

MINUTES OF THE JUNE 18, 1975 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 8:10 P.M. on Wednesday, June 18, 1975 in the library meeting room. Present were Mrs. Kaiser, Mrs. Bergo, Miss Olson, Mrs. Clifford, Dr. Fletcher, Mr. Gallagher and Mr. Korbel. Mr. Katusic was absent.

The minutes of the May 21, 1975 Annual and Regular meetings were read. A motion was made by Mrs. Kaiser and seconded by Mrs. Clifford that these minutes be approved as submitted. Unanimously approved by the board.

The Financial Report for the month of May, 1975 was submitted. A motion was made by Miss Olson and seconded by Mrs. Bergo that the report be approved as presented. Unanimously approved by the board.

The Comparative Statement of Budget and Expenditures for the month of May, 1975 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. 259 in the amount of \$7,806.49
No. 259A in the amount of \$10,610.32

A motion was made by Mrs. Bergo 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: Mrs. Clifford, aye - Mrs. Bergo, aye - Dr. Fletcher, aye - Mrs. Kaiser, aye - Miss Olson, aye - Mr. Gallagher, aye. Unanimously approved by the board.

Mr. Katusic arrived to attend the meeting at 8:30 P.M.

The Special Building Fund Financial Report for the month of May, 1975 was presented. A motion was made by Mrs. Bergo and seconded by Miss Olson that the report be accepted as read. Unanimously approved by the board.

Special Building Fund Report of Bills #SBF-4, copy of which is included as part of these minutes was presented. A motion was made by Mrs. Bergo 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: Mrs. Clifford, aye - Mrs. Bergo, aye - Dr. Fletcher, aye - Miss Olson, aye - Mrs. Kaiser, aye - Mr. Katusic, aye - Mr. Gallagher, aye - Unanimously approved by the board.

A motion was made by Mrs. Bergo and seconded by Dr. Fletcher that funds in the amount of \$14,000.00 be transferred from the savings account to the checking account at the Bank of Hillside. Unanimously approved by the board.

A motion was made by Mrs. Clifford and seconded by Mrs. Olson that the contents of the safety deposit box at the Melrose Park National bank be transferred to a deposit box at the Bank of Bellwood. Unanimously approved by the board.

COMMUNICATIONS:

We have received an application for use of the meeting room from the Bellwood Garden Club for the first Mondays of the month from 10 A.M. to 3 P.M. starting September, 1975 and running until May, 1976. A motion was made by Mrs. Bergo and seconded by Mrs. Clifford that this request be approved at the usual charge of \$2.00 per meeting. Unanimously approved by the board.

Approval for meetings of the BiCentennial Commission every 4th Thursday at 7:30 P.M. starting June 26th was given. Mrs. Kaiser will attend the first meeting as library representative.

We have received information concerning our participation in the July 4th parade. It will begin at 1:00 P., and the covered wagon will be featured as the library entry.

LIBRARY DIRECTORS REPORT:

The Library Directors Report for the month of May, 1975 was received and placed on file.

Sandra Rocha left our employ as a page effective May 23, 1975.

Mrs. Truchan has just undergone surgery and Mr. Korbelt requested an extension of 10 days on her sick leave in light of her long employment and the fact that she has previously never used her allotted sick leave. A motion was made by Mr. Katusic and seconded by Dr. Fletcher that a total of 10 days extension on sick leave be granted to Mrs. Truchan. Unanimously approved by the board.

The board was informed that we have opened a charge account at Kroch's and Brentano's with Kathy Zygowicz, Joan Shotola, Margie Daugherty, Chris Thompson and Al Korbelt as signers.

Mr. Korbelt suggested consider the purchase of a new announcement board glass enclosed, with movable letters to list library events and notices.

BUILDING AND GROUNDS COMMITTEE:

Mr. Gallagher has asked this committee to look into costs for our maintenance contracts for heating and air conditioning. These present contracts expire in December and pricing should be obtained from some alternate companies for presentation at the October board meeting.

