

H.S.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. READING OF MINUTES, FEB. 21, 1980
4. REVIEW AND/OR REVISION OF AGENDA AS APPROPRIATE
5. FINANCE COMMITTEE REPORTS
 - A. FINANCIAL REPORT - FEB., 1980
 - B. COMPARATIVE STATEMENT - FEB., 1980
 - C. REPORTS OF BILLS #316 AND #316A
 - D. FUND TRANSFER - \$20,000 FROM GREAT AMERICAN TO HILLSIDE
 - E. REVISIONS - WORKING BUDGET 1979-1980
6. COMMUNICATIONS
 - A. MEETING ROOM USE-PROVISO COUNCIL ON AGEING
7. LIBRARY DIRECTOR'S REPORT - FEB., 1980
8. OTHER COMMITTEE REPORTS
 - A. ADMINISTRATION
 1. LIBRARY DIRECTOR
 2. JANIS PERLOWSKI LEAVING AS OF 3-21-80
 3. SEC. GUARD
 - B. BUILDING AND GROUNDS
 1. SAFETY SWITCH - \$150 TO \$175
 - C. PUBLIC RELATIONS & LEGISLATION
 - D. PLANNING AND DEVELOPMENT
 - E. LIBRARY SYSTEMS
9. OLD BUSINESS
10. NEW BUSINESS
11. ADJOURNMENT

MINUTES OF THE MARCH 19, 1980 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 8:35 P.M. on Wednesday, March 19, 1980 in the library meeting room. Present were Miss Olson, Mrs. Bergo, Mrs. Clifford, Mrs. Meller, Mr. Katusic and Dr. Fletcher. Mr. Gallagher was absent.

The minutes of the February 21, 1980 meeting were read. A motion was made by Mrs. Bergo and seconded by Miss Olson that the minutes be approved as submitted. Unanimously approved.

Mrs. Bergo called for an executive session to discuss a personnel problem.

Regular session resumed at 8:55 P.M.

The Financial Report for the month of February, 1980 was presented. A motion was made by Miss Olson and seconded by Dr. Fletcher that the report be accepted. Unanimously approved.

The Comparative Statement for the month of February, 1980 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. 316 in the amount of \$8,722.52
- No. 316A in the amount of \$11,610.83

A motion was made by Miss Olson and seconded by Mr. Katusic 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 - Mrs. Bergo, nay - Mrs. Clifford, nay - Mrs. Meller, nay - Mr. Katusic, aye - Dr. Fletcher, aye. The motion did not carry.

A motion was made by Miss Olson and seconded by Dr. Fletcher that funds in the amount of \$20,000.00 be transferred from the savings account at Great American to the checking account at the Bank of Hillside, Unanimously approved.

The revisions to the 1979-1980 Working Budget were submitted. Any further action on these revisions will be postponed until the April board meeting.

COMMUNICATIONS:

We have received a request for use of the meeting room from the Proviso Council on Ageing for once a month from March through June and a hearing test for senior citizens on May 9th. A motion was made by Mr. Katusic and seconded by Mrs. Meller that this request be granted free of charge. Unanimously approved.

We have received a request from the Coordinating Council of Proviso Township for financial assistance in conducting a Youth Task Force Assessment. It is felt that if members of the board wish to support this endeavor individually, they do so, but the library as

a whole cannot expend funds for this purpose.

LIBRARY DIRECTOR'S REPORT:

The Library Director's Report for the month of February, 1980 was received and placed on file.

ADMINISTRATION COMMITTEE:

A motion was made by Mrs. Bergo and seconded by Mr. Katusic that a letter be sent to the other applicants for the position of Head Librarian thanking them for their interest. Unanimously approved. Miss Olson will send such a letter.

It was reported that Janis Perlowski will be leaving the employ of the library as of March 21, 1980 to take a position elsewhere.

A motion was made by Mrs. Bergo and seconded by Mr. Katusic that Mr. Robert Harris be employed as the new Head Librarian of the Bellwood Public Library as of April 14, 1980 at a salary of \$20,000.00 per year with a review after six months. He shall also be given 20 days sick leave, four weeks vacation and free hospitalization for himself. Unanimously approved by the board.

A motion was made by Mr. Katusic and seconded by Miss Olson that the library doors not be opened to the public until 9:30 A.M., the only exception being staff and firms rendering services to the library. Also that the following hours be observed and a notice posted on the bulletin board and the library doors to this effect.

9:30 A.M. to 9:00 P.M. Monday through Thursday
9:30 A.M. to 6:00 P.M. Friday
9:30 A.M. to 4:00 P.M. Saturday

Unanimously approved by the board.

Effective Monday, March 17, 1980 the Bellwood Library hired a uniformed security guard temporarily for the hours of 4 P.M. to 8 P.M. at a salary of \$3.82 per hour on a fee for service basis, from Monday through Thursday. A motion was made by Mr. Katusic and seconded by Miss Olson that starting March 20, 1980 these hours be extended to closing time (9:00 P.M.). Unanimously approved.

A letter is to be sent to Mr. Christiansen replying to his request for a reconsideration of his wage scale. This letter will state that all salary increases will be under advisement after the end of the present fiscal year (April 30, 1980) and the beginning of the new fiscal year (May 1, 1980).

BUILDING AND GROUNDS:

We experienced a problem recently with carbon monoxide gas being pulled into the return air system because a door was left off the main blower by the boiler serviceman. It was suggested by Mr. Christiansen that this problem could be remedied by installing a safety switch on the boiler burner. The burner would not ignite if the door on the blower was not in place. Tri-Service has

estimated a cost of \$150 to \$175 for this safety switch. A motion was made by Mrs. Bergo and seconded by Mrs. Meller that this work be contracted for. Unanimously approved.

A letter has been sent to Mr. Thomas Redding at the Village Hall by Dianne Jahaske and Christine Thompson resigning from the organization and production of the Village of Bellwood Newsletter. Mrs. Meller feels that this letter should have been submitted through the Board of Directors, and that the library should not lose contact with the publication of this Village Newsletter. A motion was made by Dr. Fletcher and seconded by Mrs. Bergo that a letter be sent to Mr. Redding stating that the library regrets the action taken and that we wish to cooperate in the publication of this necessary newsletter. We will inform Mr. Redding that our new Head Librarian, Mr. Robert Harris, will be contacting him in the near future regarding this matter. Unanimously approved.

A motion was made by Dr. Fletcher and Seconded by Miss Olson that the meeting be ended and Vice President Clifford declared the meeting adjourned at 11:50 P.M.

Respectfully submitted,

Katherine Clifford, V. Pres.

Helen Olson, Secretary