

# BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

## BOARD MEETING AGENDA

September 10, 1980

1. Call to order
2. Roll call
3. Reading of minutes, August 13, 1980
4. Review and/or revision of agenda as appropriate
5. Finance Committee reports
  - a. Financial Report, August 1980
  - b. Comparative Statement, August 1980
  - c. Reports of Bills, # 322 and 322-A
  - d. Transfer of funds from savings to checking
6. Communications
  - a. Thank you letter to Shirley Harbison
  - b. Thank you letter from Richard E. LeBeau
  - c. Crossroads 80 announcement
  - d. Meeting room application from Proviso Coordinating Council
7. Library Director's Report
  - a. Change from 3 months savings to maxaccount at Great American
  - b. Operation Able
  - c. Hospitalization insurance
  - d. Request for visit to Baker & Taylor warehouse at Momence, IL
  - e. Rise in Tri Service's rates
  - f. Pat Groppi's attendance at SAVS repair workshop (see bills) Sept. 25, 1980

7. Library Director's Report (cont.)
  - g. Pat Groppi's attendance at BPH automation workshop, Sept. 12
  - h. Report on stolen projector
  - i. SLS workshop on COMLOS
  - j. Election consolidation workshop
  - k. Per capita grant application
8. Other Committee Reports
  - a. Administration
  - b. Building and Grounds
  - c. Public Relations and Legislation
  - d. Planning and Development
  - e. Library System
9. Old Business
10. New Business
11. Adjournment

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## BOARD MEETING

### MINUTES

September 10, 1980

The meeting was called to order at 8:43 p.m. on September 10, 1980, in the library meeting room. Present were Mrs. Clifford, Mrs. Bergo, Mr. Katusic and Dr. Fletcher. Mrs. Meller was absent. Mr. Harris was also in attendance.

The minutes of the August 14, 1980, meeting were read. A motion was made by Mrs. Bergo, seconded by Dr. Fletcher, that the minutes be approved as read. All ayes, unanimously approved.

The Financial Report for August, 1980, was presented and read by Mr. Katusic. Mrs. Bergo made a motion, seconded by Dr. Fletcher, that the report be approved as read. All ayes, unanimously approved.

The Comparative Statement for the month of August, 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. 322 in the amount of \$8,615.36

No. 322-A in the amount of \$10,434.37

A motion was made by Mrs. Bergo, 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; Mr. Katusic, aye; Mrs. Bergo, aye; Dr. Fletcher, aye. Mrs. Meller, absent. Unanimously approved.

Mrs. Bergo made a motion, seconded by Mr. Katusic, to authorize Mr. Harris to roll over the certificate of deposit for \$20,000.00 which the library holds at Great American Savings and Loan and which matures October 29, 1980, if we can afford to do so at that time. All ayes, unanimously approved.

Dr. Fletcher made a motion, seconded by Mr. Katusic, that the library transfer \$20,000.00 from the savings account at First Federal Savings and Loan of Westchester to the checking account at the Bank of Hillside to cover current expenditures. All ayes, unanimously approved.

### Communications

Mrs. Bergo read a thank you note from Joanne Gorman to Shirley Harbison for her help in getting a film.

Mrs. Bergo read a thank you note to the library from Richard E. LeBeau for our help.

Communications (cont.)

The invitation to a conference entitled Crossroads 80 was examined and distributed.

An application for use of the meeting room by the Proviso Coordinating Council for the dates of October 2, 1980, November 6, 1980, December 4, 1980, January 8, 1981, February 5, 1981, March 5, 1981, April 2, 1981, and May 7, 1981, and June 4, 1981 from 9:30 to 11:30 a.m. was received. Mr. Katusic made a motion, seconded by Dr. Fletcher, that the group be allowed to use the meeting room at no cost for those dates. All ayes, unanimously approved.

Library Director's Report

Mr. Harris reported that the transfer of funds from the 3 month savings account at Great American Federal to a daily interest garnering account was effected August 20, and that interest was posted back to the first of July, 1980.

Mr. Harris had agreed to use an employee hired with federal funds through Operation Able for a discipline monitor, if the person met his standards. However, someone has been hired in the meantime, so he will contact the organization.

