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AGENDA - LIBRARY BOARD MEETING - Feb. 17, 1977

1. Call to order
2. Roll call
3. Reading of minutes - January 19, 1977
4. Review and/or revision of agenda as appropriate
5. Finance Committee Reports
  - A. Financial Report - January, 1977
  - B. Comparative Statement - January, 1977
  - C. Reports of Bills #279 and #279A
  - D. Transfer of funds - \$3,405.00
    1. \$2,300.00 from Westchester savings
    2. \$860.00 from Hillside savings
    3. \$245.00 from Bellwood savings
6. Communications
  - A. Hall use - Red Cross Blood Program
7. Library Directors Report - January, 1977
  - A. Personnel
8. Other committee reports
  - A. Administration
  - B. Building and Grounds
  - C. Public Relations & Legislation
  - D. Planning & Development
  - E. Library systems
9. Old business
  - A. Insurance
    1. Directors liability insurance
10. New business
  - A. Chamber of Commerce Dinner-Dance - Sat., March 5, 1977
  - B. LACONI Dinner - Fri., April 29, 1977
11. Adjournment

MINUTES OF THE FEBRUARY 17, 1977  
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 8:10 P.M. on February 17, 1977 in the library meeting room. Present were Miss Olson, Mrs. Clifford, Mrs. Bergo, Mr. Gallagher and Mr. Korbel. Dr. Fletcher and Mr. Katusic were absent.

The minutes of the January 19, 1977 meeting were read. A motion was made by Miss Olson and seconded by Mrs. Clifford that the minutes be approved as submitted. Unanimously approved by the board.

The Financial Report for the month of January, 1977 was presented. A motion was made by Mrs. Bergo and seconded by Miss Olson that the report be approved as read. Unanimously approved by the board.

The Comparative Statement of Budget and Expenditures for the month of January, 1977 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. 279 in the amount of \$2,054.26  
No. 279A in the amount of \$10,451.19

A motion was made by Mrs. Bergo and seconded by Miss Olson that the President, Secretary and Village Treasurer be authorized to issued voucher checks in payment of the bills presented at this meeting. Mr. Katusic arrived to attend the meeting at 8:15 P.M. A roll call vote was called: Mr. Gallagher, aye, Mrs. Bergo - aye, Mrs. Clifford, aye - Miss Olson, aye - Mr. Katusic, aye. Unanimously approved by the board.

A motion was made by Miss Olson and seconded by Mr. Katusic to transfer funds from savings accounts as listed below to the checking account at the Bank of Hillside.

\$2,300.00 from Westchester savings  
\$ 860.00 from Bank of Hillside savings  
\$ 245.00 from Bank of Bellwood savings

Unanimously approved by the board.

This fund transfer just about depletes our present funds. The possibility of requesting a tax advance from the village was discussed. If new tax monies are not available by the 10th of March it will be necessary for us to approach the village for this advance.

COMMUNICATIONS:

We have received an application for use of the meeting room from the regional office of the Red Cross for a meeting of area blood program chairmen. The date selected is February 24th from 7 to 9 P.M. A motion was made by Miss Olson and seconded by Mrs. Clifford that this application be approved and no charge made. Unanimously approved by the board.

LIBRARY DIRECTORS REPORT:

The Library Directors Report for the month of January, 1977 was received and placed on file.

Personnel: Mr. Alfred Christiansen wishes to semi-retire as of the end of February, 1977. He would still like to work 12 hours a week which would enable him to retain a full social security payment. Mr. Korbel suggested hiring a cleaning service for general library housekeeping and Mr. Christiansen would assume the position of maintenance man. A revised listing of duties for the cleaning service and the maintenance department was presented to the board for approval and a copy is attached to the original minutes. A motion was made by Miss Olson and seconded by Mr. Katusic that as per Mr. Christiansen's request, the board approve his voluntary semi-retirement to a position requiring approximately 12 hours per week. Unanimously approved by the board.

A motion was made by Miss Olson and seconded by Mrs. Clifford that in view of Mr. Christiansen's reduced work week, the structure of the library's housekeeping arrangements will be changed. With the retaining of an outside janitorial service, the position of housekeeper will be abolished as of February 28, 1977. Unanimously approved by the board.

