

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

BOARD MEETING

MINUTES

January 12, 1983

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

Minutes: The minutes of the December 8, 1982, Board meeting were approved as received. A motion was made by Mr. Lyons, seconded by Mrs. Sabel, to accept and place on file the minutes of the December 8, 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. The Agenda was accepted as written, by a unanimous agreement.

Finance Committee Report:

A. Treasurer's Report: The Treasurer's Report for December, 1982, was read by Mr. Lyons. A motion was made by Mr. Riley, seconded by Dr. Fletcher, to approve the December, 1982, Treasurer's Report and place it on file. A roll call vote was taken:

AYES: 6: Mr. Lyons, Mrs. Sabel, Dr. Fletcher, Mr. Riley, Mrs. Meller, Mrs. Clifford
NAYES: 0

The motion carried by a unanimous vote.

B. Comparative Statement: A motion was made by Dr. Fletcher, seconded by Mr. Riley, to accept the Comparative Statement for December, 1982, and place it on file.

A roll call vote was taken:

AYES: 6: Mr. Lyons, Mrs. Sabel, Dr. Fletcher, Mrs. Meller, Mr. Riley, Mrs. Clifford
NAYES: 0

The motion carried by a unanimous vote.

C. Reports of Bills # 350 and # 350-A: The Finance Committee submitted the following reports of bills, copies of which are included as part of these minutes:

350 in the amount of \$20,948.92

350-A in the amount of \$12,740.96

A motion was made by Mrs. Meller, seconded by Mr. Riley, that the bills # 350 and # 350-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: 6: Mr. Lyons, Mrs. Sabel, Dr. Fletcher, Mr. Riley, Mrs. Meller, Mrs. Clifford

NAYES: 0

The motion carried by a unanimous vote.

D. Transfer of Funds: A motion was made by Mr. Lyons, seconded by Mr. Riley, to close out the passbook savings account at the Great American Federal Savings and Loan and transfer the funds (in the amount of \$2,621.34 plus interest) to the Great American Federal Savings and Loan 7-day savings certificate of deposit. A roll call vote was taken:

AYES: 6: Mr. Lyons, Mrs. Sabel, Dr. Fletcher, Mr. Riley, Mrs. Meller, Mrs. Clifford

NAYES: 0

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 at the current rate.

1. Melrose Park National Bank (maturing January 31, 1983) for \$100,000.00

2. Bank of Commerce (maturing January 31, 1983) for \$100,000.00

3. Maywood Proviso State Bank (maturing January 17, 1983) for \$100,000.00

A roll call vote was taken:

AYES: 6: Mr. Lyons, Mrs. Sabel, Dr. Fletcher, Mr. Riley, Mrs. Meller, Mrs. Clifford

NAYES: 0

The motion carried by a unanimous vote.

Other Committee Reports:

A. Administration Committee: Mr. Riley made a motion, seconded by Mrs. Meller, that we purchase an IBM Executive 102 Copy Machine for internal use only. The cost of the machine is to be taken from the Building Improvement Fund. A roll call vote was taken:

AYES: 6: Mr. Lyons, Mrs. Sabel, Dr. Fletcher, Mr. Riley, Mrs. Meller, Mrs. Clifford

NAYES: 0

The motion carried by a unanimous vote.

Mr. Riley made a motion, seconded by Mrs. Meller, that we replace the Xerox 3100 with an IBM Copier II machine on a lease basis to be paid from the general fund.

A roll call vote was taken:

AYES: 6: Mr. Lyons, Mrs. Sabel, Dr. Fletcher, Mr. Riley, Mrs. Meller, Mrs. Clifford

NAYES: 0

The motion carried by a unanimous vote.

B. Building and Grounds Committee: (Read by Mrs. Meller)

Mr. Harris presented a detailed report concerning the various circulation desk companies, and the many visits to other libraries checking out their circulation desks and for input on work flow and layouts. We are also checking out new carpeting for the library, and checking with the Bellwood Fire Department for safety features concerning the safety of the glue and backing used in the carpeting.

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 an application from Janice Deegan, Medical Social Worker for "In Home Health Care Services" on behalf of the Seniors Committee of the Proviso Coordinating Council for use of the Library meeting room once a month from February to May, from 3:00 p.m. until 4:30 p.m. Permission was granted.

The Library received an application from the Suburban Library System Zone 3 group, represented by member Robert Harris for use of the Library meeting room on February 2, 1983, 9:30 a.m. to 12:00 noon for a Zone 3 Administrator's Meeting. Permission was granted.

Mrs. Clifford and Board Members received a letter from Marianne Rosen, Community Coordinator, Artist-in-Residence Program, asking permission to use the Library meeting room to hold an open house/welcoming reception for Lynn Brown, Bellwood Artist-in-Residence, on February 10, 1983, from 7:00 to 9:00 p.m. Permission was denied.

The following thank-you notes were read by Mrs. Meller:

Donna Harris, Children's Services Librarian, sent a thank-you letter to Mrs. Marshall for the candy castle that attracted so many of our patrons.

Donna Harris also sent a thank-you letter to Minnie Charles and Estella Wells, Troops 306 and 334, who helped to make our Library more attractive during the Christmas holidays. It was a joy to see so many Girl Scouts at work.

Donna Harris sent a letter to Mrs. Nicholas, Principal at McKinley School, stating that we wish to thank the two Girl Scout Troops 306 and 334 for their public spirit, and that the students are taking an active interest in their community.

Mr. Harris, Head Librarian, sent a thank-you letter to Mrs. Lynn Mentz, Recorder, Bellwood Chapter 1433, Women of the Moose, for their donation of \$10.00. The money was used to purchase a 1982 Metropolitan Chicago Human Services Directory.

Mr. Harris received a thank-you letter from Governor James Thompson. The Governor thanked Mr. Harris for taking the time to express his views for the last legislative session, and that all the bills that were passed by the General Assembly have been acted upon by the Governor.

Librarian's Report: There will be a three hour S.L.S. workshop dealing with legal issues pertaining to public libraries on Saturday, February 5, 1983, from 9:30 a.m. on at the S.L.S. offices in Burr Ridge.

Donna Harris, Children's Services Librarian, requested permission to attend the LACONI Children's Services Section Membership meeting on February 4, 1983, at the Downers Grove Public Library from 9:30 a.m. to lunch time, including lunch, at a cost of \$7.65. The subject is "Job Satisfaction/Job Promotion". Permission was granted.

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Donna Harris also requested permission to attend the "Book Selection Dilemmas" workshop on Saturday, March 12, 1983, from 9:00 a.m. to 2:00 p.m. at the Lexington House, Hickory Hills, including lunch. The cost is \$10.00. Permission was granted.

Old Business: None

New Business: None

Announcements: The next regular meeting of the Board of Directors of the Bellwood Public Library will be held February 9, 1983, in the Library meeting room at 8:00 p.m.

Adjournment: There being no further business, Mr. Riley made a motion, seconded by Mrs. Sabel, 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, February 7, 1983

Bina Meller, Recording Secretary