

# BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

## ANNUAL BOARD MEETING

### AGENDA

May 12, 1982

1. Call to order
2. Roll call
3. Meeting turned over to Mr. Harris to act as Secretary
4. Election of officers
  - a. President
  - b. Vide President
  - c. Secretary
5. Meeting turned over to new officers
6. Roll call
7. Committee appointments
  - a. Finance
  - b. Administration
  - c. Buildings and Grounds
  - d. Public Relations and Legislation
  - e. Planning and Development
  - f. Suburban Library System
8. Set meeting night
9. Designate banks as depositories for library funds
10. Reading of minutes, April 14, 1982
11. Review and/or revision of agenda as appropriate
12. Finance Committee Reports
  - a. Financial Report, April, 1982
  - b. Comparative Statement, April, 1982
  - c. Reports of Bills, # 342 and # 342-A
  - d. Transfer of funds from savings to checking
  - e. Reinvestments
13. Other Committee Reports
  - a. Administration
  - b. Buildings and Grounds
  - c. Public Relations and Legislation
  - d. Planning and Development
  - e. Suburban Library System
14. Communications
15. Head Librarian's Report
16. Old Business
17. New Business
18. Adjournment



# BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

## BOARD MEETING

### MINUTES

May 12, 1982

The Annual Meeting of the Board of Directors of the Bellwood Public Library was called to order at 8:10 p.m. in the library meeting room by President Mrs. Clifford.

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

Election of Officers: Mrs. Clifford turned the meeting over to Mr. Harris, to act as secretary during the election of officers.

NOMINATIONS FOR PRESIDENT WERE CALLED. Dr. Fletcher made a motion, seconded by Mrs. Meller, to nominate Mrs. Clifford for the office of president. No further nominations were forthcoming, and nominations were closed. The motion passed by a unanimous vote.

NOMINATIONS FOR VICE PRESIDENT WERE CALLED. Mrs. Sabel made a motion, seconded by Mrs. Clifford, to nominate Mr. Riley for the office of vice president. No further nominations were forthcoming, and nominations were closed. The motion passed by a unanimous vote.

NOMINATIONS FOR SECRETARY WERE CALLED. Dr. Fletcher made a motion, seconded by Mrs. Sabel, to nominate Mrs. Meller for the office of secretary. No further nominations were forthcoming, and nominations were closed. The motion passed by a unanimous vote.

The meeting was turned over to the new officers and was called to order. Present were Mrs. Clifford, Mrs. Meller, Dr. Fletcher, and Mrs. Sabel. Mr. Harris, the Head Librarian, was also in attendance. Mr. Riley and Mr. Lyons were absent.

Mrs. Clifford will defer committee appointments until the June meeting.

Meeting Night: It was unanimously agreed to keep the meeting night the second Wednesday of each month, at 8:00 p.m. in the library meeting room.

Depository Banks: A motion was made by Mrs. Sabel, seconded by Dr. Fletcher, that the checking account at the Bank of Hillside should remain the same. A roll call vote was taken.

AYES: 4: Mrs. Sabel, Dr. Fletcher, Mrs. Meller, Mrs. Clifford

NAYES: 0

ABSENT: Mr. Lyons, Mr. Riley

The motion was carried by a unanimous vote.



A motion was made by Mrs. Sabel, seconded by Mrs. Meller, that the Finance Committee, and Dr. Fletcher, review the status of several banks for the future deposits and to report the findings at the June Board meeting. A roll call vote was taken:

AYES: 4: Mrs. Sabel, Dr. Fletcher, Mrs. Meller, Mrs. Clifford

NAYES: 0

ABSENT: 2: Mr. Lyons, Mr. Riley

The motion was carried by a unanimous vote.

Minutes: The minutes of April 14, 1982, 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 April 14, 1982, Board meeting. The motion was passed unanimously.

Review and/or Revision of Agenda: 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 April, 1982, was read by Mrs. Clifford, in the absence of Mr. Lyons. A motion was made by Mrs. Meller, seconded by Mrs. Sabel, to approve the April, 1982, Financial Report and place it on file. A roll call vote was taken:

AYES: 4: Mrs. Sabel, Dr. Fletcher, Mrs. Meller, Mrs. Clifford

NAYES: 0

ABSENT: Mr. Lyons, Mr. Riley

The motion was carried by a unanimous vote.