A motion was made by Mr. Katusic and seconded by Miss Olson to obtain bids from cleaning and janitorial services based on the specifications as presented to the board by Mr. Korbel. The Building and Grounds Committee is authorized to approve the hiring of such a service on a temporary basis until the March meeting. Unanimously approved by the board.

A motion was made by Miss Olson and seconded by Mr. Katusic to change the duties of the maintenance department as per the copy attached to the original minutes effective March 1, 1977. Unanimously approved by the board.

A motion was made by Mr. Gallagher and seconded by Miss Olson that the attached resolution be copied and duly executed for presentation to Mr. Christiansen. Unanimously approved by the board.

LIBRARY SYSTEMS:

The Suburban Library System meeting scheduled for February 21st has been cancelled.

OLD BUSINESS:

Insurance: A motion was made by Mr. Katusic and seconded by Miss Olson that after careful analysis of the four plans submitted by the R. Nelson Agency, the Charles Plapp Agency, the firm of Corroon and Black and the E. C. Boege Agency, it would appear that the quote submitted by E. C. Boege and Co. is most suitable for the needs of the Bellwood Public Library and that acceptance of this insurance plan be approved. Unanimously approved by the board.

A motion was made by Mr. Katusic and seconded by Miss Olson that we seek a proposal for Library Board of Directors liability insurance. Unanimously approved by the board.

NEW BUSINESS:

The Chamber of Commerce Dinner Dance will be held March 5th at the Villa Di Domenico, 276 E. Irving Pk. Road in Woodale at a cost of \$18.50 per person. A motion was made by Miss Olson and seconded by Mr. Katusic that the library pay for tickets for a board member or the library director attending with the spouse or guest being paid for by the person attending. Unanimously approved by the board.

The LACONI dinner will be held April 29th at the Sheraton Oak Brook Hotel at a cost of \$10 per person. A motion was made by Mr. Katusic and seconded by Mrs. Clifford that as above, the library sponsor anyone from the board wishing to attend (or Mr. Korbel) with the guest or spouse paid for personally. Unanimously approved by the board.

A motion was made by Miss Olson and seconded by Mr. Katusic to adjourn the meeting and President Gallagher declared the meeting over at 9:55 P.M.

Respectfully submitted,

*Helen Olson*

Helen Olson, Secretary

# BELLWOOD PUBLIC LIBRARY

Washington Blvd. & Bobland Avenue

Bellwood, Illinois 60104

LI 7-7393

February 17, 1977

Dear Mr. Christiansen:

It is with mixed feelings that we received word today of your intended retirement the end of this month. We are very sorry to see such a great and talented man no longer provide the excellent service you have given us these many long years. However, we were overjoyed when we heard that you will stay with us, even though it will be on a very limited basis. We still need your expertise around our library.

Mr. Korbelt checked with our auditors, as well as with a number of municipalities, to see what we could provide for you in the way of benefits. It was learned that because you went to a limited part-time position, we could still pay you at your current full-time hourly rate. This means you will be paid at the rate of \$5.40 per hour for each hour you work here. Next, we will continue to pay for your insurance with Washington Mutual at the current rate of \$35.18 per month, or at any higher rate in the future.

Because your hours might be irregular, and the amount per week on the average will be so small, we will not be able to provide you with sick leave or vacation pay, even on a pro-rated basis. The auditor explained that with flexible scheduling, and short hours, the books could not be justified for accounting purposes. We are sorry about this.

Have a happy and joyous retirement, and thank you for your many years of loyal service.

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And while we were on the subject of all the many things you accomplished at the library while you were here, there was a unanimous consent that you are by far a very well-rounded and talented individual.

So, in keeping with the feeling of the Board, the enclosed resolution was passed.

Good luck, and thank you again.

Sincerely,

*Padraic Gallagher*  
Padraic Gallagher  
President,  
Bellwood Public  
Library Board  
of Directors

# BELLWOOD PUBLIC LIBRARY

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Bellwood, Illinois 60104

LI 7-7393

WHEREAS: ALFRED W. CHRISTIANSEN HAS PROVIDED THE BELLWOOD PUBLIC LIBRARY WITH OVER TEN YEARS OF GOOD AND ACTIVE SERVICE:

WHEREAS: HE HAS LENT HIS CONSIDERABLE AND MULTI-FACETED TALENTS TO THE VERY SHAPE AND STRUCTURE OF OUR LIBRARY FACILITY:

