

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

BOARD MEETING

AGENDA

October 14, 1981

1. Call to order
2. Roll call
3. Reading of minutes, September 9, 1981
4. Review and/or revision of agenda as appropriate
5. Finance Committee Report
 - a. Financial Report, September, 1981
 - b. Comparative Statement, September, 1981
 - c. Reports of Bills, # 335 and # 335-A
 - d. Transfer of funds from savings to checking
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

October 14, 1981

The regular monthly meeting of the Board of Directors of the Bellwood Public Library was called to order at 8:08 p.m. by Vice President Mr. Riley in the library meeting room.

Attendance: Present were Dr. Fletcher, Mr. Lyons, Mrs. Sabel, Mrs. Meller, and Mr. Riley. Mr. Harris, the Head Librarian, was also in attendance. Mrs. Clifford was absent.

Minutes: The minutes of the September 9, 1981, Board meeting were approved as received. A motion was made by Mrs. Sabel, seconded by Mr. Lyons, to accept and place on file the minutes of the September 9, 1981, Board meeting. A roll call vote was taken, and the motion passed unanimously.

Review of Agenda: Vice President Mr. Riley asked the Board to review and/or revise the Agenda as appropriate. The Agenda was accepted as written by unanimous vote.

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

Comparative Statement: A motion was made by Mrs. Meller, seconded by Dr. Fletcher, to accept the comparative statement for September, 1981, and place it on file. A roll call vote was taken, and the motion passed unanimously.

Report of Bills, # 335 and # 335-A: The Finance Committee submitted the following reports of bills, copies of which are included as part of these minutes

335 in the amount of \$10,838.63

335-A in the amount of \$11,988.01

A motion was made by Mrs. Sabel, seconded by Dr. Fletcher, that the bills #335 and #335-A be submitted for payment. A roll call vote was taken, and the motion passed unanimously.

Transfer of Funds from Savings to Checking: Mr. Lyons made a motion, seconded by Dr. Fletcher, to cash in the \$20,000.00 certificate of deposit from Great American Federal Savings & Loan and transfer it to the checking account at the Bank of Hillside, to roll over the \$100,000.00 certificate of deposit maturing October 29, 1981, at the Bank of Commerce for 30 days, and to roll over the

\$100,000. certificate of deposit in the Bank of Hillside, maturing October 21, 1981, for 30 days. A roll call vote was taken, and the motion passed unanimously.

Other Committee Reports:

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

Mr. Riley made a recommendation to have the Administration Committee meet on October 22, 1981, at 7:30 p.m. in the library.

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

Mrs. Meller reported that the Zurich American Insurance Company sent a representative to check the boiler system, and discovered that we needed a 3/4" boiler feed pipe instead of the 1/2" pipe, in order to comply with the code. West Town Refrigeration inspected the pipe, and reported that no plumber was needed for the work, and took a survey of parts needed. A motion was made by Mrs. Meller and seconded by Mr. Riley to have the correct pipe size replaced on the boiler. The motion passed by a unanimous vote.

Mrs. Meller further reported that Mr. Harris received a letter from Jim Wells of West Town Refrigeration stating that Trane Company no longer manufactures the bearings for our blower fan. They were advised to order them from Berry Bearings. Trane Company's original quote for parts was \$715.65 before they realized their mistake. The actual cost of the replacement bearings is \$942.76 with a 10% markup to cover costs. The price will be \$1047.04 plus labor; this is the lowest price that can be given under the circumstances. The Library's maintenance man, Mr. Christiansen, verified that the parts are the same as the original set. A motion was made by Mr. Riley, seconded by Mrs. Meller, to have West Town Refrigeration replace the bearings on the blower fan and to charge this to the Building Improvement Fund. A roll call vote was taken and the motion was passed unanimously.

