

# BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

## BOARD MEETING

### AGENDA

April 8, 1981

1. Call to order
2. Roll call
3. Reading of minutes, March 11, 1981
4. Review and/or revision of agenda as appropriate
5. Finance Committee Reports
  - a. Financial report, March 1981
  - b. Comparative Statement, March 1981
  - c. Reports of bills, # 329 and 329-A
  - d. Transfer of funds from savings to checking
  - e. Rollover of Certificate of Deposit, April 29, 1981
6. Communications
  - a. Thank you letter from Lenore Schacht
7. Executive Session - Personnel
8. Library Director's Report
9. Other Committee Reports:
  - a. Administration
  - b. Buildings and Grounds
  - c. Suburban Library System
10. Old Business
11. New Business
12. Adjournment



# BELLWOOD PUBLIC LIBRARY

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## BOARD MEETING

### MINUTES

April 8, 1981 and April 15, 1981

April 8, 1981:

The meeting was called to order at 8:10 p.m. in the library meeting room on April 8, 1981. Present were Mrs. Clifford, Mrs. Bergo, Dr. Fletcher, Mr. Lyons, and Mr. Riley. Mr. Katusic and Mrs. Meller were absent. Mr. Harris, the Librarian, was in attendance with Miss Becker, Children's Librarian, and Mrs. Dawn Zelenka, a library patron.

As the first order of business, Mrs. Clifford called on Mrs. Zelenka to elaborate on a letter she had written about changes in the library recently. Mrs. Zelenka did so, and her comments were discussed with the Board.

After she left, Dr. Fletcher made a motion, seconded by Mrs. Bergo, that the Board go into executive session to discuss personnel at 9:15 p.m. All ayes, unanimously approved.

At 10:30 p.m., Mr. Riley made a motion, seconded by Mrs. Bergo, to reconvene the regular Board meeting. All ayes, unanimously approved. Mrs. Meller joined the meeting at this time.

#### Finance Committee:

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

- # 329 in the amount of \$20,614.27
- # 329-A in the amount of \$12,093.64

A motion was made by Mrs. Meller, seconded by Mr. Lyons, that three Board members (in the Village Treasurer's absence) 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; Mr. Lyons, aye; Mrs. Meller, aye; Mr. Riley, aye; Mr. Katusic, absent. Unanimously approved.

Mrs. Meller made a motion, seconded by Mrs. Bergo, to transfer \$20,000.00 from the savings account at the First Federal Savings & Loan of Westchester to the Bank of Hillside to cover the month's expenditures. A roll call vote was taken. Mrs. Clifford, aye; Mrs. Bergo, aye; Mrs. Meller, aye; Mr. Lyons, aye; Mr. Riley aye; Dr. Fletcher, aye; Mr. Katusic, absent. Unanimously approved.

Mr. Riley made a motion, seconded by Mr. Lyons, to recess the meeting until Wednesday, April 15, 1981, at 7:00 p.m. in the library meeting room, due to the lateness of the hour. All ayes, unanimously approved.

Mrs. Clifford declared the meeting recessed until next week at 11:40 p.m.



Board Meeting, April 8 and 15, 1981

Minutes

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The April Board meeting was reconvened at 7:10 p.m. on Wednesday, April 15, 1981, in the library meeting room. Roll call was taken. Present were Mrs. Clifford, Mr. Riley, Mrs. Bergo, and Mr. Lyons. Absent were Mr. Katusic, Dr. Fletcher, and Mrs. Meller. Also in attendance were Mr. Harris, the Librarian, and Mrs. Groppi, Mrs. Jahaske, and Mrs. Roggemann, three library employees. Mrs. Bergo made a motion, seconded by Mr. Lyons, to go into executive session to discuss personnel. All ayes, unanimously approved. Mr. Harris left the meeting at this time.

At 9:00, Mrs. Bergo made a motion, seconded by Mr. Riley, to resume the public Board meeting. Mrs. Meller and Dr. Fletcher had joined the meeting during the executive session. Mrs. Beverly Sable, a newly elected library director, joined the meeting at this time. The motion was unanimously approved. Mr. Harris re-joined the meeting.

