

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

BOARD MEETING

January 13, 1982

AGENDA

1. Call to order
2. Roll call
3. Reading of minutes, December 9, 1981
4. Review and/or revision of agenda as appropriate
5. Finance Committee Report
 - a. Financial Report, December, 1981
 - b. Comparative Statement, December, 1981
 - c. Reports of Bills, # 338 and # 338-A
 - d. Transfer of funds from savings to checking
 - e. Reinvestments
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

January 13, 1982

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, Mrs. Meller, and Mrs. Clifford. Mr. Harris, the Head Librarian, was also in attendance. Mr. Riley was absent.

Minutes: The minutes of the December 9, 1981, Board meeting were approved as received. A motion was made by Mrs. Sabel, seconded by Dr. Fletcher, to accept and place on file the minutes of the December 9, 1981, Board meeting. The motion passed unanimously.

Review and/or Revision 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 December 1981, was read by Mr. Lyons. A motion was made by Dr. Fletcher, seconded by Mrs. Sabel, to approve the December 1981 Financial Report and place it on file. A roll call vote was taken:
AYES: 5 - Mr. Lyons, Mrs. Sabel, Dr. Fletcher, Mrs. Meller, Mrs. Clifford.
NAYES: 0
ABSENT: 1 - Mr. Riley
The motion was carried by a unanimous vote.

B. Comparative Statement, December, 1981. A motion was made by Mr. Lyons, seconded by Dr. Fletcher, to accept the Comparative Statement for December, 1981, and place it on file. A roll call vote was taken:
AYES: 5 - Mr. Lyons, Mrs. Sabel, Dr. Fletcher, Mrs. Meller, Mrs. Clifford
NAYES: 0
ABSENT: 1 - Mr. Riley
The motion was carried by a unanimous vote.

C. Report of Bills, # 338 and # 338-A. The Finance Committee submitted the following reports of bills, copies of which are included as part of these minutes:

338 in the amount of \$71,191.86
338-A in the amount of \$13,772.45

A motion was made by Mrs. Sabel, seconded by Mr. Lyons, that the bills # 338 in the amount of \$71,191.86 and # 338-A in the amount of \$13,772.45 be submitted for payment, and that the Village Treasurer, Library Board President, and Secretary, be authorized to issue checks in payment of bills. A roll call vote was taken.

AYES: 5 - Mr. Lyons, Mrs. Sabel, Dr. Fletcher, Mrs. Meller, Mrs. Clifford

NAYES: 0

ABSENT: 1 - Mr. Riley

The motion was carried by a unanimous vote.

D. Transfer of Funds. A motion was made by Mr. Lyons, seconded by Dr. Fletcher to transfer \$30,000.00 from the Great American Federal Savings and Loan to the Bank of Hillside checking account. A roll call vote was taken:

AYES: 5 - Mr. Lyons, Mrs. Sabel, Dr. Fletcher, Mrs. Meller, Mrs. Clifford

NAYES: 0

ABSENT: 1 - Mr. Riley

The motion was carried by a unanimous vote.

E. Reinvestments. A motion was made by Mr. Lyons, seconded by Mrs. Meller, to roll over the \$100,000.00 Certificate of Deposit, maturing January 11, 1982 at the First Federal Savings and Loan of Westchester, to mature February 15, 1982. A roll call vote was taken:

AYES: 5 - Mr. Lyons, Mrs. Sabel, Dr. Fletcher, Mrs. Meller, Mrs. Clifford

NAYES: 0

ABSENT: 1 - Mr. Riley. The motion carried by a unanimous vote.

A motion was made by Mr. Lyons, seconded by Dr. Fletcher, to roll over the \$100,000.00 Certificate of Deposit maturing January 17, 1982, at the Bank of Commerce in Berkeley, for approximately 30 days. A roll call vote was taken:

AYES: 5 - Mr. Lyons, Mrs. Sabel, Dr. Fletcher, Mrs. Meller, Mrs. Clifford

NAYES: 0

ABSENT: 1 - Mr. Riley

The motion was carried by a unanimous vote.

