

AGENDA - - - LIBRARY BOARD MEETING

January 21, 1976

1. Call to order
2. Roll call
3. Reading of minutes - December 15, 1975
4. Review or revision of agenda as appropriate
5. Finance Committee Reports
 - A. Financial Report, Dec. 1975 and SBF Financial Report, Dec., 1975
 - B. Comparative Statement - December, 1975
 - C. Reports of Bills #266, 266A and SBF-10
 - D. Transfer of funds
6. Communications:
 - A. Hall use
 1. Helping Hand Organization
 2. Transcendental Meditation Lecture
7. Library Directors Report - December, 1975
 - A. Personnel
8. Other Committee Reports
 - A. Administration
 1. Holiday Schedule, 1976
 - B. Building and Grounds
 1. Steam Coil update
 2. Alarm System
 - C. Planning and Development
 - A. Change orders
 1. #5 railing
 2. Fire corrections
 3. #10 Storage Room
 4. #11 Door changes
 5. #12 New door
 - D. Public Relations and Legislation
 - E. Library Systems
9. Old business
10. New business
 - A. Chamber of Commerce Installation Dinner - 2-21 - Serritellas
\$18.50 per person
11. Adjournment



MINUTES OF THE JANUARY 21, 1976 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 8:15 P.M. on Wednesday, January 21, 1976 in the library meeting room. Present were Mrs. Clifford, Miss Olson, Mrs. Bergo, Mr. Gallagher and Mr. Korbel. Dr. Fletcher, Mrs. Kaiser and Mr. Katusic were absent.

The minutes of the December 15, 1975 meeting were read. A motion was made by Miss Olson and seconded by Mrs. Clifford to accept the minutes as presented. Unanimously approved by the board.

The Financial Reports for both General Funds and Special Building Funds were submitted. A motion was made by Mrs. Bergo and seconded by Mrs. Clifford that these reports be approved as read. Unanimously approved by the board.

The Comparative Statement of Budget and Expenditures for the month of December, 1976 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:

#266 in the amount of \$2,273.45
#266A in the amount of \$10,749.63
#SBF-10 in the amount of \$20,404.00

A motion was made by Mrs. Bergo and seconded by Miss Olson 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. Gallagher, aye - Mrs. Bergo, aye - Mrs. Clifford, aye - Miss Olson, aye. Unanimously approved.

A motion was made by Mrs. Clifford and seconded by Mrs. Bergo to transfer \$12,000.00 from the 1st Federal Savings of Westchester to the checking account at the Bank of Hillside. Unanimously approved by the board.

COMMUNICATIONS:

We have received an application for use of the meeting room from the Helping Hand Organization for the 1st Wednesday of the month from 9:30 to 11:30 A.M. through May. A motion was made by Mrs. Bergo and seconded by Miss Olson to allow them to use the room free of charge. Unanimously approved by the board.

We have received a request for use of the meeting room to present a lecture on Transcendental Meditation by the Bellwood Chapter of this group. A motion was made by Miss Olson and seconded by Mrs. Bergo that we approve this request at no charge. Unanimously approved by the board. The date of this lecture is scheduled for February 24th.

A motion was made by Mrs. Bergo and seconded by Miss Olson that the library donate \$20 to the American Cancer Society as a memorial to Dr. Holly Mitchell and that a letter be sent to the Board of Education expressing our condolences. Unanimously approved by the board.

LIBRARY DIRECTORS REPORT:

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

Personnel: Mr. Korbel requested placement of Christine Thompson in a different job category. She has completed her course at Triton College and will be working for us on a full time basis. The change would be to Library Technical Assistant Step 1 at a rate of \$3.50 per hour. A motion was made by Miss Olson and seconded by Mrs. Bergo that this change be approved effective January 16, 1976. Unanimously approved by the board.

ADMINISTRATION COMMITTEE:

The suggested holiday schedule was presented and a copy is included as part of these minutes: A motion was made by Miss Olson and seconded by Mrs. Bergo that this schedule be approved and that the Columbus Day Holiday be set to co-incide with the school district. Unanimously approved by the board.

BUILDING AND GROUNDS:

Mr. Korbel gave the board updated information on the new steam coil discussed at the December meeting. Due to excessive humidity forming in the library it was necessary to push the supplier for delivery of this item. Some over-time was scheduled and the coil has now been delivered at a cost of \$677.00. A motion was made by Miss Olson and seconded by Mrs. Clifford that the increase of \$177.00 in the cost of the steam coil be approved. Unanimously approved by the board.

