

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

June 10, 1980

The next regular monthly meeting of the Bellwood Public Library Board of Trustees will be on Wednesday, June 11, 1980, at 7:00 p.m. in the library's meeting room at 600 Bohland Avenue, Bellwood.

Robert A. Harris
Director

AGENDA - - LIBRARY BOARD MEETING - - JUNE 11, 1980

1. Call to order
2. Roll call
3. Reading of minutes, May 22, 1980
4. Review and/or revision of agenda as appropriate
5. Finance Committee Reports
 - a. Financial reports, April 1980 and May 1980
 - b. Comparative statements, April 1980 and May 1980
 - c. Reports of Bills, # 319 and 319 A
 - d. Transfer of funds from savings to checking
6. Communications
 - a. Audits from Al Weiss
 - b. Proviso Council on Aging Thank you letter
 - c. Bellwood Garden Club application for meeting room use
7. Library Director's Report
8. Other Committee Reports
 - a. Administration
 - b. Building & Grounds
 - c. Public Relations and Legislation
 - d. Library Systems
9. Old Business
10. New Business
 - a. Membership in the Municipal League

MINUTES OF THE JUNE 11, 1980 MEETING
OF THE BOARD OF TRUSTEES OF THE BELLWOOD PUBLIC LIBRARY

The regular meeting of the Board of Trustees of the Bellwood Public Library was called to order at 8:20 p.m. on Wednesday, June 11, 1980, in the library's staff lounge. Present were Mrs. Clifford, Mr. Katusic, Dr. Fletcher, Mrs. Meller, and Mrs. Bergo. The Head Librarian, Mr. Harris, and a resident of Bellwood, Mr. Ed Lyons, were also present.

The minutes of the May 22, 1980 meetings were read. A motion was made by Mr. Katusic and seconded by Mrs. Meller that the minutes be approved as submitted. Unanimously approved.

It was agreed to amend the agenda to include as point 9 a. discussion of the use of security guards.

The Financial Report for the month of April, 1980 was presented. A motion was made by Mrs. Bergo and seconded by Mrs. Meller that the report be approved as read. A roll call vote was taken. Mrs. Clifford, aye. Mrs. Bergo, aye. Dr. Fletcher, aye. Mrs. Meller, aye. Mr. Katusic, aye. Unanimously approved.

The Comparative Statement for the month of April, 1980 was received and placed on file. A motion was made by Mr. Katusic, seconded by Dr. Fletcher, that the report be placed on file. All ayes, unanimously approved.

The Financial Report for the month of May, 1980 was presented. A motion was made by Dr. Fletcher and seconded by Mrs. Bergo that the report be approved as read. A roll call vote was taken. Mrs. Clifford, aye. Mrs. Bergo, aye. Dr. Fletcher, aye. Mrs. Meller, aye. Mr. Katusic, aye. Unanimously approved.

A report of the budget to date and expenditures to date for May, 1980, was received, although this is not the May, 1980 Comparative Statement. Mr. Katusic made a motion, seconded by Mrs. Meller, to accept the reading of this report and to place it on file. All ayes, unanimously approved.

The Finance Committee submitted the following reports of bills, copies of which are included as part of these minutes:

No. 319 in the amount of \$ 9,410.84
No. 319A in the amount of \$ 13,157.14

A motion was made by Mrs. Bergo, and seconded by Mr. Katusic, that two board members and the Village Treasurer be authorized to issue checks in payment of the bills presented at this meeting. A roll call vote was taken. Mrs. Clifford, aye. Mrs. Bergo, aye. Dr. Fletcher, aye. Mrs. Meller, aye. Mr. Katusic, aye. Unanimously approved.

A motion was made by Mr. Katusic, and seconded by Mrs. Meller, to transfer \$ 25,000.00 from the savings account at the Great American Bank to the checking account at the Bank of Hillside, to take care of current expenditures. This motion was rescinded before a vote was taken.

A motion was made by Mrs. Bergo, and seconded by Mrs. Meller, that \$ 15,000.00 be transferred from the savings account at the Great American Bank to the checking account at the Bank of Hillside as soon as possible to cover current expenditures, and that \$10,000.00 be transferred from the Great American Bank savings account to the checking account at the Bank of Hillside on July 1, 1980, to cover expenditures at that time, to a total of \$ 25,000.00. A roll call vote was taken. Dr. Fletcher, aye. Mrs. Bergo, aye. Mrs. Clifford, aye. Mr. Katusic, aye. Mrs. Meller, aye. Unanimously approved.

