

R A

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

BOARD MEETING

AGENDA

JANUARY 14, 1981

1. Call to order
2. Roll call
3. Reading of minutes, December 10, 1980
4. Review and/or revision of agenda as appropriate
5. Finance Committee Reports
 - a. Financial Report, December 1980
 - b. Comparative Statement, December 1980
 - c. Reports of bills, #326 and 326-A
 - d. Transfer of funds from savings to checking
6. Communications
 - a. Meeting room application from Proviso Coordinating Council Service Committee
7. Library Director's Report
8. Other Committee Reports:
 - a. Administration
 - b. Buildings and Grounds
 - c. Suburban Library System
9. Old Business
10. New Business
11. Adjournment
12. Executive Session

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

BOARD MEETING

MINUTES

January 14, 1981

Before the meeting began, the Board attended the Village of Bellwood Board of Trustees meeting at the Bellwood Village Hall, and witnessed the swearing in of two newly appointed members of the Library Board, Mr. Terrence Riley and Mr. Edward Lyons. After that ceremony, the Library Board members returned to the Library for the regular monthly Library Board meeting.

The meeting was called to order at 8:52 p.m. in the library meeting room on January 14, 1981. Present were Mrs. Clifford, Mrs. Bergo, Mr. Katusic, Mrs. Meller, and new trustees, Mr. Terrence Riley and Mr. Edward Lyons. Dr. Fletcher was absent. In attendance also were the library director, Mr. Harris, children's librarian, Karen Becker, Mr. Sanford Bergo, and local patrons Lynn Barton (who is also an employee), Anne Swaine, Cynthia Breunlin and Arlene Hendricks.

After welcoming the two new trustees, Mr. Lyons and Mr. Riley, to the Board, the minutes of the December 11, 1980, meeting were read. Mr. Katusic made a motion, seconded by Mrs. Meller, to approve the minutes as read. All ayes, unanimously approved.

Finance Committee:

Mr. Katusic read the Financial Report for December, 1980. Mrs. Bergo made a motion, seconded by Mr. Lyons, to approve the Financial Report as read. A roll call vote was taken. Mrs. Clifford, aye; Mrs. Bergo, aye; Mr. Katusic, aye; Mr. Riley, aye; Mr. Lyons, aye; Mrs. Meller, aye; Dr. Fletcher, absent. Unanimously approved.

At this time, Mrs. Swaine, Mrs. Breunlin, and Mrs. Hendricks made a presentation in which they expressed concern over the proposed move of the children's room to the upstairs quarters, explaining that they hoped to see a continued space set aside for pre-schoolers in the library.

The Finance Committee continued its report. The Comparative Statement for the month of December, 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. 326 in the amount of \$9,768.88
- No. 326-A in the amount of \$11,112.73

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

Mrs. Meller made a motion, seconded by Mr. Lyons, to transfer \$12,000.00 from the savings account at Great American Federal Savings and Loan to the Bank of Hillside to cover expenditures for current bills. All ayes, unanimously approved.

Communications:

Mrs. Bergo read an application for the meeting room from the Proviso Coordinating Council Service Committee for the following dates: January 22, 1981, February 26, 1981, March 26, 1981, April 23, 1981, May 28, 1981, and June 25, 1981, at 3:00 p.m. Mrs. Meller made a motion, seconded by Mr. Katusic, to let the Service Committee use the library's meeting room for those dates free of charge. All ayes, unanimously approved.

Library Director's Report:

Mr. Katusic made a motion, seconded by Mrs. Meller, to reimburse any trustee (but not his or her spouse) and the library director and his wife for attendance at the Proviso Municipal League Dinner on Thursday, January 22, 1981, at a cost of \$10.00 per person. All ayes, unanimously approved.

Mr. Harris explained that for 1981 he is on the Board of the Chamber of Commerce, and there will be an installation dinner Sunday, February 1, at 4:00 p.m. at the Golden Autumn at a cost of \$13.50 per person. Mrs. Bergo made a motion, seconded by Mr. Riley, that the library reimburse any trustee (but not his or her spouse) and the library director and his wife for attendance at this dinner. All ayes, unanimously approved.

Mr. Harris officially conveyed in message form Jeane Siffermann's feelings about relinquishing the burglar alarm key to the Board.

The Board approved re-hiring of Barbara Hawkins effective Monday, January 19. She will be expected to reapply for leave when she leaves again to have her baby.

A pay raise for Lynn Barton for the period January 5-January 17, 1981, was discussed. Mr. Katusic made a motion, seconded by Mrs. Bergo, that she could gain extra hours of work in the absence of another employee at her normal rate of pay, but that no adjustment in pay would be made unless the Board approved promoting her or any other employee to a new job in advance of the work having been done. A roll call vote was taken. Mrs. Clifford, aye; Mrs. Bergo, aye; Mr. Katusic, aye; Mrs. Meller, aye; Mr. Riley, aye; Mr. Lyons, aye; Dr. Fletcher, absent. Unanimously approved.

At this point, Mrs. Clifford appointed Mr. Lyons to the Finance Committee, and Mr. Riley to the Administration Committee.

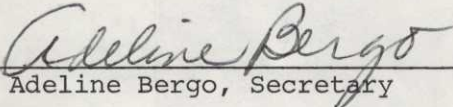
Mrs. Meller made a motion, seconded by Mr. Riley, to allow the Finance Committee to investigate possibilities for investments of the library's funds, as well as the current tax money situation at the Village Hall. A roll call vote was taken. Mrs. Clifford, aye; Mrs. Bergo, aye; Mrs. Meller, aye; Mr. Katusic, aye; Mr. Riley, aye; Mr. Lyons, aye; Dr. Fletcher, absent. Unanimously approved.

Board Meeting Minutes
January 14, 1981
Page 3

Mrs. Bergo made a motion, seconded by Mrs. Meller, that the Administration Committee begin working on improving and clarifying the personnel manual, especially with regard to sick leave, vacation, leaves of absence, etc., and report back to the Board at the next meeting with recommendations. All ayes, unanimously approved. The committee will meet Wednesday, January 12, 1981, at 7:30 in the library. ~~and will make recommendations at the next~~

Mr. Harris reported that the amnesty period fine money, which is collected each Christmas time from people who have long overdue books, has been given to P.A.R.C., in the amount of \$17.80.

Mrs. Bergo made a motion, seconded by Mr. Lyons, to adjourn the meeting. Meeting was declared adjourned by Mrs. Clifford at 12:25 a.m.



Mrs. Adeline Bergo, Secretary