

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

BOARD MEETING

AGENDA

June 10, 1981

1. Call to order
2. Roll call
3. Reading of minutes, May 14 and April 30, 1981
4. Review and/or revision of agenda as appropriate
5. Finance Committee Report
 - a. Financial Report, May, 1981
 - b. Comparative Statement, May, 1981
 - c. Reports of Bills, # 331 and 331-A
 - d. Transfer of funds from savings to checking
6. Communications
 - a. Thank you letter from McKinley School
 - b. Thank you letter from American Red Cross
7. Librarian's Report
8. Other Committee Reports:
 - a. Administration Committee
 - b. Building and Grounds Committee
 - c. Public Relations and Legislation Committee
 - d. Planning and Development Committee
 - e. Suburban Library System Committee
9. Old Business
10. New Business
11. Adjournment

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BOARD MEETING

MINUTES

June 10, 1981

NOTE: Before the Board meeting began, the current members of the library Board attended the Village of Bellwood Board Meeting in the Village Hall, and saw Mrs. Clifford present a plaque to Mr. Thomas Katusic in appreciation of his service to the Board since 1970. At the same meeting, Mayor Sigel Davis presented citations to Mrs. Adeline Bergo and to Mr. Katusic for their years of service on the Board. The Board then returned to the library for the regularly monthly meeting.

The regular monthly meeting of the Board of Directors of the Bellwood Public Library was called to order at 9:07 p.m. in the library meeting room. Present were Mrs. Clifford, Mrs. Sabel, Dr. Fletcher, Mr. Riley and Mr. Lyons. Mrs. Meller was absent. Also in attendance were the Head Librarian, Mr. Harris, and Mr. Katusic and his wife Norma Katusic, and Mrs. Bergo.

Reading of the minutes: A motion was made by Mrs. Sabel, and seconded by Mr. Lyons, to accept and place on file the minutes of the April 30 and May 14, 1981 Board meetings. All ayes, unanimously approved.

Finance Committee Report: The Financial Report for May, 1981, was read by Mr. Lyons. Dr. Fletcher made a motion, seconded by Mr. Riley, to approve the Financial Report and place it on file. A roll call vote was taken, and the motion passed unanimously.

Mr. Riley made a motion, seconded by Mr. Lyons, to accept the Comparative Statement for May, 1981, and place it on file. All ayes, unanimously approved.

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

- # 331 in the amount of \$12,402.93
- # 331-A in the amount of \$11,119.51

Mr. Riley made a motion, seconded by Mr. Lyons, 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, and the motion passed unanimously.

Mr. Lyons made a motion, seconded by Mrs. Sabel, to transfer \$20,000. from the Great American Federal Savings and Loan to the checking account at the Bank of Hillside to cover current expenditures. A roll call vote was taken, and passed unanimously.

Communications: Mrs. Clifford read the two thank you letters listed in the agenda.

Board Meeting
June 10, 1981
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Mrs. Clifford also read the letter of resignation from Mrs. Lorraine Truchan, effective June 30, 1981. Mr. Riley made a motion, seconded by Mrs. Sabel, to accept Mrs. Truchan's resignation with regret. All ayes, unanimously approved. Dr. Fletcher made a motion, seconded by Mr. Lyons, to pay Mrs. Truchan for the other two weeks of her 1980 vacation accrued, and the two weeks vacation accrued during 1981 (totalling four weeks) and to keep her on the payroll through June 30, 1981. A roll call vote was taken and passed unanimously.

Mrs. Clifford read a letter of resignation from Susan Lorentzen, who will be leaving June 15, 1981. Mrs. Sabel made a motion, seconded by Dr. Fletcher, to accept her resignation with regret. All ayes, unanimously approved.

The question arose as to whether or not the library Board will allow Mrs. Truchan to pay into the Village's insurance plan. Mrs. Sabel made a motion, seconded by Dr. Fletcher, to abide by a voice vote taken over the telephone, after learning what the Village's wishes and policies are on this matter. A roll call vote was taken, and the motion passed unanimously.

Librarian's Report: At Mr. Weiss's request, the Board considered a resolution making the \$100,000. certificate of deposit at the Bank of Commerce in Berkeley the depository for the Building Improvement Fund. Mr. Riley made a motion, seconded by Mr. Lyons, to make this certificate the Building Improvement Fund. A roll call vote was taken, and passed unanimously.

Mr. Riley made a motion, seconded by Mr. Lyons, that the Board back Mr. Harris in his decisions regarding the hiring or non-hiring of clerks and pages. All ayes, unanimously approved.

Mr. Lyons made a motion, seconded by Mr. Riley, to purchase the insurance recommended by Mr. Inserro of Boege Associates for A.V. equipment on loan. All ayes, unanimously approved.

The subject arose about the invoice from the Village Clerk for the nomination packet which is as yet unpaid. Mr. Harris was directed to prepare a letter for Mrs. Clifford's signature clearing up this subject.

The new emergency call list for the police department will include, in order, Mr. Riley, Mr. Lyons, Miss Sayen, Mrs. Clifford, and Mr. Harris.

Mr. Riley made a motion, seconded by Mrs. Sabel, to reimburse Mrs. Clifford for all expenses incurred in her trip to Sangamon State University June 13. All ayes, unanimously approved.

Mrs. Sabel made a motion, seconded by Dr. Fletcher, to purchase a copy for each Board member of the book "The Library Trustee" for each member to keep at home for the duration of his/her Board term. All ayes, unanimously approved.

