

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

BOARD MEETING

AGENDA

July 8, 1981

1. Call to order
2. Roll call
3. Reading of minutes, June 10, 1981 and June 24, 1981
4. Review and/or revision of Agenda as appropriate
5. Finance Committee Report
 - a. Financial Report, June 1981
 - b. Comparative Statement, June 1981
 - c. Reports of Bills, # 332 and 332-A
 - d. Transfer of funds from savings to checking
 - e. Re-investment of Certificates of Deposit
6. Communications
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

July 8, 1981

The regular monthly meeting of the Board of Directors of the Bellwood Public Library was called to order at 8:10 p.m. by President Mrs. Clifford in the library meeting room.

Attendance: Present were Mrs. Sabel, Mr. Lyons, Mr. Riley, Mrs. Meller, Mr. Harris, Mr. Weiss, Village Auditor, Mrs. Montgomery, Library Bookkeeper, Mrs. Clifford. Dr. Fletcher arrived at 8:40 p.m.

Minutes: The minutes of the June 24, 1981 meeting were approved as received. A motion was made by Mr. Riley, seconded by Mr. Lyons, to accept and place on file the minutes of the June 24, 1981 Board meeting. The motion passed by a unanimous vote.

Minutes: A motion was made by Mr. Riley, seconded by Mrs. Sabel, to correct the minutes of the June 10, 1981 meeting to read that the Building Improvement Fund is invested at the Bank of Hillside instead of the Bank of Commerce. The motion passed by a unanimous vote.

Review of Agenda: Mrs. Clifford asked the Board to review or revise the Agenda as appropriate. The Agenda was accepted as written, with the addition of item 5f. "Building Improvement Fund Savings Account".

Auditor's Report: Mr. Al Weiss gave a Bellwood Public Library Financial Review Audit Report for the year ending April 30, 1981.

Finance Committee Report: The Financial Report for June, 1981, was read by Mr. Lyons. Mrs. Sabel made a motion, seconded by Mr. Lyons, 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 Mrs. Meller, to accept the Comparative Statement for June, 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:

- # 332 in the amount of \$11,200.55
- # 332-A in the amount of \$7,755.93

A motion was made by Mrs. Sabel, seconded by Mr. Lyons, that the bills # 332 and #332-A be submitted for payment. All ayes, unanimously approved.

A motion was made by Mrs. Meller, seconded by Mr. Lyons, to transfer \$30,000. from Great American Savings and Loan to the Bank of Hillside checking account. All ayes, unanimously approved.

A motion was made by Mr. Lyons, seconded by Mrs. Meller, to reinvest the Building Improvement Fund Certificate of Deposit at the Bank of Hillside for 60 days. A roll call vote was taken, and the motion passed unanimously.

A motion was made by Dr. Fletcher, seconded by Mr. Riley, to invest in a Certificate of Deposit at the Bank of Commerce for 30 days or more, at the discretion of the Finance Committee. A roll call vote was taken, and the motion passed unanimously.

Mr. Riley made a motion, seconded by Mrs. Sabel, to open a Savings Account at the Bank of Hillside, entitled Building Improvement Fund, in the amount of \$792.10 interest earned since May 1, 1981 from this investment. Any future interest earned on this investment shall be deposited in this account. A roll call vote was taken, and the motion passed unanimously.

Communications: President Mrs. Clifford received a communiqué from Mr. Otto D'Angelo, Proviso Township Referral Office, concerning Revenue Sharing Funds, stating that Mrs. Clifford will be notified when a final disposition has been made.

The Library Board received a letter from Mayor Davis, along with photos taken at a recent Village Board meeting, for our enjoyment.

Librarian's Report: Mr. Harris presented three fall programs, for Board's approval.

1. Cooking Class for Males Only was not approved, because of lack of proper facilities at the Library.
2. Tips on Traveling for Senior Citizens, was approved.
3. Aerobic Dance Class, was approved, providing facilities are adequate (such as carpeting).

Mr. Harris made a recommendation to purchase the two typewriters (that we are now renting) at the cost of \$451.94 plus \$94.00 yearly servicing charge. A motion was made by Mrs. Sabel, seconded by Dr. Fletcher, to purchase the two typewriters, that we are now renting, at the cost of \$451.94 plus \$94.00 yearly servicing charge. The motion passed unanimously.

Mr. Harris made a recommendation to improve the method of handling Library Cards, using the new improved method, each person to have individual cards with their own code number. A motion was made by Mrs. Meller, seconded by Mr. Riley, to adopt the new method of handling Library Cards, whereby each patron will have his own card with a number code. The motion passed unanimously.

Mr. Harris reported that he has all pertinent information for converting the washroom, located in the present reference room, for use by the handicapped, and will give a final report of his findings in the near future.

Mr. Harris also reported on the proposed improvement of the Library. The original architect, Perkins and Will, was contacted, and he advised us to have Lucchese, Nicholson Architects provide design planning, construction and review of dividing wall for proposed reference room, at a cost not to exceed \$1600.00. A motion was made by Mr. Riley, seconded by Mrs. Meller, to engage Lucchese, Nicholson Architects to provide design planning, construction and review of dividing wall for proposed reference room, at a cost not to exceed \$1600.00. A roll call vote was taken, and the motion passed unanimously.

Committee Reports:

- a. Administration Committee: Mr. Riley, Chairman, Dr. Fletcher, Mrs. Meller, Members
Mr. Riley reported no further report.
- b. Building and Grounds Committee: Bina Meller, Chairman, Mr. Lyons, Member
Mrs. Meller stated that building and grounds needs will be reviewed and a survey will be made by the committee
- c. Public Relations and Legislation Committee: Mr. Lyons, Chairman, Mrs. Sabel, Member
Mr. Lyons announced that there is no report at this time.
- d. Planning and Development Committee: Mr. Riley, Chairman, Mrs. Sabel, Mrs. Meller, Members
Mr. Riley stated that there is no further report.
- e. Suburban Library System Committee: Bina Meller, Chairman, Dr. Fletcher, Member
Mrs. Meller announced that there is no report at this time.

Announcements: Appropriate name tags will be provided for all employees. The next meeting of the Board of Directors of the Bellwood Public Library will be held August 12, 1981, in the Library meeting room at 8:00 p.m.

Old Business: None

New Business: None

Adjournment: There being no further business, the meeting was adjourned at 11:20 p.m. by President Mrs. Clifford.

K.C. 7/10/81
Approved

Bina Meller
Bina Meller, Secretary