Mr. Riley made a motion, seconded by Mrs. Meller, to approve the minutes of the March 11, 1981 Board meeting as read. All ayes, unanimously approved.

Finance Committee (continued):

Mr. Riley made a motion, seconded by Mrs. Meller, to allow the \$20,000.00 Certificate of Deposit to roll over for another six months when its term is due at the end of April, 1981, at the Great American Federal Savings & Loan in Bellwood. A roll call vote was taken. Mrs. Clifford, aye; Mrs. Bergo, aye; Mrs. Meller, aye; Mr. Riley, aye; Mr. Lyons, aye; Dr. Fletcher, aye; Mr. Katusic, absent. Unanimously approved.

Correspondence: d the Treasurer's Report for March, 1981, and the Com

Mrs. Bergo read the thank you letter from Lenore Schacht to Mr. Harris

Executive Session:

It was agreed to omit this part of the agenda.

Librarian's Report:

Mrs. Meller made a motion, seconded by Mr. Riley, that the library pay for the expenses, including transportation, meals and registration, for any Director who wishes to go to Legislation Day in Springfield, Illinois, May 6, 1981. All ayes, unanimously approved.

Dr. Fletcher made a motion, seconded by Mr. Lyons, to reimburse Mrs. Jahaske upon completion of her course called "Library Technical Assistant 103--Acquisitions" with an A or a B in the amount of her tuition. All ayes, unanimously approved.

Mr. Riley made a motion, seconded by Mr. Lyons, to pay all expenses for Board members who wish to attend the District Libraries Round Table seminar on censorship, Saturday, April 25, 1981, at the Suburban Library System. All ayes, unanimously approved.



Board Meeting, April 8 and 15, 1981

Minutes

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Mr. Lyons made a motion, seconded by Mrs. Meller, that the library apply to Proviso Township for Federal Revenue Sharing funds. All ayes, unanimously approved.

The new audio visual loan program recommended by Mr. Harris was discussed. A statement of rules and regulations, and a registration form specifically for this service, were discussed. These forms appear as part of these minutes in their final approved form. Mrs. Bergo made a motion, seconded by Mrs. Meller, to continue with the program beginning again on Monday, April 20, 1981, using the new forms and rules, according to the guidelines shown on the forms. A roll call vote was taken. Mrs. Clifford, aye; Mrs. Bergo, aye; Mrs. Meller, aye; Mr. Lyons, aye; Dr. Fletcher, aye; Mr. Riley, aye; Mr. Katusic, absent. Unanimously approved.

Dr. Fletcher made a motion, seconded by Mrs. Meller, to get bids for a certified appraiser who knows library buildings to give us an appraisal of the cash value and replacement value of the library building for insurance purposes, as per the letter from Mr. Inzerro of Boege Associates, and also to increase the building coverage to \$1,000,000.00 effective immediately. A roll call vote was taken. Mrs. Clifford, aye; Mrs. Bergo, aye; Mrs. Meller, aye; Mr. Lyons, aye; Mr. Riley, aye; Dr. Fletcher, aye; Mr. Katusic, absent. Unanimously approved.

Mr. Riley made a motion, seconded by Mrs. Meller, that the Administration Committee's policy recommendations be tabled until the next Board meeting for discussion. A roll call vote was taken. Mrs. Clifford, aye; Mrs. Bergo, aye; Mrs. Meller, aye; Mr. Lyons, aye; Mr. Riley, aye; Dr. Fletcher, aye; Mr. Katusic, absent. Unanimously approved.

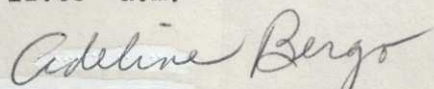
Mrs. Bergo made a motion, seconded by Dr. Fletcher, to empower the Building and Grounds committee and the Finance Committee to contact the Village of Bellwood electrician, or another qualified electrician, and ask him to examine the library's electrical situation, especially at the circulation desk with respect to the check out machines, and to make necessary repairs. A roll call vote was taken. Mrs. Clifford, aye; Mrs. Bergo, aye; Mrs. Meller, aye; Mr. Lyons, aye; Dr. Fletcher, aye; Mr. Riley, aye; Mr. Katusic, absent. Unanimously approved.