PLANNING AND DEVELOPMENT COMMITTEE:

A letter addressed to D. R. Wager Co. was read, giving notice to proceed with construction according to the original bid less deductible items from the list submitted at the meeting of May 21, 1975. Signing of the contract will be withheld until such time as firm price is received. Completion time will remain as stated, September 30, 1975. A motion was made by Mr. Katusic and seconded by Miss Olson that this letter be sent as read. Unanimously approved by the board.

OLD BUSINESS:

Mr. Gallagher made the following committee appointments:

FINANCE - A. Bergo, Chairman - K. Clifford - T. Katusic
ADMINISTRATION - H. Olson, Chairman - R. Kaiser - J. Fletcher
BLDG. & GRDS. - T. Katusic, Chairman - A. Bergo - H. Olson
PUBLIC RELATIONS
& LEGISLATION - J. Fletcher, Chairman - A. Bergo - K. Clifford
LIBRARY SYSTEMS - K. Clifford, Chairman - R. Kaiser - J. Fletcher
PLANNING AND
DEVELOPMENT - R. Kaiser, Chairman - H. Olson - T. Katusic

NEW BUSINESS:

The bids for shelving due by June 2, 1975 were opened by President Gallagher and tabulated as follows:

Remington Rand	\$4,450.00
A. Wilson Co.	\$4,715.00
B. Peterson Assoc.	\$5,300.00

A motion was made by Mr. Katusic and seconded by Miss Olson that the bid from A. Wilson Co. for \$4,715.00 be accepted. A roll call vote was taken: Mrs. Bergo, aye - Mrs. Clifford, aye - Dr. Fletcher, aye - Mr. Katusic, aye - Mrs. Kaiser, aye - Miss Olson aye - Mr. Gallagher aye. Unanimously approved by the board. It was felt that based on past performance and experience with Remington Rand that the lowest bid was not the most responsible bid.

A motion to adjourn was made by Mr. Katusic and seconded by Miss Olson. President Gallagher declared the meeting closed at 10:30 P.M.

Respectfully submitted,

Adeline C. Bergo
Adeline C. Bergo,
Secretary

VILLAGE OF BELLWOOD - LIBRARY SPECIAL BUILDING FUND

Report of Bills - June, 1975

PRESIDENT & BOARD OF DIRECTORS: The following bills approved by the Finance Committee for payment are to be paid out of the respective funds of the Bellwood Public Library

<u>DUE TO</u>	<u>FOR</u>	<u>AMOUNT</u>	<u>VOUCHER</u>
Chapman & Cutler	Professional Fees	75.00	1009
Perkins & Will	Professional Fees	<u>3,230.40</u>	1010
	<u>TOTAL</u>	<u>\$3,305.40</u>	

APPROVED: _____

VILLAGE OF BELLWOOD - LIBRARY SPECIAL BUILDING FUND

FINANCIAL REPORT - June, 1975

Balance per books, checking account, June 1, 1975	\$ 73.38
DEPOSITS:	
Transfer of Funds from C.D. #1703	<u>5,000.00</u>
	\$5,073.38
Disbursements for June, 1975 #SBF-4	<u>3,305.40</u>
	\$1,767.98 ✓

BANK RECONCILIATION

Balance per checking account bank statement	\$1,767.98 ✓
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<u>SAVINGS ACCOUNTS:</u>	<u>OPENING BALANCE</u>	<u>DEPOSITS OR (WITHDRAWALS)</u>	<u>CLOSING BALANCE</u>	
Bank of Bellwood	1,731.25	140.50 ** 99.22	1,970.97	
Bank of Bellwood	30,000.00	(5,000.00)	25,000.00 *1	
Bank of Bellwood	<u>50,000.00</u>		<u>50,000.00</u> *2	
	\$81,731.25	<u>(4,760.28)</u>	\$76,970.97	<u>76,970.97</u>

