

AGENDA - LIBRARY BOARD MEETING - - AUGUST 27, 1975

1. Call to order
2. Roll call
3. Reading of minutes, July 16, 1975
4. Review or revision of agenda as appropriate
5. Finance Committee Reports
 - A. Financial Report - July, 1975
 - B. Comparative Statement - July, 1975
 - C. Reports of Bills #261 and #261A
 - D. Financial Report - Sepcial Building Fund, July, 1975
 - E. Report of Bills SBF-5
 - F. Transfer of funds
6. Communications
 - A. Hall use - West Suburban Artists Guild
7. Library Directors Report - July, 1975
 - A. Personnel
 - B. Summer Program Report
 - C. Picnic
8. Other Committee Reports
 - A. Administration
 1. Pay Schedule
 - B. Building and Grounds
 1. Parking north side of library building (parkway)
 2. Soft Water Management (heating & cooling system)
 - C. Planning and Development
 - D. Public Relations & Legislation
 - E. Library Systems
9. Old Business
10. New Business
11. Adjournment

MINUTES OF THE AUGUST 27th 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 8:35 P.M. on Wednesday, August 27, 1975 in the library meeting room. Present were Mrs. Bergo, Mrs. Olson, Mrs. Kaiser, Mr. Gallagher, Dr. Fletcher and Mr. Korbel. Mr. Katusic and Mrs. Clifford were absent.

The minutes of the July 16, 1975 meeting were read. A motion was made by Miss Olson and seconded by Mrs. Bergo that the minutes be approved as presented. Unanimously approved by the board.

The Financial Report for the month of July, 1975 was submitted. A motion was made by Mrs. Kaiser and seconded by Dr. Fletcher that the report be approved as read. Unanimously approved by the board.

The Comparative Statement of Budget and Expenditures for the month of July, 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. 261 in the amount of \$3,966.38
No. 261A in the amount of \$10,743.75

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

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

Special Building Fund Report of Bills #SBF-5, copy of which is included as part of these minutes, was presented. A motion was made by Mrs. Bergo and seconded by Mrs. Kaiser 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. Bergo, aye - Miss Olson, aye - Dr. Fletcher, aye - Mrs. Kaiser, aye - Mr. Gallagher, aye - Unanimously approved by the board.

A motion was made by Miss Olson and seconded by Dr. Fletcher that funds in the amount of \$12,000.00 be transferred from the savings account to the checking account at the Bank of Hillside. Unanimously approved by the board.

COMMUNICATIONS:

We have received a request for use of the meeting room from the West Suburban Artists Guild for meetings on the 3rd Thursday of the month from October 16th through May 20th from 7:30 to 11:00 P.M. A motion was made by Mrs. Bergo and seconded by Mrs. Kaiser to approve this request at a charge of \$10 per meeting for the use of the room and

an additional charge of \$10 to be paid directly to the custodian for overtime charges from 9 to 11 P.M. Unanimously approved by the board.

They have also requested use of the meeting room for their annual Art Exhibit and Tea on Saturday, November 11th with the exhibit to continue for the following week. A motion was made by Mrs. Bergo and seconded by Mrs. Kaiser that this request also be approved with no charge being made for the use of the meeting room for their tea with the exception of \$10 to be paid directly to the custodian for overtime charges from 3 to 5 P.M. Unanimously approved by the board.

LIBRARY DIRECTORS REPORT:

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

Paulette Smolen, Lynda Krynicki and Susan McCormick have been hired as pages effective this month. Rene Dobkowski was hired as a page and then terminated.

Mr. Korbelt informed the board as to the plans for the Community Day Picnic to be held Tuesday, September 9th at Stevenson Park. This is a community effort with the park district, chamber of commerce and other local groups contributing time, money or products. Library expenses from the adult program fund will cover the cost of the band, printing, cake, coffee, etc. Approximately \$500 for the band but we have received \$300 from the Chamber of Commerce and \$100 from the Kiwanis to help defray costs. Merchants are donating food at cost and we are hopeful that the Village will contribute some funds.

