

MINUTES OF THE NOVEMBER 30, 1977 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 8:10 P.M. in the library meeting room on Wednesday, November 30, 1977. Present were Mr. Gallagher, Miss Olson, Dr. Fletcher, Mrs. Bergo and Mr. Korbel. Mr. Katusic, Mrs. Clifford and Mrs. Meller were absent. This meeting will be a combined November-December convening and therefore, the regular December meeting will be cancelled.

The minutes of the October 17, 1977 meeting were read. A motion was made by Miss Olson and seconded by Dr. Fletcher that these minutes be approved. Unanimously approved by the board.

The Financial Report for the month of October, 1977 was submitted. A motion was made by Mrs. Bergo and seconded by Dr. Fletcher that this report be accepted as read. Unanimously approved by the board.

The Comparative Statement for the month of October, 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. 288 in the amount of \$6,848.18
No. 288A in the amount of \$9,414.74

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

COMMUNICATIONS:

We have received a letter informing us of a group action meeting at the Melrose Park Library on Thursday, December 1, at 8 P.M. The purpose of this meeting is an exchange of ideas and suggestions to work more closely with our elected representatives as a library group. Mr. Gallagher and Mr. Korbel will make an effort to attend.

LIBRARY DIRECTOR'S REPORT:

The Library Director's Report for the month of October, 1977 was received and placed on file.

Mr. Korbel stated that shelving for the proposed move to the downstairs meeting room has been purchased from A. Wilson Co. We were able to buy this shelving at cost and with no shipping charges since it was rejected by the new Downers Grove Library's architects due to color. This has resulted in a substantial savings to us.

We have received a donation from the Lions Club of \$120 for the purchase of a talking book machine. This will supplement the one we already have and take care of the times when it is out of service for repair. Letter of appreciation has been sent.

Copies of the Bellwood Library's publication "A Checklist of Illinois Authors" were given to each board member. This has been the result of many hours work and research by Joan Shotola and typing and organization by Dianne Jahaske. We have received orders for this publication and at present we have sold them at a price of \$5 each to approximately 24 libraries.

ADMINISTRATION COMMITTEE:

At the present time, libraries are not effected under the minimum wage laws. It is felt that in the future, legislation will be passed that will make it necessary for us to comply. It would also become practical to do so in order to hire and retain good help. Due to new federal legislation, unemployment compensation will have to be paid by libraries but not until 1979, as the state will cover these funds for 1978.

Included with the copies of the reports for this evening's meeting is a salary report and breakdown showing that it has been 3 years since we last granted a cost of living increase for library employees. It was agreed that such an increase would be in order. A motion was made by Miss Olson and seconded by Mrs. Bergo that effective December 1, 1977, all employees hired prior to November 1, 1977 be granted a 5% cost of living pay increase. A roll call vote was taken: Miss Olson, aye - Mrs. Bergo, aye - Dr. Fletcher, aye - Mr. Gallagher, aye. Unanimously approved by the board.

A motion was made by Miss Olson and seconded by Dr. Fletcher that the hiring of the following be approved, effective November 16, 1977.

Mr. Scott Klink, Adult Services Librarian, \$11,024.00 per year
Mrs. Diane McCarthy, part time clerical help, \$3 per hour
Mrs. Elizabeth Gorr, part time clerical help, \$3 per hour

Mrs. Alyce Lambert, also hired as part time clerical help at a rate of \$3 per hour, was unable to remain with us and has left our employment as of November 22, 1977. Unanimously approved by the board.

BUILDING AND GROUNDS COMMITTEE:

We have received copies of the new service contract with McCarty Brothers for our heating and air conditioning equipment. The cost for 1 years service, payable quarterly, is \$1,892.16, reflecting an increase of \$140.16 over last years costs. A motion was made by Mrs. Bergo and seconded by Miss Olson that this service contract be approved for the amount stated. Unanimously approved by the board.

The fire alarm panel installed at the time the library was built has developed a malfunction somewhere in the wiring that puts our alarm system in a "yellow" condition on the fire station board. Since this equipment is now quite outdated, we have received a quotation from Securitronics to install a new fire panel and replace six horns. Cost, \$195 installation and \$23 per month on a four year lease program. Also, the village fire inspector, Mr. Dravo feels that we need additional equipment to that installed

during our recent remodeling to bring us into true compliance with fire regulations. Equipment to expand the system include rate of rise thermal detectors (6), fixed temperature thermal detector (1) and smoke detectors (2) would cost \$145 installation and \$19 per month.

It was also stated that after completion of the washroom installations downstairs, two more detectors will be needed.

It will also be necessary to test all the original ceiling smoke and heat detectors to determine if they are still in operating condition. Any that are not, will have to be replaced.

A motion was made by Miss Olson and seconded by Dr. Fletcher that Securitronics quotation of November 10, 1977 as listed above be approved and that in line with the costs mentioned in this quotation, the testing and additional equipment as necessary be added to our existing system. Unanimously approved by the board.

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

Respectfully submitted,

Helen I. Olson
Helen I. Olson, Secretary

Salary Report

Last cost of living increase approved Dec., 1974, effective January, 1975.

Increase for cost of living request.....	5%
Total budget.....	\$307,500.00
Salary budget.....	\$121,000.00
% of salary budget to total.....	39%
Actual salary expenditures to 11/77 (7/12,s) ..	\$57,964.91
Projected salary expenditures.....	\$104,364.61
% projected salary to total budget.....	34%
Savings on actual salary expenditures to budget....	\$16,635.39
Cost for remainder of fiscal 77-78 if 5% increase...	\$2,320.50
Projected total salary figures with 5% increase...	\$106,685.11
% new projected salary to total budget.....	34.69%
Total savings on salary expenditures to budget....	\$14,314.89

All employees would receive the increase except those hired in November.

Increase would be effective December 1, 1977.

1. Population Size Categories	2. Per cent of Salaries to total	3. Book-Stock Per Capita
1. Under 1,000	50%	5 vols.
2. 1,000- 2,500	55%	4 vols.
3. 2,500- 5,000	60%	3.5 vols.
4. 5,000- 10,000	61%	3 vols.
5. 10,000- 25,000	62%	2.7 vols.
6. 25,000- 35,000	63%	2.3 vols.
7. 35,000- 50,000	64%	2.2 vols.
8. 50,000-100,000	65%	2 vols.
9. 100,000-200,000	66%	1.7 vols.
10. 200,000-500,000	67%	1.5 vols.
11. 500,000 upward	68%	1.2 vols.

The above table is taken from the 1959 publication, Practical Administration of Public Libraries, by Wheeler and Goldhor. At the time the statistics were considered the standard for the industry. Recent financial reports put the ratio of salaries to budget at close to 80%.