

BELLWOOD PUBLIC LIBRARY - BOARD OF DIRECTORS MEETING

MARCH 22, 1978

1. Call to order
2. Roll call
3. Reading of minutes, February 51, 1978
4. Review and/or revision of agenda as appropriate
5. Finance Committee Reports
 - A. Financial Report, February, 1978
 - B. Comparative Statement, February, 1978
 - C. Reports of Bills #292 and 292A
6. Communications
 - A. Meeting Room use - Transportation Committee, April 18th
 - B. Proviso Township libraries, meeting to discuss organization, Melrose Park Library, Thursday, March 30th, 7:30 P.M.
7. Library Director's Report, February, 1978
 - A. Proposed Library Program
8. Other Committee Reports
 - A. Administration
 - B. Building and Grounds
 1. Bid opening - Paving for parking lot and alley
 2. Carpeting quotes
 3. Cleaning Service Quote
 - D. Planning and Development
 - E. Library Systems
9. Old Business
10. New Business
 - A. LACONI Dinner, Friday, April 14th, Brass Rail Restaurant, Oak Brook - \$11.50 each
11. Adjournment



MINUTES OF THE MARCH 22, 1978 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. on Wednesday, March 22, 1978 in the library meeting room. Present were Mrs. Bergo, Mrs. Meller, Miss Olson, Dr. Fletcher, Mrs. Clifford, Mr. Gallagher and Mr. Korbel. Mr. Katusic was absent.

The minutes of the February 15, 1978 meeting were read. A motion was made by Miss Olson and seconded by Mrs. Bergo that the minutes be approved as presented. Unanimously approved by the board.

Mr. James Fiala of the Fiala Paving Company attended the meeting to observe the bid opening for the paving of the library parking lot and the adjacent alley. A motion was made by Miss Olson and seconded by Mrs. Bergo that at this point, the normal business of this board meeting be set aside so that the bids for this work could be opened. Unanimously approved by the board.

Bids opened and priced as follows:

1. Abbey Paving and Bldg. Materials - - \$2,000.00 plus \$7,530.00
2. Fiala Paving Co., Inc. - - \$9,258.00
3. J. H. Goelitz Co. - - \$10,669.50
4. Endurance Paving Co. - - \$8,699.00

A motion was made by Miss Olson and seconded by Mrs. Bergo that the bid filed by Abbey Paving and Building Materials be dis-allowed due to their failure to include a certified check for 10% of the bid amount. Unanimously approved by the board after the following roll call vote: Mrs. Bergo, aye - Mrs. Meller, aye - Miss Olson, aye - Mrs. Clifford, aye - Mr. Gallagher, aye.

Since a representative of the Hancock Engineering Co. was not present, it was agreed that the bids be taken to the Village Hall for Mr. Noe's examination and recommendation. Mr. Korbel left the meeting at this point to deliver the bidding papers. Mr. Fiala also left the meeting at this time.

The Financial Report for the month of February, 1978 was presented. A motion was made by Dr. Fletcher and seconded by Miss Olson that the report be approved as read. Unanimously approved by the board.

The Comparative Statement for the month of February, 1978 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. 292 in the amount of \$12,494.60
- No. 292A in the amount of \$11,119.69

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

Mr. Korbel returned with the bids and it is the recommendation of Mr. Charles Noe of Hancock Engineering that the bid prepared by Endurance Paving Co. be accepted. A motion was made by Miss Olson and seconded by Mrs. Meller that the contract be

awarded to the Endurance Paving Co. for the paving of the library parking lot and the adjacent alley for the sum of \$8,699.00 in accordance with their bid. A roll call vote was taken: Mrs. Bergo, aye - Mrs. Clifford, aye - Mrs. Meller, aye - Miss Olson, aye - Dr. Fletcher, aye - Mr. Gallagher, aye. Unanimously approved by the board.

COMMUNICATIONS:

We have received an application for use of the meeting room from the Senior Citizen's Transportation Committee for April 18th at 1:30 P.M. The purpose of this meeting is to discuss transportation needs for the Proviso area. A motion was made by Miss Olson and seconded by Mrs. Bergo that they be allowed to use the room free of charge. Unanimously approved by the board.

We have received notification of a meeting of libraries of Proviso Township, Object: Organization, to be held at the Melrose Park Library on Thursday, March 30th at 7:30 P.M.

LIBRARY DIRECTOR'S REPORT:

The Library Director's Report for the month of February, 1978 was received and placed on file.

Mr. Korbel presented an outline of a proposed program to be presented at the library by Damon, a hypnotist. While it was thought that the program was very interesting, the fact that it would be necessary to charge a fee of \$25 per person with Damon donating \$5 of that to the library would present a problem. It was decided that this program would be tabled for the present time.

BUILDING AND GROUNDS COMMITTEE:

We have received two bids for carpeting for the new reference room and for the area over the old garage.

1. Kenom Carpet Service	201.33 sq. yds.	\$2,275.02
	73.33 sq. yds.	\$ 833.76
LABOR CHARGES	201.33 sq. yds. installed for	\$503.32
	73.33 sq. yds installed for	\$205.50
2. Business Interiors	201.33 sq. yds (\$7.90 sq. yd.)	\$1,590.51
	73.33 sq. yds (\$7.90 sq. yd.)	579.31
LABOR CHARGES	\$2.50 per sq. yd. plus \$1.50 per ft. for metal stripping	

A motion was made by Mrs. Clifford and seconded by Miss Olson that the bid for the carpeting submitted by Business Interiors be accepted in the amount of \$2,169.82. Unanimously approved by the board.

A motion was made by Mrs. Clifford and seconded by Miss Olson that the installation of this carpeting be done by Kenom Carpet at a cost of \$668.32 for labor and \$40.50 for metal stripping or a total of \$708.82. Unanimously approved by the board after a roll call vote as follows: Mrs. Bergo, aye - Mrs. Clifford, aye - Mrs. Meller, aye - Miss Olson, aye - Dr. Fletcher, aye - Mr. Gallagher, aye.

Due to dissatisfaction with our present cleaning service, we have sought and received a quotation from Dynamic Enterprises in Hillside, for the same type of service. A motion was made by Mrs. Meller and seconded by Mrs. Bergo that Western Cleaning and Maintenance be given 30 days notice in accordance with the terms of our contract with them and that Dynamic Enterprises be given the contract for the cleaning and maintenance of the library for the sum of \$975.00 plus \$99.00 for the windows. This total of \$1,074.00 effects a savings of \$205.00 monthly compared to the price of \$1,279.00 paid to Western Cleaning. This contract with Dynamic Enterprises is to be effective May 1, 1978. Unanimously approved by the board.

NEW BUSINESS:

The annual Librarian/Trustee dinner held by LACONI is scheduled for Friday, April 14th at the Sheraton Oakbrook Hotel, the Brass Rail Restaurant, at a cost of \$11.50 per person. A motion was made by Mrs. Bergo and seconded by Dr. Fletcher that the library will pay the cost of the ticket for any board member attending. This will also extend to Mr. Korbel and Mr. Klink. Any guest will be paid for by the person attending. Unanimously approved by the board.

The April board meeting will be postponed until April 26th to allow for the majority of invoices to be paid before the end of our fiscal year on April 30th, 1978.

The annual Budget and Appropriation meeting will be scheduled for Wednesday, April 19th at 8:00 P.M. All board members are requested to attend.

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 10 P.M.

Respectfully submitted

Helen Olson
Helen Olson, Secretary