The 1979/80 Audit Report from Al Weiss was distributed, and Mr. Harris passed along the oral recommendation that the library investigate higher yield investments, as suggested by Mr. Weiss. This matter will be taken under advisement by the Board.

Mr. Weiss's other recommendation was that money be deposited directly into the checking account when it was received. Mrs. Bergo made a motion, seconded by Mrs. Meller, that if the library receives any tax checks, they be deposited into any savings and loan institution authorized by the library board in which total deposits in an already existing library account equal less than \$100,000.00. A roll call vote was taken. Dr. Fletcher, aye. Mrs. Bergo, aye. Mrs. Clifford, aye. Mr. Katusic, aye. Mrs. Meller, aye. Unanimously approved.

Correspondence

Mr. Harris read the thank you letter from the Proviso Council on Aging.

The meeting room application from the Bellwood Garden Club was read. Mr. Katusic made a motion, seconded by Dr. Fletcher, that the Bellwood Garden Club be allowed to use the Director's Room (meeting room) and kitchen on the following dates: September 8, 1980; October 20, 1980; November 10, 1980; December 8, 1980; January 12, 1981, February 9, 1981, March 9, 1981, April 13, 1981, and May 11, 1981. All ayes, unanimously approved. Mr. Harris was also asked to send the club a thank you letter for their planting of Joseph's Weed and petunias in the square planter near the library door.

Library Director's Report

Mr. Harris mentioned that the Village of Bellwood is planning a gala two day celebration in September, 1980, for Bellwood's 80th anniversary, and the Village would appreciate the library's involvement.

Old Business

Mention was made of the thanks that Mrs. Yvonne Pointdexter had expressed orally to the Board before the meeting began concerning the library staff's help in starting the Togetherness Play Group. The children's librarian, Ms. Daugherty, was singled out for appreciation in obtaining library materials for the children, and for giving programs which the children enjoyed, in the library.

A complaint had been received by a Bellwood resident, Mrs. Pat Wrobel, that the use of an armed guard to protect the library's security made her feel uneasy, and unwilling to send her children alone to the library. The Board is looking into the matter to get as much feedback from the citizens of Bellwood as possible, and will take the matter under advisement.

New Business

Mr. Katusic made a motion to send \$50.00 to the Village of Bellwood to be used for dues in the Proviso Municipal League for the library. Motion seconded by Dr. Fletcher. All ayes, unanimously approved.

Mrs. Bergo made a motion, seconded by Dr. Fletcher, to adjourn the meeting at 10:47 p.m. All ayes, unanimously approved.

The meeting was called to order again at 10:55 p.m. by Mrs. Clifford. Present were Mrs. Clifford, Mr. Katusic, Dr. Fletcher, Mrs. Meller, and Mrs. Bergo. The Head Librarian, Mr. Harris, and a resident of Bellwood, Mr. Ed Lyons, were also present.

A motion was made by Mrs. Bergo, seconded by Dr. Fletcher, that the annual Board meeting be postponed from June 11, 1980, to June 25, 1980, at 8:00 p.m. All ayes, motion carried.

Mr. Katusic made a motion, seconded by Mrs. Meller, that the meeting be adjourned at 11:00 p.m. Mrs. Clifford declared the meeting closed at 11:00 p.m.

Respectfully submitted,

Katherine Clifford, Vice President

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LI 7-7393

NOTICE

The Board of Trustees of the Bellwood Public Library will hold its annual Board meeting on Wednesday, June 25, 1980, at 8:00 p.m. in the library's meeting room at 600 Bohland Ave., Bellwood, Illinois. The Board will discuss the election of officers, committee appointments, and meeting nights for the upcoming year, banks to be used as depositories of library funds, and other business as indicated on the agenda.

