

MINUTES OF THE DECEMBER 18, 1974 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 8:20 P.M. on Wednesday, December 18, 1974 in the library meeting room. Present were Mrs. Kaiser, Mrs. Bergo, Mr. Katusic, Mr. Gallagher and Mrs. Clifford. Mr. Kirkel and Dr. Fletcher were absent. Mr. Korbel was also in attendance.

The minutes of the November 20th meeting were read. A motion was made by Mrs. Bergo and seconded by Mrs. Clifford that the minutes be approved as presented. Unanimously approved by the board.

The Financial Report for the month of November, 1974 was submitted. A motion was made by Mrs. Kaiser and seconded by Mrs. Clifford that the report be accepted as read. Unanimously approved by the board.

The Comparative Statement of Budget and Expenditures for the month of November, 1974 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. 253 in the amount of \$3,398.26
No. 253A in the amount of \$8,730.62

A motion was made by Mrs. Kaiser 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. A roll call vote was taken: Mr. Katusic, aye - Mr. Gallagher, aye - Mrs. Clifford, aye - Mrs. Bergo, aye - Mrs. Kaiser, aye. Unanimously approved by the board.

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

WORKING BUDGET CHANGES:

A motion was made by Mrs. Bergo and seconded by Mrs. Kaiser that we adopt, as presented, the revised working budget for the remainder of the 74-75 fiscal year. A copy of this revised budget is included as part of these minutes. A roll call vote was taken: Mrs. Kaiser, aye - Mrs. Clifford, aye - Mr. Katusic, aye - Mrs. Bergo, aye - Mr. Gallagher, aye - Unanimously approved by the board.

BUILDING FUND ACCOUNT:

A motion was made by Mrs. Kaiser and seconded by Mrs. Clifford that we establish a building fund account in accordance with Chapter 81, Section 5-8 of the Illinois Revised Statutes. Unanimously approved by the board.

A motion was made by Mrs. Bergo and seconded by Mrs. Kaiser that we deposit \$10,000.00 in the new building fund account established above. A roll call vote was taken: Mrs. Clifford, aye - Mr. Katusic, aye - Mrs. Bergo, aye - Mrs. Kaiser, aye - Mr. Gallagher, aye - Unanimously approved by the board.

A motion was made by Mrs. Bergo and seconded by Mrs. Kaiser that this building fund account of \$10,000.00 should be deposited in the form of a one year certificate of deposit. Unanimously approved by the board.

SPECIAL BUILDING FUND:

A motion was made by Mrs. Kaiser and seconded by Mrs. Clifford that the funds received from the sale of library bonds be deposited as follows:

1. \$5,000.00 checking account, Bank of Hillside
2. \$15,000.00 savings account, Bank of Hillside
3. \$75,000.00 certificates of deposit, 1st Federal Savings Westchester

Unanimously approved by the board.

COMMUNICATIONS:

We have received a donation of \$20 from the Memorial Park Senior Citizens Group to help defray the cost of converting the Eugene Cernan films from 16mm to 8mm.

LIBRARY DIRECTORS REPORT:

The Library Directors Report for the month of November, 1974 was received and placed on file.

ADMINISTRATION COMMITTEE:

A motion was made by Mrs. Bergo and seconded by Mrs. Clifford that the revised salary schedule, reflecting a 5% cost of living increase, be accepted and put into effect January 1, 1975. A roll call vote was taken: Mr. Gallagher, aye - Mrs. Kaiser, aye - Mrs. Clifford, aye - Mr. Katusic, aye - Mrs. Bergo, aye - Unanimously approved by the board.

A motion was made by Mrs. Bergo and seconded by Mrs. Kaiser that Marjorie Daugherty be changed in category to Step 4 B.A. Children's Librarian at a rate of \$8,952.00 per year (\$4.30 hourly). Unanimously approved by the board.

Holiday Schedule: A motion was made by Mrs. Bergo and seconded by Mrs. Clifford that the proposed Holiday Schedule (copy included as part of these minutes) be adopted for 1975. Unanimously approved by the board.

