

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

ANNUAL BOARD MEETING

May 14, 1981

AGENDA

1. Call to order
2. Roll call
3. Meeting turned over to another Board member to act as Secretary
4. Election of officers
 - a. President
 - b. Vice President
 - c. Secretary
5. Meeting turned over to new officers
6. Roll call
7. Committee appointments
 - a. Finance
 - b. Administration
 - c. Buildings and Grounds
 - d. Public Relations and Legislation
 - e. Planning and Development
 - f. Suburban Library System
8. Set meeting night
9. Designate banks as depositories for library funds
10. Reading of minutes, April 8 and 15, 1981
11. Review and/or revision of agenda as appropriate
12. Finance Committee Reports
 - a. Financial Report, March and April 1981
 - b. Comparative Statement, March and April 1981
 - c. Reports of bills, # 330 and 330-A
 - d. Transfer of funds from checking to savings
 - e. Maturity of certificate of deposit for \$100,000., May 19, 1981
13. Communications
14. Head Librarian's Report
15. Other Committee Reports
 - a. Administration
 - Personnel policy recommendations
 - b. Buildings and Grounds
 - c. Suburban Library System
16. Old Business
17. New Business
18. Adjournment

BELLWOOD PUBLIC LIBRARY

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ANNUAL BOARD MEETING

MINUTES

May 14, 1981

The Annual Meeting of the Board of Directors of the Bellwood Public Library was called to order at 8:25 p.m. in the library meeting room. Present were Mrs. Clifford, Mr. Lyons, Mrs. Sabel, Mrs. Meller and Mr. Riley. Dr. Fletcher and Mr. Katusic were absent. The library's bookkeeper, Mrs. Montgomery, was also in attendance.

Mrs. Clifford, as senior member of the Board, acted as secretary during the election of officers.

NOMINATIONS FOR PRESIDENT WERE CALLED. Mr. Lyons made a motion, seconded by Mr. Riley, to nominate Mrs. Clifford for the office of president. No further nominations were forthcoming, and nominations were closed. The motion passed by a unanimous vote.

NOMINATIONS FOR VICE PRESIDENT WERE CALLED. Mrs. Meller made a motion, seconded by Mr. Lyons, to nominate Mr. Riley for the office of vice president. No further nominations were forthcoming, and nominations were closed. The motion passed by a unanimous vote.

NOMINATIONS FOR SECRETARY WERE CALLED. Mrs. Sabel made a motion, seconded by Mr. Lyons, to nominate Mrs. Meller for the office of secretary. No further nominations were forthcoming, and nominations were closed. The motion passed by a unanimous vote.

The meeting was turned over to the new officers and was called to order. Present were Mrs. Clifford, Mr. Lyons, Mrs. Sabel, Mrs. Meller, and Mr. Riley. Dr. Fletcher and Mr. Katusic were absent. The library's bookkeeper, Mrs. Montgomery, was also in attendance.

Committee Appointments:

Mrs. Clifford announced the following appointments for committees. All were accepted.

- FINANCE COMMITTEE: Mr. Lyons, chairman, and Mrs. Sabel and Mr. Katusic, members
- ADMINISTRATION COMMITTEE: Mr. Riley, chairman, and Mrs. Meller and Dr. Fletcher, members
- BUILDINGS AND GROUNDS COMMITTEE: Mrs. Meller, chairman, and Mrs. Sabel, member
- PUBLIC RELATIONS AND LEGISLATION COMMITTEE: Mr. Lyons, chairman, and Mrs. Sabel, member

Committee Appointments (continued):

PLANNING AND DEVELOPMENT COMMITTEE: Mr. Riley, chairman, and Mr. Katusic, member

SUBURBAN LIBRARY SYSTEM COMMITTEE: Mrs. Meller, chairman, and Dr. Fletcher,
member

Meeting Night:

Mr. Riley made a motion, seconded by Mrs. Sabel, that the Board meet at its regularly scheduled meeting on the second Wednesday of each month, June 1981 through April 1982 at 8:00 p.m. in the library meeting room. Unanimously approved by a roll call vote.

