

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

BOARD MEETING

AGENDA

April 13, 1983

1. Call to order
2. Roll call
3. Reading of Minutes, March 9, 1983
4. Review and/or Revision of Agenda as appropriate
5. Finance Committee Report
 - a. Treasurer's Report, March, 1983
 - b. Comparative Statement, March, 1983
 - c. Reports of Bills # 353 and # 353-A
 - d. Transfer of Funds
 - e. Reinvestments
 - f. Auditor
 - g. Budget for 1983/84
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

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

BOARD MEETING

MINUTES

April 13, 1983

The regular monthly 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. Lyons, Mrs. Meller, Mrs. Sabel, and Mrs. Clifford. Mr. Riley and Dr. Fletcher were absent. Also in attendance were Mr. Harris, Head Librarian, Mrs. Harris, Children's Services Librarian, and Mr. Hans, newly elected Board member.

Minutes: The minutes of the March 9, 1983, 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 March 9, 1983, 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 for March, 1983: The Treasurer's Report for March, 1983, was read by Mr. Lyons. A motion was made by Mrs. Sabel, seconded by Mr. Lyons, to approve the March, 1983, 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 for March, 1983: A motion was made by Mrs. Meller, seconded by Mrs. Sabel, to accept and place on file the Comparative Statement for March, 1983. 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 # 353 and # 353-A: The Finance Committee submitted the following reports of bills, copies of which are included as part of these minutes:
353 in the amount of \$82,854.55
353-A in the amount of \$11,759.93

A motion was made by Mrs. Sabel, seconded by Mrs. Meller, that the bills # 353 and # 353-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: Dr. Fletcher, Mr. Riley

The motion carried by a unanimous vote.

D. Transfer of Funds: A motion was made by Mrs. Meller, seconded by Mr. Lyons, to transfer \$30,000. from the Bank of Hillside to the First Federal Savings and Loan of Westchester, on April 7, 1983. A roll call vote was taken:

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

NAYES: 0

ABSENT: 2: Dr. Fletcher, Mr. Riley

The motion carried by a unanimous vote.

E. Reinvestments: A motion was made by Mrs. Meller, seconded by Mr. Lyons, to reinvest the following Certificates of Deposit for 30 days at the current rate:

1. Melrose Park National Bank, maturing May 5, 1983, for \$100,000.

2. Bank of Commerce, maturing May 5, 1983, for \$100,000.

3. Maywood-Proviso State Bank, maturing April 21, 1983, for \$100,000.

A roll call vote was taken:

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

NAYES: 0

ABSENT: 2: Dr. Fletcher, Mr. Riley

The motion carried by a unanimous vote.

F. Auditor: A special meeting will be held, Thursday, April 21, 1983, at 7:00 p.m., concerning the 1982/83 audit.

G. Budget for 1983/84: A special meeting will be held Thursday, April 21, 1983, at 7:00 p.m., concerning the 1983/84 budget.

Other Committee Reports:

A. Administration Committee: A motion was made by Mr. Lyons, seconded by Mrs. Meller, to accept the Administration Committee's recommendations, with the exception of item G., which will be discussed at a future date. A roll call vote was taken:

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

NAYES: 0

ABSENT: 2: Dr. Fletcher, Mr. Riley

The motion carried by a unanimous vote.

B. Building and Grounds Committee: A motion was made by Mr. Lyons, seconded by Mrs. Meller, to accept the bid from Maywood Glass Company for all specified areas, except the children's room window, for \$1,864., less the cost of the children's room window. A roll call vote was taken:
AYES: 4: Mr. Lyons, Mrs. Sabel, Mrs. Meller, Mrs. Clifford
NAYES: 0
ABSENT: 2: Dr. Fletcher, Mr. Riley
The motion carried by a unanimous vote.

Mr. Harris is to look further into chair rails and aluminum bars for the doors and windows, and to talk to the Village concerning the condition of the roof.

C. Public Relations and Legislation Committee: No report

D. Planning and Development Committee: No report

E. Suburban Library System Committee: No report

Communications: Mr. Harris received a thank you letter from Sara Schleitwiler of Stanadyne, thanking him for helping with library aid needed to set up a mini-library at Stanadyne.

Mr. Harris also recieved a thank you note from Dawn Zelenka of Bellwood for helping her find the book she wanted.

Mr. Harris received a thank you note from the Career Day Committee, students, faculty, administration and parents of Roosevelt Junior High School for taking part in the Career Day Program, and for adding to the great success of the day.

The Board received an application for the use of the Library Meeting Room from Mrs. Ann Evans, Leader of the 4-H Club, Bellwood, Illinois. A motion was made by Mrs. Sabel, seconded by Mrs. Meller, to decline the request for use the the LIbrary Meeting Room for the 4-H Program. The motion passed by a unanimous vote.