Robert A. Harris
Director

AGENDA - ANNUAL BOARD MEETING - - JUNE 25, 1980

1. Call to order
2. Roll call
3. Meeting turned over to Mr. Harris to act as secretary
4. Election of officers
 - a. President
 - b. Vice president
 - c. Secretary
5. Meeting turned over to new officers
6. Roll call
7. Committee appointments
 - a. Finance
 - b. Administration
 - c. Building & grounds
 - d. Public relations and legislation
 - e. Planning and development
 - f. Library systems
8. Set meeting night
9. Designate banks as depositories for library funds
10. Other business
11. Adjournment

MINUTES OF THE JUNE 25, 1980 ANNUAL MEETING OF THE
BOARD OF TRUSTEES OF THE BELLWOOD LIBRARY

The Annual Meeting of the Board of Trustees of the Bellwood Public Library was called to order at 8:15 p.m. on Wednesday, June 25, 1980 in the library meeting room. Present were Mrs. Clifford, Mrs. Bergo, Mr. Katusic, Dr. Fletcher, and Mrs. Meller. The Head Librarian, Mr. Harris, was also present.

Mrs. Bergo made a motion, seconded by Mrs. Meller, to turn the meeting over to Mr. Harris to act as secretary during the election of officers.

NOMINATIONS FOR PRESIDENT WERE CALLED. Mrs. Meller made a motion, seconded by Mrs. Bergo, to nominate Mrs. Clifford for the office of president. No further nominations were forthcoming, and nominations were closed. The motion passed by a unanimous vote.

NOMINATIONS FOR VICE PRESIDENT WERE CALLED. Mrs. Bergo made a motion, seconded by Mrs. Clifford, to nominate Mr. Katusic for the office of vice president. No further nominations were forthcoming, and nominations were closed. The motion passed by a unanimous vote.

NOMINATIONS FOR SECRETARY WERE CALLED. Mrs. Clifford made a motion, seconded by Mrs. Meller, to nominate Mrs. Bergo for the office of secretary. No further nominations were forthcoming, and nominations were closed. The motion passed by a unanimous vote.

The meeting was turned over to the new officers and was called to order. Present were Mrs. Clifford, Mrs. Bergo, Mr. Katusic, Dr. Fletcher, and Mrs. Meller. The Head Librarian, Mr. Harris, was also in attendance.

Mrs. Clifford will defer committee appointments until the July, 1980 meeting.

A motion was made by Dr. Fletcher, and seconded by Mrs. Bergo, that the Board meet at its regularly scheduled meetings on the seconded Wednesday of each month, July 1980 through April, 1981, at 8:00 p.m. in the library meeting room. Unanimously approved.

Mrs. Bergo made a motion, seconded by Dr. Fletcher, that the July Board meeting be held on Thursday, July 17th, at 8:00 p.m. in the library meeting room. Unanimously approved.

Mr. Katusic made a motion, seconded by Mrs. Bergo, to keep the library's checking account at the Bank of Hillside until the time of the July, 1980 Board meeting. All ayes, unanimously approved.

Mr. Katusic made a motion, seconded by Mrs. Bergo, that the library keep its savings accounts at the First Federal Savings & Loan of Westchester and Great American Savings and Loan until the time of the July, 1980 Board meeting. Unanimously approved.

Other Business

It was agreed to advertise for a Children's Librarian to replace Miss Daugherty, and that Mr. Harris would screen the applicants and interview them initially; the finalists could then be called back to meet with the library Board before a final selection is made.

Board Minutes

June 25, 1980

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Mr. Harris read a letter from Lorraine Anglet, who is organizing the 80th birthday celebration of the Village of Bellwood. She has asked for a definite commitment from the library Board, and the Board indicated interest in riding in the parade, having a banner hung on the outside north wall of the library with a birthday greeting, having a booth in the exhibit area, and showing the library's movie of the history of Bellwood on a continuous basis somewhere near the exhibit area.

Mr. Harris will discuss with the Bellwood Police Dept. a better way of paying for the security guards.

Mr. Harris reported on the financial basis of the Togetherness Play Group, organized under a grant to Triton College, so that the Board will have more information on which to base their decision for the group's use of the meeting room.

A request for use of the meeting room from the Cook County Housing Authority was received and read. Mrs. Bergo made a motion, seconded by Mrs. Meller, that since the group's proposed use of the meeting room was not within the guidelines established by the Board for such use, the request be turned down. Unanimously approved.

Mrs. Bergo made a motion that as of June 25, 1980, any new employee will not be given paid hospitalization as a fringe benefit unless such employee is expected to work 30 hours per week or more on the average over a year's time. Motion seconded by Mr. Katusic. All ayes, motion carried.