Mr. Harris reported that the Library is in need of an electric typewriter for the bookkeeper. A motion was made by Mr. Riley, seconded by Mrs. Meller, to acquire another electric typewriter for the bookkeeper's purpose on a lease-purchase agreement. A roll call vote was taken, and the motion passed unanimously.

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

Mr. Lyons stated that there is no report at this time.

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

Mr. Riley presented proposal bids for landscaping:

Frank Vercillo Landscaping	\$ 1,180.00
Cescolini Landscaping	684.00
Noti Landscapers	1,534.45
Al Pezza Landscapers	3,939.00

A motion was made by Mrs. Sabel, seconded by Mr. Lyons, to accept the bid from Noti Landscapers for grounds improvements, as per bid, for the sum \$ 1,534.45

A roll call vote was taken, and the motion passed unanimously.

Bids were opened for the glass partition, in accordance with the law, and will be submitted to the architect for examination of references. Bids were received from Nicosia and Company, and Nick Favia Builders, Inc.

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

Mrs. Meller reminded Board members to read the Suburban Library System News; they each received a copy at the meeting.

Communications:

- a. Mrs. Barbara Montgomery made a request for replacement of her calculator, but the request was tabled at this time.
- b. Mr. Harris received a letter from Kathleen A. Monteleone, stating her immediate resignation as clerk typist.
- c. Mrs. Clifford received a letter from Michael D. Hennessey, President of the Coordinating Council of Proviso Township, thanking all the members of the Board of Directors for allowing their Council the use of the Library meeting room.
- d. The Board members received an invitation to attend the dedication of the new library building of the Alsip-Merrionette Public Library District on Sunday, October 18, 1981, with the open house from 2:00 until 5:00 p.m., at 11960 South Pulaski Road, Alsip, Illinois.

Librarian's Report:

Mr. Harris made the following report:

- a. The Coupon Club would like to resume their meetings on the second Tuesday of the month from 7:00 p.m. until 9:00 p.m.
- b. There was a request for a photography contest. There has been one for the past three Octobers. Holiday Camera is willing to participate and donate the prizes. The photographs which win will be placed in the display case.
- c. Mr. Harris received the following applications for the use of the meeting room of the Bellwood Public Library:
Bellwood Welfare and Health Organization for meetings on the third Thursday of each month, September through May, 1:00 to 3:00 p.m.
Coordinating Council of Proviso Township meeting on the first Thursday of each month.
- d. Mr. Riley asked the Board for permission to fly the Crusade of Mercy Flag at the Bellwood Public Library
- e. A motion was made by Mrs. Meller, seconded by Mr. Lyons, to grant permission for the use of the Bellwood Public Library meeting room to the following groups:
The Coupon Club, on the second Tuesday of each month, from 7:00 to 9:00 p.m.
The Bellwood Welfare and Health Organization, on the third Thursday of each month, September to May, 1:00 to 3:00 p.m.
The Coordinating Council of Proviso Township, on the first Thursday of each month
The Proviso Council on Aging, on the fourth Thursday of each month, September through January, 1982, 3:00 to 4:30 p.m.

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and for permission for Holiday Camera to have a photography contest, with a cutoff date of January 31, 1982, and permission to fly the Crusade of Mercy Flag. A roll call vote was taken, and the motion passed unanimously.

Old Business: None

New Business: None

Announcements: The next meeting of the Board of Directors of the Bellwood Public Library will be held November 11, 1981, in the library meeting room at 8:00 p.m.

Adjournment: There being no further business, the meeting was adjourned at 10:59 p.m. by Vice President Mr. Riley.

B.H.
APPROVED, October 18, 1981

Bina Meller
Bina Meller, Secretary

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NOTICE

There will be a Special Meeting of the Bellwood Public Library Board of Directors on Wednesday, November 4, 1981, at 8:00 p.m. in the library meeting room, 600 Bohland Ave., Bellwood, Illinois, to award the contract for certain interior remodelling work.

Robert A. Harris
Head Librarian