Alarm System: We have received a quotation from the Certified Burglar Alarm System Co. for the installation of a fire transmitter and maintenance of same. The cost will be \$100 for the transmitter and a monthly charge of \$12. This is the company that has the contract for the village Fire Department. A motion was made by Miss Olson and seconded by Mrs. Clifford to approve this proposal and have the work done so that we are hooked up directly to the Bellwood Fire Department. Unanimously approved by the board.

We will not be sending notices to the neighbors about the chaining of the parking lot at the present time. They have all been more cooperative about parking in our lot. If the situation should change, we can re-consider chaining of the lot.

PLANNING AND DEVELOPMENT:

Change Order #5A (including cost of railings on change order #5) covers corrections called for in a recent fire inspection. Cost \$250.00

Change Order #11 covers the rehangng and remilling of a door frame which was to reverse the swing of the door in accordance with fire regulations. Cost \$65.00

Change Order #12 covers installation of a door leading from the back work room in to the remodeled garage area to give visual access to this room. Cost \$105.00.

Change Order #9 the installation of a fire exit door through the glass window on the north end of the library which was approved at the Nov. 19, 1975 meeting has been priced at \$1,697.00.

A motion was made by Mrs. Bergo and seconded by Mrs. Clifford that, contingent upon approval by Perkins and Will, these change orders be approved. Unanimously approved by the board.

OLD BUSINESS:

Mr. Korbelt informed the board that according to the copy of the policy we have in our possession, it would appear that the contents of the library are only insured for \$54,000.00. This has been confirmed by a conversation with E. C. Boege, our insurance broker. It has been decided that our insurance picture should be investigated.

EDITED

NEW BUSINESS:

The Chamber of Commerce Installation Dinner will be held on February 21st at Serritellas at a cost of \$18.50 per person. A motion was made by Miss Olson and seconded by Mrs. Bergo that the library purchase two tickets and send Mr. Gallagher and Mr. Korbelt to represent the library. Unanimously approved by the board.

A motion was made by Mrs. Bergo to close the meeting and President Gallagher declared the meeting adjourned at 10:50 P.M.

Respectfully submitted

Adeline Bergo

Adeline Bergo, Secretary

VILLAGE OF BELLWOOD - LIBRARY SPECIAL BUILDING FUNDS

Report of Bills - - January, 1976

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.

Check issued December 23, 1975:

<u>DUE TO</u>	<u>FOR</u>	<u>AMOUNT</u>	<u>VOUCHER</u>
D. R. W. , Inc.	Building Construction	20,404.00	1020

<u>TOTAL</u>	<u>\$20,404.00</u>
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APPROVED: _____

PROPOSED HOLIDAY SCHEDULE - 1976

Thurs.	Jan 1	New Years Day
Thurs.	Feb. 12	Lincoln's Birthday
Sat.	May 29	closed for memorial day weekend
Mon.	May 31	Memorial Day
Mon.	July 5	Independence Day
Mon.	Sept. 6	Labor Day
Mon.	Oct. 11	Columbus Day
Thurs.	Nov. 11	Veteran's Day
Thurs.	Nov. 25	Thanksgiving Day
Fri.	Dec. 24	Christmas Eve
Sat.	Dec. 25	Christmas Day
Fri.	Dec. 31	New Year's Eve
		One Floating Day

VILLAGE OF BELLWOOD - - - SPECIAL BUILDING FUNDS

FINANCIAL REPORT - Jan., 1976

Balance per books, checking account Jan. 1, 1976	\$ 889.24
DEPOSITS:	
Transfer from General Fund	<u>10,000.00</u>
	\$10,889.24 ✓

No disbursements for January

BANK RECONCILIATION

Balance per checking account bank statement	\$10,889.24 ✓
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<u>SAVINGS ACCOUNTS:</u>	<u>OPENING BALANCE</u>	<u>DEPOSITS OR (WITHDRAWALS)</u>	<u>CLOSING BALANCE</u>	
Bank of Bellwood	\$2,559.51	\$ 257.89**	\$2,817.40	<u>2,817.40</u>
			<u>GRAND TOTAL</u>	<u>\$13,706.64</u>

**=Interest

TREASURER