

MINUTES OF THE MARCH 21, 1973 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 8:00 P.M. on March 21, 1973 in the library meeting room. Present were Mrs. Clifford, Mrs. Kaiser, Mrs. Bergo, Mr. Gallagher, Dr. Fletcher and Mr. Korbel. Mr. Katusic and Mr. Kinkel were absent.

The minutes of the February 21, 1973 meeting were read. A motion was made by Mr. Gallagher and seconded by Mrs. Clifford to accept the minutes as submitted. Unanimously approved by the board.

The Financial Report for the month of February, 1973 was presented. A motion was made by Mrs. Clifford and seconded by Mr. Gallagher to accept the report as submitted. Unanimously approved by the board.

The Comparative Statement of Budget and Expenditures for the month of February, 1973 was received and placed on file.

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

No. 232 in the amount of \$4,626.87
No. 232A in the amount of \$7,224.94

A motion was made by Mr. Gallagher and seconded by Mrs. Clifford 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 Dr. Fletcher to transfer \$246.17 from the Bank of Commerce and \$9,773.16 from the Bank of Hillside to the checking account at the Melrose Park National Bank. Unanimously approved by the board.

COMMUNICATIONS:

A letter was read from the Village of Bellwood concerning our participation in the July 4th parade. It was decided that we will appear in this parade and a reply will be sent to the village so stating. Arrangements for this participation have been referred to the Public Relations Committee.

There will be a LACONI Annual Trustees Dinner on Friday, April 13th at the Sheraton Oak Brook, 22nd Street and Route 83; cocktails 6:30 P.M., dinner 7:30 P.M., at a cost of \$8.50 per person. Board members wishing to attend will please notify the secretary by April 2nd so that reservations can be made.

It was noted that there will be a conference on Wednesday, April 11th in connection with National Library Week. This will be a Legislative Day and will include meetings and luncheon with our legislators. A motion was made by Mr. Gallagher and seconded by Dr. Fletcher that any board member or librarian who wishes to attend may do so and the library will reimburse expenses. The secretary will be notified as to those attending so that reservations may be made. The present plans are to leave Bellwood on Tuesday evening, April 10th with motel reservations being made in Springfield for that night. Unanimously approved by the board.

LIBRARY DIRECTORS REPORT:

The Library Directors Report for the month of February, 1973 was received and placed on file.

Mr. Korbelt requested permission to send Miss Marjorie Daugherty to a seminar in Peoria on May 4th. She has been asked to conduct a class at this meeting. It is felt that we should send another staff member with her. A motion was made by Mr. Gallagher and seconded by Mrs. Clifford that the library allow them to attend this seminar with the library paying all reasonable expenses, including lodging for one night. Unanimously approved by the board.

Copy Machine (3M Co.):

John Lehman is interested in purchasing our 3M copier for \$150.00. After discussion, a motion was made by Mr. Gallagher and seconded by Dr. Fletcher to have a repair man give us an estimate on repairing and resurrecting this machine for our own use. At the librarian's discretion, if the repair costs are reasonable, it should be repaired. If costs of repair are prohibitive then the possibility of selling the copier should be reconsidered. Unanimously approved by the board.

Shelving:

A motion was made by Mr. Gallagher and seconded by Mrs. Clifford to authorize Mr. Korbelt to purchase additional shelving at a cost of approximately \$600.00. Unanimously approved by the board.

ADMINISTRATION COMMITTEE:Rules and Regulations:

A motion was made by Mr. Gallagher and seconded by Dr. Fletcher that the revised Rules and Regulations governing the operation of the Bellwood Public Library dated March, 1973 be approved as submitted. Unanimously approved by the board.

By-Laws:

A motion was made by Mr. Gallagher and seconded by Dr. Fletcher to adopt the revised By-Laws of the Board of Directors dated March, 1973. A roll call vote was called for. Mrs. Berge, aye - Mrs. Clifford, aye - Dr. Fletcher, aye - Mr. Gallagher, aye - Mrs. Kaiser, aye. Unanimously approved by the board.

PERSONNEL:

Mrs. Shirley Snyder was told when hired (7-24-72) that she would be reviewed after six months employment. She was hired as Library Asst., Library Experience, zero years, at a rate of \$2.79 per hour. Mr. Korbelt requested a change in classification to Library Asst., Library Experience, 2 years, at a rate of \$2.95 per hour. A motion was made by Mrs. Berge and seconded by Mr. Gallagher that this reclassification be approved effective May 1, 1973 with a January anniversary date for any future increases. Unanimously approved by the board.

Miss Denise Modrow will continue to work for us full time and will not be going to school in the fall. Mr. Korbelt requested a change in her classification from Library Asst., BPL training as a page, zero years, at \$2.34 per hour to Library Asst., BPL training as a page, 3 years, at a rate of \$2.84 per hour. This request has been referred to the Administration Committee to be brought up again at the April meeting.

BUILDING AND GROUNDS COMMITTEE:

We have received a notice from Rollins Burdick Hunter Co. that our boiler insurance with the Hartford Steam Boiler Co. is up for renewal on May 18, 1973 for a 3 year period. A motion was made by Dr. Fletcher and seconded by Mr. Gallagher to renew this policy for the annual sum of \$69.00. Unanimously approved by the board.

Landscaping:

We have been retaining the firm of Cali & Cescolini for our grounds maintenance for the sum of \$100.00 per month. They have informed us that the price will remain the same for the 1973 season. We have also received a proposal from the Shamrock Lawn Service for maintenance at a cost of \$90.00 payable every 4 weeks. A motion was made by Mr. Gallagher and seconded by Dr. Fletcher, that in view of the excellent service we have received in the past, we renew our contract with Cali & Cescolini for the sum of \$100.00 per month for the 1973 season. Unanimously approved by the board.

PUBLIC RELATIONS AND LEGISLATION: No report

FINE ARTS COMMITTEE: No report

The name of this committee to be changed to Planning and Development Committee with the adoption of the new By-laws.

LIBRARY SYSTEMS: No report

UNFINISHED BUSINESS:

As per our vote at the February meeting, we have had our library insurance policy package increased to \$400,000.00 at a premium increase of \$329.00, an additional \$14,000.00 coverage on personal effects with an additional premium of \$50.00 and an additional \$110,000.00 coverage in regards the library floater for a premium increase of \$444.00. This makes the total annual premium for our insurance package \$2,682.00 at inception.

NEW BUSINESS:

Suburban Trustees Organization:

The next meeting will be held on March 29th at the Palatine Library. This will be a group discussion type of meeting with various topics of general interest to the group being covered.

A motion was made by Mr. Gallagher to close the meeting and President Kaiser declared the meeting adjourned at 11:20 P.M.

Respectfully submitted,

Katherine Clifford, Secretary

Katherine A. Clifford