

# BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

## BOARD MEETING

### MINUTES

November 4, 1981

A special meeting of the Board of Directors of the Bellwood Public Library was called to order at 8:15 p.m. by President Mrs. Clifford in the library meeting room, for the reviewing of bids.

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

Review of Bids: Bids for the glass wall partition for the Reference room were reviewed. Bids were received as follows:

N. A. Favia, Builder, Inc. 377 S. Evergreen St. Bensenville, Illinois 60106	BID \$7,000.00
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Nicosia & Co. 818 N. 21st Ave. Melrose Park, Illinois	BID \$5,376.00
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The architect, Lucchese and Nicholson, 118 Park Ave., Elmhurst, Illinois recommended Nicosia & Co. for the job.

A motion was made by Mr. Riley, seconded by Mrs. Meller, to accept the bid of \$5,376.00 from Nicosia & Co. as per specifications. A roll call vote was taken. The motion passed unanimously.

The 21 feet of low shelving with counter top, to cost \$800.10 installed, from Library Bureau, was discussed. A motion was made by Mr. Riley, seconded by Mr. Lyons, to accept the bid of \$800.10 for installed shelving. A roll call vote was taken and the motion passed unanimously.

The meeting was declared adjourned by President Mrs. Clifford at 8:40 p.m.

*Bina Meller*

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Bina Meller, Secretary

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## BOARD MEETING

### AGENDA

November 11, 1981

1. Call to Order
2. Roll Call
3. Reading of Minutes, October 14, 1981
4. Review and/or revision of agenda as appropriate
5. Finance Committee Report
  - a. Financial Report, October 1981
  - b. Comparative Statement, October, 1981
  - c. Reports of Bills, \$ 336 and # 336-A
  - d. Transfer of funds from savings to checking
6. Other Committee Reports:
  - a. Administration Committee
  - b. Building and Grounds 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

# BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

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## BOARD MEETING

### MINUTES

November 11, 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, Dr. Fletcher, Mr. Riley, Mrs. Meller, and Mrs. Clifford. Mr. Harris, the Head Librarian, was also in attendance.

Minutes: The minutes of the October 14, 1981, Board meeting were approved as received. A motion was made by Mrs. Sabel, seconded by Mr. Riley, to accept and place on file the minutes of October 14, 1981. A roll call vote was taken, and the motion passed unanimously.

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

#### Finance Committee Report:

A. The Financial Report for October, 1981, was read by Mr. Lyons. A motion was made by Mrs. Meller, seconded by Mr. Riley, to approve the October, 1981, Financial Report and place it on file. A roll call vote was taken, and the motion passed unanimously.

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

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

#336 in the amount of \$15,128.90  
#336-A in the amount of \$11,531.11

A motion was made by Dr. Fletcher, seconded by Mrs. Sabel, that the bills #336 and #336A be submitted for payment. A roll call vote was taken, and the motion passed unanimously.

D. Mr. Lyons reported that the \$20,000.00 Certificate of Deposit at the Great American Savings and Loan in Bellwood was not cashed at the maturity date, but was rolled over for another six months.

A motion was made by Mr. Lyons, seconded by Mr. Riley, to roll over the \$100,000.00 Certificate of Deposit at the Bank of Commerce (maturity date 11/18/81) for 30 or 60 days, whichever offered the best interest rate, and to roll over the \$100,000.00 Certificate of Deposit at the Bank of Hillside (maturity date 11/20/81, Building Improvement Fund) for 30 or 60 days at the most favorable interest rate. A roll call vote was taken and the motion passed unanimously.

A motion was made by Mr. Lyons, seconded by Mr. Riley, to transfer \$100,000.00 from the checking account at the Bank of Hillside to a Certificate of Deposit at a bank or savings and loan association at the most favorable interest rate for 30 days. A roll call vote was taken and the motion passed unanimously.

Mr. Lyons reported that the next Finance Committee meeting will be Wednesday, November 19, 1981, at 7:30 p.m. in the library meeting room.

