

Bellwood Public Library

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

Board Meeting Minutes September 10, 2014

The regular monthly meeting of the Board of Trustees of the Bellwood Public Library was called to order at 6:05 pm by Mrs. Smith in the Small Meeting Room.

Present:

Ms. Carr
Ms. Greene
Pastor Horton
Bishop Dr. Saffo
Mrs. Smith

Absent: Miss Archibald and Ms. Tharpe

Also in attendance: Jacqueline Spratt, Director of the Bellwood Public Library, Chris Randall, Business Manager, Ashley Matthews, Administrative Assistant, Christopher Parker, Urban Partnership Bank, Dan Graham and Lawrence Carlson from Versatile Computer

Public Comment: Christopher Park from Urban Partnership Bank was present to address any concerns about the business bank account and Mrs. Smith being removed from the business account, as well.

Presentations: Dan Graham and his assistant Lawrence Carlson from Versatile Computer discussed the new proposal for the cable work and clarified all concerns the Board had about the installation of the cabling. The Board requested that Mr. Graham provide them with a layout of the additional phases to install and update the cable network.

Chris Randall left the meeting at 6:45pm.

A motion was made by Pastor Horton, seconded by Bishop Dr. Saffo to proceed the cable installation at the quoted price of \$16, 186.93, provided that the projection of the next phases of the installation will be provided to Mrs. Spratt.

A roll call vote was taken.

AYES: 5: Mrs. Smith, Ms. Carr, Mrs. Greene, Pastor Horton, Bishop Dr. Saffo

NAYS: 0

ABSENT: 2: Miss Archibald, Ms. Tharpe

The motion was carried by unanimous vote.

Bishop Dr. Saffo left the meeting at 7:15.

Rick Gonka from Advanced Roofing addressed the concerns of the work that were done on the library roof.

Finance Committee Report:

A. Reports of Bills #728, # 728-A, #728-B, #729, # 729-A, #729-B : The following reports of bills were submitted, copies of which are included as part of these minutes:

#728 (Bill List) in the amount of	\$ 68, 996.79
#728-A (Payroll) in the amount of	\$ 51, 854.36
#728-B (Checking) in the amount of	\$ 90.42
TOTAL:	\$ 120,941.57
#729 (Bill List) in the amount of	\$ 43,232.33
#729-A (Payroll) in the amount of	\$ 78,743.01
#729-B (Checking) in the amount of	\$ 0.00
TOTAL:	\$ 121,975.34

1. Transfer of Funds: \$100,000

2. Reinvestments: None

A motion was made by Pastor Horton, seconded by Ms. Greene 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.

A motion was made by Pastor Horton, seconded by Ms. Greene to approve the per capita report.

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 Linda Dupree has been hired as Head of Circulation, Jill Eiselle has been hired as Youth Services Librarian, and Melisa Martinez has been hired as part-time Reference Librarian.

All day staff meeting was held on Friday, August 8. The staff received customer service training as the main emphasis of the meeting.

An orientation package for training new staff has been created. Chris Randall, Ashley Matthews, and Jacqueline Spratt, will discuss all pertinent information to new staff.

We have contacted our payroll company and requested that Jacqueline Spratt and Ashley Matthews name be added as contacts for the payroll. At the time we called, they had, Chris Randall listed as the contact. It is necessary to have more than one person that is able to process the payroll, bills and handle other duties.

B. Building and Grounds Committee: Pastor Horton reported that the Village of Bellwood is attempting to resolve the issue with the standing water in the parking lot. They have installed a water drain near the area where the water usually stands.

As a result of part of the ceiling falling on Jacqueline Spratt after the new roof was installed, we requested the Village of Bellwood to inspect our new roof. We were told that the Village would only do a “ground inspection”. Therefore, we hired an independent roofing company to inspect the roof and he located a few areas that he feels should be addressed. Jacqueline Spratt met with the roofer and outlined the report and her concerns. He agreed to do the necessary repairs for a couple of items, but for other items he felt it was not necessary to repair them.

Effective January 1, 2014 we are required by law to have a door restrictor placed on our existing elevator. This upgrade will restrict passengers from falling through open elevator doors.

Here are a couple of stories as to why it is necessary:

A three-year old boy died after falling down an elevator shaft at the Pinnacle, located at 305 South Bellevue in Memphis. Officials at the scene said when the boy leaned back against a pair of elevator doors in the apartment building, the doors opened from the bottom. The child fell nine floors to the basement.

Boston authorities are attempting to piece together what exactly happened late Friday night when a Fenway Park fan was critically injured after falling two floors down an elevator shaft and land on the top of the elevator car at Gate B in right field. (May 16, 2014).

Lawnscaping Service negotiations are on-going.

C. Public Relations and Legislative Committee: Pastor Horton reported that the Bellwood Library has a membership with the Bellwood Chamber of Commerce. This membership covers the Library Board of Trustees as well. If Board Members would like to attend the meetings they are held the first Tuesday of each month at 5:30 pm. at the Bellwood Library.

Bellwood Public Library participated in family day. The library made gift bags and Ms. Sophia and “Roscoe” performed.

Merri Dee former WGN TV anchor will speak and sign copies of her memoir, *Life Lessons and*

Faith, Forgiveness & Grace. She has invited Jesse White Secretary of State to attend.

D. Planning and Development Committee: Mrs. Smith reported that after reviewing the Edge, and with the libraries commitment to bringing the most up-to-date technology to our patrons, we are planning on expanding the library to include more computers and more basic computer training.

E. RAILS Committee: Mrs. Carr reported that RAILS Open House in East Peoria is Friday, September 26. Members from all libraries are invited to attend the Open House from 10 a.m. – noon. You will have an opportunity to speak with the Executive Director Dee Brennan, RAILS Board Members, and staff.

Communications: Mrs. Smith presented the email she wrote to reach out to Miss Archibald and ask her to come back to the Board meetings.

As of Wednesday, September 10, 2014 Bishop Dr. Saffo resigned from his seat on the Board.

A motion was made by Mrs. Greene, second by Mrs. Carr to accept Bishop Dr. Saffo's resignation.

A roll call vote was taken.

AYES: 2: Ms. Carr, Mrs. Greene

NAY: 1: Mrs. Smith

ABTAIN:1: Pastor Horton

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

The motion was passed.

Old Business: None

New Business: None

Adjournment: A motion was made by Mrs. Smith to adjourn the meeting at 8:08 pm. A roll call was taken. All Ayes. The meeting was adjourned. Voice vote: All Ayes.

Ashley Matthews, Administrative Assistant