Legislation: Mrs. Smith reported that the library quarterly newsletter has been processed and mailed to all Bellwood residences by a new printer, Preferred Printing, who did an excellent job costing ¼ less than Glen Press which we had used for many years. Five hundred envelopes for library mailings were also processed for $55 instead of $88. At present, plans are to continue to take advantage of these services with Preferred Printing.
Board approval is necessary to renew the reciprocal borrowing agreement for FY12. This document permits Bellwood patrons to borrow from other libraries as well as patrons from other libraries to check out Bellwood materials. Approval is recommended.

A motion was made by Miss Archibald, seconded by Mrs. Smith, to renew the reciprocal borrowing agreement for FY 12. A roll call vote was taken.

AYES: 7: Bishop Dr. Saffo, Mrs. Smith, Miss Archibald, Pastor Horton Ms. Thompson, Mrs. Ross and Ms. Greene
NAYS: 0
ABSENT: 0:
The motion carried by unanimous vote.

D. Planning and Development Committee: Ms. Thompson reported that during the next few meetings, the board will be asked to review, update or even develop new library policies. Included may be policies governing the meeting room use, investments, prohibited gifts, materials selection, confidentiality of records, non-

resident cards, and others. Board members will be emailed specific policies in advance for early review.
The redesigning of the library website is being done by Bellwood resident Tamika Cashaw who has her own small business. Tamika is a former library employee and is very knowledgeable about computer technology. She designed the original website and will train designated library staff to keep the site updated regularly.

E. Metropolitan Library System: Mrs. Smith reported that the new RAILS library system merger has been approved by the State Library. However, the State Library did not approve the contract for the interim system director on the grounds that it violated the Governmental Joint Purchasing Act.
Apparently this means that no employees can be hired until July1 when the merger becomes official. In the meantime, Mr. Sloan, former director of the DuPage Library System has withdrawn his interest in the position. The combined total of revenues generated by this merger is slightly over $6M which will support service for approximately 10 months.

New Business: None

Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, July 13, 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 7:55 p.m.

Chris Randall

Chris Randall, Recording Secretary

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Board Meeting
Minutes
April 13, 2011

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:13 p.m. by Mrs. Smith in the Small Meeting Room.

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

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

AYES: 5: Miss Archibald, Ms. Thompson, Mrs. Smith, Mr. Mallett and Pastor Horton
NAYS: 0
ABSENT: 2: Bishop Dr. Saffo and Mrs. Ross
The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported that she and the library director visited Urban Partnership Bank to remove all contents of the safe deposit box as requested by bank staff. These contents are yet to be inventoried. Once this process is complete, a decision can be made on whether to use a safe deposit box at another local bank or wait until Urban Partnership has a vault ready at one of its yet to be established new locations. A letter from the Secretary of State's office indicates that the library will be awarded its 2011 per capita grant in the amount of $21, 014.08. A money market account has been opened at Harris Bank in Broadview with a maximum amount of $250,000 earning .743%. The

Harris Banker expects higher interest CDs to be available this summer.

A. Report of Bills #689, #689-A, #689-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#689 (Bill List) in the amount of	$ 317,769.45
#689-A (Payroll) in the amount of	$ 53,167.87
#689-B (Checking) in the amount of	$ 000.00
TOTAL:	$370,964.32

A motion was made by Ms. Thompson, seconded by Mrs. Smith, to accept bill #'s 689, 689-A, 689-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, Ms. Thompson, Mrs. Smith, Mr. Mallett and Pastor Horton
NAYS: 0
ABSENT: 2: Bishop Dr. Saffo and Mrs. Ross
The motion carried by unanimous vote.

B. Transfer of Funds: An IPTIP transfer was unnecessary for the month of March as sufficient funds remain in the account at Urban Partnership Bank.

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Pastor Horton reported that Board members and designated staff are reminded to submit their 'Statement of economic interests' (Ethics statements) before May 1. It can now be submitted online.
Extensive research continues to determine if there is a health care plan for library employees that is more budget friendly than that currently offered through the village with Blue Cross Blue Shield. An attempt has been made to contact the BCBS representative suggested by atty. Brett Islay. So far no response from the Village. A recommendation to the Board is expected soon, i.e. possibly only offering HMO coverage, during the enrollment period of the Village plan.

B. Buildings and Grounds Committee: Pastor Horton reported that the tree

branches are located close to the flag pole and are ripping the flags.
The Bellwood Street Dept. was contacted and agreed to trim the tree to alleviate this situation. Custodian Kelvin Johnson has begun early lawn care. Hopefully it will look even better than last year. The fire department had to be called for smoke coming from the elevator. No problem was found when the elevator technician checked it out. The 14 fire extinguishers throughout the library and storage building have recently been inspected and updated for another year.

C. Public Relations and Legislation: Mrs. Smith reported that the latest job fair at the library was considered a huge success as more employers participated as well as more job seekers came to the library for the fair. There is an effort to determine if anyone was hired as a result of this job fair. The next is scheduled for April 13 and is to coincide with Library Snapshot day. Glen Press, the company that has been preparing the library newsletter for a long time, has moved to Northlake. There are also considerations about the status of the Bellwood post office that makes it necessary to seek other options for this publication.

D. Planning and Development Committee: Ms. Thompson reported that the management staff has expressed a need to improve the library's website and keep it more current. Technical Services assistant Ana Rodriguez has been asked to submit ideas to accomplish this task since she already has some relevant skills through classes at Triton. She will work under management's instructions on how the website can be made more attractive and user friendly.