Librarian's Report: Mr. Harris made a recommendation that the Library look into other companies for renewal of the Director's and Officer's Liability Insurance, including the insurance which is available through the American Library Association. He suggested that the Board pay for one year (1983/84) instead of three years, and reconsider the costs by the spring of 1984.

Board Meeting Minutes
April 13, 1983
Page 4

Mr. Harris made a recommendation to engage an architect to prepare the plans for the needed carpeting for the Library on an hourly basis, to cost approximately \$350. A motion was made by Mrs. Sabel, seconded by Mrs. Meller, to hire an architect to draw up the specifications for the carpeting at an approximate cost of \$350. A roll call vote was taken:

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

NAYES: 0

ABSENT: 2: Mr. Riley, Dr. Fletcher

Donna Harris, Children's Services Librarian, gave a detailed report on the summer programs for the children.

Mr. Harris further reported that the annual membership fee for the Proviso Municipal League is going up to \$200. It was unanimously agreed to continue the Library's membership at this cost.

The LACONI Trustee/Librarian Dinner will be held at the Arlington Heights Hilton on April 22, 1983, at 8:00 p.m., with drinks at 7:00 p.m. The cost is \$15.50 per person.

The Elmhurst Library will host a reception for Zone 3 Trustees on April 29, 1983, from 6:00 to 8:00 p.m. There will be no cost.

The Illinois Library Association's Legislation Day will be May 3, 1983, starting at 12:00 noon.

Old Business: None

New Business: None

Announcements: The next regular meeting of the Board of Directors of the Bellwood Public Library will be held May 11, 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 11:55 p.m.

K.C.
APPROVED, April 16, 1983

Bina Meller, Recording Secretary

April 12, 1983

ADMINISTRATION COMMITTEE RECOMMENDATIONS:

Following are the Administration Committee's Recommendations to our previously discussed situations:

- A. Starting salaries to be reviewed sometime in the future when the Committee discusses any possible pay raises.
- B. Paid vacation schedule for part-time help (where applicable)
 - 1 week vacation after 1 full year of service
 - 2 weeks vacation after 5 full years of service
 - 3 weeks vacation after 10 full years of service

All vacations to be calculated as the average hours/week the part-time employee worked the previous calendar year and the average hours are not to exceed 20 hours/week.
- C. No paid sick days to part-time employees.
- D. No personal business days for part-time employees
- E. Above benefits to be equal for all part-time employees (clerical staff - custodians - discipline monitors - bookkeepers - pages, etc.)
- F. Yes to Al Christiansen on dropping his paid insurance premium and adding the amount to his base salary (Talk to Mrs. Clifford as to how you want to go about doing this).
- G. No to Deborah Buchman working 40.0 hours/week to replace Mary Ann and Leticia. She is to be left part time at her present schedule.
- H. Holiday pay stays as is.

Terry Riley

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

N O T I C E

There will be a special public Board meeting of the Board of Directors of the Bellwood Public Library Thursday, April 21, 1983, at 7:00 p.m. in the Library meeting room, 600 Bohland Ave., Bellwood, Illinois, to discuss the 1983-84 Budget.

Robert A. Harris

Head Librarian

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

SPECIAL BOARD MEETING

MINUTES

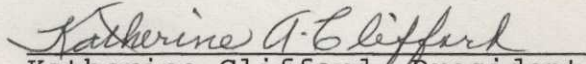
April 21, 1983

A special Board meeting was convened on April 21, 1983, to discuss the 1983/84 budget.

Mrs. Clifford called the meeting to order at 7:00 p.m. Present were Mrs. Clifford, Mrs. Sabel, Dr. Fletcher, Mr. Hans, and Mr. Lyons. Mr. Riley and Mrs. Meller were absent. Also in attendance was Mr. Harris, Head Librarian.

The budget figures and Mr. Harris's budget report were discussed. No action was taken at this meeting.

Mrs. Clifford declared the meeting adjourned at 9:00 p.m.


Katherine Clifford, President

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

N O T I C E

The regularly scheduled monthly meeting of the Board of Directors of the Bellwood Public Library will be held on Wednesday, May 11, 1983, at 8:30 p.m. in the Library meeting room, 600 Bohland Ave., Bellwood, Illinois.

Robert A. Harris

Head Librarian

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

BOARD MEETING

AGENDA

March 9, 1983

1. Call to order
2. Roll Call
3. Reading of Minutes, February 9, 1983
4. Review and/or Revision of Agenda as appropriate
5. Finance Committee Report
 - a. Treasurer's Report
 - b. Comparative Statement, February, 1983
 - c. Reports of Bills # 352 and # 352-A
 - d. Transfer of Funds
 - e. Reinvestments
 - f. Auditor
 - g. Budget for 1983/84
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

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

BOARD MEETING

March 9, 1983

MINUTES

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

Attendance: Present were Mr. Lyons, Mrs. Meller, Dr. Fletcher, Mrs. Sabel, and Mrs. Clifford. Mr. Riley was absent, but joined the meeting at 8:55 p.m. Also in attendance were Daniel Hans, Ann Evans from the Bellwood 4-H Club, and Mr. Harris, Head Librarian. Mrs. Montgomery, library bookkeeper, was in attendance.

