

BELLWOOD PUBLIC LIBRARY

600 Bohland Avenue

Bellwood, Illinois 60104

LI 7-7393

ADMINISTRATION COMMITTEE MEETING

MINUTES

October 3, 1984

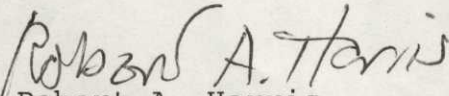
A meeting of the Administration Committee of the Board of Directors of the Bellwood Public Library was called to order at 7:00 p.m. in the library meeting room on Wednesday, October 3, 1984, by Chairman Terrence Riley.

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

The Administration Committee developed a proposal for salary adjustments, as shown on the accompanying page.

No action was taken at this meeting.

The meeting ended at 9:00 p.m.


Robert A. Harris
Head Librarian

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BOARD MEETING

AGENDA

October 10, 1984

1. Call to order
2. Roll call
3. Public comment
4. Review and/or revision of agenda as appropriate
5. Reading of minutes, September 12 and October 3, 1984
6. Finance Committee Report
 - a. Treasurer's Report, September, 1984
 - b. Reports of Bills # 371 and # 371-A
 - c. Transfer of Funds
 - d. Reinvestments
 - e. Bookkeeping Services
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

October 10, 1984

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. Sabel, Dr. Fletcher, Mr. Riley, Mr. Prohl, Mrs. Meller, and Mrs. Clifford. Mr. Harris, the Head Librarian, Mr. Pedersen and Mr. Hrejsa, architects, and Mike Stengle and Randall Bronge from International Contractors, Inc., were 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 September 12, 1984, and October 3, 1984, meetings were approved as received. A motion was made by Mr. Riley, seconded by Mrs. Sabel, to accept and place on file the minutes of the September 12, 1984, and October 3, 1984, meetings. The motion carried by a unanimous vote.

Finance Committee Report:

A. Treasurer's Report for September, 1984: The Treasurer's Report for September, 1984, was read by Mr. Lyons. A motion was made by Mrs. Sabel, seconded by Mr. Riley, to approve the September, 1984, Treasurer's Report and place it on file. A roll call vote was taken:
AYES: 7: Mr. Lyons, Mrs. Sabel, Dr. Fletcher, Mr. Riley, Mr. Prohl, Mrs. Meller, Mrs. Clifford

NAYES: 0

The motion carried by a unanimous vote.

B. Reports of Bills # 371, 371-A, and 371-B: The Finance Committee submitted the following reports of bills, copies of which are included as part of these minutes:

371 in the amount of \$14,559.50

371-A in the amount of \$11,973.28

371-B (Building Fund) in the amount of \$34,157.48

A motion was made by Mr. Riley, seconded by Mr. Prohl, that the bills # 371, # 371-A, and # 371-B, 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:

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October 10, 1984
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AYES: 6: Mr. Lyons, Mrs. Sabel, Mr. Prohl, Mr. Riley, Mrs. Meller
Mrs. Clifford

NAYES: 0

ABSTENTIONS: 1: Dr. Fletcher
The motion carried by a majority vote.

C. Transfer of Funds: A motion was made by Dr. Fletcher, seconded by Mr. Prohl, that after the bills are paid, to divide the uninsured balance at the Bank of Hillside checking account between two other banks at the discretion of Mr. Lyons and Mr. Harris. A roll call vote was taken:

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

NAYES: 0

The motion carried by a unanimous vote.

D. Reinvestments: A motion was made by Mr. Prohl, seconded by Mrs. Meller, to reinvest the Melrose Park National Bank certificate of deposit, maturing October 22, 1984, for \$100,000., for 30 days at the current rate, and that when the Maywood-Proviso State Bank certificate of deposit for the Building Fund for \$100,000. matures on October 25, 1984, it be divided between two other banks holding the Building Fund money at the discretion of the Finance Committee. A roll call vote was taken:

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

NAYES: 0

The motion carried by a unanimous vote.

