

1. Call to order
2. Roll Call
3. Reading of Minutes, June 20, 1979
4. Review and/or revision of agenda as appropriate
5. Finance Committee Reports
 - A. Financial Report, June, July, August, 1979
 - B. Comparative Statement, June July, August, 1979
 - C. Reports of Bills 308, 309, 310, 308A, 309A, 310A
 - D. Cert. of Deposit, matures 9-26-79, \$15,000.00 plus interest
~~To straight passbook savings at Great American~~ C/A HILLSIDE
6. Communications
 - A. Meeting Room use
 1. Bellwood Garden Club
 2. Health & Welfare Organization
 3. Proviso Coordinating Council
7. Library Directors Report, June, July and August, 1979
 - A. Personnel
 1. Rina Cabenero, Carol Lewis, Robert Trojan ^{TERM.} ^{SAT} ^{SAT} S. LORENTZEN
 2. Janis Perlowski, Nancy Tryner (increased hours)
 3. Field Study - University Level - Reference Area
 4. Additional page needed
 - B. File cabinets (2)
 - C. Seminar - Scott Klink
8. Other Committee Reports
 - A. Administration
 1. Official appointment Scott Klink, Acting Librarian
 - B. Building and Grounds
 1. Ceiling Repair
 2. Winter damage (exterior) - Insurance claim
 - C. Public Relations & Legislation
 - D. Planning and Development
 - E. Library Systems
9. Old Business
 - A. Carpeting .
10. New Business
11. Adjournment

MINUTES OF THE SEPTEMBER 19, 1979 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 8:05 P.M. on Wednesday, September 19, 1979 in the library meeting room. Present were Mr. Gallagher, Mrs. Bergo, Miss Olson, Mrs. Clifford, Mrs. Meller, Mr. Katusic and Mr. Klink. Dr. Fletcher was absent.

The minutes of the June 20, 1979 meeting were read. A motion was made by Mrs. Bergo and seconded by Miss Olson that the minutes be approved as submitted. Unanimously approved by the board.

The Financial Reports for the months of June, July and August, 1979 were presented. A motion was made by Mrs. Meller and seconded by Mrs. Clifford that the reports be accepted. Unanimously approved by the board.

The Comparative Statements for the months of June, July and August, 1979 were 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. 308 in the amount of \$13,489.13
- No. 308A in the amount of \$13,611.84
- No. 309 in the amount of \$12,243.55
- No. 309A in the amount of \$14,169.70
- No. 310 in the amount of \$7,961.66
- No. 310A in the amount of \$14,716.62

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

A motion was made by Mr. Katusic and seconded by Mrs. Clifford that the funds from certificate of deposit #6509173 (maturing 9-26-79) in the amount of \$15,000.00 plus accrued interest be transferred to the checking account at the Bank of Hillside. Unanimously approved by the board.

COMMUNICATIONS:

We have received a request for meeting room use from the Proviso Co-ordinating Council for the 1st Thursday of the month from September to June, 1979. A motion was made by Mrs. Bergo and seconded by Mr. Katusic that they be allowed to use the room free of charge. Unanimously approved by the board.

The Bellwood Health and Welfare Organization has requested use of the meeting room for the 3rd Thursday of the month from September to May, 1979. A motion was made by Miss Olson and seconded by Mr. Katusic that this request be approved and no charge made. Unanimously approved by the board.

The Bellwood Garden Club has again filed for meeting room use for the 2nd Monday of the month from September through May, 1979. A motion was made by Miss Olson and seconded by Mr. Katusic that this request be granted and no charge made. Unanimously approved by the board.

LIBRARY DIRECTOR'S REPORT:

The Library Director's Reports for the months of June, July and August, 1979 were received and placed on file.

Personnel: Rina Cabenero has terminated her employment effective 9-7-79. Carol Lewis and Robert Trojan, due to new fall schedules, will only be able to work a few Saturday's. Susan Lorentzen has been hired effective 9-4-79 to replace Rina Cabenero in the Children's Library. Janis Perlowski and Nancy Tryner have completed schooling and will be working approximately 8 hours per day. An additional part-time page will be needed to fill in the gaps in the work schedule, and Mr. Klink will attempt to fill this position with male help.