Depository Banks:

Mrs. Meller made a motion that the Bank of Hillside be designated as a depository for the Bellwood Public Library checking account and a \$100,000. Certificate of Deposit; the First Federal Savings and Loan of Westchester as a depository for the Bellwood Public Library's regular savings account; and the Great American Savings and Loan in Bellwood as a depository for a \$20,000. Certificate of Deposit and a regular savings account. Mr. Riley seconded the motion. A roll call vote was taken, with a unanimous vote to approve the motion.

At this time, a letter of resignation was placed on the agenda, to be read as part of item # 13, Communications.

Reading of Minutes:

A motion was made by Mr. Riley, and seconded by Mr. Lyons, to accept and place on file the minutes of the meetings held April 8 and 15, 1981. All ayes, unanimously approved.

Finance Committee:

Mr. Lyons read the Treasurer's Reports for March and April, 1981. Mrs. Meller made a motion, seconded by Mrs. Sabel, to approve the March and April Treasurer's Reports and place them on file. All ayes, unanimously approved.

The Comparative Statements for March and April, 1981, were read and place on file.

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

- # 330 in the amount of \$18,307.95
- # 330-A in the amount of \$11,680.31

Mr. Lyons made a motion, 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, with a unanimous aye vote.

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Mr. Lyons made a motion, seconded by Mr. Riley, to transfer \$100,000. from the checking account at the Bank of Hillside to a bank to be decided by the Finance Committee for the purchase of a 60-day \$100,000. certificate of deposit. A roll call vote was taken, and passed by a unanimous vote.

Mr. Lyons made a motion, seconded by Mrs. Sabel, to renew the \$100,000. certificate of deposit at the Bank of Hillside at the prevailing rate of interest for another 60 days. A roll call vote was taken, and the motion passed unanimously.

Communications:

Mrs. Clifford reported that the Board had received an invitation to an Open House at the Lisle Public Library to be held Sunday, May 17, 1981.

The letter of resignation from Dianne Jahaske was read. Mrs. Meller made a motion to accept with regret the resignation of Dianne Jahaske and to wish her success in her new endeavor. Mr. Riley seconded the motion. All ayes, unanimously approved.

Head Librarian's Report:

There was no report from the Head Librarian.

Committee Reports:

Administration Committee:

Mr. Riley made a motion, seconded by Mrs. Meller, to accept the wording recommended by Miss Jantorni in the policy statements approved at the April 30, 1981 Board meeting, so that paragraph four of the "Ethics" paragraph will read:

Library administrative matters or problems must not be discussed with the general public under any circumstances inside or outside the library, and must remain strictly confidential.

A roll call vote was taken, and passed unanimously.

Buildings and Grounds Committee:

Mrs. Meller reported that she is working on getting black dirt for land fill near the Bohland Ave. curb from the Village. She noted improvements were needed on the front door, the blood bank sign, and the book return box in the Washington Street lobby.

Suburban Library System Committee:

Mrs. Clifford asked for the names of those interested in attending the Library Trustee orientation workshop to be held May 21 at the System headquarters. Mr. Riley made a motion, seconded by Mrs. Sabel, to pay \$8.00 for the cost of attendance by Mrs. Clifford, Mrs. Meller, Mr. Lyons, and Mrs. Sabel. A roll call vote was taken, and passed unanimously.

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A motion was made by Mr. Lyons, and seconded by Mrs. Sabel, to retain the firm of Goldman, Weiss, Gelman and Sered for the 1980-1981 audit. All ayes, unanimously approved.

The Finance Committee and Committee of the Whole will meet Monday, May 18 at 8:00 p.m. at the library to discuss the 1981/1982 Appropriation Budget. A second meeting time for acceptance of the budget will be decided upon at that time.

Adjournment:

Mr. Riley made a motion, seconded by Mrs. Meller, to adjourn the meeting. All ayes, unanimously approved. Mrs. Clifford declared the meeting adjourned at 10:08 p.m.

