

December 14, 1983

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, December 14, 1983.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter B. Flintrup; Eva Weiner; Norma L. Zatz; and Miss Mary Radmacher, Chief Librarian.

Guest present: Peter Zelter, CLSI.

APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 9, 1983

Dr. Bloch noted the following correction needs to be made: Under DAN RYAN DISCUSSION OF ANNUAL AUDIT, third line from the bottom (SAEC) should be changed to (SEC).

Mr. Flintrup made a motion, seconded by Mrs. Zatz to approve the minutes as corrected. The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

Mrs. Hunter would like to have the year to date status for the Revenue Sharing Fund received 1982 and 1983.

Mr. Flintrup asked that Legal Counsel be put on the January Agenda.

Mrs. Zatz made the following motion, seconded by Mr. Flintrup:

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites and Buildings, the Year to Date Allocations and Expenditures for the Reserve Fund for the Purchase of Sites and Buildings, and the Report on the Fine Arts Acquisition Fund be accepted, and that the lists of bills from the General Operating Fund in the amounts of \$59,472.50 and \$3,653.61, and the list of bills from the Reserve Fund for the Purchase of Sites and Buildings in the amount of \$2,500 be approved for payment, subject to audit.

The roll was called and the motion passed unanimously.

AUTOMATION REPORT

Because of the presence of CLSI's Peter Zelter, Dr. Bloch suggested the Board deviate from the regular Agenda and move to Automation. Mrs. Hunter explained to Mr. Zelter that GEAC has been selected as the vendor of choice and read the response from the four JCPL Library Board Presidents. Mr. Zelter asked if JCPL expects to sign a contract with GEAC for the exact dollar amount of the proposal. Since negotiations have not yet started it is too soon to answer this question. Mr. Zelter will ask the JCPL attorney if Joe Matthews' evaluation may be made available to him.

Mr. Zelter left the meeting.

A discussion followed regarding CLSI and full MARC format.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

A discussion ensued regarding reciprocal borrowing and why so many of the Skokie Public Library patrons are going to other libraries.

A motion was made by Dr. Wozniak, seconded by Mr. Flintrup, to place the Circulation Reports and Library Use Statistics on file. The motion passed unanimously.

GIFT

Miss Radmacher reported the gift of \$25 from Mary Ann Lachman. Acknowledgement has been made.

CORRESPONDENCE

The correspondence was read by the trustees.

Mrs. Hunter asked Miss Radmacher to read the letter from Harry Hunter addressed to the Board. The letter stated that Mr. and Mrs. Hunter were donating an oil painting entitled "The Conspirators" by Helen Goldfus to the Library.

Mrs. Zatz made the following motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board of Directors accepts the generosity of Mr. and Mrs. Hunter with great appreciation and acknowledges receipt of the painting "The Conspirators."

The motion passed unanimously.

PERSONNEL

Miss Radmacher reported on the appointments of Mano Kohn, full-time Custodian; Peter J. Conklin, part-time Guard; and Carl Westphal, Jr., full-time Assistant, Young People and Children's Department.

PLAQUE

The trustees looked over the information on the plaque. A gavel will be placed next to the names of those who have served as president.

Dr. Bloch asked Miss Radmacher to get in writing from Mr. Bard the quality, composition and grade of the plaque so that if the Skokie Public Library needs a second plaque in the future it would match.

RECOVERING LONG OVERDUES

The trustees read the report regarding the recovery of long overdue library materials through the Legal Department, Village of Skokie.

BUILDING

The trustees read the letter from Zaven H. Lambajian of Frank Klein Company reporting on his inspection one year after completion of the sidewalk project.

Miss Radmacher reported that the snow removal will be done by the Village of Skokie this year.

REPORT FROM DIANA HUNTER RE MEETING WITH ROBERT MC CLARREN

Mrs. Hunter reported on her meeting with Robert McClarren in which they discussed the Avenues to Excellence project, library automation and the space which the NSLS System Reference Service (SRS) now occupies in the

Skokie Public Library. Mrs. Hunter reported that Miss Radmacher had sent a letter to Mr. McClarren stating that we would want to occupy the space by January 1, 1984. A record of all costs involved in relocating the NSLS System Reference Service is being kept.

REPORT FROM DIANA HUNTER RE MEETING WITH VILLAGE BOARD ABOUT HOLOCAUST SCULPTURE

Mrs. Hunter reported that she met with Mayor Smith, Village of Skokie, regarding a heavy metal sculpture that most probably will be erected on the south side of the Village Green.

INSURANCE

The trustees read the letter from Warren English of Boyle, Flagg and Seaman, Inc. Mr. Flintrup would like Miss Radmacher to find out the rating of the Northbrook Property and Casualty Insurance Company.

POLICY RE ANNOUNCEMENTS

Miss Radmacher reported that she received a request from Oakton Community College to make announcements at Skokie Public Library programs to promote some of the OCC Skokie campus sessions held in the Niles East building. The trustees were in agreement that posting a sign on the Bulletin Board and leaving materials on the desk is acceptable, but announcements at programs cannot be made.

REPORT FROM EVA WEINER RE "THE FRIENDS"

Mrs. Weiner would like the next meeting to be a dinner meeting or a special meeting so that "The Friends" idea can be discussed in more detail.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

There will be no NSLS Board meeting in December.

Mrs. Weiner attended the RLAC meeting and gave a brief report.

NIPC ENERGY AUDIT

Miss Radmacher reported that the date of the energy audit will be March 1984 and will cost between \$200 and \$250.

COMMENTS FROM TRUSTEES

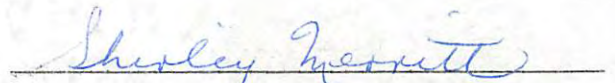
Mrs. Merritt brought in an article from American Libraries, December, 1983, p. 176 and asked Miss Radmacher to photocopy it for the trustees for the January meeting.

Mrs. Zatz thanked Miss Radmacher for putting Insurance and various other things on the Agenda. She would like to see papers that Dr. Bloch brought back from ALA and Job Descriptions on the Agenda in January.

After a lengthy discussion, it was decided that Miss Radmacher would ask Department Heads to prepare reports to give to the Board every month.

ADJOURNMENT

The meeting adjourned at 10:20 p.m.

  
Shirley Merritt - Secretary