

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

BOARD MEETING

AGENDA

August 12, 1981

1. Call to order
2. Roll call
3. Reading of minutes, July 8, 1981
4. Review and/or revision of agenda as appropriate
5. Finance Committee Report
 - a. Financial Report, July 1981
 - b. Comparative Statement, July 1981
 - c. Reports of Bills, # 333 and 333-A
 - d. Transfer of funds from savings to checking
 - e. Other business
6. 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
7. Communications
8. Librarian's Report
9. Old Business
10. New Business
11. Adjournment

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BOARD MEETING

MINUTES

August 12, 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 Mr. Lyons, Mrs. Sabel, Mr. Riley, Mrs. Meller, and Mrs. Clifford. Mr. Harris, the librarian, was also in attendance. Dr. Fletcher was absent.

Minutes: The minutes of July 8, 1981, were approved as received. A motion was made by Mr. Lyons, seconded by Mr. Riley, to accept and place on file the minutes of the July 8, 1981, Board meeting. 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 by a unanimous vote.

It was at this point of the meeting that the Board interviewed Ms. Ann Soderstrum and Mr. Leo Theinert, Jr., for the position of Adult Services Librarian.

Finance Committee Report: The Financial Report for August, 1981, was read by Mr. Lyons. A motion was made by Mrs. Sabel, 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.

A motion was made by Mrs. Meller, seconded by Mr. Riley, to accept the Comparative Statement for August, 1981, and place it on file. A roll call vote was taken, and the motion passed unanimously.

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

- # 333 in the amount of \$16,971.12
- # 333-A in the amount of \$11,196.65

A motion was made by Mr. Riley, seconded by Mrs. Meller, that the bills # 333 and # 333-A be submitted for payment. A roll call vote was taken, and the motion passed unanimously.

A motion was made by Mr. Lyons, seconded by Mrs. Meller, to transfer \$10,000.00 from the Savings Account at the Great American Federal Savings & Loan to the checking account at the Bank of Hillside. A roll call vote was taken, and the motion passed unanimously.

A motion was made by Mr. Riley, seconded by Mr. Lyons, to hire Mr. Leo Theinert, Jr. as Adult Services Librarian at an annual salary of \$14,000.00. A roll call vote was taken, and the motion passed unanimously.

Other Committee Reports:

a. Administration Committee: Mr. Riley, Chairman
Dr. Fletcher, Member

Mr. Riley stated that as of June 10, 1981, there will be no benefits for pages, except pay for holidays which fall on scheduled days. This addition to the personnel policies, which will be included under the appropriate heading, was adopted.

A motion was made by Mr. Riley, seconded by Mrs. Sabel, to correct the mistake in calculation of Barbara J. Montgomery's pay rate by an addition \$.05 per hour. Her hourly earnings are to be \$5.80 per hour, retroactive to May 1, 1981. A roll call vote was taken, and the motion passed with unanimously approval.

A motion was made by Mr. Riley, seconded by Mrs. Meller, to honor Barbara Montgomery's request for salaried status at a yearly rate of \$6,032.00, with no fringe benefits. A roll call vote was taken, and the motion passed unanimously.

A motion was made by Mr. Riley, seconded by Mrs. Meller, to accept Melodi Barron's resignation with regret, as of August 5, 1981. Unanimously accepted.

A motion was made by Mr. Riley, seconded by Mrs. Meller, to hire extra help (age 16 or over) to move books, at a pay rate of \$3.10 per hour. All books should be moved before school starts. Unanimously approved.

A motion was made by Mr. Riley, seconded by Mrs. Meller, to have a construction document drawn up by the architects, and immediately upon receipt the the document, to advertise for bids in a local paper for two weeks prior to construction. A roll call vote was taken, and the motion passed unanimously.

b. Building and Grounds Committee: Mrs. Meller, Chairman
Mr. Lyons, Member

Mrs. Meller reported that we are still in need of more dirt to fill in at the service walk on Bohland Avenue and in the garden near the parking lot.

Damage to the window from a smoke bomb will be covered by insurance. However, there will be a delay due to difficulty in obtaining a special kinds of glass needed for the window.

The library is in need of the following replacements:

For humidifier-----humidistat	\$ 332.50
-----pneumatic pressure switch	133.00
For blower fan-----bearings and supports	715.00
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	\$ 1,180.50

A motion was made by Mr. Riley, seconded by Mr. Lyons, to have the humidistat,

pneumatic pressure switch, and also bearings and bearing supports for blower fan replaced for a total cost of \$ 1,180.50, plus labor. A roll call vote was taken and the motion passed unanimously.

