

MINUTES OF THE SEPTEMBER 19, 1972 MEETING OF THE
BOARD OF DIRECTORS OF THE BELLWOOD PUBLIC LIBRARY

The regular meeting of the Board of Directors of the Bellwood Public Library was called to order at 7:50 P.M. in the library meeting room. Present were Mrs. Clifford, Mr. Katusic, Mr. Kirkel, Mr. Gallagher, Mrs. Kaiser and Mr. Korbel. Mrs. Bergo and Dr. Fletcher were absent.

The minutes of the June 21, 1972 meeting were read. A motion was made by Mr. Gallagher and seconded by Mr. Kirkel to approve the minutes as submitted. Unanimously approved by the board.

The Financial Reports for the months of June, July and August, 1972 were submitted. A motion was made by Mr. Gallagher and seconded by Mr. Kirkel to accept the reports as presented. Unanimously approved by the board.

The Comparative Statement of Budget and Expenditures for the months of June, July and August, 1972 were received and placed on file.

Dr. Fletcher arrived to attend the meeting at 8:00 P.M.

The Finance Committee submitted the following reports of bills, copies of which are included with these minutes:

No. 224 in the amount of \$11,581.49
No. 224A in the amount of \$7,659.43
No. 225 in the amount of \$3,590.70
No. 225A in the amount of \$8,098.93
No. 226 in the amount of \$4,793.48
No. 226A in the amount of \$8,215.41

A motion was made by Mr. Gallagher and seconded by Mr. Katusic that the President, Secretary and Village Treasurer be authorized to issue voucher checks in payment of the bills presented at this meeting. Unanimously approved by the board.

COMMUNICATIONS:

We have received an application from the West Suburban Artists Guild for use of the library meeting room for their regular monthly meetings and for their monthly board meetings on the following dates:

REGULAR MEETINGS

Oct. 20, 1972 7:30 to 11:00 P.M.
Nov. 17, 1972 "
Jan. 19, 1973 "
Feb. 16, 1973 "
Mar. 16, 1973 "
Apr. 20, 1973 "

BOARD MEETINGS

Sept. 8, 1972 7:00 to 9:00 P.M.
Oct. 27, 1972 "
Nov. 24, 1972 "
Dec. 29, 1972 "
Jan. 26, 1973 "
Feb. 23, 1973 "
Mar. 30, 1973 "
Apr. 27, 1973 "

They also would like to use the library facilities for an Open House and Tea on November 11, 1972 with an art exhibit to run from November 11th to November 17th, open to the general public. A motion was made by Mr. Gallagher and seconded by Mr. Katusic that the request for the open house,

tea and art exhibit be approved on a "no charge" basis. Unanimously approved by the board. A motion was made by Mr. Katusic and seconded by Mr. Gallagher that they also be allowed to use the meeting room for their board meetings and regular meetings at a charge of \$10.00 per meeting with an over time charge of \$10.00 after 9:00 P.M. to be paid to the custodian for extra hours. Unanimously approved by the board.

A letter of resignation from Mrs. Lucille Tucker was read, effective August 1, 1972. A motion was made by Mr. Katusic and seconded by Mr. Kirkel that the board accept with deep regret, Mrs. Tucker's resignation and that a letter of commendation be sent from the Board of Directors thanking her for her excellent service in the past and expressing every good wish for the future. Unanimously approved by the board.

An acknowledgement has been received from the Berkely Public Library for an astrology book sent to them by the Bellwood Library on the occasion of their open house for their new library building.

We have received a letter from Mrs. Chester Hilko protesting a service charge of \$1.50 made by the library for a lost book, in addition to a \$5.00 charge for the book. After some discussion, a motion was made by Mr. Katusic and seconded by Mr. Kirkel that the library waive the \$1.50 service charge and a letter be sent to her so stating. Unanimously approved by the board.

Mrs. Bergo arrived to attend the meeting at 8:35 P.M.

LIBRARY DIRECTORS REPORT:

The Library Directors Report for the months of June, July and August, 1972 were received and placed on file.

INVENTORY:

Mr. Korbel reported on the inventory taken in August, 1972 and a copy is included with these minutes. Losses are 8 records, 32 paper backs, 370 non-fiction and 19 reference for a total retail cost of \$1,935.29. The matter of some means to combat these losses has been referred to the Building and Grounds Committee for some type of program to be presented to the board at the November meeting.