Mr. Korbelt requested early closing of the library on the day of the picnic to release employees to assist in the booths where needed. A motion was made by Mrs. Bergo and seconded by Mrs. Kaiser that the library be closed at 5 P.M. on Tuesday, September 9th to help at the picnic grounds. Unanimously approved by the board.

ADMINISTRATION COMMITTEE:

At a recent meeting of the Administration Committee a new pay schedule for Adult Librarians was worked out. Copies of this salary schedule were passed to each member. A motion was made by Miss Olson and seconded by Mrs. Kaiser that the recommendations of the committee be approved and the new salary schedules for Adult Librarians be accepted as of August 16th, 1975. Unanimously approved by the board upon the following roll call vote: Mrs. Bergo, aye - Miss Olson, aye - Dr. Fletcher, aye - Mrs. Kaiser, aye - Mr. Gallagher, aye.

A motion was made by Miss Olson and seconded by Mrs. Kaiser that as of August 16th the following salaries be effective with the anniversary date for these employees to be May 1st of each year. *A roll*

Marjorie Daugherty to step 5 of the new schedule	(\$463.00)
Kathryn Zygowicz to Step 2 of the new schedule	(429.00)
Joan Shotola to Step 3 of the new schedule	(\$5.30 per hr)

A roll call vote was taken: Mrs. Bergo, aye - Miss Olson, aye - Dr. Fletcher, aye - Mrs. Kaiser, aye - Mr. Gallagher, aye. Unanimously approved by the board.

BUILDING AND GROUNDS COMMITTEE:

A letter has been sent to the village requesting permission to increase our parking facilities by paving the parkway on the north side of the building for diagonal parking.

We have received a quotation for water treatment and equipment for our heating and air conditioning unit to prevent rust and mineral deposits from slowly destroying this equipment. We have been using some chemicals in the past but the supplier is no longer satisfactory. The Vulcan Laboratories propose to furnish chemicals and a pump and periodic checks for the sum of \$412.45. A motion was made by Mrs. Kaiser and seconded by Miss Olson that the recommendations as contained in Vulcans proposal be accepted for the sum mentioned. Unanimously approved by the board.

A motion was made by Miss Olson that the meeting be closed and President Gallagher declared the meeting ajourned at 9:50 P.M.

Respectfully submitted,

Adeline Bergo
Adeline Bergo, Secretary

VILLAGE OF BELLWOOD - LIBRARY SPECIAL BUILDING FUND

Report of Bills - August, 1975

PRESIDENT AND 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>VOUCH</u>
Perkins and Will	Professional Fees	\$963.92	1011
		<u>TOTAL</u>	<u>\$963.92</u>

APPROVED: _____

VILLAGE OF BELLWOOD - LIBRARY SPECIAL BUILDING FUND

FINANCIAL REPORT - Aug., 1975

Balance per books, checking account, August 1, 1975	\$ 1,767.98
DEPOSITS:	
From Cert. of Dept. #1760 \$10,000.00	<u>10,000.00</u>
	\$11,767.98
Disbursements for August - SBF-5	<u>963.92</u>
	\$10,804.06 ✓

BANK RECONCILIATION

Balance per checking account bank statement \$10,804.06 ✓

<u>SAVINGS ACCOUNTS:</u>	<u>OPENING BALANCE</u>	<u>DEPOSITS OR (WITHDRAWALS)</u>	<u>CLOSING BALANCE</u>	
Bank of Bellwood	2,934.51	15,000.00	18,059.51	
		125.00**	-0-	*1
Bank of Bellwood	25,000.00	(25,000.00)	50,000.00	*2
Bank of Bellwood	<u>50,000.00</u>	<u> </u>	<u>68,059.51</u>	
	\$77,934.51	(\$9,875.00)	\$68,059.51	<u>68,059.51</u>
			<u>GRAND TOTAL</u>	<u>\$78,863.57</u>

*1 - Closed 8-18-75 (\$15,125.00 to savings, \$10,000.00 to checking)

*2 - C.D. matures 9-6-75

** = Interest

Treasurer