

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

BOARD MEETING

December 8, 1982

AGENDA

1. Call to order
2. Roll call
3. Reading of minutes, November 10, 1982
4. Finance Committee Report
 - a. Treasurer's Report
 - b. Comparative Statement, November, 1982
 - c. Reports of Bills # 349 and 349-A
 - d. Transfer of funds
 - e. Reinvestments
5. 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 8, 1982

The regular monthly meeting of the Board of Directors of the Bellwood Public Library was called to order at 8:38 p.m. by President Mrs. Clifford, in the library meeting room.

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

Minutes: The minutes of the November 10, 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 November 10, 1982, Board meeting. The motion passed unanimously.

Review and/or Revision of Agenda as Appropriate: Mrs. Clifford asked the Board to review and/or revised the Agenda as appropriate. The Agenda was accepted as written, by a unanimous agreement.

Finance Committee Report:

A. Treasurer's Report: The Treasurer's Report for November, 1982, was read by Mr. Lyons. A motion was made by Mrs. Meller, seconded by Mrs. Sabel, to approve the November, 1982, Treasurer's Report and place it on file. A roll call vote was taken:

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

NAYES: 0

ABSENT: 2: Mr. Riley, Dr. Fletcher

The motion carried by a unanimous vote.

B. Comparative Statement, November, 1982: A motion was made by Mrs. Meller, seconded by Mr. Lyons, to accept the Comparative Statement for November, 1982, and place it on file. A roll call vote was taken:

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

NAYES: 0

ABSENT: 2: Mr. Riley, Dr. Fletcher

The motion carried by a unanimous vote.

C. Reports of Bills # 349 and # 349-A: The Finance Committee submitted the following reports of bills, copies of which are included as part of these minutes:

349 in the amount of \$24,814.11

349-A in the amount of \$12,527.75

A motion was made by Mrs. Meller, seconded by Mr. Lyons, that the bills # 349 and # 349-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 the bills. A roll call vote was taken:

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

NAYES: 0

ABSENT: 2: Mr. Riley, Dr. Fletcher

The motion carried by a unanimous vote.

D. Transfer of Funds: A motion was made by Mr. Lyons, seconded by Mrs. Meller, to transfer \$25,000.00 from the York State Bank to the Bank of Hillside "N.O.W. Account." A roll call vote was taken:

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

NAYES: 0

ABSENT: 2: Mr. Riley, Dr. Fletcher

The motion carried by a unanimous vote.

E. Reinvestments: A motion was made by Mr. Lyons, seconded by Mrs. Meller, to re-invest the following certificates of deposit for 30 days or more.

1. Melrose Park National Bank (maturing December 30) in the amount of \$100,000.00

2. Bank of Commerce (maturing December 30) in the amount of \$100,000.00

3. Maywood-Proviso State Bank (maturing December 16) in the amount of \$100,000.00

A roll call vote was taken:

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

NAYES: 0

ABSENT: 2: Mr. Riley, Dr. Fletcher

The motion carried by a unanimous vote.

Other Committee Reports:

A. Administration Committee: Mr. Harris received a letter of resignation from Craig Kugelberg. His reason for leaving was to continue government service for security/retirement. Craig's last day of work will be Friday, December 17, 1982. A motion was made by Mrs. Sabel, seconded by Mr. Lyons, to accept Craig Kugelberg's resignation with regret. The motion passed unanimously. We wish you well, Craig!

A motion was made by Mrs. Meller, seconded by Mrs. Sabel, to hire a full time clerk. The motion passed unanimously.

A motion was made by Mrs. Meller, seconded by Mrs. Sabel, to have Mr. Harris investigate the possibility of hiring a Program Person for Publicity and Adult Program-mint on a contract basis. The motion passed unanimously.

B. Building and Grounds Committee: A motion was made by Mrs. Sabel, seconded by Mrs. Meller, to purchase an electric snow blower, under the cost of \$500.00; Mr. Harris is to determine the size and make. The motion passed by a unanimous agreement.

Mrs. Sabel made a motion, seconded by Mr. Lyons, to have Mr. Harris investigate with an architect the possibilities of adding an addition to the library, and to report his findings to the Board. A roll call vote was taken:

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

NAYES: 0

ABSENT: 2: Mr. Riley, Dr. Fletcher

The motion carried by a unanimous vote.

The Library Board also suggested that Mr. Harris look in to the possibility of having a Library parking lot on Bohland Avenue, not necessarily next to the library. The Board also asked Mr. Harris to investigate new carpeting for the library and a new circulation desk on the adult side, with improved lighting, and report back at the January 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: The library received a thank you letter from Mr. Stanley Kuser Jr., Cook County Clerk, for allowing the use of the library meeting room for the general election on Tuesday, November 2, 1982, along with a check for \$40.00 for reimbursement for the use of the library premises.

Mr. Harris received a letter from the Village of Bellwood stating that beginning January 1, 1983, the library will be charged for all water consumed. This will be at the rate charged all users of \$1.65 per 1,000 gallons. The reason for this is that the Village found it necessary to pass a new water bond ordinance in order to obtain funds to make certain necessary improvements to our water system. The bondholders who helped prepare the ordinance made absolutely certain that a section be included that clearly points out that all users pay for their water consumed.

Librarian's Report: Mr. Harris submitted a written report on the fire alarm emergency on December 6, 1982, that was caused by excess water from the recent rains; the alarm ringing at the fire station was unavoidable. Mr. Harris sent a letter to Chief Rubicz, thanking him and the fire men for their extremely considerate and careful management with the situation.

Mr. Harris submitted instructions for library keys to all Board members.

A full report was submitted by Donna Harris, Children's Librarian, concerning the seminar attended at Rosary College on December 3, 1982, concerning "Public Access Microcomputer: Selection and Management". The library Board met with Mrs. Harris preceding the meeting. Mrs. Harris gave a report on the children's programs, from January to May, 1983, inclusive. The presentation was very interesting, and we are looking forward to another exciting year for the children.

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December 8, 1982
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Old Business: None

New Business: None

Announcements: The next meeting of the Board of Directors of the Bellwood Public Library will be held January 12, 1983, 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 11:50 p.m.

R.H.
Approved, December 10, 1982

Bina Meller, Recording Secretary