PERSONNEL:

Mrs. Shirley Snyder has been hired as of July 24, 1972 as a full time library assistant, replacing Mrs. Tucker, at a rate of \$2.79 per hour. Miss Katherine Zygowicz, a part time graduate student at Rosary College, has been hired as of September 13, 1972 at a rate of \$2.51 per hour. She will be taking care of the pamphlet file and performing other various duties. Mrs. Marie Groppi has been hired as of October 2, 1972 at a rate of \$2.51 per hour for a full time position as library assistant. The chairman of the Administration Committee has been asked to check the by-laws as to the procedures for hiring personnel and reports its findings to the board at the October meeting. Miss Patricia Carrigan is now a full time library assistant at a rate of \$2.84 per hour. She

has been with the library on a part time basis since September 23, 1969. A motion was made by Mr. Gallagher and seconded by Mr. Katusic that the board authorize the above employment at the salaries stated. Unanimously approved by the board.

Mr. Korbelt requested that Carol Petersen's salary be raised to \$2.84 per hour commensurate with the work she is now doing as a library assistant on a full time basis. A motion was made by Mr. Gallagher and seconded by Mrs. Clifford to place Miss Petersen on full time employment at the wage increase stipulated. Unanimously approved by the board.

Mrs. Joan Shotola is due for an automatic increase as of October 1, 1972 from \$3.90 to \$4.07 per hour. Mr. Korbelt stated that he would like to promote her to the category of Adult Librarian, 1 year at a rate of \$4.35 per hour. Mr. Katusic suggested review of the board policies regarding vacation schedules as presently in force and in the future. This matter has been referred to the Administration Committee and will be discussed again at the October meeting. A motion was made by Mr. Katusic and seconded by Mr. Gallagher that Mrs. Shotola be reclassified as an Adult Librarian, 1 year and her salary be raised to \$4.35 per hour. A roll call vote was called for and the voting was as follows: Mrs. Bergo, aye - Mr. Katusic, aye - Mrs. Clifford, aye - Mr. Gallagher, aye - Dr. Fletcher, nay - Mr. Kirkel, nay - Mrs. Kaiser, nay. Four ayes and three nays; the ayes have carried this motion.

A motion was made by Mr. Kirkel and seconded by Dr. Fletcher to nullify the last motion concerning the promotion of Mrs. Shotola to adult librarian. This motion would not effect her regular automatic increase as of October 1st to \$4.07 per hour. The voting was as follows; Six ayes and one nay. The ayes have carried this motion.

ELECTRIC TYPEWRITER:

Mr. Korbelt requested board approval for the purchase of an electric typewriter. A motion was made by Dr. Fletcher and seconded by Mr. Gallagher that a new electric typewriter be purchased. Mr. Korbelt then stated that he would withdraw his request pending further price information. Mr. Gallagher withdrew his second of this motion and Dr. Fletcher withdrew his motion to purchase the machine pending further study.

BROCHURE:

Mr. Korbelt presented a rough mock-up of the proposed Bellwood Library Brochure for the board to look at.

LIBRARY PROGRAMS:

Mr. Korbelt presented a report on the summer program and a copy is included with these minutes. The total cost of this program was \$432.39. Copies of the proposed winter program were given to the board and a copy is included with these minutes. The total cost for this program will be \$1,360.00 for the adult program and \$289.50 for the children's program.

SHELVING:

Mr. Korbelt would like to move the existing stacks closer and purchase a new section of shelving. A motion was made by Mr. Kirkel and seconded by Dr. Fletcher to allow Mr. Korbelt to purchase one more stack and four slanted shelves. The price of this shelving at the time of the last purchase was \$568.00 plus \$100.00 for the slanted shelves. Unanimously approved by the board.

ADMINISTRATION COMMITTEE:

The Administration Committee will meet on Saturday, September 30, 1972 at 2:00 P.M. in the library to clarify and discuss the library vacation policies.

BUILDING AND GROUNDS:

Mr. Kirkel stated that the trees at the south end of the building are badly in need of trimming. He was informed that this matter has already been discussed with Mr. Cescolini, our landscaper, and that this will be taken care of the week of September 25th. Mr. Kirkel also submitted the names of some architectural firms who might be interested in working with the Fine Arts Committee on proposed remodeling of the garage or future expansion plans. This list was given to the chairman of this committee.