<u>GRAND TOTAL</u>	<u>\$78,738.95</u>
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- *1 - Cert. of Dep. matures 7-17-75
- *2 - Cert. of Dep. matures 7-8-75
- ** = Interest

Treasurer

LIBRARY BOARD MEETING AGENDA - - JUNE 18, 1975

1. Call to order
2. Roll call
3. Reading of minutes - May 21, 1975
4. Review or revision of Agenda as appropriate
5. Finance Committee Reports
 - A. Financial Report - May, 1975
 - B. Comparative Statement - May, 1975
 - C. Reports of Bills #259 and 259A
 - D. Financial Report - Special Building Fund, May, 1975
 - E. Report of Bills #SBF-4 - Special Building Fund
 - F. Transfer of funds
 - G. Transfer safety box to Bank of Bellwood
6. Communications
7. Library Directors Report, May, 1975
 - A. Personnel
 - B. Charge account - Kroch's & Brentano's
8. Other Committee Reports
 - A. Administration
 - B. Building and Grounds
 1. Railing at front entrance
 2. Maintenance contracts Powers & McCarty expire Dec., 1975
 - C. Planning and Development
 - D. Public Relations & Legislation
 - E. Library Systems
9. Old Business
 - A. Committee appointments
10. New Business
11. Adjournment

A motion was made by Mr. Katusic and seconded by Miss Olson that the library appropriate \$20 for Mr. Korbel to attend the Bellwood Chamber of Commerce Golf Outing and Dinner on Thursday, August 7th. Unanimously approved by the board.

ADMINISTRATION COMMITTEE:

Mr. Korbel requested that the committee set up a meeting date to discuss personnel and the inclusion of dental coverage in our present hospitalization policy. ~~coverage.~~

BUILDING AND GROUNDS:

The Board was informed that our present hot water heater had to be replaced and that a new one has been purchased and installed by Mr. Christiansen.

An additional three sections of shelving has been added to our present order with A. Wilson Co. so that books may be shelved during the break-~~ing~~down of the West wall and while construction is still under way.

Mr. Korbel proposed a track lighting installation in the new reading area. This would consist of 24' of track and 8 fixtures. The approximate cost for this proposal would be \$200. It was decided that this matter should wait until our present construction is nearly completed and if funds are available for this lighting then it will be acted upon by the board. This will be discussed again at the September meeting.

PLANNING AND DEVELOPMENT:

Copies of a memo from Perkins and Will and a letter from DRW Co. were given to the board. A motion was made by Mr. Katusic and seconded by Miss Olson that we accept the proposal as stated in the memo from Perkins & Will and expand the construction area on the west side of the building to approximately one foot from the north end of the library at an increased cost of \$6,085.00 (approximate) as contained in DRW's letter to Perkins & Will. A roll call vote was taken: Mr. Gallagher, aye - Mrs. Bergo, aye - Miss Olson, aye - Mrs. Clifford, aye - Mr. Katusic, aye - Unanimously approved by the board.

A motion was made by Mr. Katusic and seconded by Mrs. Clifford that we approve the schedule of proposed cost savings in the amount of \$12,143.00 as put forth in the letter from DRW Co. to Perkins & Will dated July 9, 1975. A roll call vote was taken: Mr. Gallagher, aye - Mrs. Bergo, aye - Miss Olson, aye - Mrs. Clifford, aye - Mr. Katusic, aye - Unanimously approved by the board.

NEW BUSINESS:

A motion was made by Mrs. Bergo and seconded by Mr. Katusic that the August meeting date be changed from August 20th to August 27th. Unanimously approved by the board.

A motion was made by Mr. Katusic to close the meeting and President Gallagher declared the meeting adjourned at 9:30 P.M.

Respectfully submitted,
Adeline Bergo
Adeline Bergo, Secretary