

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

BOARD MEETING

AGENDA

August 11, 1982

1. Call to order
2. Roll call
3. Reading of minutes, July 14, 1982
4. Review and/or revision of agenda as appropriate
5. Finance Committee Report
 - a. Financial Report
 - b. Comparative Statement
 - c. Reports of bills # 345 and # 345-A
 - d. Transfer of funds
 - 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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LI 7-7393

BOARD MEETING

MINUTES

August 11, 1982

The regular monthly 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.

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

Minutes: The minutes of the July 14, 1982, 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 July 14, 1982, Board meeting. The motion passed unanimously.

Review and/or Revision of Agenda: Mrs. Clifford asked the Board to review and/or revise the Agenda as appropriate. A motion was made by Mr. Riley, seconded by Dr. Fletcher, to accept the Agenda as written. The Agenda was accepted by a unanimous agreement.

Finance Committee Report:

A. Financial Report: The Financial Report for July, 1982, was read by Mr. Lyons. A motion was made by Dr. Fletcher, seconded by Mrs. Sabel, to approve the July, 1982 Financial Report and place it on file. A roll call vote was taken:
AYES: 6: Dr. Fletcher, Mr. Lyons, Mrs. Sabel, Mr. Riley, Mrs. Meller, Mrs. Clifford
NAYES: 0
The motion carried by a unanimous vote.

B. Comparative Statement: A motion was made by Mr. Riley, seconded by Mrs. Sabel, to accept the Comparative Statement for July, 1982, and place it on file. A roll call vote was taken:
AYES: 6: Dr. Fletcher, Mr. Lyons, Mrs. Sabel, Mr. Riley, Mrs. Meller, Mrs. Clifford
NAYES: 0
The motion carried by a unanimous vote.

C. Reports of Bills # 345 and # 345-A: The Finance Committee submitted the following reports of bills, copies of which are included as part of these minutes:

- # 345 in the amount of \$12,790.66
- # 345-A in the amount of \$11,809.52

A motion was made by Mr. Lyons, seconded by Mrs. Sabel, that the bills be submitted for payment, and that the Village Treasurer, Library Board President, and Library Board Secretary be authorized to issue checks in payment of these bills. A roll call vote was taken:
AYES: 6: Dr. Fletcher, Mr. Lyons, Mrs. Sabel, Mr. Riley, Mrs. Meller, Mrs. Clifford
NAYES: 0
The motion carried by a unanimous vote.

D. Transfer of Funds: There was no need to transfer funds at this time.

E. Reinvestments: A motion was made by Mr. Riley, seconded by Dr. Fletcher, that the two \$100,000. certificates of deposit, one at the Bank of Commerce and the other at the Melrose Park National Bank, maturing August 26, 1982, be reinvested at the discretion of the Finance Committee. A roll call vote was taken:
AYES: 6: Dr. Fletcher, Mr. Lyons, Mrs. Sabel, Mr. Riley, Mrs. Meller, Mrs. Clifford
NAYES: 0
The motion carried by a unanimous vote.

Other Committee Reports:

A. Administration Committee: Mr. Riley read a letter received from Mrs. Anne Swaine. Acknowledgement of receipt will be sent.

Mr. Riley reported that Susan Ulicny had a question concerning her pay as library page. This matter will be reviewed by the Administration Committee in November, 1982.

B. Building and Grounds: The new parking lot lighting system is nearing completion.

More patch-up work on the lawn has been done, especially in improving the grass, and filling in the hole where the blood bank sign was.

The Village has agreed to put one-way signs in for our parking lot, to help cut down on all the people going east through our parking lot.

Noti Landscapers submitted a bid for interlocking cement blocks under the apple tree in the amount of \$2250. The Board wants to try wood bark first.

The two aluminum pedestrian doors, one to the parking lot and one to the front lawn, do not close properly and are badly in need of repair. The library received a bid from Kline & Sons for \$353.50 and another from Franklin Glass, Inc. in Itasca for \$630.00. Franklin Glass was most familiar with the mechanics of the door. Mrs. Sabel made a motion, seconded by Mr. Lyons, to have the doors repaired at a cost of \$630.00 and to charge it to the Building Improvement Fund. The motion was approved by a unanimous agreement.

C. Public Relations and Legislation Committee: No report

D. Planning and Development Committee: Mr. Riley reported that Mr. Harris has investigated the Knogo and Checkpoint Theft Detection Systems. After hearing the report, the Board members agreed to go to nearby libraries where these two systems are in use and look at them, before voting on the systems.