PUBLIC RELATIONS & LEGISLATION: No report

FINE ARTS COMMITTEE: No report

UNFINISHED BUSINESS:Suburban Library System

A motion was made by Mr. Katusic and seconded by Mr. Gallagher that as of September 19, 1972 the Board to Trustees of the Bellwood Public Library agree to participate in the reciprocal borrowing program of the Suburban Library System. Unanimously approved by the board.

Mr. Gallagher stated that one of the reasons for our deciding to become participating members of the Suburban Library System is due to the provisions in the Illinois Revised Statutes, 1971, Chapter 81, Section 124 whereby we may, if deemed proper, withdraw from the Suburban Library System.

Dr. Fletcher left the meeting at 11:20 P.M.

A motion was made by Mr. Kirkel and seconded by Mr. Gallagher that as part of the agreement to join actively in the Suburban Library System, we establish a standing committee of three members to observe and attend all Suburban Library System meetings and keep the Board of Directors of the Bellwood Public Library informed of the activities of the Suburban Library System. Unanimously approved by the board.

LIBRARY SYSTEMS COMMITTEE:

President Kaiser appointed the following members to the new Library Systems Committee:

Mr. P. Gallagher - Chairman
Mr. Leo Kirkel
Mrs. A. Bergo

BOOKMOBILE:

We have received an offer from the North Suburban Library System for our Bookmobile in the amount of \$7,000.00. A motion was made by Mr. Gallagher and seconded by Mr. Katusic that we will accept this offer.

The terms are as follows: 10% or \$700.00 down payment with a letter from the North Suburban Library System stating a promise to pay the balance within a reasonable time acceptable to the Board of Directors of the Bellwood Public Library. Unanimously approved by the board.

NEW BUSINESS:

A motion was made by Mr. Gallagher and seconded by Mr. Katusic to renew our maintenance agreement with the 3M Company for our reader-printer machines for the sum of \$200.00. Unanimously approved by the board.

A motion to close the meeting was made by Mr. Kirkel and President Kaiser declared the meeting adjourned at 11:50 P.M.

Respectfully submitted

Katherine A. Clifford

Katherine Clifford,
Secretary

Inventory Loss 1972

Total Number of Loss in Each Category:

Records:	8
Paperbacks:	32
Non Fiction: (Breakdown by Hundreds)	
000	7
100	32
200	11
300	70
400	6
500	20
600	73
700	66
800	27
900	47
BIOG.	11

370

Reference:

000	-
100	-
200	1
300	3
400	2
500	1
600	2
700	8
800	1
900	1

Inventory Loss 1972

Cost Per Book: (Adult Non Fiction Only)

000	4.95	300	5.00
	4.95		6.50
	3.60		7.95
	1.50		4.95
	1.50		5.95
	8.00		4.95
	2.00		4.95
	<u>26.50</u>		6.50
			3.75
100	8.95		5.95
	5.95		5.00
	5.95		3.95
	6.95		12.50
	5.00		4.95
	3.50		2.95
	1.98		6.50
	4.95		2.50
	4.95		3.95
	3.50		4.50
	6.95		2.00
	10.00		2.75
	4.95		6.50
	5.95		2.95
	5.95		3.00
	5.00		7.95
	5.00		3.00
	4.95		3.00
	4.95		1.45
	2.75		20.00
	3.95		35.00
	3.15		6.95
	4.50		3.60
	3.00		3.00
	10.00		2.50
	10.00		4.95
	4.95		6.00
	6.95		8.00
	4.95		6.95
	4.50		7.00
	3.95		7.50
	<u>168.03</u>		4.00
			5.00
200	2.95		4.00
	2.75		15.00
	3.25		14.95
	3.50		5.95
	4.95		7.00
	2.95		5.00
	4.50		4.00
	7.95		1.50
	<u>32.80</u>		6.95
			3.16
			5.00
			5.00
			2.95

Inventory Loss (cont.)

300 (cont.) 5.00
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405.11

400 2.95
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Inventory Loss (cont.)

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TOTAL : 1,935.29

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