A motion was made by Mrs. Meller, seconded by Dr. Fletcher, to reinvest the \$100,000.00 Certificate of Deposit (Building Improvement Fund) at the Bank of Hillside at the most favorable rate. A roll call vote was taken:

AYES: 5 - Mr. Lyons, Mrs. Sabel, Dr. Fletcher, Mrs. Meller, Mrs. Clifford

NAYES: 0

ABSENT: 1 - Mr. Riley

The motion was carried by a unanimous vote.

Mr. Lyons further reported that since we have a N.O.W. checking account, all of our money is invested, all of the time, which is well within the law which states that money must not remain uninvested for more than 30 days.

Other Committee Reports:

A. Administration Committee: In the absence of Mr. Riley, Mrs. Clifford read the Administration Committee report, consisting of the following recommendations: The Administration Committee hereby recommends that Mary Ann

Cross be paid for her floating holiday for the year 1981, due to the fact that she worked an average of 30 hours a week or more for said year.

The Administration Committee also recommends that the By-Laws be amended to read that the work schedule for pages shall not exceed 29 hours per week under any circumstances.

A motion was made by Mrs. Sabel, seconded by Mrs. Meller, to accept Mr. Riley's recommendations as received, and to place the report on file. A roll call vote was taken.

AYES: 5 - Mr. Lyons, Mrs. Sabel, Dr. Fletcher, Mrs. Meller, Mrs. Clifford
NAYES: 0

ABSENT: 1 - Mr. Riley

The motion passed by a unanimous vote.

B. Building and Grounds Committee: Mrs. Meller presented the following report.

1. Broken windows were replaced by the Insurance Company.
2. Ice on the inside of doors and window sills was due to the humidistat not set at the proper setting.
3. Snow which was shovelled over Mr. Hardin's car (613 Bohland Ave.) is to be corrected.
4. Glass wall partition for the Reference Room is to be finished by January 31, 1982.
5. Shelving for the Reference Room is to be delivered by January 31, 1982.
6. Electrical work is to be done immediately upon completion of the partition.
7. Quotes are to be taken for additional electrical work.

C. Public Relations and Legislation Committee: No report

D. Planning and Development Committee: No report

E. Suburban Library System Committee: No report

Communications: Mr. Harris received a thank-you card from Shirley Harbison in appreciation of the Board's Christmas gift.

Mr. Harris sent a thank-you card to Mr. Wolfe and also to the Bellwood Women of the Moose for their donations of \$25.00 and \$10.00 respectively and for their thoughtfulness in thinking about us during the holiday season.

Mrs. Clifford received a letter from the Secretary of State and State Librarian concerning the per capita grant.

Librarian's Report: Mr. Harris asked permission of the Board to attend the meeting and dinner at the Chicago Library Club, January 19, 1982. A motion was made by Mrs. Sabel, seconded by Mrs. Meller, that Mr. Harris attend the meeting and dinner at the Chicago Library Club on January 19, 1982 at library expense. The motion was accepted unanimously.

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January 13, 1982
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Mr. Harris read Louise Dodd Sayen's letter of resignation, dated December 14, 1981, effective January 5, 1982. A motion was made by Mrs. Sabel, seconded by Mr. Lyons, to accept Louise Dodd Sayen's resignation, effective January 5, 1982, with regret. A roll call vote was taken.

AYES: 4 - Mr. Lyons, Mrs. Sabel, Mrs. Meller, Mrs. Clifford

NAYES: 1 - Dr. Fletcher

ABSENT: 1 - Mr. Riley

The motion carried by a unanimous vote.

Mr. Harris further reported that Caroline Will was hired as clerk typist as of December 16, 1981.

Old Business: None

New Business: None

Announcements: The next meeting of the Board of Directors of the Bellwood Public Library will be held February 10, 1982, in the library meeting room at 8:00 p.m.

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

K. C.
Approved, January 15, 1982

Bina Meller
Mrs. Bina Meller, Recording Secretary