Other Committee Reports:

(a.) Administration Committee: Mr. Riley made a recommendation for salary review and job classification for the children's librarian. A motion was made by Mrs. Meller, seconded by Mr. Lyons, that the job classification for the Children's Librarian should be changed to Children's Services Librarian at a salary of \$14,000.00 retroactive to November 1, 1981. A roll call vote was taken and the motion passed unanimously.

Mr. Harris, the Head Librarian, made a request that he be paid health insurance for his family as well as for himself (which would cost approximately \$80.00 per month more) as a fringe benefit. Mrs. Sabel made a motion, seconded by Mr. Lyons, that we pay the family insurance coverage for Mr. Harris, with the understanding that any future raises may be tempered. A roll call vote was taken, and the motion passed unanimously.

(b.) Building and Grounds Committee: Mrs. Meller reported that the broken glass window on the alley side has been fixed! The glass company will bill the insurance company directly, not the library.

Mr. Christiansen has painted the orange squares and the bottom half of the window frames, and expects to finish all trim by next week if the weather holds.

All landscaping is now finished.

Mr. Harris made a request to purchase an electronic typewriter with a memory instead of a regular IBM Correcting Selectric III as was decided at the last Board meeting. The reason is that the catalog cards are typed on a memory typewriter much faster and more efficiently in the adult work room, but the children's catalog cards are typed the slower way with a regular typewriter. Mr. Harris thinks that we should have a memory typewriter for both card typists.

A motion was made by Mr. Riley, seconded by Mrs. Meller, that we make a substitution for the regular Correcting Selectric III and rent an electronic typewriter with a memory, with an option to buy. The two year lease will cost \$101.30 per month, and a yearly service contract will cost \$199.00. After two years we can buy the typewriter outright for \$189.00. A roll call vote was taken and the motion passed by a unanimous vote.

Mr. Harris also made a request to purchase a revolving display rack with a capacity of approximately 240 video tapes from Fixture Concepts, Inc., Model #RDR-60V with doors at a cost of \$399.00 c.o.d. Approval was granted by a unanimous vote.

It was suggested that we charge a \$15.00 deposit for any tapes taken out of the library for non-return. A motion was made by Mrs. Sabel, seconded by Dr. Fletcher, to table to \$15.00 deposit fee, and to discuss it at the December Board meeting. All were in agreement to table the discussion until the December meeting.

Mrs. Meller also reported that we are still waiting for parts for the humidifier, and the boiler feed pipe. The new bearings are in place and are working well.

(c.) Planning and Development Committee: Mr. Riley stated that bids were opened for the glass partition improvement and awarded November 4, but that the proposal had not been signed and returned to Nicosia & Co. The lawyer, Susan Jantorni, said it was okay to return the signed proposal, but it should be accompanied by the A.I.A. Owner-Contractor Form, if Mr. Nicosia is agreeable. The work should take about a month to do, and Mr. Nicosia would collect most of the money after the work is completed.

The next project will be the handicapped bathroom, once the work is started on the glass wall.

(d.) Suburban Library System Committee: Mrs. Meller has no report at this time.

Communications: Mr. Harris received a request from Verda A. Talton, Housing Specialist of the Bellwood Community Relations Department, for the use of the library meeting room to conduct a real estate course. The permission was denied.

Another request was received from Enhance Chicago Advisory Council to plan training programs and procedures for advisory groups in the Chicago area. The permission was denied.

Librarian's Report: Mr. Harris reported that the Village of Maywood will host the November dinner meeting of the Proviso Municipal League on Wednesday, November 18, 1981, at the new Chez Louisiane Restaurant, 5th and Washington, Maywood, Illinois. Reservations are necessary. The dinner cost is \$9.00 per person.

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November 11, 1981  
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Mr. Harris also reported that the Bellwood Blood Drive was a success, as 90 pints of blood were donated.

Mr. Harris mentioned the paid holidays for 1982. A motion was made by Mrs. Meller, seconded by Mr. Riley, to table the holidays for 1982, until the December meeting, for further discussion. The motion was approved by a unanimous vote.

Old Business: None

New Business: None

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

Adjournment: There being no further business, the meeting was adjourned at 9:55 p.m. by President Mrs. Clifford.

K.C.  
Approved Dec. 8, 1981

*Bina Meller*  
Bina Meller, Recording Secretary