

MINUTES OF THE April 10, 1980 SPECIAL
MEETING OF THE BOARD OF DIRECTORS OF THE BELLWOOD LIBRARY

A special meeting of the Board of Directors of the Bellwood Public Library was called to order at 7:25 P.M. on Thursday, April 10, 1980 in the library meeting room. Present were Mrs. Clifford, Mrs. Bergo, Mr. Gallagher, Mrs. Meller and Mr. Harris. Absent were Mr. Katusic and Dr. Fletcher.

A motion was made by Mrs. Bergo and seconded by Mrs. Meller that the President, Secretary and Village Treasurer be authorized to issued voucher checks in payment of the following bills, presented at this meeting:

No. 316 in the amount of \$8,722.52
No. 316A in the amount of \$11,610.83

A roll call vote was taken: Mrs. Bergo, aye - Mrs. Meller, aye - Mr. Gallagher, aye - Mrs. Clifford, aye. Unanimously approved by the board.

It was agreed to postpone discussion of the salary schedules until Mr. Harris has familiarized himself more with the work being done by the various employees.

By general agreement, President Gallagher declared the meeting adjourned at 8:00 P.M.

Respectfully submitted,

Katherine G. Clifford

Mrs. Katherine Clifford, Vice-President

AGENDA - - LIBRARY BOARD MEETING - - - April 16, 1980

1. Call to order
2. Roll call
3. Reading of minutes, March 19, 1980 and April 10, 1980
4. Review and/or revision of agenda as appropriate
5. Finance Committee Reports
 - A. Financial Report - March, 1980
 - B. Comparative Statement - March, 1980
 - C. Reports of Bills #317 and #317A
 - D. Fund Transfer - \$30,000 from savings to checking
6. Communications
 - A. Hall use - Radio Comm. Monitoring Assn.
 - B. Municipal League Dinner - 4-16-80
7. Library Director's Report - March 1980
8. Other Committee Reports
 - A. Administration
 - B. Building and Grounds
 - C. Public Relations & Legislation
 1. Legislation day, April 30, 1980
SLS (chartered bus)
 - E. Library Systems
 1. SLS board nominations
9. Old business
 - A. 1979-80 Working Budget Revision (postponed from March)
10. New Business
 - A. Annual Audit Authorization
 - B. Director & Officers Liability Insurance Renewal
11. Adjournment

MINUTES OF THE APRIL 16, 1980 MEETING
BOARD OF DIRECTORS - BELLWOOD PUBLIC LIBRARY

The regular meeting of the Board of Directors of the Bellwood Public Library was called to order at 8:30 P.M. on Wednesday, April 16, 1980 in the library meeting room. Present were Mr. Katusic, Dr. Fletcher, Mrs. Bergo, Mrs. Meller, Mrs. Clifford and Mr. Harris. Mr. Gallagher was absent.

The minutes of the March 19, 1980 meeting were read. Mrs. Bergo noted that a correction should be added to the effect that the security guards are also on duty on Friday's from 4 to 6 P.M. Minutes of the April 10, 1980 special meeting were also read. These minutes, with the correction noted above, were unanimously approved by the board.

The Financial Report for the month of March, 1980 was presented. A motion was made by Dr. Fletcher and seconded by Mrs. Meller that the report be approved as read. Unanimously approved by the board.

The Comparative Statement for the month of March, 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. 317 in the amount of \$18,208.22
No. 317A in the amount of \$11,866.74

A motion was made by Mr. Katusic and seconded by Mrs. Meller 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 - Dr. Fletcher, aye - Mrs. Bergo, aye - Mrs. Meller, aye - Mrs. Clifford, aye. Unanimously approved.

The matter of putting the security guards on the payroll will be discussed by the Finance Committee, as opposed to a "fee for service" basis.

Motion by Mrs. Bergo, second by Mrs. Meller that the fund transfer as listed against account #6514518 be postponed until April 30, 1980 when this C.D. matures, and to authorize the Finance Committee to handle the transfer of funds. Unanimously approved by the board.

CORRESPONDANCE:

Mr. Harris read an application from R.C.M.A. for use of the meeting room on a Saturday in May or June. He will obtain a written description of the organizations purpose and the application will be discussed after further information is received.

Mr. Harris read a letter received from the City of Northlake extending an invitation to the Municipal League Dinner on Wednesday, April 16, 1980. Mayor Davis, who arrived to attend the meeting after it was called to order, reported briefly on the meeting.

Mr. Harris mentioned the upcoming hearing regarding revenue sharing by the Proviso Township Governing Body, and provided a description of application. The Board agreed that the application would be good, especially since the Bellwood Library would then be entitled to apply for and receive a per capita grant from the State of Illinois to help the library meet minimum standards as expressed in the "Measures of Quality". Dr. Fletcher made a motion to create a resolution approving the application for revenue sharing funds from Proviso Township in cooperation with other libraries serving Proviso Township residents at the rate of \$1.00 per capita, money to be used for salaries, AV, and books. Mrs. Bergo seconded this motion Unanimously approved by the board. Mr. Harris will work on a more detailed list of needs.