E. Suburban Library System Committee: No report

Communications: The Library received a thank-you note from Mr. Terry Riley for the Library Board's kind expression of sympathy on the death of his mother.

Communications (continued): The Library received a request for the use of the Library's meeting room, from Gail Fults, program chairman, Bellwood Garden Club. The request is for one day each month, from September 13, 1982 until May 9, 1983, from 9:00 a.m. to 3:30 p.m. Permission was granted.

The Library received a copy of a letter that was sent to Mrs. Mary McKean, Elmhurst, Illinois, as President of the Suburban Library System's Board of Directors. The letter was written by Susan E. B. Graham, President, Board of Trustees, Grande Prairie Public Library District. The letter stated, in part "We, the Trustees of the Grande Prairie Public Library District, support and will continue to support state funding for reciprocal borrowing and cooperate with any library who seeks to use our collection, but will oppose any measure seeking redress of negative reciprocal borrowing imbalances from our library."

Librarian's Report: Mr. Harris reported that the library wishes to offer a program entitled "Experimental Rail Transportation," presented by Bill Oltman, on August 31, 1982. This was approved by the Board.

The Board has approved the following programs, to be given by speakers from the Proviso Family Service, on dates to be determined: What To Do When You Can't Pay Your Bills; Sleeping Better; Learn How to Relax; Exercise and Your Mental Health; Limit Setting for your Teenager; Creative Stress Management; Pre-Retirement Planning; Money Management - It Is Possible; Assertiveness Training; Family Stress - How to Avoid It; Time Management; Understanding your Aging Parents.

Mr. Leo Theinert will attend the GODORT Government Documents Workshop in Chicago on September 17, 1982.

Mr. Harris will attend the American Library Association's Seminar on Microcomputers in the Library in Milwaukee from November 7-9, 1982.

Mrs. Margarete Gross, to whom the position of Children's Services Librarian had been offered since the last Board meeting, declined the position.

Lynn Barton sent a letter, in which she resigned as clerk-typist on August 9, 1982. A motion was made by Mr. Riley, seconded by Mr. Lyons, to accept Lynn Barton's resignation with regret. The motion was approved by a unanimous agreement.

Leticia Wunch was hired as a clerk typist, starting on August 4, 1982.

Old Business: None

New Business: A special Board meeting was called for August 12, 1982, to interview applicants for the position of Children's Services Librarian.

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

Adjournment: There being no further business, Dr. Fletcher made a motion, seconded by Mr. Riley, to adjourn the meeting. The motion carried by a unanimous vote. Mrs. Clifford declared the meeting adjourned at 11:00 p.m.

K.C.

APPROVED, AUGUST 25, 1982

Bina Meller
RECORDING SECRETARY

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

ATTENTION

There will be a special public open meeting of the Board of Directors of the Bellwood Public Library Thursday, August 12, 1982, for the purpose of interviewing a candidate for Children's Services Librarian.

Board of Directors
Bellwood Public Library

BELLWOOD PUBLIC LIBRARY

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SPECIAL MEETING

AGENDA

August 12, 1982

1. Call to order
2. Roll call
3. Executive Session
4. Resumption of meeting
5. New Business
6. Adjournment

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SPECIAL BOARD MEETING

MINUTES

August 12, 1982

A special meeting of the Board of Directors of the Bellwood Public Library was called to order at 8:00 p.m., by President Mrs. Clifford, in the library meeting room.

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

Executive Session: The Board went in to executive session to interview candidates for the position of Children's Services Librarian. Mr. Harris and the Board interviewed Mrs. M. Donna Harris and Mrs. Elaine Laster.

Resumption of Meeting: A motion was made by Mrs. Meller, seconded by Mr. Lyons, to resume the special meeting at 9:00 p.m. The motion was approved by a unanimous agreement.

New Business: Mr. Riley made a motion, seconded by Mr. Lyons, that we offer Mrs. M. Donna Harris the position of Children's Services Librarian. A roll call vote was taken:

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

NAYES: 0

ABSENT: 1: Mrs. Sabel

The motion passed by a unanimous vote.

Elaine Laster, the second candidate to be interviewed, did not meet the minimum educational requirements.

Adjournment: There being no further business, Dr. Fletcher made a motion, seconded by Mr. Riley, to adjourn the meeting. The motion carried by a unanimous vote. Mrs. Clifford declared the meeting adjourned at 9:07 p.m.

K.C.

APPROVED, August 25, 1982

Bina Meller
RECORDING SECRETARY