Carpet runners at the doors must be replaced at a future date.

The blood bank sign on the front lawn is in need of replacement, and should be more attractive, and not obstruct other signs.

The wood panels under windows at the alley side are to be painted.

c. Public Relations and Legislation Committee: Mr. Lyons, Chairman
Mrs. Sabel, Member

Mr. Lyons stated that there is no further report.

d. Planning and Development Committee: Mr. Riley, Chairman
Mrs. Sabel and Mrs. Meller, Members

Mr. Riley stated that there is no further report.

e. Suburban Library System Committee: Mrs. Meller, Chairman
Dr. Fletcher, Member

Mrs. Meller announced that there is no further report.

Communications: President Mrs. Clifford received a letter from Mr. Otto D'Angelo, Coordinator of Revenue Sharing for Proviso Township, stating that our request for Revenue Sharing Funds was approved in the amount of \$9,900.00.

Librarian's Report: Mr. Harris reported that the Meeting Room signs from the Fire Department, are up. A fire drill was conducted for the children, after a recent movie.

According to Mr. William Goy, Chief Inspector, it is illegal for a public building to have children below the age of second grade (7) in an area not at ground level. The Fire Department is to be notified, each time children will be gathered in the meeting room.

Requests for the Following Programs: Macrame class, sponsored by Memorial Park District, to be held on ongoing Thursday nights through February, 1982.

Joan Parsons will teach the bridge class for seniors, and the tentative schedule is Monday nights 7:00 to 9:00, October 26 to December 14, 1981.

A LACONI meeting requested use of the meeting room in February, 1982.

A motion was made by Mrs. Sabel, seconded by Mr. Riley, to grant permission for the macrame class to be held on ongoing Thursday nights through February, 1982, and for bridge classes for seniors, Monday nights, October 26 to December 14, 1981, and the LACONI meeting to be held in February, 1982. The motion passed unanimously.

Board Meeting Minutes
August 12, 1981
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Announcements: The next meeting of the Board of Directors of the Bellwood Public Library will be held September 9, 1981, in the library meeting room at 8:00 p.m.

Old Business: The Finance Committee will hold a meeting on August 20, 1981

New Business: None

Adjournment: There being no further business, the meeting was adjourned at 11:45 p.m. by President Mrs. Clifford.

K.C.
Approved 9/7/81

Bina Meller

Bina Meller, Secretary

CERTIFICATE OF PUBLICATION

STATE OF ILLINOIS)
COUNTY OF COOK (SS

PIONEER PRESS INC., an Illinois corporation, does hereby certify that it is the publisher of MAYWOOD HERALD, a secular newspaper of general circulation published weekly in the Village of Maywood, County of Cook and State of Illinois, continuously for more than one year prior to the first publication of the notice appended hereto, and is of general circulation throughout the above-named Village, that it is a newspaper as defined in "an Act to revise the law in relation to notices" as amended by Act approved July 17, 1959, Illinois Revised Statutes, Chapter 100, Paragraphs 1 and 5, that the notice hereto was published in the said MAYWOOD HERALD _____ times, once each week for _____ successive weeks, the date of the first publication being September 30, 1981, and the date of the last publication being _____.

IN WITNESS WHEREOF, the undersigned, being duly authorized, has caused this Certificate to be signed and its corporate seal affixed at Wilmette, Illinois, this 8th day of October, A. D. 19 81.

PIONEER PRESS INC.

By [Signature]

Vice President

Corporate Title



LEGAL NOTICE

INVITATION TO BIDDERS

The BELLWOOD PUBLIC LIBRARY, 600 Bohland Avenue, Bellwood, Illinois, will receive sealed bids until 2:00 p.m. on the 14th day of October, 1981, for certain interior remodeling of the Bellwood Public Library Building, 600 Bohland Avenue, Bellwood, Illinois. The bids will be opened at a public meeting of the Bellwood Public Library Board at 8:00 p.m. on the 14th day of October, 1981. All bids are to be submitted to Mr. Robert Harris, Library Director, 600 Bohland Avenue, Bellwood, Illinois.

Bids shall be in conformity with the plans and specifications prepared for the project. The plans and specifications will be available at Mr. Robert Harris' office. All inquiries regarding the plans and specifications shall be directed to the Architects — Lucchese/Nicholson Architects, Ltd., 118 West Park Avenue, Elmhurst, Illinois 60126, Telephone 833-2465.

The contract will be awarded to the lowest responsible bidder. The Bellwood Public Library reserves the right in receiving these bids to waive technicalities and reject any and all bids.

Dated at Bellwood, Illinois, this 30th day of September, 1981.

Robert Harris,
Library Director

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