Mr. Katusic made a motion, seconded by Mrs. Bergo, that the Board of Trustees hereby accepts the resignation of Ms. Marjorie Daugherty as Children's Librarian as of June 30, 1980. All ayes, motion carried. Mr. Harris was directed to prepare a letter to Miss Daugherty stating the content of that motion.

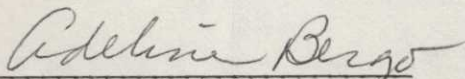
It was agreed by the Board that employees who take a whole week of pay be paid for the same proportion of time when they are on vacation that they would normally be paid if they were working.

Dr. Fletcher made a motion, seconded by Mr. Katusic, to approve the pay raises and changes of job titles, including retroactive pay in some cases to May 1, 1980, as shown on the accompanying sheet. A roll call vote was taken. Mrs. Clifford, aye; Mrs. Meller, aye; Mrs. Bergo, aye; Dr. Fletcher, aye; Mr. Katusic, aye.

Mrs. Meller made a motion concerning the proposal for a play group presented by Mrs. Nancy Redding that according to the goals of service provided by the Bellwood Public Library, it is not felt that the play group would be a proper service of the library. The motion was seconded by Mrs. Bergo. All ayes, unanimously approved.

Mrs. Clifford declared the meeting adjourned at 12:40 p.m.

Respectfully submitted,



Mrs. Adeline Bergo, Secretary

PAY RAISES APPROVED BY THE BOARD, June 25, 1980

Library Assistant I	Current pay	New Pay	As of (date)
Linda Jones	\$3.00	\$3.25	6/16/80
Judith Landrebe	2.75	3.10	6/16/80
Susan Lorentzen	3.00	3.25	6/16/80
Library Assistant II			
Deborah Rehor	3.00	3.25	5/1/80
Library Assistant III			
Melodie Barron	3.00	3.25	5/1/80
Patricia Conversa *	4.35	4.65	5/1/80
Susan McCormick	3.00	3.25	5/1/80
Jeanne Sifferman	3.00	3.25	5/1/80
Clerk-Typist			
Pat Groppi	4.65	5.00	5/1/80
Shirley Harbison	4.65	5.00	5/1/80
Lorraine Truchan	4.65	5.00	5/1/80
Clerk-Typist II			
Susan Roggeman	4.25	4.65	5/1/80
L.T.A.			
Dianne Jahaske *	4.95	5.00	5/1/80
Christine Thompson	4.95	5.10	5/1/80
Children's Librarian			
Marjorie Daugherty	NO RAISE GIVEN AT THIS TIME		
Adult Services Librarian			
Scott Klink	NO RAISE GIVEN AT THIS TIME		
Custodian			
Alfred Christiansen	5.70	5.85	5/1/80

* Ms. Jahaske and Ms. Conversa's job titles are changed to Clerk-Typist

NOTICE

The Board of Trustees of the Bellwood Public Library will hold a special meeting on Thursday, June 26, 1980, at 7:00 p.m. in the library's meeting room to discuss the appropriation budget and levy for 1980/1981.

Robert A. Harris
Director

MINUTES - SPECIAL MEETING OF THE LIBRARY BOARD OF TRUSTEES

June 26, 1980

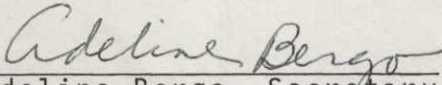
A special meeting of the Board of Trustees of the Bellwood Public Library was called to order at 7:12 p.m. on Thursday, June 26, 1980 in the library meeting room. Present were Mrs. Clifford, Mr. Katusic, Mrs. Bergo, Mrs. Meller, and Dr. Fletcher. Mr. Harris, Library Director, was also in attendance.

Dr. Fletcher made a motion, seconded by Mrs. Meller, to adopt a plan for the use of tax money in a building fund. A copy of the plan is submitted as part of these minutes. The motion was unanimously passed.

A motion was made by Mr. Katusic, and seconded by Mrs. Meller, that the librarian, Mr. Harris, prepare an Appropriation Budget for 1980-1981 which will increase the library fund total to \$387,550.00, and the special funds total to \$33,350.00, and the grand total to \$420,900.00. A roll call vote was taken. Mrs. Clifford, aye; Mrs. Bergo, aye; Mrs. Meller, aye; Dr. Fletcher, aye; Mr. Katusic, aye. Unanimously approved.

Mrs. Clifford declared the meeting adjourned at 9:10 p.m.

Respectfully submitted,


Adeline Bergo, Secretary