Board Meeting
June 10, 1981
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Committee Reports:

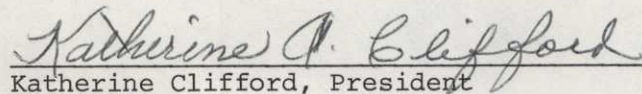
Administration Committee: Mr. Lyons made a motion, seconded by Dr. Fletcher, to approve the raises as shown on the accompanying sheet which is included with these minutes. A roll call vote was taken, and passed unanimously.

Mr. Riley made a motion, seconded by Mr. Lyons, to accept the recommendations from the Administration Committee as discussed March 25, 1981. These policies concern sick leave, vacation, part-time work status, etc., and are included as part of these minutes. A roll call vote was taken, and passed unanimously.

Mr. Riley distributed a list of rules of conduct, which the Board members will review for discussion at the next Board meeting.

Mrs. Sabel made a motion, seconded by Dr. Fletcher, to adjourn the meeting. Mrs. Clifford declared the meeting adjourned at 11:35 p.m.

Respectfully submitted,


Katherine Clifford, President

PAY SCHEDULE

<u>EMPLOYEE</u>	<u>RATE</u>	<u>EFFECTIVE</u>
Melodi Barron	\$3.40 hr.	05/01/81
Lynn Barton	3.85 hr.	08/14/81
Karen Becker	12,812.50 Ann.	05/01/81
Alfred Christiansen	6.15 hr.	05/01/81
Tina Clemens	3.40 hr.	05/01/81
Mary Ann Cross	3.40 hr.	05/01/81
Chauncey Douglas	3.40 hr.	05/01/81
Beverly Ford	14,350.00 Ann.	05/01/81
Pat Groppi	5.25 hr.	05/01/81
Shirley Harbison	5.25 hr.	05/01/81
Robert Harris	21,525.00 Ann.	05/01/81
Barbara Hawkins	3.95 hr.	05/01/81
Janine Ivanelli	10,762.50 Ann.	08/04/81
Ben LaPorte	4.20 hr.	05/01/81
Susan Lorentzen	3.40 hr.	05/01/81
Kathleen Monteleone	3.85 hr.	08/27/81
Barbara Montgomery	5.75 hr.	05/01/81
Deborah Rehor	3.40 hr.	05/01/81
Susan Roggeman	4.90 hr.	05/01/81
Louise Sayen	14,350.00 Ann.	07/16/81
Jeane Siffermann	3.40	05/01/81
Lorraine Truchan	5.25 hr.	05/01/81

Approved: June 10, 1981

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NOTICE

A special public Library Board meeting will be held on Wednesday, June 24, 1981, at 7:45 p.m. in the Library meeting room at 600 Bohland Ave., Bellwood, Illinois, to discuss personnel and budget matters.

Robert A. Harris
Director

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BOARD MEETING

June 24, 1981

AGENDA

1. Call to order
2. Roll call
3. Budget
4. Personnel
5. Adjournment

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LI 7-7393

SPECIAL MEETING

BUDGET AND PERSONNEL

June 24, 1981

A special meeting of the Board of Directors of the Bellwood Public Library was called to order at 8:05 p.m., by President Mrs. Clifford.

Attendance: Present were Mr. Lyons, Mrs. Sabel, Mr. Riley, Dr. Fletcher, Mrs. Meller, Mr. Harris, and Mrs. Clifford.

Appropriation Budget: The 1981-1982 Appropriation Budget and the Building Improvement Fund Addendum were discussed. Mr. Riley made a motion, seconded by Mr. Lyons, to accept the Appropriation Budget and the attached Building Improvement Fund Addendum and that the two be filed with the Village immediately. A roll call vote was taken, and the motion passed unanimously.

Finance Committee Meetings: Mr. Riley made a motion, seconded by Mrs. Sabel, that the Finance Committee meet no less than every two months to review the Working Budget and to make recommendations to the Board of Directors as necessary. All ayes, unanimously approved.

Library Sponsored Programs: Mrs. Sabel made a motion, seconded by Mr. Riley, that all future Library sponsored program subject matter be brought to the attention of the board for review, prior to finalizing of the program--plus an outline of the proposed program, and that it is the responsibility of the Head Librarian to see that all press releases have approval of the board, before notice is mailed to the press. All ayes, unanimously approved.

Mr. Harris and members of the Board of the Bellwood Public Library received letters of resignation from Beverly Ford and Melodi Barron, June 17, 1981. A motion was made by Mrs. Sabel and seconded by Dr. Fletcher, that the Board accept the resignation of Beverly Ford and Melodi Barron with regret. All ayes, unanimously approved.

Mr. Lyons made a motion, seconded by Mr. Riley, that Mr. Harris hire an adult services librarian with Board approval. All ayes, unanimously approved.

Suggestion was made by Mrs. Sabel that all library employees wear an appropriate name tag.

Announcements: The Planning and Development Committee, Mr. Terrence Riley, Chairman, Mrs. Beverly Sabel, Mrs. Bina Meller, will meet June 30, 1981, at 7:30 p.m. at the Bellwood Public Library meeting room.

The next meeting of the Board of Directors of the Bellwood Public Library will be held July 8, 1981, in the library meeting room at 8:00 p.m.

The meeting adjourned at 10:30 p.m. by President Mrs. Clifford.

KE 7/2/81
APPROVED Date

Bina Meller
Bina Meller, Secretary