

AGENDA - LIBRARY BOARD MEETING

NOVEMBER, 1975

1. Call to order
2. Roll call
3. Reading of minutes - October 15, 1975
4. Review or Revision of Agenda as appropriate
5. Finance Committee Reports
  - A. Financial Report - Oct., 1975
  - B. Comparative Statement - Oct., 1975
  - C. Reports of Bills #264 and 264A
  - D. Financial Report - Special Building Fund - Oct., 1975
  - E. Report of Bills - SBF-8
  - F. Transfer of funds
6. Communications
  - A. Hall use - Westsider's 3's (Citizens Band Club)
7. Library Directors Report - Oct., 1975
  - A. Personnel
  - B. IBM Selectric typewriter (self correcting)
8. Other Committee Reports
  - A. Administration
  - B. Building and Grounds
    1. Bids for change-over of present air conditioning system
    2. Quotations on maintenance of heating and air cond. systems
    3. Cancellation of Powers Regulator contract
  - C. Planning and Development
    1. Change order approval
  - D. Public Relations and Legislation
  - E. Library Systems
9. Old Business
10. New Business
  - A. Christmas cards from Board of Directors
11. Adjournment



MINUTES OF THE NOVEMBER 19, 1975 MEETING  
OF THE BOARD OF DIRECTORS OF THE BELLWOOD LIBRARY

The regular meeting of the Board of Directors of the Bellwood Public Library was called to order at 8:05 P.M. on Wednesday, November 19, 1975 in the library meeting room. Present were Mr. Gallagher, Mrs. Clifford, Miss Olson, Mr. Katusic, Dr. Fletcher, and Mr. Korbel. Mrs. Bergo and Mrs. Kaiser were absent.

The minutes of the October 15, 1975 meeting were read. A motion was made by Miss Olson and seconded by Dr. Fletcher that the minutes be approved as presented. Unanimously approved by the board.

The Financial Report for the month of October, 1975 was submitted. A motion was made by Mrs. Clifford and seconded by Mr. Katusic to approve the report as read. Unanimously approved by the board.

The Comparative Statement of Budget and Expenditures 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. 264 in the amount of \$4606.96  
No. 264A in the amount of \$11,284.34

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

(note: Mrs. Kaiser arrived to attend the meeting at 8:15 and Mrs. Bergo arrived at 8:20)

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

Special Building Fund Report of Bills #SBF-8, copy of which is included as part of these minutes, was presented. A motion was made by Mrs. Clifford 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. Clifford, aye - Miss Olson, aye - Mrs. Kaiser, aye - Mr. Katusic, aye - Dr. Fletcher, aye - Mrs. Bergo, aye - Mr. Gallagher, aye - Unanimously approved.

A motion was made by Mrs. Kaiser and seconded by Miss Olson that funds in the amount of \$13,000.00 be transferred from the savings account at 1st Federal Savings of Westchester to the checking account at the Bank of Hillside. Unanimously approved by the board.

COMMUNICATIONS:

We have received a request for use of the Library Meeting Room from a group called the Westsider's 3's, a citizens band hobby club, for

the 1st and 3rd Tuesdays of the month through May, 1976. A motion was made by Mrs. Bergo and seconded by Mrs. Kaiser that this application be approved at a charge of \$10 per meeting. Unanimously approved by the board.

We have received an application from the Women's Auxilliary of the Church of God to allow them the use of the meeting room on December 12th from 9:00 to 12:30 to conduct a Christmas Bazaar and Bake Sale. This is a small church with no facilities of their own and they are in need of help to raise funds. A motion was made by Mrs. Kaiser and seconded by Miss Olson that we allow them to use the meeting room on a no charge basis. This motion was passed over one nay vote.

We have received notification from the I.L.D.A. that we did not win the All Star Library Award along with a suggestion that we try again next year.

LIBRARY DIRECTORS REPORT:

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

Mr. Korbelt informed the board that Miss Kathryn Zygowicz left our employ as of November 15, 1975 to take a position as reference librarian at the Villa Park Library.

Mr. Korbelt discussed the possibilities of renting an IBM selectric self-correcting typewriter. The cost would be \$28 per month with 1/2 going toward eventual purchase and 1/2 for insurance and service. The purchase price is \$693 and 50% of this price is the cut-off point for purchase. Further checking will be done into the exact terms of the contract and an additional report will be made at the next meeting.

