

# BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

## BOARD MEETING

### AGENDA

September 14, 1983

1. Call to order
2. Roll call
3. Public comment
4. Review and/or revision of agenda as appropriate
5. Reading of minutes, August 10, 1983
6. Finance Committee Report:
  - a. Treasurer's Report, August, 1983
  - b. Comparative Statement, August, 1983
  - c. Reports of Bills # 358 and # 358-A
  - d. Transfer of Funds
  - e. Reinvestments
7. 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
8. Communications
9. Librarian's Report
10. Old Business
11. New Business
12. Adjournment

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## BOARD MEETING

### MINUTES

September 14, 1983

The regular monthly meeting of the Board of Directors of the Bellwood Public Library was called to order at 8:04 p.m. by President Mrs. Clifford in the library meeting room.

Attendance: Present were Mr. Riley, Mr. Lyons, Mrs. Sabel, Dr. Fletcher, and Mrs. Clifford. Mrs. Meller arrived at 8:45 p.m. Mr. Harris, the Head Librarian, was also in attendance.

Public Comment: None

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

Minutes: The minutes of the August 10, 1983, Board meeting were approved as received. A motion was made by Mrs. Sabel, seconded by Mr. Hans, to accept and place on file the minutes of the August 10, 1983, Board meeting. The motion carried by a unanimous agreement.

#### Finance Committee Report:

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

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

NAYES: 0

ABSENT: 1: Mrs. Meller

The motion carried by a unanimous vote.

B. Comparative Statement, August, 1983: The Comparative Statement for August, 1983, was read by Mr. Lyons. A motion was made by Mr. Hans, seconded by Mr. Riley, to accept and place on file the Comparative Statement for September, 1983. A roll call vote was taken:

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

NAYES: 0

ABSENT: 1: Mrs. Meller

The motion carried by a unanimous vote.

C. Reports of Bills # 358 and # 358-A: The Finance Committee submitted the following reports of bills, copies of which are included as part of these minutes:

# 358 in the amount of \$15,905.66

# 358-A in the amount of \$10,174.02

A motion was made by Mrs. Sabel, seconded by Mr. Hans, that the bills # 358 and # 358-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. Hans, Mr. Lyons, Mrs. Sabel, Dr. Fletcher, Mr. Riley, Mrs. Clifford

NAYES: 0

ABSENT: 1: Mrs. Meller                      The motion carried unanimously.

D. Transfer of Funds: A motion was made by Mr. Lyons, seconded by Mr. Riley, to transfer \$60,000. from the Bank of Hillside checking account to the River Forest State Bank. A roll call vote was taken:

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

NAYES: 0

ABSENT: 1: Mrs. Meller

The motion carried unanimously.

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

Melrose Park National Bank, maturing Sept. 15, 1983, for \$100,000.

Maywood-Proviso State Bank, maturing Sept. 26, 1983, for \$100,000.

Bank of Commerce, maturing Sept. 15, 1983, for \$100,000.

A roll call vote was taken:

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

NAYES: 0

ABSENT: 1: Mrs. Meller

The motion carried unanimously.

Other Committee Reports:

A. Administration Committee: A special meeting is to be held either before or after the October Board meeting.

The Library Board and Mr. Harris interviewed Steven Thompson, a candidate for the position of Adult Services Librarian. No action was taken.

B. Building and Grounds Committee: Mrs. Meller arrived at 8:45 p.m., and gave a report for the Building and Grounds Committee.

Mr. Pedersen, architect, reported on the condition of the library roof and how to repair the flat area of the roof, and how to overcome the condition on the sloping part of the roof. Mr. Riley made a motion, seconded by Mr. Lyons, to hire Mr. Pedersen and Associates to obtain all bidding on the structural repairs in the new stack area, and to prepare construction and bidding documents. A roll call vote was taken.

AYES: 7: Mr. Hans, Mr. Lyons, Mr. Riley, Dr. Fletcher, Mrs. Sabel, Mrs. Meller, Mrs. Clifford

NAYES: 0

The motion carried by a unanimous vote.

