Bellwood Public Library

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

Board Meeting
Minutes

February 11, 2011

The special monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 10:00 a.m. by Rev. Dr. Saffo in the Directors Office.

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

A motion was made by Miss Archibald, seconded by Rev. Dr. Saffo, to change the library's insurance company to Hartford Insurance. This change offers a sizeable savings and better coverage overall. A roll call vote was taken.

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

A motion was made by Ms. Ross, seconded by Miss Archibald, to transfer additional funds to Urban Partnership Bank Money Market Account. A roll call vote was taken.

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

A motion was made by Miss Archibald, seconded by Ms. Ross, to donate $100 to the Boys and Girls Club from the Library Board. A roll call vote was taken.

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

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

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

Rev. Dr. Saffo adjourned the meeting at 10:17 a.m.

Chris Randall

Chris Randall, Recording Secretary

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Board Meeting
Minutes

January 12, 2011

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:21 p.m. by Rev. Dr. Saffo in the Large Meeting Room.

Attendance: Present were, Mr. Mallet, Mrs. Smith, Rev. Dr. Saffo, Ms. 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: 6: Miss Archibald, Rev. Dr. Saffo, Mrs. Smith, Ms. Ross and Mr. Mallett
NAYS: 0
ABSENT: 0
The motion carried by unanimous vote.

Finance Committee Report: Miss Archibald reported that the property tax revenues are slowly being added to the IPTIP account. All grant funds have been received except for the $20,000 due from the per capita.

Ms. Thompson arrived at 7:42 pm.

A. Report of Bills #686, #686-A, #686-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#686 in the amount of	$ 51,925.45
#686-A in the amount of	$ 47,209.54
#686-B in the amount of	$ 000.00
TOTAL:	$ 99,134.99

A motion was made by Mrs. Smith, seconded by Ms. Ross, to accept bill #'s 686, 686-A, 686-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: Miss Archibald, Rev. Dr. Saffo, Mrs. Smith, Ms. Thompson, Ms. Ross and Mr. Mallett
NAYS: 0
ABSENT: 0
The motion carried by unanimous vote.

B. Transfer of Funds: No IPTIP transfer was necessary as sufficient funds have been previously deposited in the account at Urban Partnership Bank to earn more interest.

C. Reinvestments: None

Other Committee Reports:

A. Administration Committee: A suggested method of evaluating the library director's performance is enclosed. The Put Illinois to Work program is scheduled to definitely end on Jan. 15 after a series of extensions. Rodricka Wilkins will be hired as an assistant in the Youth Services Dept. She has been at the library since the beginning of the program in May, 2010.
The library has been presented with health insurance options that have the potential to cost less. However, these require careful scrutiny to make sure the coverage is comparable and not a compromise. Staff members who are covered will be informed and given opportunity to express their choices. At that time this information will be brought to the Board for action.
Mrs. Katie Ross has been sworn in as an appointee to the Board to fulfill a 2 year term expiring in 2013.

Miss Thompson arrived at 7:42 pm.

B. Buildings and Grounds Committee: Mr. Mallett reported that custodian Kelvin Johnson, has been asked to investigate the possibility of adding thermostats throughout the building to alleviate the problems of such uneven heat in various areas. It is unknown whether this is possible or whether this will solve the problem. These efforts are aimed at making the library building more comfortable for staff and patrons. The roof is beginning to be more problematic as soiled areas in the ceiling are showing leakage. This will be further investigated as quotes for a new roof are also requested.

C. Public Relations and Legislation: Mrs. Smith reported that Brittany Bryant, the daughter of the late Mr. Arnie Bryant, has been granted permission to hold a final casting for her new company BMB Productions in the new Arnie F. Bryant conference room. This is in preparation for a feature film that will be shot in Bellwood and Chicago in the near future. The casting will be held here on March 11.
The Proviso Herald has ceased publication as of December 23, 2010. The library staff will be seeking new means of marketing services to Bellwood residents to compensate for this loss.

D. Planning and Development Committee: Miss Thompson reported that since receiving funding for the new computers, plans are being expedited to purchase much needed computers for the Youth and Adult departments. This will be the first time that Youth Services has had brand new computers. In the past, old Adult computers were recycled to this department. Youth Services will receive 4 for general use and 2 for teen use. The adults will receive a total of 8 new computers for public use. The older models will be recycled to use as OPACs (online catalog) and to update some staff computers.

E. Metropolitan Library System: Mrs. Smith reported that meetings of the Merger Design Team continue with the latest scheduled for January 6, 2011. Systems participating including MLS are: Alliance (Peoria),
DuPage (Geneva), North Suburban (Wheeling), and Prairie Area (Coal Valley).
The merger is to be completed and functioning by July 1, 2011.

New Business: None

Public Comment: None

Announcements: None

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

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

Rev. Dr. Saffo adjourned the meeting at 8:10 p.m.

Chris Randall

Chris Randall, Recording Secretary

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Annual Board Meeting

Minutes

January 12, 2011

The Annual Meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:10 p.m. by President, Rev. Dr. Saffo in the Arnie Bryant Conference Room.

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

The Annual meeting was turned over to Rev. Dr. Saffo to act as secretary.

A motion was made by Miss Archibald, seconded by Mrs. Smith that all trustees retain their offices as slated (Rev. Dr. Saffo as President, Mrs. Smith as Vice President, Ms. Thompson as Secretary and Miss Archibald as Treasurer). A roll call vote was taken.
All Ayes
The motion carried by unanimous vote.

The meeting was turned over to the 2011 officers.

A motion was made by Rev. Dr. Saffo, seconded by Miss Archibald that all trustees retain their committee appointments as slated. A roll call vote was taken. All Ayes
The motion carried by unanimous vote.

Metropolitan Library System
Mrs. Smith, Chairperson
Miss Archibald
Pastor Horton

Planning and Development
Ms. Thompson, Chairperson
Pastor Horton
Ms. Ross

Public Relations & Legislative
Mrs. Smith, Chairperson
Miss Archibald
Mr. Mallett
Ms. Ross

Buildings and Grounds
Pastor Horton, Chairperson
Mrs. Smith

Mr. Mallett

Administration
Pastor Horton, Chairperson
Mr. Mallett
Ms. Ross

Finance
Miss Archibald, Chairperson
Mrs. Smith
Ms. Ross

Voice vote
All Ayes
The motion carried by unanimous vote.

Designation Banks as Depositories for Library Funds: A motion was made by Miss. Archibald, seconded by Mrs. Smith, to keep the depositories of library funds the same as shown on the Treasurer's Report for January. A roll call vote was taken.
The motion carried by unanimous vote.

Set Meeting Night and Time: A motion was made by Mrs. smith, seconded by Miss Archibald that the regular monthly meeting of the Board of Trustees shall be on the second Wednesday of each month at 7:00 p.m. in the library meeting room.
Voice vote
All Ayes
The motion carried by unanimous vote.

Public Comment: None

Adjournment: A motion was made by Archibald, seconded by Mrs. Smith, to adjourn the annual meeting.
Voice vote
All Ayes.

Rev. Dr. Saffo adjourned the meeting at 7:09 p.m.

Chris Randall

Chris Randall, Recording Secretary