LIBRARY DIRECTORS REPORT:

The Library Directors Report for the month of March, 1980 was received and placed on file.

Mr. Harris expressed the need for two more pages, one to work day hours and one to work evenings, to help cover the desk (especially at vacation time) and to work on miscellaneous tasks. He will discuss the details with the Finance Committee. A motion was made by Mr. Katusic and seconded by Dr. Fletcher that two pages be hired, salaries to be determined by Mr. Harris within the present salary schedules. Unanimously approved by the board.

OTHER COMMITTEE REPORTS:

Public Relations & Legislation: Legislation Day, April 30, 1980 in Springfield. A motion was made by Mr. Katusic and seconded by Mrs. Bergo that the Library Director and such board members as wish to go be sent and paid for at the necessary fee of \$22 per person for bus and lunch and other expenses incurred. Unanimously approved by the board.

A motion was made by Mr. Katusic and seconded by Dr. Fletcher that Mr. Harris be permitted to attend a workshop on May 6 at the Downer's Grove Library on "Behavior Problems in the Library" Unanimously approved by the board.

The matter of paperwork filed for back service credits to IMRF who were added recently will be looked into by Mr. Harris and discussed with the Administration Committee. Mr. Harris will secure a statement in writing from IMRF as to whether or not the staff members and the library will have to pay in the back credits.

A new application will be sought from the Proviso Coordinating Council to reflect the new admittance time of 9:30 A.M. If it is really necessary that they meet at 9:00 A.M., this should be stated on the application and will be looked into.

Mr. Harris will check on the details of the annual LACONI librarian trustee dinner the evening of Friday, April 18th. Mrs. Bergo made a motion to reimburse the library director and any board member who wishes to attend the meeting. Motion seconded by Mrs.

Meller. Unanimously approved by the board.

Mrs. Clifford reminded everyone to file their ethics statements by April 30, 1980.

Dr. Fletcher moved to designate Mrs. Bergo as the delegate to the annual SLS Board meeting June 19th, at which time the vote for SLS board members will occur. Mrs. Meller seconded this motion which received unanimous approval. No nominations for the SLS board were given.

A motion was made by Mrs. Bergo and seconded by Dr. Fletcher that Agenda Item #9, Budget revisions, be referred to the Finance Committee. Unanimously approved by the board.

NEW BUSINESS:

A motion was made by Mrs. Meller and seconded by Mrs. Bergo that the firm of Goldman, Weiss, Gelman & Sered be authorized to conduct the annual audit. Unanimously approved by the board.

A motion was made by Mrs. Bergo and seconded by Mrs. Meller that the letter regarding the renewal of the Directors and Officers Liability Insurance be referred to the Finance Committee for a report at the May meeting. Unanimously approved.

Mrs. Bergo moved to adjourn the meeting at 11 P.M. and Mrs. Clifford adjourned at this time.

Mrs. Clifford called the meeting to order again at 11:02 P.M. A new roll call indicated that all members were still present.

Mr. Katusic made a motion, seconded by Mrs. Bergo, that the salary schedule dated May 1, 1979 be approved. A roll call vote resulted in a unanimous approval.

Due to the Proviso Municipal League dinner falling on May 21, 1980 (regular board meeting night) the board will hold its May meeting on Thursday, May 22nd so that board members and the library director can attend the dinner. A motion to this effect was made by Mrs. Bergo and seconded by Mrs. Meller with the stipulation that the library will pay the expenses of the board members and the library director, but not their spouses. A roll call vote resulted in a unanimous approval.

A motion was made by Mrs. Meller and seconded by Mrs. Bergo to close the meeting and Mrs. Clifford declared the meeting adjourned at 11:40 P.M.

Respectfully submitted,

Katherine A. Clifford

Katherine Clifford, Vice President

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

PUBLIC NOTICE

THE BOARD OF DIRECTORS OF THE BELLWOOD PUBLIC LIBRARY WILL MEET AT 7:30 P.M. ON TUESDAY, APRIL 29, 1980, IN THE LIBRARY MEETING ROOM TO DISCUSS A VARIETY OF TOPICS.

