

AGENDA - - LIBRARY BOARD MEETING - - JULY 17, 1980

1. Call to order
2. Roll call
3. Reading of minutes, June 25, 1980
4. Review and/or revision of agenda as appropriate
5. Finance Committee reports
  - a. Financial report, June 1980
  - b. Comparative statement, June 1980
  - c. Reports of bills, # 320 and 320-A
  - d. Transfer of funds from savings to checking
6. Communications
  - a. Letter of appreciation from Evalyn Sevik
  - b. Meeting room requests:
    1. Proviso Coordinating Council
    2. U.S. 1980 Census
7. Library Director's report
  - a. Scott Klink's request for seminar attendance at Triton
  - b. IBM typewriter purchase
  - c. Vacation schedule for Mrs. Montgomery
  - d. Pay for deputy marshalls
  - e. Invoice from F. W. Kline & Sons
  - f. Number of people allowed in the meeting room at one time
8. Other committee reports
  - a. Administration
  - b. Building & grounds
  - c. Public relations and legislation
  - d. Planning and development

Board Meeting, July 17, 1980  
Agenda  
Page 2

8. Other Committee Reports (continued)
  - e. Library Systems
9. Old Business
  - a. Committee appointments from Annual Board Meeting
  - b. Banks to be used as depositories for library funds
10. New business
  - a. Las Vegas Night tickets to be sold in the library?
  - b. Interview with Children's Librarian applicant
11. Executive session
- 12.



MINUTES OF THE JULY 17, 1980 MEETING OF THE  
BOARD OF TRUSTEES OF THE BELLWOOD LIBRARY

The meeting was called to order at 8:25 p.m. on Thursday, July 17, 1980 in the library meeting room. Present were Mrs. Clifford, Mrs. Bergo, Mrs. Meller, and Dr. Fletcher. Mr. Katusic was absent. The librarian Bob Harris and Harvey Untiedt, Village Treasurer, were also present.

The minutes of the June 11, 1980 Board meeting and the June 25, 1980 Annual Board meeting were read. A motion was made by Mrs. Bergo, seconded by Dr. Fletcher, that the minutes be approved as submitted. Unanimously approved.

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

The Comparative Statement for the month of June, 1980, was received and placed on file. A motion was

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

No. 320 in the amount of \$11,382.11  
No. 320-A in the amount of \$14,777.97

A motion was made by Mrs. Meller, and seconded by Mrs. Bergo, that two Board members and the Village Treasurer be authorized to issue checks in payment of the bills presented at this meeting. All ayes, unanimously approved.

A motion was made by Mrs. Bergo, and seconded by Mrs. Meller, that the library transfer \$20,000.00 from the passbook savings account at Great American Federal Savings and Loan to the checking account at the Bank of Hillside, to cover current expenditures. All ayes, unanimously approved.

Communications:

A letter of appreciation from Evalyn Sevik of Bellwood for the library's services was read by Mrs. Bergo.

An application for use of the meeting room by the Proviso Coordinating Council--Senior Citizen Committee at 3:00 p.m. on the days of July 24, August 28, September 25, October 23, and November 20 was received. Mrs. Bergo made a motion, seconded by Mrs. Meller, that the Council be allowed to use the meeting room free of charge on those dates. All ayes, unanimously approved.



Board Meeting  
July 17, 1980  
Page 2

An application for use of the meeting room by June Staron, Crew Leader of the 1980 Census, for the morning of Monday, July 21, 1980 was received. Mrs. Meller made a motion, seconded by Mrs. Bergo, that the request be denied because the applicant did not give sufficient notice for use of the room. All ayes, unanimously approved.

At that time in the meeting, Mrs. Beverly Moon, applicant for the position of Children's Librarian, was interviewed by the Board.

#### Library Director's Report:

A request was received from Scott Klink for attendance at a seminar at Triton College called "Effective Communication for Library Personnel" on August 8, 1980, at a fee of \$50.00. Mrs. Bergo made a motion, seconded by Dr. Fletcher, that because the library is now short staffed, his request be denied. All ayes, unanimously approved.

Mr. Harris presented a request to purchase the electronic typewriter and the two older IBM typewriters which the library has been leasing from IBM, together with maintenance contracts for all three machines, for a total cost of \$1,138.76. Mrs. Bergo made a motion, seconded by Mrs. Meller, that the library purchase the typewriters and buy the maintenance agreements. All ayes, unanimously approved. There is also an invoice in the amount of \$216.00 for the continued leasing of the two newer IBM selectric typewriters, which will be paid.

The entire question of vacation schedules will be postponed, pending Mr. Harris's work on job descriptions and recommended fringe benefits.

An invoice which was in question from F. W. Kline & Sons was finally cleared up. It was for a lock in the amount of \$65.45. Mrs. Bergo made a motion, seconded by Mrs. Meller, to pay the invoice before the August Board meeting.

Mr. Harris reported that someone from the Bellwood Fire Dept. will come to give recommendations on the number of people allowed in the meeting room at any one time.

Mrs. Clifford asked that Mrs. Bergo and Mr. Harris work on a thank you letter to Debbie Rehor, Scott Klink, and Sue McCormick for their exceptionally fine work in handling the crowds at the Wednesday, July 16, showing of The Muppet Movie, at which over 300 children were present.

Mr. Harris was authorized to begin looking for two clerk typists full time, one for the adult area and one for the children's room, and to advertise for these positions, at a salary of \$3.75 per hour. He was authorized to hire page help as needed, and to advertise that those positions are open. It was stressed that pages should have "A" and "B" grades in school, and that it was advisable to hire students who are going into their junior year of high school, so their training would not be wasted.



Board Meeting  
July 17, 1980  
Page 3

Mrs. Bergo made a motion, seconded by Dr. Fletcher, that Mr. Harris begin advertising for a discipline monitor to work Mondays through Thursday, 4:00 to 9:00, and not wear a uniform, at the salary range of \$3.50 to \$4.50 per hour. All ayes, unanimously approved. In the meantime, deputy marshalls' pay is going in the gross amount to the Village, where Carol Frawley will add it to the guards' salaries every other Friday on their normal pay day.

Committee Reports:

Building and Grounds: Mr. Harris reported that he was trying to get bids from F. W. Kline & Sons for fixing both building doors, and that the lawn near the curb has sunk and should be improved. He will check on the latter with the Village of Bellwood.

Planning and Development: It was agreed that a top priority is hiring more staff, and seeing to it that the library is running smoothly.

Library System: Mrs. Clifford announced that there would be a regular SLS Board meeting on the evening of July 21 at 7:30 p.m. in the SLS headquarters in Burr Ridge.

Old Business:

Committee appointments have been postponed to a later date.

It was agreed to wait until checks are about to run out before changing the library's checking account to another bank.

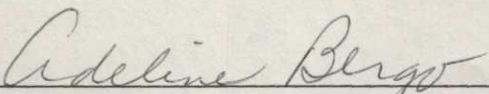
Mrs. Bergo made a motion, seconded by Dr. Fletcher, that the library's savings accounts continue to be held at Great American Federal Savings and Loan and the First Federal Savings and Loan of Westchester. All ayes, motion carried.

New Business:

Mrs. Bergo made a motion, seconded by Mrs. Meller, that since it is not the library's policy to sell tickets in the library, the request to sell tickets to a Las Vegas Night in Bellwood from Tom Redding be denied. All ayes, unanimously approved.

Dr. Fletcher made a motion, seconded by Mrs. Bergo, that the meeting be adjourned at 11:40 p.m. All ayes, meeting adjourned.

Respectfully submitted,

  
\_\_\_\_\_

Adeline Bergo, Secretary