

# BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

## SPECIAL BOARD MEETING

### MINUTES

November 2, 1983

A special meeting of the Board of Directors of the Bellwood Public Library was called to order at 7:35 p.m. by President Mrs. Clifford in the library meeting room.

Attendance: Present were Mr. Lyons, Mr. Hans, Mr. Riley, Mrs. Meller; Mrs. Clifford. Mr. Harris, the Head Librarian, and Mr. Charles Grant Pedersen, architect, were also in attendance. Dr. Fletcher arrived at 7:50 p.m. Mrs. Sabel was absent.

Purpose: The purpose of the special meeting was for the opening of bids for the roof repairs.

After the bid was opened, a motion was made by Mr. Riley, seconded by Mrs. Meller, to accept the bid offered by Mr. Kevin Froeter, president of Engineered Roofing Company of Sterling, Illinois, for \$7,660.00 as per plans and specifications. A roll call vote was taken:

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

NAYES: 0.

ABSENT: 1: Mrs. Sabel.

The motion carried by a unanimous vote.

A motion was made by Mr. Hans, seconded by Mr. Riley, to authorize Mr. Ryan and Associates, Ltd., to assume Engineered Roofing of Sterling, Illinois, as the sub-contractor, to do roofing work as stated: "We propose to furnish all labor, material, equipment and supervision to do all reroofing work as per plans and specifications in the amount of \$7,660.00 plus the required certificate of insurance. This Carlisle roofing system will carry a ten year guarantee and a twenty year guarantee on the roof membrane." The work is to be completed by December 15, 1983. A roll call vote was taken:

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

NAYES: 0

ABSENT: 1: Mrs. Sabel.

The motion carried unanimously.

Mr. Charles Grant Pedersen gave a slide presentation showing the damages which had occurred to the original rafters in the new stack

Board Meeting Minutes  
November 2, 1983  
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area addition of the library. He also gave a full explanation of the water-logged condition of the insulation over the former garage area. He showed how the rafters in the new stack area were reinforced by rafters glued and nailed next to them.

Adjournment: There being no further business, Mr. Hans made a motion, seconded by Mr. Riley, to adjourn the meeting. The motion carried by a unanimous agreement. Mrs. Clifford declared the meeting adjourned at 9:06 p.m.

          K.C.  
APPROVED, NOVEMBER 7, 1983

*Bina Meller*  
Bina Meller, Recording Secretary

# BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

## BOARD MEETING

### AGENDA

November 9, 1983

1. Call to order
2. Roll call
3. Public comment
4. Review and/or revision of agenda as appropriate
5. Reading of minutes, October 12, 1983 and November 2, 1983
6. Finance Committee Report
  - a. Treasurer's Report, October, 1983
  - b. Comparative Statement, October, 1983
  - c. Reports of Bills # 360 and # 360-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

# BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

## A T T E N T I O N

The Board of Directors of the Bellwood Public Library will hold a special meeting at 7:00 p.m., Wednesday, November 9, 1983, in the meeting room of the Bellwood Public Library, 600 Bohland Avenue, Bellwood, Illinois, to discuss personnel matters.

## A G E N D A

1. Call to order
2. Roll call
3. Executive Session *executive session to discuss personnel*
4. Adjournment

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## SPECIAL BOARD MEETING

### AGENDA

November 9, 1983

1. Call to order
2. Roll call
3. Executive session
4. Adjournment

# BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

## BOARD MEETING

### MINUTES

November 9, 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. Hans, Mr. Riley, Mrs. Meller, and Mrs. Clifford. 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.

Minutes: The minutes of the October 12, 1983, Board meeting were approved as received. A motion was made by Mr. Hans, seconded by Mr. Riley, to accept and place on file the minutes of the October 12, 1983, Board meeting. The motion carried by a unanimous vote.

