

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

ATTENTION

The regular monthly meeting of the Bellwood Public Library Board of Trustees will be held at 8:00 p.m., Thursday, October 9, 1980, in the library meeting room at 600 Bohland Avenue, Bellwood, Illinois.

Subsequent monthly meetings will be held on the second Wednesday of each month, at 8:00 p.m. in the library's meeting room.

Robert A. Harris
Director

October 7, 1980

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BOARD MEETING AGENDA

October 9, 1980

1. Call to order
2. Roll call
3. Reading of minutes, September 10, 1980
4. Review and/or revision of agenda as appropriate
5. Finance Committee Reports
 - a. Financial report, September 1980
 - b. Comparative statement, September 1980
 - c. Reports of bills, # 323 and 323-A
 - d. Transfer of funds from savings to checking
 - e. Certificate of deposit rollover
 - f. Change of checking account from Bank of Hillside to Bank of Bellwood
6. Communications
 - a. Thank you letters from Mayor Davis and Tom Michaels - Bellwood's 80th
 - b. Meeting room request from Bellwood Welfare and Health Organization
7. Library Director's Report
 - a. Payroll procedures
 - b. Need for more pages in Children's Room
 - c. Per Capita Grant application
 - d. Prescription insurance problem
 - e. IIA Conference request from R. Harris and K. Becker
 - f. Orkin Exterminating Service
 - g. Coke machine
 - h. Tentative future goals
8. Other Committee Reports
 - a. Administration
 - b. Building and Grounds
 - c. Public relations and legislation
 - d. Planning and Development
 - e. Finance
 - f. Suburban Library System
9. Old Business
10. New Business
11. Adjournment

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BOARD MEETING

MINUTES

October 9, 1980

The meeting was called to order at 8:37 p.m. on October 9, 1980, in the library staff room. Present were Mrs. Clifford, Mrs. Bergo, Mrs. Meller, and Dr. Fletcher. Mr. Katusic was absent. The librarian, Mr. Harris, was also in attendance.

The minutes of the September 10, 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 September, 1980, was presented and read by Mrs. Meller. Dr. Fletcher made a motion, seconded by Mrs. Bergo, that the report be approved as read. All ayes, unanimously approved.

The Comparative Statement for the month of September, 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. 323 in the amount of \$8,192.57

No. 323-A in the amount of \$11,730.23

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

Mrs. Meller made a motion, seconded by Dr. Fletcher, that the certificate of deposit at Great American Federal Savings and Loan be allowed to roll over from October 29, 1980, to April 30, 1981. A roll call vote was taken. Mrs. Clifford, aye; Mrs. Bergo, aye; Mrs. Meller, aye; Dr. Fletcher, aye; Mr. Katusic, absent. Unanimously approved.

Dr. Fletcher made a motion, seconded by Mrs. Meller, that steps be taken by Mr. Harris to change the library checking account from the Bank of Hillside to the Bank of Bellwood. A roll call vote was taken. Mrs. Clifford, aye; Mrs. Bergo, aye; Mrs. Meller, aye; Dr. Fletcher, aye; Mr. Katusic, absent. Unanimously approved.

It was decided not to transfer funds from savings to checking at this time, to cover current expenditures.

Board Meeting Minutes

October 9, 1980

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Communications

Mrs. Bergo read the two thank you letters from Tom Michaels and Mayor Davis concerning the library's participation in the celebration of Bellwood's 80th birthday.

Mr. Katusic was contacted by phone and made a motion, seconded by Mrs. Meller, to allow the Bellwood Welfare and Health Organization to use the library's meeting room on the dates requested. All ayes, unanimously approved.

Library Director's Report

Payroll procedures were discussed. It was agreed to gradually change the paydays according to a schedule submitted so that by next year payday will be ten days beyond the last day worked in a pay period. For example, work done between the 1st and 15th of the month would be paid for on the 25th, and so on.

Mrs. Bergo explained the use to which money from a per capita grant could be put, and it was agreed to submit the grant. The library expects to receive \$7700.00 from the State of Illinois, to be used for video cassettes.

Mrs. Bergo made a motion, seconded by Mrs. Meller, to have library staff pay for the prescription insurance share of the medical insurance, by way of payroll deductions as is done by the Village of Bellwood. All ayes, unanimously approved.

Mrs. Bergo made a motion, seconded by Mrs. Meller, to approve the requests submitted by Karen Becker and Robert Harris for attendance at the ILA Conference in Chicago in November, and for reimbursement for any board member who wishes to attend. All ayes, unanimously approved.

It was agreed to seek another firm to handle the library's insect extermination service.

Mrs. Bergo made a motion, seconded by Dr. Fletcher, to ask Mr. Harris to have the library handle payment and maintenance of the coke machine in the staff work room. All ayes, unanimously approved.

There were no other committee reports at this time.

New Business

Dr. Fletcher made a motion, seconded by Mrs. Meller, to give Mr. Harris an annual raise of \$500.00 effective October 1, 1980. All ayes, unanimously approved.

Mr. LaPorte's request for a raise was denied at this time. A review of his work will be done in January, 1981.

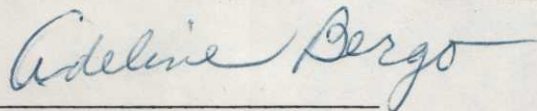
New Business (continued)

Mr. Terry Riley made a presentation on behalf of the United Way of Bellwood requesting that the library display the United Way flag on our flag post, and somewhere inside the library too, to draw attention to the fund raising campaign. Mrs. Meller made a motion, seconded by Mr. Katusic (who was contacted by phone), to allow this. All ayes, unanimously approved.

Mrs. Meller made a motion, seconded by Mrs. Bergo, to ask Mr. Harris to hire a page to work in the Children's Room mornings and Saturdays at \$3.10 per hour. All ayes, unanimously approved.

Mrs. Meller made a motion, seconded by Dr. Fletcher, to adjourn the meeting at 11:40 p.m. All ayes, unanimously approved.

Respectfully submitted,



Adeline Bergo, Secretary