WHEREAS: HIS EXCELLENCE IN CREATING ANSWERS TO HERETOFORE SEEMINGLY UNANSWERABLE PROBLEMS WAS A SOURCE OF WONDER AND AMAZEMENT FOR THE LIBRARY STAFF AND THE LIBRARY BOARD ITSELF:

BE IT HEREBY RESOLVED:

THAT ALFRED WALDEMAR CHRISTIANSEN BE FOREVER KNOWN AS A CRAFTSMAN, FIRST CLASS, AND, AS THE HEAD ENGINEER OF THE BELLWOOD PUBLIC LIBRARY FOR AS LONG AS HE REMAINS IN ITS EMPLOY.

Passed this 17th day of February, 1977

BELLWOOD PUBLIC LIBRARY  
BOARD OF DIRECTORS

Padraic J. Gallagher  
Thomas P. Katusic  
Helen I. Olson

Adeline C. Bergo  
Katherine B. Clifford  
Jackson Fletcher





YOUNG ADULT ROOM

~~VACUUM ONCE PER WEEK~~

~~VACUUM ONCE PER WEEK~~

CLEAN ALL TOPS DAILY

CLEAN ALL END PANELS ONCE A WEEK

DUST EXPOSED SHELVES ON A MONTHLY BASIS

SOUTH ENTRANCE AREA

SWEEP STAIRWELLS AND CLEAN AS NEEDED ON A DAILY BASIS

WASH ENTRANCE DOORS WEEKLY, INSIDE AND OUT

CLEAN WASHROOMS DAILY, TOILETS AND SINKS

CLEAN WALLS WEEKLY, AND GRAFFITI WHEN NEEDED

FOYER

CLEAN WINDOWS EVERY OTHER WEEK

CLEAN DOOR ENTRANCE WEEKLY, INSIDE AND OUT

CLEAN COUNTER TOPS DAILY

DUST AREA ON A WEEKLY BASIS

CLEAN AND WAX WOOD BEHIND DESK MONTHLY

WORKROOM

EMPTY ASHTRAYS DAILY

CLEAN WASHROOM DAILY, WALLS WEEKLY

~~VACUUM ONCE PER WEEK~~

~~VACUUM ONCE PER WEEK~~

CLEAN AND DUST AREA WEEKLY, INCLUDING ALL SHELVES AND DESKS

CLEAN THE INSIDE OF CLOSET AREA THIRD FRIDAY OF THE MONTH

OFFICE

DUST WEEKLY ALL EXPOSED AREA

CLEAN AREA EVERY OTHER WEEK

VACUUM ONCE PER WEEK

MAIN LIBRARY

CLEAN ALL TOPS DAILY

CLEAN AND WAX STACK END PANELS, AND ALL WOOD, MONTHLY

DUST SHELVES ON A MONTHLY BASIS

DUST WEEKLY, CHAIRS, LAMPS, WINDOW SILLS, THE ENTIRE AREA

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Washington Blvd. & Bobland Avenue

Bellwood, Illinois 60104

LI 7-7393

## DUTIES OF THE MAINTENANCE DEPARTMENT:

REPLACE FILTERS IN THE MECHANICAL ROOMS

MAINTAIN WATER LEVEL IN THE EMERGENCY LIGHTS' BATTERIES

MAINTAIN INVENTORY OF SUPPLIES

SPRAY FOR INSECTS

CLEAN OUT GUTTERS

KEEP OUTSIDE GROUNDS OF BUILDING CLEAN

KEEP OUTSIDE STAIRWELLS FREE FROM DEBRIS

CLEAN INSIDE OF SOUTH AUTOPAGE

PERFORM REPAIRS AS THEY ARISE

CONSTRUCT NEEDED FIXTURES AND FURNITURE

DEFROST AND CLEAN REFRIGERATOR ONCE PER MONTH

PAINT AREAS WHERE NEEDED

CLEAN STORAGE AREAS IF NEEDED

CLEAN DOORMATS WHEN NEEDED ESPECIALLY IN WINTER

SEE THAT ENTANCES ARE CLEAR OF SNOW AND ICE

HELP GARDEN CLUB WITH PLANTING WHEN NECESSARY

OVERSEE THE GENERAL FUNCTIONING OF ALL PLUMBING, ELECTRICAL,  
PHYSICAL, AND MECHANICAL AREAS