

SHELLI

AGENDA - - LIBRARY BOARD MEETING - - - May 18, 1977

1. Call to order
2. Roll call
3. Reading of minutes, April 20, 1977
4. Review or revision of agenda as appropriate
5. Finance Committee Reports
 - A. Financial Report - April, 1977
 - B. Comparative Statement - April, 1977
 - C. Reports of Bills #282 and #282A
 - D. Annual Audit
6. Communications
7. Library Director's Report - April, 1977
 - A. Library closing, last 2 Saturdays in June
8. Other Committee Reports
 - A. Administration
 - B. Building and Grounds
 1. air conditioning bids
 - C. Public relations & legislation
 - D. Planning & Development
 - E. Library Systems
 1. S.L.S. Annual Meeting - June 20th - 8 P.M. - Burr Ridge
 2. SPLDA meeting - May 19th - 8 P.M. - Aurora Library
9. Old business
A. A. CHRISTIANSEN -
10. New business
11. Adjournment Sine Die

MINUTES OF THE MAY 18, 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 Wednesday, May 18, 1977 in the library meeting room. Present were Mrs. Bergo, Mrs. Clifford, Miss Olson, Mr. Gallagher and Mr. Korbel. Our new board member, Mrs. Meller will be detained but will join us shortly. Dr. Fletcher and Mr. Katusic were absent. Mr. Ron Kaczmar from the Eltek Corporation was present for the opening of the bids for the air conditioning installation.

A motion was made by Miss Olson and seconded by Mrs. Bergo that the agenda be set aside and that we move directly to the bid opening. Unanimously approved by the board.

The secretary, Miss Olson, opened the bids for the new air conditioning installation and the results are listed below:

Eltek Corporation	\$9,475.00
Tri-Service Heating	\$8,740.00
Pro Mech	\$8,997.00
McCarty Bros.	\$7,986.00
West Town Refrigeration	\$8,269.00
Northtown Refrigeration	\$11,549.00

A motion was made by Mrs. Bergo and seconded by Miss Olson that these bids be referred to the Building and Grounds Committee for study and evaluation. It was suggested that since we have retained Mr. Walter McCarty as a specification engineer, we ask him to be present at a meeting to review these bids. This meeting has been set for May 23rd or May 24th, depending on Mr. McCarty's availability. Cards will be sent to all board members listing date and time of such meeting. Unanimously approved by the board.

Mr. Ron Kaczmar left the meeting at this point.

Mrs. Meller was welcomed by the board as our newest member and congratulated on her successful election.

The minutes of the April 20th, 1977 meeting were read. A motion was made by Mrs. Bergo and seconded by Miss Olson that the minutes be approved as presented. Unanimously approved by the board.

The Financial Report for the month of April, 1977 was submitted. 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 April, 1977 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. 282 in the amount of \$6,529.82
No. 282A in the amount of \$9,483.74

A motion was made by Mrs. Bergo and seconded by Mrs. Clifford that the President, Secretary and Village Treasurer be authorized to issue checks in payment of the bills presented at this meeting. A roll call vote was

taken: Mrs. Bergo - aye, Mrs. Clifford - aye, Miss Olson - aye, Mrs. Meller - aye, Mr. Gallagher - aye, Unanimously approved by the board.

A motion was made by Miss Olson and seconded by Mrs. Clifford that we retain the firm of Goldman and Weiss to conduct the annual audit of the library accounts. Unanimously approved by the board.

LIBRARY DIRECTORS REPORT:

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

Mr. Korbel requested approval for closing the library on the last two Saturdays in June. This would be in addition to the July and August Saturday closings already approved. A motion was made by Miss Olson and seconded by Mrs. Bergo that this request be approved for 1977 only. Unanimously approved by the board.

LIBRARY SYSTEMS COMMITTEE:

The annual meeting of the S.L.S. will be held at system headquarters in Burr Ridge on June 20th at 8:00 P.M. Mrs. Clifford will make every effort to attend as a representative from the Bellwood Library.

The S.P.L.D.A. will hold a meeting at the Aurora Library on May 19th at 8:00 P.M.

OLD BUSINESS:

The May 3, 1977 meeting attended by Mrs. Bergo, Mr. Katusic, Mrs. Clifford and Mr. Gallagher, resulted in the decision to hire McCarty Bros. as a separate entity to formulate a standard set of specifications for the air conditioning remodeling. Such specifications were drawn and copies sent to all those originally bidding for re-bidding purposes.

At this same May 3rd meeting, a working budget was discussed and tentatively approved. A motion was made by Miss Olson, and seconded by Mrs. Bergo that this Working Budget for the year 1977-78 be approved and copies of same attached to the original minutes. Unanimously approved by the board.

Also at the May 3rd meeting, continued coverage on insurance for Mr. Christiansen was discussed. The original minutes of February 17, 1977 board meeting were reviewed tonight. These minutes reflect a decision made at that time to provide this insurance to Mr. Christiansen. Since that time, we have been informed that the policy, as written with the Village, calls for more hours employment than Mr. Christiansen's present schedule. We have contacted Washington Mutual Insurance Co. and they will continue to cover him until such time as an alternate solution can be reached. His life insurance policy in the amount of \$5,000 can be converted. A supplemental policy is available from Blue Cross-Blue Shield to work in conjunction with his Medicare at a nominal cost. The over all charges would be no greater than that we are now paying for our employees. It is felt that in view of the many dollars Mr. Christiansen has saved with his innovations and for his many years of service, we should continue to provide this coverage for him as stated at the February meeting.