E. Metropolitan Library System: Mrs. Smith reported that an official application to consolidate the 5 systems has been submitted to the Secretary of State. If approved, the new Reaching Across Illinois Library System (RAILS) will provide service to 1,500 public, private, university and school libraries. This merger was necessitated to reduce operating costs while continuing to provide service to libraries and their users.

New Business: None

Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, May 11, 2011 at 7:00 pm.

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

Mrs. Smith adjourned the meeting at 7:53 p.m.

Chris Randall, Recording Secretary

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Board Meeting
Minutes
March 9, 2011

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:15 p.m. by Bishop Dr. Saffo in the Small Meeting Room.

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

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

AYES: 4: Miss Archibald, Bishop Dr. Saffo, Mrs. Smith and Mrs. Ross
NAYS: 0
ABSENT: 2: Pastor Horton and Ms. Thompson
The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported that recently, FDIC changed the rules affective March 1 prohibiting business accounts over $250,000 from being insured. As a result the library Board is advised to deposit the excess in another bank. Research indicates that Harris Bank in Broadview is currently offering the best interest of .65%. It is recommended that the Board approve opening a new account with Harris Bank while maintaining liquid accounts with Urban Partnership Bank to cover operating expenses including payroll. The bank building at St. Charles and Mannheim in Bellwood will be closed as of March 17. Smaller branches will be opened in the Proviso area. The contents of the safe deposit box needs to be removed and held at another location (perhaps the library) until Urban Partnership opens another building with a vault.

Ms. Thompson arrived at 7:21 pm.

A motion was made by Miss Archibald, seconded by Mrs. Smith, to open a new account at Harris Bank. A roll call vote was taken.

AYES: 5: Miss Archibald, Bishop Dr. Saffo, Mrs. Smith, Mrs. Ross and Ms. Thompson
NAYS: 0
ABSENT: 1: Pastor Horton
The motion carried by unanimous vote.

A. Report of Bills #688, #688-A, #688-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#688 in the amount of	$ 47,339.05
#688-A in the amount of	$ 51,208.36
#688-B in the amount of	$ 000.00
TOTAL:	$ 98,547.41

A motion was made by Miss Archibald, seconded by Mrs. Smith, to accept bill #'s 688, 688-A, 688-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, Mrs. Smith, Mrs. Ross and Ms. Thompson
NAYS: 0
ABSENT: 1: Pastor Horton
The motion carried by unanimous vote.

B. Transfer of Funds: An IPTIP transfer of $100,000 was made on January 21 for the purpose of covering operating expenses. An additional $350,000 was transferred on February 15 from IPTIP to Urban Partnership Bank to earn better interest. .

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: Bishop Dr. Saffo reported additional information is being sought from Blue Cross Blue Shield regarding coverage for the 9 library employees. These employees are being audited in order to determine their exact health insurance needs. After gathering all the facts a better decision can be made regarding the health insurance dilemma brought on by a 300+% increase in premiums. It is required that the library pass an "Identity Protection Policy" by June 1, 2011.
It is available for your review before approval.

A motion was made by Mrs. Smith, seconded by Miss Archibald, to pass the "Identity Protection Policy". A roll call vote was taken.

AYES: 5: Miss Archibald, Bishop Dr. Saffo, Mrs. Smith, Mrs. Ross and Ms. Thompson
NAYS: 0
ABSENT: 1: Pastor Horton
The motion carried by unanimous vote.

B. Buildings and Grounds Committee: Mrs. Ross reported that a motor burned out on the ventilating system and had to be replaced. It was an expensive part that had to be ordered from Texas. During the 1 week downtime the adult non-fiction area including the reference desk had no circulating heat. Repairs have been completed and these areas have been restored to a better comfort level.

C. Public Relations and Legislation: Mrs. Smith reported that the Spring newsletter has been distributed. According to the Bellwood Post Office there was an excess of 1620 issues that could not be delivered. This is believed to be due to many vacant buildings in the village. These extra issues are being hand delivered to various locations such as the Village Hall, Memorial Park District, Urban Partnership Bank, West Suburban Senior Center, etc. Future newsletter printing count will need to be adjusted accordingly. The library's bulk mailing permit is due to be renewed before the summer mailing and will

probably be purchased through the Melrose Park Post Office.
The Ilinois House is considering a bill that would require libraries to filter public computers. This is HB 2889 and ILA is asking that it be defeated because the decision should be local (each library) and not a statewide mandate.

D. Planning and Development Committee: Miss Thompson reported that the Bellwood Public Library has registered with the Emergency Closing Center which will publicize whenever the library has an unexpected closing such as due to bad weather or other disasters. We have been issued a PIN and an ID so that we can post this information online ourselves. Staff and Board Members will be given instructions on how to call or go online to find out if the library is closed
This information is often seen as a trailer on local TV stations and broadcast on local radio stations.

E. Metropolitan Library System: Mrs. Smith reported that once again merger talks continue between the 5 northern systems. A name is to be chosen via electronic ballot by March 17. Five Star Library System seems to be the favorite or Pinnacle but not Railsplitter or Cardinal. The best plan for delivery is still outsourcing but nothing has been finalized yet. The U.S. House of Representative is considering zeroing the LSTA and IMLS funding. Please contact your representative and ask to have this bill defeated. Complete information is on the MLS website at mls.lib.il.us.

New Business: None

Public Comment: None

Announcements: None

The next monthly Board Meeting of the Bellwood Public Library Board will be held on Wednesday, April 13, 2011 at 7:00 pm.

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

Bishop Dr. Saffo adjourned the meeting at 8:16 p.m.

Chris Randall

Chris Randall, Recording Secretary