For additional assistance in the reference and cataloging areas, the possibility of obtaining someone at the university level in connection with a field study program was suggested by Mr. Klink. This is usually a volunteer situation and Mr. Klink will pursue the matter and report to the board at the next meeting.

Mr. Klink requested approval for the purchase of two 2-drawer file cabinets for careers material in the reference room. A motion was made by Miss Olson and seconded by Mrs. Meller that this purchase be made. Unanimously approved by the board.

Mr. Klink requested approval to attend a Management Seminar to be held at Triton College. The seminar will last for 3 days at a cost of \$225.00. A motion was made by Mrs. Clifford and seconded by Miss Olson that this request be approved, with a report to be presented to the board evaluating the content of this seminar. Unanimously approved by the board.

ADMINISTRATION COMMITTEE:

Meetings were held on August 27, 28, 29 and September 4, 1979 to interview candidates for the position of Library Director, replacing Albert Korbel. A decision was reached that since none of the applicants met with complete approval, Scott Klink is to be appointed Acting Librarian for the period of one year, with review after 6 months, at a salary of \$15,000.00 per year. He is to retain the option to return to his former position of Cataloger and Adult Services Librarian in the event the new position does not become permanent. A motion was made by Mrs. Bergo and seconded by Miss Olson that this position be made effective as of 9-10-79 with salary paid as of 9-1-79 and that 4 weeks vacation be granted for this calendar year. A roll call vote was taken: Mr. Katusic, aye - Mrs. Clifford, aye - Mrs. Meller, aye - Miss Olson, aye - Mrs. Bergo, aye - Mr. Gallagher, aye. Unanimously approved by the board.

BUILDING AND GROUNDS COMMITTEE:

A portion of the ceiling in the pre-school library fell as the result of one of the light fixtures pulling loose. We were able to obtain the services of Wayne Karpinski to repair the damage the same day. The materials were purchased by us at a cost of \$18.78 and we will be receiving an invoice from Mr. Karpinski for his services.

A claim has been filed with the insurance company for repair and/or replacements necessary to the exterior of the building due to winter ice damage. Most of this work has been completed and we are waiting a report from the insurance adjuster.

Still to be completed is the exterior painting of the underhang and all trim, and the last of the inside work. We have received a quotation from Wayne Karpinski for \$1,525.00 for the outside painting and \$690.00 for the remainder of the inside work. A motion was made by Miss Olson and seconded by Mrs. Meller that these expenditures be approved. Unanimously approved by the board.

OLD BUSINESS:

We have received an updated quotation from Kenom Carpet Co. in the amount of \$3,844.24 and a quotation from John M. Smyth in the amount of \$3,910.76 for the carpeting of the main library and the stairhall and stairs at the south end of the building. A motion was made by Helen Olson and seconded by Mrs. Clifford that the quotation from Kenom Carpet be accepted and the work contracted for. Unanimously approved by the board.

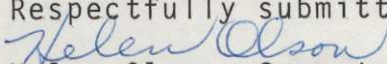
With the installation of the carpeting, it will be necessary to replace the chairs in the main library to a sled base style. American Seating Co. has agreed to hold the price of these chairs to \$19.30 each plus shipping. A motion was made by Miss Olson and seconded by Mrs. Meller that 24 chairs be ordered. Unanimously approved by the board.

NEW BUSINESS:

A motion was made by Mrs. Bergo and seconded by Miss Olson that salary for Albert Korbel be continued through September 30, 1979. A roll call vote was taken: Mr. Katusic, nay - Mrs. Clifford, aye - Mrs. Meller, aye - Miss Olson, aye - Mrs. Bergo, aye - Mr. Gallagher, aye. Motion carried.

A motion was made by Mr. Katusic and seconded by Mrs. Bergo that a permanent library card be issued to Mr. Korbel and his family. Unanimously approved by the board.

A motion was made by Miss Olson and seconded by Mr. Katusic that the meeting be ended and President Gallagher declared the meeting adjourned at 10:45 P.M.

Respectfully submitted,

Helen Olson, Secretary