

Bellwood Public Library

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Board Meeting Minutes July 9, 2014

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:08 pm by Mrs. Smith in the Large Meeting Room.

Present:

Ms. Carr
Pastor Horton
Mrs. Smith
Ms. Greene

Absent: Miss Archibald, Bishop Dr. Saffo, Ms. Tharpe

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, and Ashley Matthews, Administrative Assistant

Public Comment: None

A motion was made by Ms. Carr, seconded by Mrs. Smith to have Ms. Greene act as temporary treasurer in the absences of Miss Archibald.

A roll call vote was taken.

AYES: 4: Mrs. Smith, Ms. Carr, Mrs. Greene, Pastor Horton

NAYS: 0

ABSENT: 3: Miss Archibald, Bishop Dr. Saffo, Ms. Tharpe

The motion was carried by unanimous vote.

Finance Committee Report:

A. Reports of Bills #727, # 727-A, #727-B: The following reports of bills were submitted, copies of which are included as part of these minutes:

#727 (Bill List) in the amount of	\$43,435.86
#727-A (Payroll) in the amount of	\$49,788.88
#727-B (Checking) in the amount of	\$381.94

TOTAL:	\$93,606.68
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1. Transfer of Funds: \$80,000

2. Reinvestments: None

A motion was made by Ms. Carr, seconded by Pastor Horton to accept the Finance Committee Report as read.

A roll call vote was taken.

AYES: 4: Mrs. Smith, Ms. Carr, Mrs. Greene, Pastor Horton

NAYS: 0

ABSENT: 3: Miss Archibald, Bishop Dr. Saffo, Ms. Tharpe

The motion was carried by unanimous vote.

Other Committee Reports:

A. Administrative Committee Reports: Ms. Greene reported that the Bellwood Library will be closed Friday, August 8, 2014 closed for a Staff Day Development pending Board approval.

Part-time Reference Librarian Natalie Cannestra has turned in her resignation to move to New York, where her husband's job has been transferred. Natalie has been an exemplary staff member during her time with us, answering patrons' questions, selecting books and organizing adult programs. The position has been posted on the RAILS job board, and we hope to have it filled soon.

Diana Sills, Head of Youth Services has resigned to accept a new position paying a higher salary. Her last day of employment will be July 18, 2014. We are interviewing for the open professional positions in the Reference Department, Head of Youth Services and Head of Circulation Services.

A motion was made by Ms. Greene, seconded by Pastor Horton to have an all day staff development day on Friday, August 8th.

A roll call vote was taken.

AYES: 4: Mrs. Smith, Ms. Carr, Mrs. Greene, Pastor Horton

NAYS: 0

ABSENT: 3: Miss Archibald, Bishop Dr. Saffo, Ms. Tharpe

The motion was carried by unanimous vote.

B. Building and Grounds Committee: Ms. Greene reported that the library has a major safety problem with our communication cable. We have wires that are hanging from the ceiling that should be enclosed. We have areas in the library where the computers run very slowly because they are connected through Wi-Fi connectivity. Most importantly, our server is now located in the workroom and it should be moved to a cooler location on the lower level. We have received two estimates, one from Computer Power Systems for \$22,955.00 and other from Versatile Computer Services, Inc. for \$11,724.08. I am requesting for the approval to move ahead with Versatile not only because their prices is less but because we have worked with this company for several years and have a good working relationship with this company.

The roofing project has been completed. However on Monday, July 1 while working at my desk

a piece of the ceiling tile fell on me, hitting my shoulders and back. Debris was splattered through-out my office. I observed that the ceiling was wet and appeared to have water damage on part of the ceiling. I have notified Advance Roofing and expect them to return soon. In the meantime, I have requested a free inspection of the roof from the Village of Bellwood and we are withholding payments until we are certain that the job has been done properly.

The storage building has been cleaned out and now we have room to store important items.

A motion was made by Ms. Greene, seconded by Ms. Carr to have Versatile Computer Service, Inc. install the wiring into the building, and have the server moved to the lower level of the building for \$11,724.08.

A roll call vote was taken.

AYES: 4: Mrs. Smith, Ms. Carr, Mrs. Greene, Pastor Horton

NAYS: 0

ABSENT: 3: Miss Archibald, Bishop Dr. Saffo, Ms. Tharpe

The motion was carried by unanimous vote.

Jacqueline Spratt will look into getting an IT consultant to help develop an IT plan after the Versatile Computer Service, Inc. completes the wiring installation.

C. Public Relations and Legislative Committee: Mrs. Smith reported that Bellwood Library has accepted three youth to work during the summer months. Although they are working for the library, their salary is being paid through another organization. Thanks to Dr. Reginald Saffo for the recommendation for **“FREE HELP”!**

Free Summer Food Program: Bellwood Public Library once again has begun serving FREE lunch with food provided by Food for Summer. This will be the third year that the library has offered this program to children under the age of 18 years.

The Free lunch program will be offered for children 17 years of age and under daily, Monday through Friday, June 16 through August 11 in the lower level of the library in the large meeting room 12:00 to 1:00 p.m. No registration or proof of income is required. The lunches, which are to be consumed at the library, will be served while supplies last on a first come, first served basis.

D. Planning and Development Committee: Mrs. Smith reported that Jackie Spratt has located a grant with the Department of Commerce and Economic Opportunity and the Illinois Energy Now Program. This program is designed for private and public institutions to make their energy more efficient. I am including a proposal from Twin Supplies, LTD. Under this program our existing light ballast with more energy efficient ballast.

Proposal in the amount of \$12,607.00.

Bellwood Library Portion: \$135.00.

E. RAILS Committee: Mrs. Carr reported that The non-resident fee program has been completed. All RAILS public libraries must complete the non-resident fee program. The Board

of each public library is required by Illinois law to decide whether the library will participate in the state's non-resident fee program, and to inform the regional system about the Board's action within 30 days. Please review the attached policy so that I may submit it to RAILS.

A motion was made by Ms. Greene, seconded by Pastor Horton to not participate in the RAILS Library System Non-Resident Library Card Program because it is not applicable at this time. A roll call vote was taken.

AYES: 4: Mrs. Smith, Ms. Carr, Mrs. Greene, Pastor Horton

NAYS: 0

ABSENT: 3: Miss Archibald, Bishop Dr. Saffo, Ms. Tharpe

The motion was carried by unanimous vote.

Communications: A motion was made by Pastor Horton, seconded by Ms. Greene to hire a lawn service for the Bellwood Public Library.

A roll call vote was taken.

AYES: 4: Mrs. Smith, Ms. Carr, Mrs. Greene, Pastor Horton

NAYS: 0

ABSENT: 3: Miss Archibald, Bishop Dr. Saffo, Ms. Tharpe

The motion was carried by unanimous vote.

Old Business: The Board request to have a session of department heads.

New Business: None

Adjournment: A motion was made to adjourn the meeting at 7:26. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Administrative Assistant