E. Bookkeeping Service: A motion was made by Mrs. Sabel, seconded by Dr. Fletcher, that the library engage Robert F. White & Co. to take care of the library payroll and the monthly bills (accounts payable). A roll call vote was taken:

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

NAYES: 0

The motion carried by a unanimous vote.

Other Committee Reports:

A. Administration Committee: A motion was made by Mr. Riley, seconded by Mrs. Meller, that as Chairman of the Administration Committee that we accept the recommendation of the October 3, 1984, meeting, which was open to the public, and every member of the Bellwood Public Library Board, concerning the increase of staff salaries.

A roll call vote was taken:

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

NAYES: 2: Dr. Fletcher, Mrs. Clifford

The motion passed by a majority vote.

B. Building and Grounds Committee: Mr. Pedersen presented the Board with the following change orders:

# 5 for electrical additions and revisions:	\$ 1,333.00
# 6 to furnish and install all labor and materials for the installation of additional gas piping for the new outside gas meter:	306.00
# 7 to furnish and install new B labelled door frame:	341.00
# 8 to furnish and install new drywall soffit and acoustical ceiling at lower level south stair landing	<u>113.00</u>

TOTAL: \$ 2,093.00

A motion was made by Mr. Riley, seconded by Mr. Lyons, to accept change orders # 5, 6, 7, and 8 for the total sum of \$2,093.00 as presented by Mr. Charles Grant Pedersen, architect. A roll call vote was taken:

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

NAYES: 0

The motion carried by a unanimous vote.

A motion was made by Mr. Riley, seconded by Mr. Prohl, to accept change order # 9, for \$756.00, to enlarge the door opening in the lower level between the hallway and the new adult reading room, which was suggested by Mr. Harris. A roll call vote was taken:

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

NAYES: 1: Dr. Fletcher

ABSTENTIONS: 1: Mrs. Clifford

The motion carried by a majority vote.

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 asked the Board's permission for the use of the Library meeting room for the Multitype Systems and S.L.S. Meeting for Zone 3 Board Members and Administrators on Tuesday, October 30, 1984, at 7:30 p.m. Permission granted by a unanimous agreement.

Announcements: The next regular meeting of the Board of Directors of the Bellwood Public Library will be November 14, 1984, at 8:00 p.m. in the Library meeting room.

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October 10, 1984
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Adjournment: There being no further business, a motion was made by Mrs. Sabel, seconded by Mr. Lyons, to adjourn the meeting. The motion carried by a unanimous vote. Mrs. Clifford declared the meeting adjourned at 12:10 a.m.

K.C.
APPROVED, 11/12/84

Bina Meller
Bina Meller, Recording Secretary

ADMINISTRATION COMMITTEE RECOMMENDATIONS

1. Increase starting pay for Pages from \$3.10 per hour to \$3.35 per hour (minimum wage).
2. Grant Pages \$3.50 per hour, at the discretion of the Head Librarian, after six months of satisfactory performance.
3. Raise starting pay for Clerks from \$3.75 per hour to \$4.25 per hour.
4. Grant Clerks \$4.50 per hour, at the discretion of the Head Librarian, after six months of satisfactory performance.
5. Grant the following salary increases to the following staff members, effective November 1, 1984.

	FROM	TO
Head Librarian		
Robert A. Harris	\$26,400.	\$29,568.
Librarians		
M. Donna Harris	\$15,600.	\$17,383.
Mary Brownell	\$14,000.	\$15,600.
Clerks		
Geneva Allen	\$ 4.55	\$ 5.30
Anna DeWelde	3.75	4.50
Helen McCullough	3.75	4.25
Claudia Pate	3.75	4.50
Beverly Peterson	4.30	5.05
Sue Roggeman	5.90	6.65
Kay Winters	3.75	4.25
Shirley Young	6.30	7.05
Pages		
Chauncey Douglas	4.05	4.45
Jan Gorman	3.10	3.35
Kim Last	4.05	4.45
Benita Moore	3.10	3.50
Michelle Reda	3.30	3.70
Jeane Siffermann	4.05	4.45
Karen Steinhauser	4.05	4.45
Custodian		
Al Christiansen	8.19	9.00