B. Comparative Statement, April, 1982. A motion was made by Mrs. Sabel, seconded by Dr. Fletcher, to accept the Comparative Statement for April, 1982, and place it on file. A roll call vote was taken.

AYES: 4: Mrs. Sabel, Dr. Fletcher, Mrs. Meller, Mrs. Clifford

NAYES: 0

ABSENT: 2: Mr. Riley, Mr. Lyons

The motion carried by a unanimous vote.

C. Reports of Bills # 342 and # 342-A. The Finance Committee submitted the following reports of bills, copies of which are included as part of these minutes:

# 342 in the amount of \$22,587.12

# 342-A in the amount of \$11,060.75

A motion was made by Mrs. Sabel, seconded by Mrs. Meller, that the bills # 342 and # 342-A be submitted for payment, and that the Village Treasurer, Library Board President, and Library Board Secretary, be authorized to issue checks in payment of bills. A roll call vote was taken.

AYES: 4: Mrs. Sabel, Dr. Fletcher, Mrs. Meller, Mrs. Clifford

NAYES: 0

ABSENT: 2: Mr. Lyons, Mr. Riley

The motion carried by a unanimous vote.



D. Transfer of Funds. A motion was made by Mrs. Sabel, seconded by Dr. Fletcher, that the transfer of funds from the savings and the checking accounts are to be reviewed by the Finance Committee. A motion passed unanimously.

E. Reinvestments: A motion was made by Dr. Fletcher, seconded by Mrs. Sabel, that at the discretion of the Finance Committee, the two certificates will be reviewed; one matures in the amount of \$100,000. at the Bank of Commerce May 24, 1982; one matures in the amount of \$100,000. at the Bank of Hillside June 3, 1982. A roll call vote was taken:

AYES: 4: Mrs. Sabel, Dr. Fletcher, Mrs. Meller, Mrs. Clifford

NAYES: 0

ABSENT: 2: Mr. Lyons, Mr. Riley

The motion was carried by a unanimous vote.

Other Committee Reports:

A. Administration Committee: All administrative reports are to be referred to the Administration Committee at this time. The motion passed unanimously.

B. Building and Grounds Committee: Mrs. Meller reported on the following.

1. The display case, located in the old children's library in the basement, should be moved upstairs, where it can be put to good use.

2. The lawn should be inspected by the landscapers. All existing bare spots are to be corrected.

3. The panel on the outside of the library building, located on the west side, needs to be repainted, due to chipped paint.

C. Public Relations and Legislation: No report

D. Planning and Development: No report

Communications: None

Head Librarian's Report: Mr. Harris and Leo Theinert attended Legislation Day in Springfield, Illinois, on May 5, 1982.

The Bellwood Public Library will be closed May 31, 1982, in celebration of Memorial Day. The library will be opened on Saturday, May 29, 1982, for our patron's convenience, due to the many requests.

The Proviso Municipal League Dinner will be held this month on May 20, 1982, at the Stable Club in Stone Park.

On Thursday, May 13, 1982, the quarterly S.L.S. meeting will be held for the Administrators.

On May 17, 1982, Mr. Al Weiss will audit the books.

The Library Administrator's Section of LACONI will hold a meeting on Friday, June 4, 1982, at the Chicago Public Library Cultural Center. Mr. Harris will attend.



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Mr. Harris will be on vacation for one week, May 24-28, 1982.

Old Business: None

New Business: None

Announcements: The next meeting of the Board of Directors of the Bellwood Public Library will be held June 9, 1982, in the library meeting room at 8:00 p.m.

Adjournment: There being no further business, the meeting was adjourned at 11:10 p.m. by President Mrs. Clifford.

R.H.  
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APPROVED

*Bina Meller*  
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Mrs. Bina Meller, Recording Secretary

Committee Appointments, May 14, 1981

Finance Committee:

Mr. Lyons, Chairman  
Mrs. Sabel  
Mrs. Meller

Administration Committee:

Mr. Riley, Chairman  
Dr. Fletcher  
Mrs. Meller

Building and Grounds Committee:

Mrs. Meller, Chairman  
Mr. Lyons

Public Relations and Legislation Committee:

Mr. Lyons, Chairman  
Mrs. Sabel

Planning and Development Committee:

Mr. Riley, Chairman  
Mrs. Sabel  
Mrs. Meller

Suburban Library System Committee:

Mrs. Meller, Chairman  
Dr. Fletcher