BUILDING AND GROUNDS:

A motion was made by Mrs. Clifford and seconded by Mr. Katusic to renew our service contract with Powers Regulator Co. for the sum of \$367.00. Unanimously approved by the board.

PLANNING AND DEVELOPMENT:

The library bonds have been sold to the 1st National Bank of Chicago. Interest rate 6,66644% (\$48,316.90) with a 1986 retirement.

LIBRARY SYSTEMS:

There will be a meeting January 9th at system headquarters at 7:30 P.M. covering library funding.

UNFINISHED BUSINESS:

Survey: Mr. Korbel submitted a proposed survey sheet for board consideration. After some discussion it was decided to proceed with this survey in line with this sheet and the changes suggested. A copy of the survey questions and procedures are included as part of these minutes:

NEW BUSINESS:

A motion was made by Mrs. Bergo and seconded by Mr. Katusic that a letter be sent to Mr. Leo Kirkel requesting either attendance at board meetings or resignation. Unanimously approved by the board.

The board secretary was asked to send Christmas cards to all library staff over the board signature.

A motion was made by Mr. Katusic and seconded by Mrs. Bergo that in accordance with guidelines received from our accounting firm and to alleviate storage problems, we begin a systematic disposal of records. It was decided to keep the last 8 years complete. All original building records will be kept and all minutes will be retained. Unanimously approved by the board.

A motion to close the meeting was made by Mrs. Bergo and President Gallagher declared the meeting adjourned at 10:30 P.M.

Respectfully submitted:

Adeline Bergo
Adeline Bergo, Secretary

PROPOSAL

HOLIDAY SCHEDULE - 1975

Wed.	Jan. 1	New Year's Day
Wed.	Feb. 12	Lincoln's Birthday
Fri.	May 30	Memorial Day *
Sat.	May 31	Closed
Fri.	July 4	Independence Day
Mon.	Sept. 1	Labor Day
Tues.	Nov. 11	Veteran's Day *
Thurs.	Nov. 27	Thanksgiving
Wed.	Dec. 24	Christmas Eve
Thurs.	Dec. 25	Christmas Day
Wed.	Dec. 31	New Year's Eve
		One Floating Day

* depending on state legislature

SURVEY PROCEDURES

The sample will be 1% (220) of the population.

Selection will be random.

Four containers will be used:

First - contains numbers 000, 100 etc thru 1100.

Second - contains numbers 2200, 2300 etc. thru 5400.

Third - contains numbers 0 thru 6.

Fourth - also contains numbers 0 thru 9.

We draw a number out of each of the first two containers. Using a numbered map, this gives us the exact block. Drawing one number from each of the last two cans gives us the house:

Example: 3700 & 400 also 1 & 3.

These translate into 413 Bellwood Ave.

If an address does not exist or no one is home, then use the closest home on the right and if no one is home or it is the end of the block, the closest home on the left.

1. Have you ever used a library? yes ___ no ___
2. When was the last time (to the closest year) that you used any kind of library? check one:
___ 0-1 yrs. ___ 2-5 yrs. ___ 6-10 yrs. ___ 10-20 yrs.
___ 20 yrs. and over
3. When you last used a library, did you come in ___ or call ___?
4. For what purposes have you used a library?
to ask a question ___ check out a book ___ borrow a magazine ___
borrow a record ___ film ___ slides ___ projector ___
other _____
5. Would you ever use a library again? ___ yes ___ no
6. If no, why not? _____
7. Did you ever use the Bellwood Library? yes ___ no ___
8. Do you have a current library card from the Bellwood Library? yes ___ no ___
9. Is someone in your family currently a registered card holder at the Bellwood Library? yes ___ no ___
10. If yes, who? _____
11. If you have used the Bellwood Library, do you see any area for improvement, or some service started, or service upgraded, or service discontinued?

12. Do you currently purchase:
___ book clubs ___ magazines ___ newspapers ___ paper-
backs,
13. How long have you lived in Bellwood? _____ Years.