

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

BOARD MEETING

AGENDA

December 9, 1981

1. Call to order
2. Roll Call
3. Reading of minutes, November 11, 1981
4. Review and/or revision of agenda as appropriate
5. Finance Committee Report
 - a. Financial Report, November, 1981
 - b. Comparative Statement, November, 1981
 - c. Reports of Bills, # 337 and # 337-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

December 9, 1981

The regular monthly meeting of the Board of Directors of the Bellwood Public Library was called to order at 8:30 p.m. by President Mrs. Clifford in the library meeting room.

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

Minutes: The minutes of the November 11, 1981, Board Meeting were approved as received. A motion was made by Mr. Riley, seconded by Dr. Fletcher, to accept and place on file the minutes of the November 11, 1981, meeting. The motion passed unanimously.

Additional Report: A Special Meeting of the Board of Directors of the Bellwood Public Library was held November 4, 1981, and was called to order by President Mrs. Clifford at 8:15 p.m. in the library meeting room. The bids for the glass wall partition for the reference room were reviewed.

The low bid of \$5,376.00 was accepted from Nicosia & Co. of Melrose Park, Illinois.

The 21 feet of low shelving with counter top, to cost \$800.10 installed, from the Library Bureau, was discussed and accepted.

Mr. Harris received notice from Nicosia & Co. on December 2, 1981, stating that their bid is to be increased by an additional fee of \$150.00 because of the increased cost of materials, with the understanding that there will be no further increases, with an agreement on the completion date. The confirmation must be in writing.

Original Bid:	\$5,376.00
Additional Fee:	<u>150.00</u>
New Figure:	\$5,526.00

The above report to be attached to the November 4, 1981, minutes and placed on file.

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 agreement.

Finance Committee Report:

- A. The Financial Report for November, 1981, was read by Mr. Lyons. A motion was made by Dr. Fletcher, seconded by Mr. Riley, to approve the November, 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 Mrs. Meller, seconded by Mr. Lyons, to accept the Comparative Statement for November, 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:

337 in the amount of \$113,923.61
337-A in the amount of \$12,139.90

A motion was made by Dr. Fletcher, seconded by Mr. Lyons, that the bills # 337 and #337-A be submitted for payment. A roll call vote was taken, and the motion passed unanimously.

- D. Transfer of Funds: A motion was made by Mr. Lyons, seconded by Mr. Riley, to transfer \$50,000.00 from the Bank of Hillside checking account to Great American Federal Savings and Loan. A roll call vote was taken, and the motion passed unanimously.

A motion was made by Mr. Riley, seconded by Mrs. Meller, to reinvest the \$100,000.00 certificate of deposit at the First Federal Savings & Loan Association of Westchester at the most favorable interest rate for 30 days, and to reinvest the \$100,000.00 certificate of deposit at the Bank of Hillside for 30 days. A roll call vote was taken, and the motion passed unanimously.

Other Committee Reports:

- A. Administration: A motion was made by Dr. Fletcher, seconded by Mrs. Meller, to accept the recommended salary increases as per the schedule recommended by the Administration Committee. A roll call vote was taken, and the motion passed unanimously.

A motion was made by Mrs. Meller, seconded by Mr. Riley, to have a \$20.00 cash deposit, with a four day loan limit, to Bellwood residents only, for any videocassettes taken out of the library. The deposit would be forfeited for non-return. A roll call vote was taken, and the motion passed unanimously.

- A. Administration Committee (continued): A motion was made by Dr. Fletcher, seconded by Mrs. Meller, to accept the holiday schedule recommendations made by the Administration Committee. A roll call vote was taken, and the motion passed by a unanimous vote.

The Board of Directors of the Bellwood Public Library accepts the resignation of Karen Becker, Children's Services Librarian, as of December 31, 1981, with regret.

- B. Building and Grounds Committee: Mrs. Meller reported that the humidifier has been repaired, and is now in good working order.

The electrical work quotes for the glass wall partition for the reference room are as follows:

Rex Electric:	\$325.00
A.C. Electric:	\$200.00 (verbal quote)
Mark Jenka:	\$415.00

A motion was made by Mrs. Meller, seconded by Mr. Riley, to accept the quote from Rex Electric for \$325.00. The motion was approved by a unanimous vote.

- C. Public Relations and Legislation: No report.
- D. Planning and Development: The Board tabled the discussion of the handicapped washroom facilities, and the elevator, for a future meeting.
- E. Suburban Library System Committee: No report

Communications:

Mr. Harris received a thank-you letter from Mr. John Jennings, Director of Elections, Office of the County Clerk, Cook County, Illinois, for allowing the use of the library premises, to be used as a polling place for the November 3, 1981, non-partisan election. Included were three \$30.00 checks, one for each of the three precincts using the facilities.

A request was made by Shari Chamberlain, Health Educator of Hinsdale Adventist Church, for the use of the library meeting room. Permission was denied.

Librarian's Report:

Mr. Harris received a request from the Melrose Park Rotary Club to set up a container for old eye glasses to be deposited. Permission was denied.

Mr. Harris made a request to purchase the Magazine Index, Basic Subscription, from Information Access Corporation, for one year at a cost of \$1,568.00. A motion was made by Mr. Riley, seconded by Mr. Lyons, to purchase the Magazine Index, Basic Subscription, for one year from Information Access Corporation, at a cost of \$1,568.00.

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Librarian's Report (continued):

A roll call vote was taken:

AYES: 4 - Mr. Lyons, Mr. Riley, Mrs. Meller, Mrs. Clifford
NAYES: 1 - Dr. Fletcher
ABSENT: 1 - Mrs. Sabel

The motion carried by a majority vote.

Old Business: None

New Business: A motion was made by Dr. Fletcher, seconded by Mr. Lyons, to give Christmas gifts of money from the Library, at \$15.00 each to each staff member, and to divide any gift money equally among the staff which might be received from patrons, in lieu of a Christmas party. The motion was unanimously approved.

Announcements: The next meeting of the Board of Directors of the Bellwood Public Library will be held January 13, 1982, in the library meeting room at 8:00 p.m.

Adjournment: There being no further business the meeting was adjourned at 1:00 a.m., by President Mrs. Clifford.

K.C.
APPROVED JANUARY 2, 1982

Bina Meller
BINA MELLER, RECORDING SECRETARY

Schedule of Pay Raises, Effective November 1, 1981

	<u>Current Pay</u>	<u>November 1, 1981</u>
<u>Head Librarian</u>		
Robert A. Harris	21,525.	22,200.
<u>Librarians</u>		
Karen Becker	12,812.50	14,000.
Leo Theinert	14,000.	14,350. 12/1/81
Louise Sayen	14,709.	None
<u>Paraprofessionals</u>		
<u>Paraprofessional</u>		
Janine Ivanelli	10,762.50	11,032.
<u>Clerk-Typists</u>		
Geneva Allen	3.75	None
Lynn Barton	3.85	4.10
Pat Groppi	5.25	5.50
Sue Roggeman	4.90	5.15
Shirley Harbison	5.25	5.50
<u>Pages</u>		
Tina Clemens	3.40	3.50
Mary Ann Cross	3.40	3.50
Chauncey Douglas	3.40	3.50
Kim Last	3.10	3.50
Deborah Rehor	3.40	3.50
Jeane Siffermann	3.40	3.50
Karen Steinhauser	3.20	3.50
<u>Other Staff</u>		
Alfred Christiansen	6.15	6.45
Ben LaPorte	4.20	4.60
Barbara Montgomery	6,032.	6,333.60