Mr. Lyons made a motion, seconded by Mr. Riley, to reimburse Louise Sayen for all expenses incurred in attendance at the LACONI Spring Meeting at the Oak Lawn Public Library, April 24, 1981. All ayes, unanimously approved.

Mrs. Bergo made a motion, seconded by Mr. Lyons, to pay for library directors, but not their spouses, and Mr. Harris for attendance at the Proviso Municipal League dinner in Broadview, Wednesday April 22, 1981. All ayes, unanimously approved.

Mr. Lyons made a motion, seconded by Mrs. Meller, that Mr. Harris's quarterly dues to the Bellwood Lions Club be paid by the library, as Mr. Harris will be attending as a representative of the library. All ayes, unanimously approved.

Mr. Riley made a motion, seconded by Mrs. Bergo, to adjourn the meeting. All ayes, unanimously approved. Mrs. Clifford declared the meeting adjourned at 12:05 a.m.

  
Adeline Bergo, Secretary



# BELLWOOD PUBLIC LIBRARY

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LI 7-7393

## AUDIO VISUAL EQUIPMENT LOAN POLICY

### I. REGISTRATION

Audio visual equipment will be loaned free of charge to all library card holders who have completed the Audio Visual Registration Form.

Registered borrowers must:

1. Live in Bellwood
2. Be 18 years of age or older
3. Present a valid Bellwood Public Library card
4. Present a driver's license showing the same address in Bellwood as their library card.

### II. BOOKING

Equipment is always subject to advance reserve, although such reserve may not be necessary.

### III. LOAN PERIOD

All equipment is loaned for one day at a time. Equipment must be returned by closing time the following library work day.

### IV. DEPOSIT

A \$25.00 CASH deposit will be required each time equipment is borrowed. No checks will be accepted. If equipment is returned not in working order, the cost of repairs will be deducted from the \$25.00 deposit in an amount not to exceed the \$25.00. Equipment will be promptly checked upon return.

### V. OVERDUE CHARGES

The overdue charge will be \$2.00 per day for the first day or any fraction thereof past the due date, and \$5.00 per day for the second day late and subsequent days. DELINQUENT BORROWERS MAY LOSE AUDIO VISUAL EQUIPMENT BORROWING PRIVILEGES PERMANENTLY.

### VI. LIBRARY HOURS

Monday, Tuesday, Wednesday, Thursday	9:30 a.m. to 9:00 p.m.
Friday	9:30 a.m. to 6:00 p.m.
Saturday	9:30 a.m. to 4:00 p.m.
Sunday	CLOSED

We are closed Saturdays during July and August, and Labor Day Weekend.

Adopted April 15, 1981



BELLWOOD PUBLIC LIBRARY

A.V. REGISTRATION FORM

Date \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ BELLWOOD, IL

PLACE OF EMPLOYMENT \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

BELLWOOD LIBRARY CARD CODE \_\_\_\_\_

DRIVER'S LICENSE NUMBER \_\_\_\_\_

I understand and agree to abide by the rules of Audio Visual Equipment Loan, with the understanding that abuse of the privileges (included repeated overdues) or purposeful damage to the equipment may, at the audio visual librarian's discretion, subject me to loss of equipment borrowing privileges. I also understand that a \$25.00 cash deposit is required for each loan of each piece of equipment, and that repairs will be deducted from the deposit.

SIGNATURE \_\_\_\_\_

Record of Overdues and Damages

Date	Equipment Name and BPL#	Description of Problem	Money Returned
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# BELLWOOD PUBLIC LIBRARY

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## NOTICE

The Board of Directors of the Bellwood Public Library will hold a special public board meeting, Thursday, April 30, 1981, at 7:00 p.m. in the library meeting room to discuss policy matters.

Robert A. Harris

Director



# BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

## BOARD MEETING

### MINUTES

April 30, 1981

A special public Board meeting was called to order in the library meeting room at 7:20 p.m. for the purpose of discussing policy review. Present were Mrs. Clifford, Mrs. Bergo, Mrs. Meller, and Mr. Riley. Mr. Katusic, Dr. Fletcher, and Mr. Lyons were absent. Also in attendance were newly elected Director Beverly Sabel and Head Librarian Robert Harris.

