

MINUTES OF THE OCTOBER 25, 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 7:42 P.M. in the library meeting room. Present were Mrs. Clifford, Mrs. Kaiser, Mr. Gallagher, Mr. Katusic, Mr. Kirkel, Dr. Fletcher and Mr. Korbel. Mrs. Bergo was absent.

The minutes of the September 19, 1972 meeting were read. A motion was made by Mr. Gallagher and seconded by Dr. Fletcher to approve the minutes as submitted. Unanimously approved by the board.

The Financial Report for the month of September, 1972 was submitted. A motion was made by Mr. Gallagher and seconded by Mr. Kirkel to accept the report as presented. Unanimously approved by the board.

The Comparative Statement of Budget and Expenditures for the month of September, 1972 was received and placed on file.

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

No. 227 in the amount of \$3,923.45
No. 227A in the amount of \$7,039.48

A motion was made by Mr. Gallagher and seconded by Mr. Kirkel 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: None

LIBRARY DIRECTORS REPORT:

The Library Directors Report for the month of September, 1972 was received and placed on file.

Electric Typewriter:

We have received cost figures on a new Adler Electric Typewriter, Model 21F from G. A. Johnson Business Machines. Price would be \$460.00 less 21% or a cost to us of \$363.40. Mr. Korbel stated that we would hold off on ordering this machine at the present time.

3M Copier:

Mr. Korbel requested permission to sell the 3M Copier which we are no longer using. The machine is broken and probably would have to be repaired before selling. It was suggested that we find out what the machine is worth and how much it would cost to repair.

Mr. Korbel requested that all board members read carefully the insurance manual distributed at this meeting.

Occupational Safety & Health Act:

We were unable to secure extra copies of this material for distribution to the board. This is an act which, in the future, will affect us and as more information is available, the board will be informed.

JURY DUTY:

A motion was made by Mr. Gallagher and seconded by Mrs. Clifford that library policy regarding Jury Duty and National Guard Service be as follows: Full salary will be paid to employees asked to serve in either of these capacities less the amount of money paid to the employee for performing these services. This deductible amount would not include carfare monies given to the employee. Unanimously approved by the board.

ADMINISTRATION COMMITTEE:

A meeting of this committee was held on September 30, 1972. Among things discussed was the employment category of Mrs. Joan Shotola. At the time she was hired, she was designated as an Adult Librarian, Part Time. Mrs. Shotola was to be reviewed after a three month period which was not done. It was decided at this committee meeting that effective October 1, 1972 her rate should be \$4.35 per hour which is commensurate with the duties of the job she was hired for originally. Since this decision is in line with the original terms of her employment, no board action was necessary and the increase was agreed upon by all present.

NON-RESIDENT FEE:

This committee also discussed the raising of our non-resident fee from \$10.00 to \$20.00 per year. This is in accordance with state laws based on what the average family pays for library service in the community. A motion was made by Mr. Gallagher and seconded by Dr. Fletcher that effective immediately the fee for a non-resident card at the Bellwood Public Library be raised from \$10.00 per year to \$20.00 per year. Unanimously approved by the board.

Due to the fact that we are now members in good standing of the Suburban Library System, people who hold non-resident cards would be entitled to a refund on a pro-rated basis upon presentation of a valid Suburban Library Systems card. A post card will be sent to our non-resident card holders informing them of this matter. A motion was made by Mr. Gallagher and seconded by Mr. Kirkel to allow this refund upon presentation of a Suburban Library System borrowers card, monies to be paid out of the Petty Cash Fund and receipts given. Unanimously approved by the board.

VACATION POLICIES:

It was decided that while the vacation policies themselves would not change, the wording should include the fact that vacation allowances are based on the average number of hours worked per week for the past 12 month period. A motion was made by Mr. Gallagher and seconded by Mrs. Clifford that effective January, 1972 the wording under vacation policies should contain this clarification, that vacation pay is based on the average number of hours worked per week for the past 12 months. Unanimously approved by the board.

The Administration Committee and Mr. Korbelt are attempting to get information from various organizations regarding their vacation schedules and another meeting will be held after more material is gathered.

WAGE SCHEDULES:

The wage schedules regarding Adult Librarian have been broken down into two positions under this category, Adult Librarian I and II. The salary range is the same for both positions. A motion was made by Mr. Gallagher and seconded by Mrs. Clifford to accept this further refining of the Adult Librarian category and duties as part of our salary schedule listing. Unanimously approved by the board.