#### Finance Committee Reports:

A. Treasurer's Report for October, 1983: The Treasurer's Report for October, 1983, was read by Mr. Lyons. A motion was made by Mrs. Sabel, seconded by Mr. Hans, to approve and place on file the Treasurer's Report for October, 1983. A roll call vote was taken:  
AYES: 7: Mr. Lyons, Mr. Riley, Dr. Fletcher, Mr. Hans, Mrs. Sabel, Mrs. Meller, Mrs. Clifford

NAYES: 0

The motion carried by a unanimous vote.

B. Comparative Statement for October, 1983: The Comparative Statement for October, 1983, was read by Mr. Lyons. A motion was made by Mrs. Meller, seconded by Mr. Riley, to approve and place on file the Comparative Statement for October, 1983. A roll call vote was taken:

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

NAYES: 0

The motion carried by a unanimous vote.

C. Reports of Bills # 360 and # 360-A: The Finance Committee submitted the following reports of bills, copies of which are included as part of these minutes:

# 360 in the amount of \$13,338.91  
# 360-A in the amount of \$10,467.62  
Building Fund in the amount of \$96.08

A motion was made by Mrs. Meyler, seconded by Mr. Riley, that the bills # 360 and # 360-A and the Building Fund 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 the bills. A roll call vote was taken:

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

NAYES: 0

The motion carried by a unanimous vote.

D. Transfer of Funds: None

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

Melrose Park National Bank, maturing November 14, 1983, for \$100,000.  
Maywood-Proviso State Bank, maturing November 21, 1983, for \$100,000.  
Bank of Commerce, maturing November 14, 1983, for \$100,000.

A roll call vote was taken:

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

NAYES: 0

The motion carried by a unanimous vote.

Dr. Fletcher left the meeting at 9:05 p.m.

Other Committee Reports:

A. Administration Committee: A motion was made by Mr. Hans, seconded by Mrs. Meller, to accept the Administration Committee's recommendations regarding the salary and wage adjustments, effective December 1, 1983. A roll call vote was taken:

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

NAYES: 0

ABSENT: 1: Dr. Fletcher

The motion carried by a unanimous vote.

B. Building and Grounds Committee: The ceiling in the new stack area is completed. A progress report will be given at the next meeting.

The following quotations were received for the lawn irrigation system:

Muellermist: \$3,785. firm quotation  
D. W. Callahan & Sons: 3,100. approximately  
Carl Landgrege: 3,000. approximately

Mr. Harris spoke to all these companies, and in conjunction with Mr. Pedersen, the architect, recommended Muellermist as the best of the three companies. A motion was made by Mr. Riley, seconded by Mrs. Meller, that the library accept Muellermist at the cost of \$3,785. for the installation of the lawn irrigation system.

A roll call vote was taken:

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

NAYES: 0

ABSENT: 1: Dr. Fletcher

The motion carried by a unanimous vote.

Mr. Harris had called Jim Evans concerning the replacement of gutters and downspouts, but as yet did not receive a quote. R. Eck & Sons quoted \$1,475., and seemed knowledgeable and had good quality aluminum gutters and downspouts. More quotations will be received.

The following quotations were received for the lawn sign:

Great American Display Co.: \$ 3,150.  
Chicago Neon Company: 4,420.  
Hartmann Signs: 4,370. with a cedar skirt  
4,670. with a metal skirt  
White Way Signs: 1,945.

Mr. Harris recommended Hartmann Signs with a cedar skirt, because it is a Bellwood firm, and have done good work for us in the past. The sign from White Way Signs is quite a bit smaller, and not as attractive. A motion was made by Mr. Lyons, and seconded by Mrs. Sabel, that we have Hartmann Signs install and erect the sign as per sketch submitted with a cedar skirt at a cost of \$4,370.

A roll call vote was taken:

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

NAYES: 0

ABSENT: 1: Dr. Fletcher

A motion was made by Mrs. Sabel, seconded by Mr. Riley, to contact Rex Electric Company to install the electric service for the library sign as needed per the sketch at a cost of approximately \$680.00. The motion carried by a unanimous agreement.

J & M's quotation for painting the children's room did not include painting the emergency exit area at the top of the stairs. J & M, who will be painting the Children's Room, agreed to paint the emergency exit area at an additional cost of \$225. A motion was made by Mr. Hans, seconded by Mr. Riley, to engage J & M Decorating to paint the emergency exit area at an additional cost of \$225.



