

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

BOARD MEETING

AGENDA

December 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, November 9, 1983
6. Finance Committee Report
 - a. Treasurer's Report, November, 1983
 - b. Comparative Statement, November, 1983
 - c. Reports of Bills #361 and #361-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

December 14, 1983

In the absence of the President and Vice President, the four Board members in attendance held an election for the office of President Pro Tem for this meeting. Mr. Hans made a motion, seconded by Mrs. Sabel, to nominate Mr. Lyons as President Pro Tem. All eyes, unanimously approved.

The regular monthly meeting of the Board of Directors of the Bellwood Public Library was called to order at 8:18 p.m. by President Pro Tem Mr. Lyons in the library meeting room.

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

Public Comment: None

Review and/or Revision of Agenda as Appropriate: Mr. Lyons 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 November 9, 1983 Special Board Meeting and the November 9, 1983, regular Board Meeting, were approved as received. A motion was made by Mr. Hans, seconded by Mrs. Meller, to accept and place on file the minutes of the November 9, 1983, Special Board Meeting and the November 9, 1983, regular Board Meeting. The motion carried by a unanimous vote.

Finance Committee Report:

A. Treasurer's Report for November, 1983: The Treasurer's Report for November, 1983, was read by Mrs. Sabel. A motion was made by Mr. Hans, seconded by Mrs. Meller, to approve and place on file the Treasurer's Report for November, 1983. A roll call vote was taken:

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

NAYES: 0

ABSENT: 3: Mrs. Clifford, Dr. Fletcher, Mr. Riley

The motion carried by a unanimous vote.

B. Comparative Statement for November, 1983: The Comparative Statement for November, 1983, was read by Mrs. Sabel. A motion was made by Mrs. Meller, seconded by Mr. Hans, to approve and place on file

the Comparative Statement for November, 1983. A roll call vote was taken.

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

NAYES: 0

ABSENT: 3: Mrs. Clifford, Mr. Riley, Dr. Fletcher

The motion carried by a unanimous vote.

C. Reports of Bills # 361 and # 361-A: The Finance Committee submitted the following reports of bills, copies of which are included as part of these minutes:

361 in the amount of \$15,372.28

361-A in the amount of \$11,515.97

Building Fund in the amount of \$24,296.40

A motion was made by Mrs. Meller, seconded by Mr. Hans, that the bills # 361 and # 361-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 these bills. A roll call vote was taken:

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

NAYES: 0

ABSENT: 3: Mrs. Clifford, Mr. Riley, Dr. Fletcher

The motion carried by a unanimous vote.

D. Transfer of Funds: None

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 December 15, 1983, for \$100,000.

Maywood-Proviso State Bank maturing December 22, 1983, for \$100,000.

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

A roll call vote was taken:

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

NAYES: 0

ABSENT: 3: Dr. Fletcher, Mrs. Clifford, Mr. Riley

The motion carried by a unanimous vote.

Other Committee Reports:

A. Administration Committee: A motion was made by Mr. Lyons, seconded by Mrs. Meller, that the Bellwood Public Library join the Suburban Library System Unemployment Group Account, effective January 1, 1984. A roll call vote was taken:

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

NAYES: 0

ABSENT: 3: Dr. Fletcher, Mrs. Clifford, Mr. Riley

The motion carried by a unanimous vote.

B. Building and Grounds Committee:

1. The circulating fan for the library is installed
2. The roof and roof fan are completed
3. The stack area is completed
4. The painting of the Children's Room is completed

A motion was made by Mrs. Meller, seconded by Mrs. Sabel, to hire Mr. Pedersen, architect, for the purpose of seeking his advice pertaining to the specifications for the Bellwood Public Library lawn sign. A roll call vote was taken:

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

NAYES: 0

ABSENT: 3: Dr. Fletcher, Mr. Riley, Mrs. Clifford

The motion carried by a unanimous vote.

The invitation to bidders for the lawn sign are to be published in the local papers.

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 complete report from Mr. Charles Pedersen, architect, concerning his observations during the recent remodelling of the west stack area and including the roof and other observations of areas which needed immediate corrections of the construction deficiencies.

Donna Harris received a thank you letter from Mr. Ronald Dunlap, acting principal from Roosevelt Elementary School. Mrs. Harris's input was a great help to the faculty and they are looking forward to developing a closer relationship between the school and library.

Mr. Harris received a thank you letter from Kaherine Jarrell, advisor in home economics of the University of Illinois Cooperative Extension Service, stating that the Financial Security series is over and they are very satisfied with its results. Also that each and every member of the library staff that they came in contact with were most polite and helpful from the people at the front desk to Mr. Harris.

Mrs. Margaret Mikos attended a workshop given by Mr. Dave Regan, Director of Public Relations of the IMRF at the Skokie Village Hall in Skokie, Illinois. Margaret presented us with a complete, detailed report. Thank you, Margaret, for a job well done.

Librarian's Report: Mr. Harris presented us with a listing of some ideas as to how the lower level of the library can be put to use.

Benita Moore has been hired as a page in the Children's Room to replace Omar Vega.

Old Business: None

New Business: A motion was made by Mr. Hans, seconded by Mrs. Meller, to authorize a staff holiday party to include a catered supper plus a person to serve and clean up dishes, etc., with the supper and clean up person not to exceed \$250. The staff is to determine the date and time. The motion carried by a unanimous vote.

Announcements: The Building and Grounds Committee will have a special meeting on January 9, 1984, at 7:30 p.m. All Board members are asked to attend.

The next regular meeting of the Board of Directors of the Bellwood Public Library will be held January 11, 1984, at 8:00 p.m. in the library meeting room.

Adjournment: There being no further business, a motion was made by Mrs. Sabel, seconded by Mr. Hans, to adjourn the meeting. The motion carried by a unanimous agreement. Mr. Lyons declared the meeting adjourned at 9:55 p.m.

R.H.

APPROVED, DEC. 19, 1983

Bina Meller

Bina Meller, Recording Secretary

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A T T E N T I O N

There will be a special meeting of the Board of Directors Planning Committee at 7:30 p.m., Monday, January 9, 1983, in the meeting room of the library at 600 Bohland Ave., Bellwood, Illinois, to discuss planning for the library.

A G E N D A

1. Call to order
2. Roll call
3. Public comment
4. Planning Committee Meeting
5. Adjournment