BY-LAWS:

Mr. Gallagher distributed copies of the proposed revisions to the By-Laws of the Bellwood Public Library. It was requested that all board members read this proposal. There will be a meeting of the Administration Committee before our regular December meeting and it would be advisable to have comments and opinions so that these by-laws can be finalized and approved at the next board meeting. The meeting of the Administration Committee has been set for Wednesday, December 6, 1972 at 7:30 P.M. in the library.

BUILDING AND GROUNDS:

The door leading to the parking lot at the south side of the building has been repaired and the trees on the south side of the building have been cut back as requested. Mr. Kirkel stated that the curbing between the sidewalk and the parking lot is crumbling and the sidewalk badly cracked. This should be repaired. This matter will be looked into though it is thought that this will have to wait until spring before any work can be done.

PUBLIC RELATIONS AND LEGISLATION:

A committee meeting to discuss brochures, raffles, drawings, etc. as a means of generating interest in the library has been set for Wednesday, November 1, 1972 at 7:30 P.M. in the library.

In connection with National Library Week, April 8 through 14, 1973, Mr. Korbelt would like to open the library 1/2 hour earlier for this week only.

FINE ARTS:

According to Roberts Rules of Order, under which the Library Board functions, the president of the board cannot hold title of president of standing committees. A motion was made by Mr. Gallagher and seconded by Dr. Fletcher that the president of the board, Mrs. Rosemary Kaiser, be allowed to serve as president of the Fine Arts Committee. Unanimously approved by the board.

We are in the process of clearing out the garage for possible expansion. Mr. Korbelt stated that while we will keep the power lawn mower and the snow thrower, we have a push mower and various garden tools to dispose of. It was suggested that we ask the Bellwood Garden Club if they could use any of this equipment and if they are interested, it should be given to them.

Mr. Korbelt requested that the board members look at the lighting placement that exists since we moved some book stacks and offer suggestions to remedy the poor situation.

A motion was made by Mr. Kirkel and seconded by Mr. Gallagher that we hire an architect to draw up plans for the expansion into the garage area. Unanimously approved by the board.

A Fine Arts Committee meeting will be held on Wednesday, November 8, 1972 at 7:30 P.M. in the library to discuss expansion and building plans.

LIBRARY SYSTEMS COMMITTEE:

Mr. Korbel reported that at the September meeting of the Suburban Library Systems, Palos Park Library submitted a letter to withdraw from the system. We had no representation at the October meeting. Mr. Korbel reported that we have a 5¢ per capita sum for books from the Suburban Library System, and that an order has been placed for books.

UNFINISHED BUSINESS:

Mr. Gallagher talked with Mayor Sigel Davis regarding the \$7,000.00 still owed to the library from an appropriation error on the part of the village. Mayor Davis stated that he would discuss this matter with Mr. John Lehman and that Mr. Lehman would contact the library concerning this money.

Dr. Fletcher left the meeting at 10:30 P.M.

NEW BUSINESS:

American Library Association memberships for all board trustees will be renewed at a cost of \$15.00 each or a total of \$105.00.

Insurance Forum:

An insurance forum sponsored by the Suburban Library System will be held in three identical sessions as follows:

Sat., Nov. 4, 1972	9:30 A.M.	Villa Park Library
Wed., Nov. 8, 1972	9:30 A.M.	Arlington Heights Library
Thurs., Nov. 9, 1972	8:00 P.M.	Park Forest Library

Mr. Gallagher, Mr. Korbel, Mrs. Kaiser and Mrs. Clifford will attend the Nov. 9th session at the Park Forest Library and registration will be sent to the Suburban Library System.

Library Trustees Meeting:

There will be a meeting of the Suburban Library Trustees Association on Thursday, November 30, 1972 at the Westchester Library at 7:30 P.M. A motion was made by Mr. Gallagher and seconded by Mr. Kirkel that we pay dues to this association. Unanimously approved by the board.

It was also suggested that plans be made by the Bellwood Library to host a meeting of this organization.

A motion was made by Mr. Gallagher that the meeting be closed and President Kaiser declared the meeting adjourned at 10:45 P.M.

Respectfully submitted,
Katherine Clifford
Katherine Clifford, Secretary