

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

BOARD MEETING

AGENDA

September 8, 1982

1. Call to order
2. Roll call
3. Reading of minutes, August 11 and 12, 1982
4. Review and/or revision of agenda as appropriate
5. Finance Committee Report
 - a. Financial Report
 - b. Comparative Statement
 - c. Reports of bills # 346 and # 346-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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BOARD MEETING

MINUTES

September 8, 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, and Mrs. Clifford. Mr. Riley and Mrs. Meller were absent. Mr. Harris, the Head Librarian, was also in attendance.

Minutes: The minutes of the August 11 and August 12, 1982, Board meetings 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 August 11 and August 12, 1982, Board meetings. The motion passed unanimously.

Review and/or Revision of Agenda: Mrs. Clifford asked the Board to review and/or revise the Agenda as appropriate. There were no revisions to the Agenda.

Finance Committee Report:

A. Financial Report: The Financial Report for August, 1982, was read by Mr. Lyons. A motion was made by Mrs. Sabel, seconded by Dr. Fletcher, to approve the August, 1982 Financial Report and place it on file. The motion passed unanimously.

B. Comparative Statement: A motion was made by Dr. Fletcher, seconded by Mr. Lyons, to accept the Comparative Statement for August, 1982, and place it on file. The motion passed unanimously.

C. Reports of Bills # 346 and # 346-A. The Finance Committee submitted the following reports of bills, copies of which are included as part of these minutes:

- # 346 in the amount of \$108,076.21
- # 346-A in the amount of \$11,457.70

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. The motion passed unanimously.

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

Mr. Lyons made a motion, seconded by Dr. Fletcher, that the library invest \$50,000. from the checking account in a new "7-day savings certificate of deposit" account at the River Forest Bank, or another institution at the discretion of the Finance Committee. All ayes, unanimously approved.

E. Reinvestments: A motion was made by Mr. Lyons, seconded by Mrs. Sabel, to renew the certificate of deposit at the Maywood Proviso State Bank for another 30 days. All ayes, unanimously approved.

A motion was made by Mr. Lyons, seconded by Dr. Fletcher, to renew the certificates of deposit at the Bank of Commerce, maturing September 27, 1982, and at the Melrose Park National Bank, maturing September 27, 1982, for another 30 days or more. All ayes, unanimously approved.

Other Committee Reports:

A. Administration Committee: In the absence of Mr. Riley, Mr. Harris read the letter of resignation from Susan Ulicny. Mrs. Sabel made a motion, seconded by Dr. Fletcher, to accept her resignation. All ayes, unanimously approved.

A listing of salary rates for the staff was given to all Board members. An Administration Committee meeting will be held before the October, 1982, Board meeting for salary review.

B. Building and Grounds: In the absence of Mrs. Meller, Mr. Harris reported that the two pedestrian doors to the library have been fixed by Franklin Glass and are working well.

Mrs. Clifford asked Mr. Lyons and Mrs. Sabel to be on the "to be called" list for the burglar alarm, as well as Mr. Riley and herself.

The Board members will try to look at Knogo or Checkpoint Theft Detection System installations at other libraries before the October, 1982 Board meeting.

C. Public Relations and Legislation Committee: No report

D. Planning and Development Committee: No report

E. Suburban Library System Committee: No report

Communications: An application for use of the meeting room by the Seniors Committee of the Coordinating Council of Proviso Township was received. Mr. Lyons made a motion, seconded by Mrs. Sabel, that use of the room be approved. All ayes, unanimously approved.

Librarian's Report: Mr. Harris reported that much weeding has gone on this summer, and asked the Board to approve a public book sale in October. Dr. Fletcher made a motion, seconded by Mr. Lyons, that the book sale be allowed. All ayes, unanimously approved.

Mr. Harris also wants to take a course at Elgin Community College called Microcomputer Literacy, which shows, through practical experience, how a micro-computer could be used in a work setting. The cost of the course is \$24.00. Dr. Fletcher made a motion, seconded by Mr. Lyons, to pay for this course. All ayes, unanimously approved.

A letter had been received from Debbie Miller of ILA's Legislation Committee, asking all village and township and city libraries to help pay attorney's costs for a lawsuit which will demand payment of the libraries' fair share of the corporate personal property replacement tax. The Board declined to contribute to this cause.

A request was received from Mrs. Harris, Mr. Theinert, and Mr. Harris to help pay for attendance at the Illinois Library Association Conference this year. Dr. Fletcher made a motion, seconded by Mrs. Sabel, to help pay for the expenses involved. All ayes, unanimously approved.

A simplified payroll report, labelled "Exhibit B", prepared by the bookkeeper, was approved for future use.

Mrs. Harris started September 1, 1982, as Children's Services Librarian.

Old Business: None

New Business: None

Announcements: There will be an Administration Committee meeting called to discuss salary review before the October, 1982 Board meeting.

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

Adjournment: There being no further business, Mrs. Sabel made a motion, seconded by Mr. Lyons, to adjourn the meeting. The motion carried by a unanimous vote. Mrs. Clifford declared the meeting adjourned at 9:50 p.m.

Katherine A. Clifford
PRESIDENT, BOARD OF DIRECTORS