

MINUTES OF THE NOVEMBER 15, 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 7:30 P.M. on November 15, 1972 in the library meeting room. Present were Mrs. Kaiser, Mrs. Bergo, Mrs. Clifford, Mr. Katusic, Mr. Gallagher, Mr. Kinkel and Mr. Korbel. Dr. Fletcher was absent.

The minutes of the October 25, 1972 meeting were read and the following corrections made:

Page 2 - VACATION POLICIES - Should have contained statement as follows: "These changes affect regularly scheduled part time employees only."

Page 3 - FINE ARTS COMMITTEE - First paragraph should read "According to Roberts Rules of Order, under which the library board functions, the president of the board cannot hold title of chairman of committees unless approved by board action. 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 chairman of the Fine Arts Committee. Unanimously approved by the board."

Page 3 - PUBLIC RELATIONS & LEGISLATION: - The statement concerning opening hours for National Library Week should have stated that the new opening time of 9:30 A.M. would be initiated on April 8th, 1973 and will be our standard opening hour from that date on.

The corrected minutes were unanimously approved by the board.

A motion was made by Mr. Gallagher and seconded by Mr. Katusic that due to the Fine Arts Committee meeting to be held after the regular meeting, we dispense with the reading of the Financial Report for October 1972. Unanimously approved by the board.

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

The Finance Committee submitted the following reports of bills, copies of which are included as part of these minutes.

No. 228 in the amount of \$4,864.83
No. 228A in the amount of \$8,292.96

A motion was made by Mr. Gallagher and seconded by Mr. Kinkel 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.

A motion was made by Mr. Gallagher and seconded by Mr. Katusic that effective as of our 1973-1974 fiscal year, we place a portion of our library funds in a federally insured savings and loan company and/or government treasury notes for a higher interest yield, the Finance Committee to devise a plan for this action. Unanimously approved by the board.

A motion was made by Mr. Gallagher and seconded by Mrs. Clifford to transfer \$10,000.00 from the savings account at the Bank of Bellwood to the checking account at Melrose Park National Bank. Unanimously approved by the board.

COMMUNICATIONS:

Fire Inspection - Mrs. Clifford read a list of corrections to be made on the premises following an inspection by the Bellwood Fire Department.

1. Fire alarm switch blocked in workroom
2. Blocked extinguisher by south exit door (coffee table)
3. Need 1 fire blanket and CO₂ extinguisher in kitchen
4. Extinguisher blocked in basement (piano)
5. Flammable liquids kept in basement
6. Remove extension cord over and around door in office area
7. Remove, or suitably cover extension to fish tank in juv. room
8. Have fire extinguisher cabinets painted red
9. Check curtains for flameproofing

The board was informed that items 1, 2, 3, 4, 5, 6, and 9 have been taken care of and that Mr. Christiansen will attend to items 7 and 8 as soon as possible. We have received a price of \$28.00 from Illinois Fire Extinguisher Co. for a fire blanket in a wall mounted cannister and this will be ordered.

There will be a tea at the Berkeley Public Library on November 19, 1972 at 2:00 P.M. to welcome their new librarian, Mrs. Hickey.

We have received an application for use of the meeting room from Campfire Girls Group 5 for December 13, 1972 from 7:30 P.M. to 8:30 P.M. for a ceremonial. A motion was made by Mr. Katusic and seconded by Mr. Gallagher that they be allowed to use the meeting room on the date requested on a no charge basis. Unanimously approved by the board.

A letter was read from Mr. John Lehman regarding our letter requesting a share of the State Income Tax. He stated that the village would be willing to consider this request prior to May of 1973 but that nothing could be done this fiscal year. This request will be re-stated at that time.

ADMINISTRATION COMMITTEE: No report

BUILDING AND GROUNDS:

It was suggested that a cyclone fence be put up around the grate at the south side of the building to eliminate gathering there. A motion was made by Mr. Katusic and seconded by Mr. Gallagher that the materials be purchased and Mr. Christiansen install this fencing. Unanimously approved by the board.

PUBLIC RELATIONS AND LEGISLATION:

The village has suggested that they pay the \$7,000.00 still owed to us over an unspecified period of time. It is felt that we have been most patient regarding the payment of this money and that some firm action should be taken regarding these funds.

Insurance Forum - Mr. Gallagher reported on this meeting and stated that it was most informative. It is felt that we should review our insurance policies and form some questions for our insurance brokers.

Brochures - At the Public Relations Committee meeting on December 7th, suggestions were made to issue a brochure in connection with National Library Week, April 8-14, 1973. We can order 10,000 copies from the Suburban Library System for an approximate cost of \$400.00. A portion of these would be mailed and the rest kept for distribution here at the library. A motion was made by Mr. Gallagher and seconded by Mrs. Clifford that Mr. Korbel order 10,000 copies of this brochure from S. L. S. at the price specified subject to final approval by the Public Relations Committee. Unanimously approved by the board.

Signs advertising the location of the library have been ordered for placement on Washington and 25th, Washington and Mannheim and Washington and Bohland, subject to approval by the village board.

A motion was made by Mr. Gallagher and seconded by Mr. Kirkel that in conjunction with National Library Week, April 8-14, 1973, the library opening hour be changed to 9:30 A.M. as of April 8th and become our standard opening time. Unanimously approved by the board.

Mr. Korbel would like to hold a drawing for the following items from the middle of March to the middle of April, 1973:

- Slides of the Roaring Twenties
- 2 - films
- Recording of the Mass by Bernstein
- Websters Dictionary
- Book on Norman Rockwell
- Japanese Mini-Art Print
- Cassette recirculator

A motion was made by Mr. Gallagher and seconded by Mrs. Bergo that drawings be held during the period specified, every two weeks for Bellwood residents only for the items listed. 5 - ayes, 1 - nay, the ayes have carried this motion.

A motion was made by Mr. Gallagher and seconded by Mr. Katusic to contact astrologer Katherine DeJersey to speak during National Library week at a cost of \$250.00. Friday April 13th was suggested as a preferred date, and the use of Memorial Park District was suggested. Unanimously approved by the board.

A motion was made by Mr. Katusic and seconded by Mr. Kirkel that a letter be sent to the West Suburban Artists Guild that we regret that we cannot allow them to use the meeting room for a Christmas Party as it is against the rules governing the use of this room. Unanimously approved by the board.

LIBRARY SYSTEMS:

There will be a meeting of the Suburban Library System on November 20th, 1972 at the Clarendon Hills Public Library.

REVENUE SHARING:

This money from the Federal Government will come directly to the Municipal Governments. It was suggested that we send a letter to the Village of Bellwood requesting a share of this federal revenue.

A motion was made by Mr. Katusic to close the meeting and President Kaiser declared the meeting adjourned at 9:20 P.M.

Respectfully submitted

Katherine A. Clifford

Katherine Clifford,
Secretary