Eligible employees of the library have been signed up for the village's new hospitalization plan through Blue Cross of Rockford. Prescription drugs are available for \$2.00, providing each employee pays \$36.00 per year. Mr. Harris will check on this further to see what will happen if each employee does not wish to pay the charge, since 100% participation is necessary of the plan is to work.

Mr. Katusic made a motion, seconded by Dr. Fletcher, that Mr. Harris be allowed to go to the tour of Baker & Taylor in Momence, Illinois, on October 10, 1980, and that his expenses be paid by the library. All ayes, unanimously approved.

Tri Service Heating and Air Conditioning of Bellwood sent us a letter dated August 28, 1980, that their monthly rates would rise to \$148.00 and their overtime rates to \$14.00 per hour, from \$135.00 and \$11.00 respectively. The Board asked Mr. Harris to contact West Town Refrigeration, a previous bidder on substantially the same contract, and if their price is the same as it was, or at least substantially lower than Tri Service's, we will switch over to West Town for a year and notify Tri Service. In the meantime, we will hold on to the \$148.00 check for September service which had been approved in the September bills.

Mr. Katusic made a motion, seconded by Mrs. Bergo, that Mrs. Groppi attend the BPH automation workshop and the SAVS repair workshop in September, and be reimbursed for expenses by the library, providing she submits a written report within a reasonable time on what was learned to the head librarian. All ayes, unanimously approved.

Library Director's Report (cont.)

Mr. Harris reported that within a day after his report of the non-returned 16mm projector to the police, the projector had been picked up by the police. No fines have been paid as yet.

SLS is having a workshop on COMLOS (Committee on Multitype Library Organizations of ILA) and hearings will be held concerning possible legislation. Mr. Harris was given permission to go if he has the time.

Mr. Harris reported briefly on the results of the workshop in Hillside concerning the new consolidated election law.

Mr. Harris and Mrs. Bergo will work on the application for the per capita grant from the State of Illinois. This money, if received, is to be used to elevate library service to standards established in "Measures of Quality", but at this time we meet or exceed many of the standards already.

Committee Reports

Before the committee reports began, Mrs. Clifford assigned the five Board members to various committees as follows:

Administration: Mrs. Meller and Mrs. Bergo  
Buildings: Mrs. Meller and Dr. Fletcher  
Finance: Mrs. Meller and Mr. Katusic  
Public Relations: No assignments  
Suburban Library System: Mrs. Bergo  
Planning and Development: No assignments  
Legislation: No assignments

From the Building Committee, Mr. Katusic reported that the person in Wisconsin whom he had contacted did not wish to replace the tile, so Mr. Harris will investigate slate tile and possibly Mr. Christiansen's putting in regular linoleum tile.

Mr. Harris was asked to call Tom Kenom of Kenost carpeting again and point out to him that the carpeting which is coming loose is a danger to passersby, and there is the possibility of a law suit; also, we may have to hire someone else to repair the carpeting and send Mr. Kenost the bill.

New Business

The Board agreed, in keeping with a tradition already established with some of the pages, to pay everyone who works Saturdays for eight hours.

Dr. Fletcher made a motion, seconded by Mrs. Bergo, to adjourn the meeting at 12:07 a.m. All ayes, unanimously approved.

Respectfully submitted,

Adeline Bergo, Secretary

Personnel Notes  
Board Meeting, Sept. 10, 1980

Mr. Klinks resignation was received. His last day is September 12, 1980, but he will be paid through September 15, including vacation days accrued while working during 1980. He will not be paid for the floating day usually taken near the end of each year.

It was agreed to pay a replacement for Mr. Klink \$12,000.00 per year, with salary review in six months.

The letter requesting a raise to \$6.50 per hour, and salaried work, was received from Mrs. Montgomery. The Board stated that since it is the policy of the Board to review performance and possible financial increases or decreases after 6 months, her request is denied at this time. In addition, Mr. Harris pointed out that she sometimes misses invoices and makes other errors, and has not been listing invoices on the bottom of each check stub. The Board therefore feels that she is doing less of the bookkeeping work than her predecessor.

Mr. Katusik drafted a preliminary letter in response to Mrs. Jones, as follows:

We received your letter expressing your views on your daughter Linda Jones, and we can understand your feelings on this matter. However, the librarian and the Board concur that the necessary functions that were expected from this employee were not fulfilled.

We wish that she will have continued success in any endeavor that she chooses.

Sincerely,

Mrs. Adleine Bergo