A roll call vote was taken:

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

NAYES: 0

ABSENT: 1: Dr. Fletcher

The motion carried by a unanimous vote.

Donna Harris, Children's Services Librarian, requested replacement of the Children's Room typewriter which was stolen while it was out for repair. The repair shop's insurance company will reimburse us for most of the cost of the typewriter. Mrs. Harris recommended purchase of a Xerox model 620 electronic typewriter with a maintenance agreement for \$1,720. to replace the stolen Olivetti typewriter. A motion was made by Mr. Lyons, seconded by Mrs. Meller, that the library purchase a Xerox model 620 electronic typewriter with a maintenance agreement for \$1,720. A roll call vote was taken:

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

NAYES: 0

ABSENT: 1: Dr. Fletcher

The motion carried by a unanimous agreement.

C. Public Relations and Legislation Committee: No report

D. Planning and Development Committee: No report

E. Suburban Library System Committee: No report

Communications: Donna Harris attended the Midwest Federation of Library Associations Conference in Cincinnati, Ohio. She reported that the Conference was excellent; programs for children's librarians were numerous and very well done. Donna, the Board would like to say thank you for your excellent report that you have presented to us; we each received a copy.

Thanks to Mr. Harris for the "Bellwood Public Library News" which will appear in the Village newsletter. All of Bellwood should be happy to read the news.

Mrs. Harris received a thank you letter from Mrs. Grider, a fifth grade teacher and also an invitation to an Open House on November 18, 1983, at Roosevelt Elementary School, celebrating American Education Week and Ethnic Month.

Another thank you was received by Mrs. Harris from Vera Hallbeck for a very enjoyable visit to the Bellwood Public Library.

Donna Harris also received a thank you letter from Norma Brown, Director of Older Girls Program, at the Lone Tree Area Girl Scouts Council, and from Linda Lancaster and Cynthia Saunders, coordinators of "From Teen Scenes to Working Means" career conference at Triton Community College.

Librarian's Report: Mr. Harris reported that Omar Vega had left his position as page in the Children's Room upon graduation from college, and that Debbie Keller quit as page in the adult room to take another job.

Mary Brownell asked permission for Vince Coppola to conduct a "Great Books" discussion group in the library meeting room. Permission was granted.

The library and the Park District wished to jointly sponsor a program of adult painting classes during January, February and March, 1984. 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 December 14, 1983, at 8:00 p.m. in the library meeting room.

Adjournment: There being no further business, a motion was made by Mr. Hans, seconded by Mrs. Sabel, to adjourn the meeting. The motion carried by a unanimous vote. Mrs. Clifford declared the meeting adjourned at 10:45 p.m.

K.C.  
APPROVED, 12/13/83

Bina Meller  
Bina Meller, Recording Secretary

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### MINUTES

November 9, 1983

A special meeting of the Board of Directors of the Bellwood Public Library was called to order at 7:00 p.m. by President Mrs. Clifford in the library meeting room.

Attendance: Present were Mr. Lyons, Mrs. Sabel, Mr. Riley, Mr. Hans, Mrs. Meller, and Mrs. Clifford. Dr. Fletcher was absent.

Purpose: The purpose of the special meeting was to discuss salaries and wage adjustments.

Administration Committee: The Administration Committee recommends the following wage and salary adjustments:

1. All starting salaries and wages to remain the same.
  2. Head Librarian from \$24,000. to \$26,400. per year
  3. Children's Services Librarian from \$14,000. to \$15,600. per year
  4. Bookkeeper from \$5.00 to \$5.50 per hour
  5. Custodian from \$6.95 to \$7.65 per hour
  6. Pages and clerks 6% increase in hourly wages rounded off to the nearest 5¢ per hour.
  7. No other change in benefits.
- Effective date, December 1, 1983.

Adjournment: There being no further business, Mr. Hans 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 8:00 p.m.

K.C.

APPROVED, December 13, 1983

*Bina Meller*

Bina Meller, Recording Secretary