BID OPENING - Air Conditioning System Remodeling

Secretary, Adeline Bergo, opened the sealed bids received for the remodeling of our existing air conditioning system from water cooled to air cooled.

Tri-Heating - Bellwood, Ill. - dated November 19, 1975

D. R. W. Inc. - DesPlaines, Ill. - dated November 17, 1975

Since the stipulated time for submission of bids was no later than November 15, 1975, neither bid could be considered valid.

Due to a possible conflict with our present construction that has recently been called to our attention, it will become necessary to hold all further bidding in abeyance until a legal opinion can be secured regarding guarantees and contracts.

MAINTENANCE CONTRACT - 1976

We have received two quotations for maintenace of our heating and air conditioning equipment. Ideal Heating and Sheet Metal of Addison, Illinois has quoted \$1,890.00 and McCarty Bros., Inc. of Broadview, Illinois has quoted \$1,624.00. A motion was made by Mrs. Kaiser and

seconded by Mr. Katusic that we accept McCarty's quotation with the understanding that if we proceed with the remodeling of the air conditioning equipment the total amount is subject to pro-rating based on the number of months the new equipment is installed. Unanimously approved by the board.

A motion was made by Miss Olson and seconded by Mrs. Kaiser that we do not renew our contract with Powers Regulator Co. for maintenance of the air controls and related equipment since this now included in our maintenance agreement with McCarty Bros., Inc. Unanimously approved by the board.

Dr. Fletcher left the meeting at 9:50 P.M.

PLANNING AND DEVELOPMENT COMMITTEE:

Change Order #2 has been submitted in the amount of \$424.00 to enclose the beams in the new addition. A motion was made by Mrs. Kaiser and seconded by Miss Olson to approve this change order. Unanimously approved by the board.

Change Order covering Fire Exit Door in Northwestern section of the building: A motion was made by Mrs. Kaiser and seconded by Mr. Katusic that the window fronting on Washington Blvd. be utilized for this fire exit with a custom door covering the entire area and to be so constructed as to be as pleasing as possible. The contractor will be asked to submit a price for this work. The Planning and Development Committee shall be empowered to approve the change order for this work when submitted. Unanimously approved by the board.

NEW BUSINESS:

The board authorized the secretary to purchase and mail Christmas Cards extending their best wishes for the holidays to the staff.

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

Respectfully submitted,

*Adeline Bergo*  
Adeline Bergo, Secretary

Note: 1017 voided

No. SBF-8

VILLAGE OF BELLWOOD - LIBRARY SPECIAL BUILDING FUNDS

Report of Bills - November, 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>VOUCHER</u>
D.R.W. Co.	Building Construction	<u>\$23,315.00</u>	1014

Note: This check issued October 23rd

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E.C. Boege & Assoc.	Contingent	317.00	1015
Lane Creative Awards	Contingent	264.75	1016
A. Wilson Co.	Building Equipment	<u>268.29</u>	1018

NOVEMBER TOTAL

\$850.04

APPROVED: \_\_\_\_\_  
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VILLAGE OF BELLWOOD - - - SPECIAL BUILDING FUNDS

FINANCIAL REPORT - Nov., 1975

Balance per books, checking account, Nov. 1, 1975	\$ 839.28
DEPOSITS:	
From Cert. of Dept. #1794	<u>40,000.00</u>
	\$40,839.28
Disbursements for November #SBF-8	<u>850.04</u>
	\$39,989.24

BANK RECONCILLIATION

Balance per checking account bank statement \$39,989.24

<u>SAVINGS ACCOUNTS:</u>	<u>OPENING BALANCE</u>	<u>DEPOSITS OR (WITHDRAWALS)</u>	<u>CLOSING BALANCE</u>	
Bank of Bellwood	9,059.51	10,000.00	19,559.51	
		500.00 **		
Bank of Bellwood	<u>50,000.00</u>	<u>(50,000.00)</u>	<u>-0-</u> *	
	\$59,059.51	(\$39,500.00)	\$19,559.51	<u>19,559.51</u>
			<u>GRAND TOTAL</u>	<u>\$59,548.75</u>

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TREASURER

\* - Certificate of deposit matured 11-6-75

\*\* - Interest