A motion was made by Mrs. Clifford and seconded by Miss Olson that the regular meeting be closed and President Gallagher declared the meeting adjourned sine die at 9:30 P.M.

Respectfully submitted,

Helen Olson

Helen Olson, Secretary

BELLWOOD PUBLIC LIBRARY

Washington Blvd. & Bobland Avenue

Bellwood, Illinois 60104

LI 7-7393

May 18, 1977

With our official dedication one year behind us, it is time for the library to take a look at its future, and consider an overview of its goals.

Our primary consideration is to attain a collection of 77,000 volumes as suggested by Illinois State Standards (3 1/2 vol. per capita X 22,000 Bellwood pop.). Assuming we add 6,000 volumes, and "weed" half the amount (again prescribed by standards), we should be at the magic number by 1980.

Adding these 9000 volumes will cause a space problem upstairs. Our planning and development committee might consider at least three possibilities: A. Moving the entire children's department into the meeting room area, and converting the magazine storage area into the K - 3 department; and moving the reference department over to the vacated children's room along with the periodicals that were stored downstairs. The K-3 room would then become a meeting room. B. Locate the reference department in the present meeting room and install an elevator or cut a stairway through to connect them. Because the meeting room would be eliminated, perhaps adjoining property could be purchased for a meeting room as well as parking space. C. Erecting a wall around the area that is now our front lawn and convert that space into a reading room.

Circulation statistics indicate that materials, other than audio-visual, are suffering a decrease in usage. Two courses of action may be pursued: A. Use our funds in the future to maintain and build our reference department, which enjoys a strong but unrecorded usage. B. Concentrate on building the audio-visual collection to appeal to the non-book orientation of today.

Visibility might contribute to an increase in usage. Perhaps we might try an innovative service in the library field, it would be called an "answervan." This truck-like vehicle would contain basic reference sources and have a two-way communication capability for questions that could not be answered on the van. This vehicle would cruise the streets as well as make predetermined stops. It would also be used for delivery to shut-ins, roving story hours, an paperback book loans on the street.

The people who have used our library are quite happy with our services. Many comments filter down to us from people who have moved and were suprised that their new library could not serve them as well.

Every month we receive a list of new residents, and send these people a copy of our old brochure. This year we hope to produce a new one that is not as lengthy, and may have more of an impact.

I personally wish to continue our cooperation with the Village, Park district, and Chamber of Commerce in doing whatever we can to promote Bellwood to the residents as well as throughout the suburbs.

An interesting note about our personnel, other than our pages and college help, the 12 regularly scheduled full and part-time people have an average of 7 & 1/2 years of service. We are quite fortunate to have such a wonderfully dedicated staff.

Both Marge Daugherty and Lorraine Truchan will be celebrating their ten year anniversaries this year.

Ms. Daugherty's report on the children's department is attached.

Thank you for letting me be of service to Bellwood.

Sincerely



Al Korb
Library Director

BELLWOOD PUBLIC LIBRARY

Washington Blvd. & Bobland Avenue

Bellwood, Illinois 60104

LI 7-7393

May 1977

To: Board of Directors

Concerning: 1976-77 Children's Library

In February 1977 it has been a year since the children's library was divided into two rooms. One room for the preschool through 3rd grade, and the other room for young adults. I feel it has made it easier for both parents and children in selecting materials. In each room the collection consists of books, games, records and magazines that are suited for the age and grade level of the children. One problem seemed to be constant supervision. This was remedied by the installation of the TV Monitoring System, which allows the librarian to watch both rooms while working at her desk. I have received many favorable comments from parents, grandparents and teachers about both rooms.

A circulating game program was started this year. I purchased games that could be used as supplementary learning materials. Reading, math, vocabulary and history games were for the older children.

Alphabet, number, puzzles and recognition games were for the younger children. The program did not work as I had planned. The problem seemed to be that the parents were not supervising the children with the games while at home. The result being, lost pieces, missing instruction sheets, etc. If and when I purchase games again, I would like to purchase some of the best games and make them into a learning center, where the parents would be able to get other non-book materials to help their children. I hope this way the parents would feel more responsibility to help their children.

This summer the children's program will start on June 20th and run through July 29th. It will include favorite children's films, cartoons, storyhours, marionette puppets and Mr. Teela, Magician. The age level will range from about 4 to 11 years of age. All the children in Bellwood are welcome to attend. All the Bellwood schools will receive flyers to hand out to the children.

Filmstrips have become fairly popular with both parents and teachers. Parents have been using the filmstrip viewer that circulates to show the filmstrips at home. Along with purchasing books this year, I am also planning to increase filmstrips by a large number.

If you have any questions or suggestions I will welcome your ideas. Thank you.