DATED: April 24, 1980

TOPICS TO BE DISCUSSED:

1. Meeting room usage
2. Revisions to Working Budget 1979-80
3. Fund Transfers
4. Payroll check signatures
5. Confirmation on Security Guard continuation
6. Service awards
7. Resignation

AGENDA - SPECIAL BOARD MEETING - April 29, 1980

1. Call to order
2. Roll call
3. Communications
 - a. RCMA Association - Meeting Room Use
 - b. Coordinating Council of Proviso Township - revised hours for room use
4. Finance Committee
 - A. Revisions to working budget 1979-80
 - B. Fund transfers
\$50,000.00 from Great American to passbook at 1st Federal Savings and Loan of Westchester
 - C. Signatures on payroll checks (4-30-80 payroll)
5. Administration Committee
 - A. Letter to Chief Eastham confirming continuation of Security Guards
 - B. 10 year service awards
 - C. Resignation
6. Adjournment

MINUTES - SPECIAL MEETING OF THE LIBRARY BOARD OF DIRECTORS
APRIL 29, 1980

A special meeting of the Board of Directors of the Bellwood Public Library was called to order at 7:40 P.M. on Tuesday, April 29, 1980 in the library meeting room. Present were Mrs. Clifford, Mrs. Bergo, Mr. Katusic, Mrs. Meller and Mr. Harris. Dr. Fletcher, Mr. Gallagher and Miss Olson were absent. Also in attendance were Mr. J. Vinci and Mr. E. Serovy, representing R.C.M.A.

Mr. Vinci and Mr. Serovy presented the board with background information on their organization as a follow up to a request for library meeting room usage on file last month. It is a group that basically monitors radio broadcasting from all sources but does not broadcast themselves. After their presentation, it was the general feeling of the board that since this is mainly a hobby group, it does not fall into the category of organizations permitted to use the meeting room. Mr. Vince and Mr. Serovy were thanked for their attendance at the meeting and for presenting their application to the board.

The Coordinating Council of Proviso Township was requested to submit a new application for use of the meeting room to reflect the change from a 9:00 A.M. meeting to a 9:30 A.M. time. This was presented to the board to cover the remaining dates of May 1, 1980 and June 5, 1980. A motion was made by Mrs. Bergo and seconded by Mr. Katusic that the revised application be approved. Unanimously approved by the board.

FINANCE COMMITTEE:

A motion was made by Mr. Katusic and seconded by Mrs. Meller that the following items be credited to Account #172, Building and Grounds Maintenance and Repair, and debited to Account #190, Building Fund:

W. Karpinski	Interior & Exterior painting	\$6,046.00
Kenom Carpet	Carpeting main library	4,490.33
N.C. Construction	Cement Work (front entrance)	3,250.00
John Pizzo	Cement Sills & Mortar Work	835.00
	TOTAL	\$14,621.33

This will reduce over-expenditures on Account #172 and reflect the proper expenditures from the Building Fund, Account #190. A roll call vote was called: Mrs. Clifford, aye - Mrs. Meller, aye - Mr. Katusic, aye - Mrs. Bergo, aye. Unanimously approved.

A motion was made by Mr. Katusic and seconded by Mrs. Meller that the revised Working Budget, dated April, 1980 be accepted and approved. A roll call vote was taken: Mrs. Clifford, aye - Mrs. Meller, aye - Mr. Katusic, aye - Mrs. Bergo, aye. Unanimously approved.

A motion was made by Mr. Katusic and seconded by Mrs. Bergo that funds in the amount of \$50,000.00 be transferred from Great American Savings and Loan passbook account to a new passbook account to be opened at 1st Federal Savings and Loan of Westchester to reduce the overage in this account and stay within the guidelines of the F.S.L.I.C. Unanimously approved by the board.

ADMINISTRATION COMMITTEE:

A motion was made by Mrs. Bergo and seconded by Mrs. Meller that per Chief Eastham's request, a letter be sent confirming continuation of the security guards until further notice. Unanimously approved.

A motion was made by Mrs. Meller and seconded by Mrs. Bergo that we continue to present \$25 service awards to employees on the anniversary of the 10th year of employment with the library, this amount to be disbursed from the Petty Cash Fund. Unanimously approved by the board. The next recipient of this award will be Dianne Jahaske, with a 10th anniversary on March 15, 1980.

Copies of a letter dated April 11, 1980 from Helen Schelli, resigning her position as Secretary to the Board were given to each board member. This resignation will be effective upon completion of the yearly audit, scheduled for May 20, 1980. A motion was made by Mr. Katusic and seconded by Mrs. Bergo that the board accept with regret the resignation of Mrs. Schelli. Unanimously approved by the board.

Letters of resignation from Mr. Gallagher (effective April 22, 1980) and Miss Olson (effective March 20, 1980) were read. A motion was made by Mr. Katusic and seconded by Mrs. Meller that the board accept with regret these resignations. Unanimously approved.

A motion was made by Mr. Katusic and seconded by Mrs. Bergo that the meeting be ended and Vice-President Clifford declared the meeting adjourned at 9:25 P.M.

Respectfully submitted,

Katherine A. Clifford

Katherine Clifford,
Vice President

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

PUBLIC NOTICE

THE BOARD OF DIRECTORS OF THE BELLWOOD PUBLIC LIBRARY WILL MEET AT 7:00 P.M. ON THURSDAY, APRIL 10th, 1980 IN THE LIBRARY MEETING ROOM TO DISCUSS SALARY SCHEDULES AND PAY BILLS.

DATED: April 9, 1980