Minutes: The minutes of the February 9, 1983, 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 February 9, 1983, Board meeting. The motion passed unanimously.

Review and/or Revision of Agenda: The Agenda was accepted as written by unanimous agreement.

Finance Committee Report:

A. Treasurer's Report: The Treasurer's Report for February, 1983, was read by Mr. Lyons. A motion was made by Dr. Fletcher, seconded by Mrs. Sabel, to approve the February, 1983, Treasurer's Report and place it on file. A roll call vote was taken:

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

NAYES: 0

ABSENT: 1: Mr. Riley

The motion carried by a unanimous vote.

B. Comparative Statement: The Comparative Statement for February, 1983, was read. A motion was made by Mrs. Sabel, seconded by Dr. Fletcher, to accept the Comparative Statement for February, 1983, and place it on file. A roll call vote was taken:

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

NAYES: 0

ABSENT: 1: Mr. Riley

C. Reports of Bills # 352 and # 352-A: The Finance Committee submitted the following reports of bills, copies of which are included as part of these minutes:

352 in the amount of \$21,952.78

352-A in the amount of \$12,401.57

A motion was made by Dr. Fletcher, seconded by Mrs. Sabel, that the bills # 352 and # 352-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: 5: Mr. Lyons, Mrs. Sabel, Mrs. Meller, Mrs. Clifford, Dr. Fletcher

NAYES: 0

ABSENT: 1: Mr. Riley

The motion carried by a unanimous vote.

D. Transfer of Funds: Mr. Lyons made a motion, seconded by Dr. Fletcher, that contingent upon a receipt of tax funds which would raise the monies in the Bank of Hillside checking account to over \$100,000., a money market account be opened at the First Federal Savings and Loan Association of Proviso Township, not to exceed \$30,000. A roll call vote was taken.

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

NAYES: 0

The motion carried by a unanimous vote.

E. Reinvestments: A motion was made by Mr. Lyons, seconded by Mrs. Sabel, to reinvest the following certificates of deposit for 30 days at the current rate.

1. Melrose Park National Bank (maturing April 2, 1983) for \$100,000.
2. Bank of Commerce (maturing April 2, 1983) for \$100,000.
3. Maywood Proviso State Bank (maturing March 19, 1983) for \$100,000.

A roll call vote was taken.

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

NAYES: 0

The motion carried by a unanimous vote.

Other Committee Reports:

A. Administration Committee: There will be a meeting of the Administration Committee on March 21, 1983, at 7:00 p.m. to discuss salary review and benefits.

B. Building and Grounds Committee: Mrs. Harris asked for a film-strip projector which would project onto a screen large enough to be used for children's programs. Mrs. Meller made a motion, seconded by Mr. Riley, to purchase such a projector, and get the best available equipment for the best price, preferably from Burke Audio Visual in Bellwood. All ayes, unanimously approved.

Mrs. Clifford and Mrs. Sabel agreed to visit other libraries to look into the workings of computerized circulation (C.L.S.I.).

Mr. Riley made a motion, seconded by Mrs. Meller, to remove the existing carpeting in necessary areas, and replace it with good commercial grade carpeting, with safety standards approved by the Bellwood Fire Department, and to let out legal bids and draw up specifications for this work. A roll call vote was taken.

AYES: 5: Mr. Lyons, Mrs. Sabel, Mr. Riley, Mrs. Meller,
Mrs. Clifford

NAYES: 0

ABSTENTIONS: 1: Dr. Fletcher

The motion carried by a majority vote.

Dr. Fletcher made a motion, seconded by Mr. Lyons, to replace existing interior window and door glass with safety glass. All eyes, unanimously approved.

C. Public Relations and Legislation Committee: No report

D. Planning and Development Committee: No report

E. Suburban Library System Committee: No report

Communications: Mrs. Meller read resignation letters from Mary Ann Cross and Leticia Wunch.

She also read thank you letters from the Memorial Park District for the donation of toys from the library, and from Yvonne Point-dexter for the library's cooperation in setting up a display for the Bellwood All Village Conference.

Librarian's Report: Mr. Harris reported that the library had hired Anita Dooley to replace Craig Kugelberg, and Deborah Buchman to replace Leticia Wunch.

He notified the Board that there would be a LACONI Trustee-Librarian dinner April 22, 1983, a village Blood Drive March 19, and the Roosevelt Jr. High School Career Day March 25. March 18 is the LACONI Administrator's Section meeting.

Old Business: None

New Business: None

Adjournment: There being no further business, Mrs. Sabel made a motion, seconded by Mr. Lyons, to adjourn the meeting. The motion passed unanimously. Mrs. Clifford declared the meeting adjourned at 10:55 p.m.

CK
Approved

Bina Meller
Bina Meller, Recording Secretary