Additions to the Bellwood Public Library's Personnel Policy were discussed in the format and phrasing as shown below:

Attitude: Staff members are expected to remember all times that they are employed by and are the representatives of a professional institution, and are expected to conduct themselves in a manner which is always creditable to the institution and the community it serves.

Ethics: It is the responsibility of all staff members to make the resources of the library known to its potential users. Impartial service should be rendered to all who are entitled to use the library.

Loyalty to fellow workers and a spirit of courteous cooperation, whether between individuals or between departments, are essential to effective library service.

Personal information obtained through contact with library patrons, or through any other source, should remain confidential.

Library policy must not be discussed with the general public under any circumstances within the library, and must remain strictly confidential.

Staff members are encouraged to participate in public and community affairs and their conduct should be such as to preserve public esteem of the institution which they represent.

#### Public Relations:

Every employee is a public relations officer for the library and has an important part to play in developing and maintaining good public relations.

The first duty of the library staff is service to the public. Courtesy and spirit of service are the first requisites of a staff member both when speaking to patrons in person and on the telephone. If a staff member is unable to assist a patron adequately, s/he should direct the person to someone who can.



Personal Conduct: Voices should be well modulated. Loud laughter and careless posture at the public desk are not in good taste. Visiting with friends and any discussion of personal affairs should be kept to a minimum while on duty. The transaction of personal business on library time should be avoided whenever possible.

The wearing of campaign buttons, signs or arm bands will not be permitted during library working hours.

Smoking and Drinking: Staff members are allowed to smoke and eat only in designated areas of the back room. Drinking, eating or smoking in view of the public is not allowed.

Dress Code: Staff members should always be well groomed and dress in a manner which is suitable to their professional responsibilities.

Tardiness: Any excessive abuse will not be tolerated.

Telephone: Personal calls must be limited to those that are essential in nature. No long distance calls may be made unless previously authorized by the Head Librarian or the person in charge at the time.

Check Cashing Policy: All payroll checks must be cashed within 60 days of the date of issue or they will be declared void. The bank charge for reissuing the check will be the sole responsibility of said employee, and will be automatically deducted from the next pay check.

Grievance Procedure: An employee with a grievance shall first review the problem with his or her immediate supervisor.

If the grievance is unresolved, the employee may request an appeal to the Head Librarian.

If the grievance remains unresolved, the employee may present the problem in writing to the Chairman of the Administration Committee of the Board of Directors and will give a copy of the letter to the Head Librarian. The Administration Committee and the Head Librarian will meet to discuss the problem and will reply by letter to the employee.

If the grievance is still unresolved, the employee can then request through the Head Librarian to meet with the Administration Committee and the Head Librarian.

If the grievance remains unresolved, the employee has the right to ask for consideration at a regular Board Meeting. Actions will be in compliance with existing By-Laws and current policy.

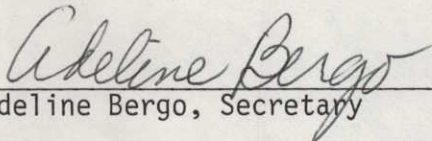
A motion was made by Mr. Riley, seconded by Mrs. Meller, to adopt the policies discussed by the Board at this meeting as shown above, effective immediately. All eyes, unanimously approved.



Board Meeting Minutes  
April 30, 1981  
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A motion was made by Mr. Riley, seconded by Mrs. Meller, to adopt the policies discussed by the Board at this meeting as shown above, effective immediately. All ayes, unanimously approved.

Mrs. Bergo made a motion, seconded by Mrs. Meller, to adjourn the meeting. All ayes, unanimously approved. Mrs. Clifford declared the meeting adjourned at 9:33 p.m.

  
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Adeline Bergo, Secretary



# BELLWOOD PUBLIC LIBRARY

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## NOTICE

The regularly scheduled monthly Board of Directors meeting of the Bellwood Public Library will be held at 8:30 p.m., Wednesday, May 13, 1981, in the library meeting room at 600 Bohland, Bellwood, Illinois.

Robert A. Harris

Head Librarian