Marjorie Daugherty
Marjorie Daugherty
Children's Librarian

AGENDA - - ANNUAL MEETING - - May 18, 1977

1. Call to order
2. Roll call
3. Meeting turned over to Mr. Korbel to act as secretary
4. Election of Officers
 - A. President
 - B. Vice-President
 - C. Secretary
5. Meeting turned over to new officers
6. Roll call
7. Committee Appointments
 - A. Finance
 - B. Administration
 - C. Building and Grounds
 - D. Public Relations & Legislation
 - E. Planning and Development
 - F. Library Systems
8. Set board meeting nights
9. Designate banks as depositories for library funds
 - A. Bank of Hillside
 - B. Bank of Bellwood
 - C. 1st Federal Savings of Westchester
10. July and August meetings
 - A. If cancelled, empower Finance Committee to pay bills
11. Other business

12. Adjournment

MINUTES OF THE MAY 18, 1977 ANNUAL MEETING
OF THE BOARD OF DIRECTORS OF THE BELLWOOD PUBLIC LIBRARY

The Annual Meeting of the Board of Directors of the Bellwood Public Library was called to order on May 18, 1977 at 9:30 P.M. in the library meeting room. Present were Mrs. Bergo, Miss Olson, Mrs. Clifford, Mrs. Meller, Mr. Gallagher and Mr. Korbel. Dr. Fletcher and Mr. Katusic were absent.

The meeting was turned over to Mr. Korbel to act as secretary during the election of officers.

Nominations for President were called. Miss Olson nominated Mr. Gallagher. Mrs. Bergo nominated Mr. Katusic. Additional nominations were called for, none were forthcoming and nominations were closed. Ballots were cast; tally as follows, 4 for Mr. Gallagher and 1 for Mr. Katusic. Mr. Gallagher elected President for 1977-78 year.

Nominations for Vice President were called. Mrs. Bergo nominated Dr. Fletcher. Miss Olson nominated Mrs. Bergo. Additional nominations were called for, none were forthcoming and nominations were closed. Ballots were cast; tally as follows, 4 for Mrs. Bergo and 1 for Dr. Fletcher. Mrs. Bergo elected Vice President for 1977-78 year.

Nominations for Secretary were called. Mrs. Bergo nominated Miss Olson. No further nominations were made and a motion was made by Mrs. Clifford and seconded by Mrs. Bergo that a unanimous ballot be cast for Miss Olson as Secretary for the 1977-78 year. Approved by the board.

The meeting was turned over to the newly elected officers and was called to order. Roll call was taken; Present were Mrs. Bergo, Miss Olson, Mrs. Clifford, Mrs. Meller, Mr. Gallagher and Mr. Korbel. Dr. Fletcher and Mr. Katusic were absent.

Committee appointments will stand until the June meeting of the Board.

A motion was made by Mrs. Clifford and seconded by Miss Olson that the board continue to meet on the 3rd Wednesday of the month at 8:00 P.M. Unanimously approved by the board.


A motion was made by Mrs. Clifford and seconded by Mrs. Bergo that no regular board meetings be scheduled for July and August and that the Finance Committee be empowered to pay bills during July and August. Unanimously approved by the board.

A motion was made by Mrs. Clifford and seconded by Mrs. Meller that the Bank of Hillside, The Bank of Bellwood, and the 1st Federal Savings and Loan of Westchester be retained as depositories for the savings accounts, and the Bank of Hillside as depository for the checking account. The Bank of Bellwood shall continue to contain the safety deposit bank. Unanimously approved by the board.

The Annual Reports of the Library Director and the Children's Librarian were read and discussed.

A motion was made by Mrs. Bergo and seconded by Miss Olson to close the meeting and adjournment was called at 10:10 P.M.

Respectfully submitted,


Helen Olson, Secretary

SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
THE BELLWOOD PUBLIC LIBRARY
MAY 24, 1977

The special meeting of the Board of Directors of the Bellwood Public Library was called to order at 7:35 P.M. on Tuesday, May 24, 1977 for the purpose of analyzing bids for the air conditioning remodeling and awarding contract for same. Present were Mrs. Clifford, Mrs. Meller, Miss Olson, Mr. Gallagher and Mr. Walter McCarty, Jr. (appearing in his capacity as our specifications engineer).

It was noted at the start of the meeting that Tri Heating Service and McCarty Bros. were the only two bidders who complied with the specifications and submitted insurance certificates with their bids.

A motion was made by Miss Olson and seconded by Mrs. Clifford that all bids not containing such insurance certificate be dis-allowed. Unanimously approved by the board.

A motion was made by Miss Olson and seconded by Mrs. Meller that the contract for the remodeling of our air conditioning system be awarded to McCarty Bros. as low bidders at a cost of \$7,986.00. A roll call vote was taken: Miss Olson, aye - Mrs. Clifford, aye - Mrs. Meller, aye - Mr. Gallagher, aye. Unanimously approved by the board.

A motion was made by Mrs. Clifford and seconded by Mrs. Meller that the meeting be ended and President Gallagher declared the meeting adjourned at 8:22 P.M.

Respectfully submitted



Helen Olson, Secretary