A motion was made by Mr. Hans and seconded by Mrs. Meller that the library proceed with Charles Grant Pedersen and Associates to develop the necessary bidding and construction specifications to obtain competitive proposals for the installation of the exhaust fan on the roof. A roll call vote was taken.

AYES: 7: Mr. Hans, Mr. Lyons, Mr. Riley, Dr. Fletcher, Mrs. Sabel, Mrs. Meller, Mrs. Clifford

NAYES: 0

The motion carried by a unanimous vote.

A motion was made by Mr. Riley, seconded by Mrs. Meller, to have Charles Grant Pedersen and Associates investigate the feasibility for the installation of an elevator for the library. A roll call vote was taken.

AYES: 7: Mr. Hans, Mr. Lyons, Mr. Riley, Dr. Fletcher, Mrs. Sabel, Mrs. Meller, Mrs. Clifford

NAYES: 0

The motion carried by a unanimous vote.

Mr. Harris will obtain quotations for new gutters and downspouts for the library.

C. Public Relations and Legislation Committee: Mr. Harris made a recommendation for the library to print a newsletter on a bi-monthly basis mailed to every postal patron in Bellwood. A motion was made by Dr. Fletcher, seconded by Mr. Riley, that the library print the newsletter and mail it out bulk rate. A roll call vote was taken.

AYES: 7: Mr. Hans, Mr. Riley, Mr. Lyons, Dr. Fletcher, Mrs. Sabel, Mrs. Meller, Mrs. Clifford

NAYES: 0

The motion carried by a unanimous vote.

D. Planning and Development Committee: No report

E. Suburban Library System Committee: No report

Communications: The library received a letter of resignation from Mr. Leo Theinert. His last day of employment at the Bellwood Public Library will be September 15, 1983. We wish you well, and with much regret to see you go. Good luck in all your endeavors.

Donna Harris received a thank-you note from Yvonne Poindexter and Mari Fran Steerman, coordinators for the Arts and Crafts Fair. The library tent was very popular and Debbie Hardman and Karen Steinhauser did an excellent job.

The Library Board received a letter from Mrs. Anne Swaine, expressing her appreciation for Donna Harris and her staff for the excellent job they are doing.

The Library Board received a request for the use of the meeting room on November 4, 1983, from 9:30 a.m. to 11:30 a.m., for the purpose of meeting with the representatives of the Village, Park District, Library, etc., to discuss cooperative programming and to get better acquainted with programs we each offer. Permission was granted.

The Library Board also received requests for the use of the meeting room from the Proviso Family Services. The dates requested are from September 15, 1983, to May 17, 1984, from 3:00 to 4:30 p.m. Permission was granted.

The Library Board received a request from Mrs. Gail Fults, program chairman of the Bellwood Garden Club, for the use of the library meeting room. The dates are from September 12, 1983, to May 14, 1984. Permission was granted.

Librarian's Report: The Bellwood Library had a book sale from August 29 to September 2, 1983, and received \$133.22. After the sale all the school teachers in Bellwood were invited to select left over books, free of charge. All paperback books and fiction was given to Hines Hospital.

Donna Harris requested permission to attend the M.F.L.A. Library Association conference, November 3-5, 1983. A motion was made by Mr. Riley, seconded by Mr. Hans, to send Mrs. Harris to the conference, all expenses paid. The motion carried by a unanimous agreement.

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Old Business: None

New Business: None

Announcements: The next regular meeting of the Board of Directors of the Bellwood Public Library will be held October 12, 1983, in the library meeting room at 8:00 p.m.

Adjournment: There being no further business, Mr. Hans made a motion, seconded by Dr. Fletcher, to adjourn the meeting. The motion carried by a unanimous vote. Mrs. Clifford declared the meeting adjourned at 10:57 p.m.

K.C.  
APPROVED Oct. 11, 1983

Bina Meller, Recording Secretary