Respectfully submitted,

Ursula Meller

Ursula Meller, Secretary

TO:

May 18, 1981

I, the undersigned, Secretary of BELLWOOD PUBLIC LIBRARY do hereby certify that the following is a complete, true, and correct copy of certain resolutions adopted at a duly called meeting held on the 14th day of MAY, 1981, and that said resolutions are set forth in the minutes of said meeting and have not been rescinded or modified.

BE IT RESOLVED, that BANK OF HILLSIDE be and hereby is designated a depository in which the funds of this Organization be deposited by its officers, agents, and employes and each of them hereby is authorized to endorse for deposit or negotiation any and all checks, drafts, notes, bills of exchange, and orders for the payment of money, either belonging to or coming into the possession of this Organization. Endorsements for deposit may be by the written or stamped endorsement of the Organization without designation of the person making the endorsement.

BE IT FURTHER RESOLVED, that any three (one, two, three) of the following Katherine Clifford, Terrence R. Riley, Bina Meller, Harvey Untiedt, Edward J. Lyons
Jackson Fletcher, Beverly Sabel

are authorized to SIGN ANY AND ALL CHECKS, DRAFTS, AND ORDERS, including orders or directions in informal or letter form, against any funds at any time standing to the credit of this Organization with the said bank, and/or against any account of this Organization with the said Bank, and the said Bank hereby is authorized to honor any and all checks, drafts and orders so signed, including those drawn to the individual order of any such officer and/or other person signing the same, without further inquiry or regard to the authority of said officer(s) and/or other person(s) or the use of said checks, drafts and orders, or the proceeds thereof.

BE IT FURTHER RESOLVED, that each of the foregoing resolutions, directions, and instructions, shall continue in force until express written notice of its rescission or modification has been received by the Bank. It is agreed for the purpose of inducing the said Bank to act hereunder that said Bank shall be saved harmless from any loss suffered or liability incurred by it in acting hereunder.

I FURTHER CERTIFY that the following named persons are the officers of the said Organization, duly qualified and now acting as such:

President Katherine Clifford Asst. Secretary _____
Vice President Terrence R. Riley Asst. Treasurer _____
Secretary Bina Meller
Treasurer Harvey Untiedt

BELLWOOD PUBLIC LIBRARY
(Name of Organization)

Attest: By Bina Meller Secretary
By Katherine A. Clifford President Adeline Berge Retiring Secretary

NEW MAILING ADDRESS _____

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NOTICE

The Board of Directors of the Bellwood Public Library announces that there will be a special public Board meeting to discuss personnel in the library meeting room at 600 Bohland Ave., Bellwood, Illinois, at 7:30 p.m. on the evening of Wednesday, May 27, 1981.

Robert A. Harris
Head Librarian

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SPECIAL BOARD MEETING

MINUTES

May 27, 1981

A special Board meeting was called to order at 8:00 p.m. in the library's meeting room on Wednesday, May 27, 1981, to discuss personnel.

Roll call was taken. Present were Mrs. Clifford, Mr. Riley, Dr. Fletcher, and Mr. Lyons. Mrs. Meller and Mrs. Sabel were absent.

A motion was made by Mr. Riley, seconded by Dr. Fletcher, to go into Executive Session to discuss salaries at 8:05 p.m. All ayes, unanimously approved.

A motion was made by Mr. Lyons, seconded by Dr. Fletcher, to reconvene the meeting at 8:50 p.m. The meeting was declared reconvened at 8:50 p.m.

A motion was made by Dr. Fletcher, seconded by Mr. Riley, to adjourn the meeting at 8:55 p.m. The meeting was declared adjourned.

Respectfully submitted,

Katherine A. Clifford

Mrs. Katherine Clifford
President

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NOTICE

The regularly scheduled monthly Board meeting of the Bellwood Public Library Board of Directors for June will be held at 8:45 p.m. in the library meeting room, 600 Bohland, Bellwood, Illinois, Wednesday, June 10, 1981, instead of at 8:00 p.m.

Robert A. Harris

Head Librarian