

April 14, 1982

corrected

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library, held Wednesday, April 14, 1982.

CALL TO ORDER

The meeting was called to order at 7:45 p.m. by Mrs. Diana Hunter, President.

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

APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 10, 1982

Dr. Wozniak made a motion, seconded by Mr. Flintrup, to approve the minutes of the March 10, 1982 meeting as written. The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

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

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites & 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 \$43,306.74 and \$24,261.89, and the list of bills from the Reserve Fund for the Purchase of Sites & Buildings in the amount of \$2,417.57, be approved for payment subject to audit.

The motion passed unanimously.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

The Circulation Reports for March 1982 were looked over and it was noted that this March seemed to be even heavier than the traditionally heavy months of March in the past. Miss Radmacher will check to see if this was the highest circulation month in the Library's history. The Library Use Statistics were also duly noted.

Mr. Flintrup made a motion, seconded by Dr. Wozniak, that the Circulation Reports and the Library Use Statistics be placed on file. The motion passed unanimously.

BUDGET

Mrs. Hunter suggested that the order of business on the agenda be changed in order to give the budget maximum consideration and the trustees agreed.

Miss Radmacher asked the trustees to read her memorandum regarding the budget.

Dr. Bloch said he would like to know how much the Library actually collected in taxes as compared with what was appropriated in the past years. Miss Radmacher will get those figures.

Mrs. Zatz asked if the budgeted amount of \$55,000 for insurance will also cover the new errors and omissions insurance that the Board had recently voted to purchase. Miss Radmacher explained that a 5% increase for the 1983-84 over the 1982-83 budget had been used as a guideline and the \$55,000 should cover all insurance items.

Mrs. Zatz asked if the line item of "Service to Maintain Auto Equipment" would cover the Bookmobile and Miss Radmacher said it would. Mrs. Zatz also questioned the need for \$30,000 for "Furniture and Equipment" and Miss Radmacher explained that this covers replacement of copy machines, typewriters, etc., or the purchase of new equipment.

Mrs. Zatz said that she would like to see more money budgeted for "Audio-Visual". Also, inasmuch as the Skokie Public Library will be responsible for 30% of the cost of JCPL personnel in the computer program, it will be necessary to budget more in Data Processing.

Dr. Bloch said that he would like to see the name of the Reserve Fund for the Purchase of Sites & Buildings changed to something like the Equipment Replacement Fund, or Building Maintenance Fund, and added into the Budget with line items established for whatever categories these funds would be earmarked. Capital ^{ITEM} replacement should be one of the categories as well as a contingency fund.

Mrs. Hunter informed the Board that there is a bill in Springfield at this time to freeze all local government taxes. She also informed the Board of the "Citizen's Initiative" group that is trying to get a bill into the Illinois Legislature that would allow citizens to get signatures together in order to get items with which they were concerned onto the ballot. She said that we have to be aware of the fact that some of these things could tie up funds for the Library budget.

Dr. Wozniak made the following motion, seconded by Mr. Flintrup:

MOTION: That the Board of Trustees of the Skokie Public Library accepts the Budget for the fiscal year 1983-84, as recommended at the March, 1982 Board meeting, with the following line item changes:

<u>Line Item</u>	<u>Changed to:</u>
Salaries	\$1,421,500.00
Professional Services	5,000.00
Conf. Expense & Membership Fees	20,000.00
Data Processing	70,000.00
Cassettes, Video & Audio	17,000.00

The roll was called and the motion passed unanimously.

Dr. Bloch then made the following motion, seconded by Dr. Wozniak:

MOTION: That the trustees would like Miss Radmacher to bring in a revised 1983-84 budget incorporating the Reserve Fund for the Purchase of Sites & Buildings ^{INTO} for several earmarked funds for foreseeable purposes to appear as line items in the budget report no later than the June, 1982 Board meeting.

The roll was called and the motion passed unanimously.

There was a discussion regarding the across the board percentage of the cost of living salary increases for Library personnel. The question was raised regarding what the Village plans to do. Mr. Flintrup recommended a 9% across the board increase for the staff. The increases will be decided at the May Board meeting and be made retro-active to May 1, 1982.

CORRESPONDENCE

The letter from Mr. Harold Schiewe to the Northern Illinois Gas Company was duly noted. The gas company has not replied as yet.

SIDEWALK AND STREET REPAIR

The trustees read the letter from Klein and Hoffman Inc. regarding the way they would like to handle the repairs on the sidewalk and street.

Mr. Flintrup said that he would like to go to the Village and see if they would do the repair work on both the street and sidewalk which would save the Library a considerable amount of money. Miss Radmacher said she spoke to Mr. Eppley regarding the driveway and asked him for something in writing for the March meeting, but has not received anything from him yet. Mr. Flintrup said he would like to have someone approach Mayor Smith regarding the sidewalk.

Dr. Bloch made the following motion, seconded by Mrs. Weiner:

MOTION: That the Board of Trustees gives Klein and Hoffman Inc. the contract to do the architectural and engineering services necessary to design the repairs, make up the specifications, etc., as outlined in their letter for the repair of the sidewalk and street.

The roll was called: Flintrup - no; Wozniak - no; Merritt - no; Weiner - yes; Bloch - yes; Zatz - yes; Hunter - yes. The motion passed.

Mrs. Hunter then asked the Board if they would feel more comfortable about passing this motion if she went to the Village with Mr. Klein's letter and got a definitive answer from the Village as to whether they could and would do the job as outlined in the letter.

Mrs. Weiner, voting on the prevailing side of the above motion, made the following motion, seconded by Dr. Wozniak:

MOTION: That the Board of Trustees authorizes Mrs. Hunter to talk to the Village prior to the next Board meeting regarding their doing both the sidewalk and street repair exactly as outlined in Klein and Hoffman's letter of April 14. We must receive a reply within a month's time. If we do not receive an answer, or the response is negative, the contract will automatically go to Klein and Hoffman Inc.

The roll was called. Zatz - no; Wozniak - yes; Bloch - abstain; Flintrup - yes; Merritt - yes; Weiner - yes. The motion passed.

AUTOMATION PROJECT

The Memorandum to the Management Affairs Committee, NSLS, from the JCPL was duly noted and Mrs. Weiner reported on the meeting she attended at NSLS regarding the LSCA grant for automation and the System's plan for using it.

PIANO USE POLICY

Mrs. Hunter announced that the dedicatory concert for the piano will be held on Sunday, April 18 at 2 p.m., and she would like the trustees to attend.

REPORT ON PLAQUE LISTING NAMES OF TRUSTEES

Miss Radmacher reported that Sandy Johnson of Architectural Graphic Systems visited the Library to see other plaques but has not submitted a quotation nor an estimate yet.

REPORT ON YOUNG PEOPLE AND CHILDREN'S DEPARTMENT

Miss Radmacher announced that the Bell & Howell Apple II, a disc unit, monitor, etc., has been ordered and some of the equipment has arrived for the Young People & Children's Department. They are very excited about it.

REVENUE SHARING

The trustees praised Mrs. Hunter for her letter to the Niles Township Administration applying for funds for audio-visual equipment for the 1982-83 Revenue Sharing Grant.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner's report was covered with her report on the meeting she attended with regard to the LSCA grant meeting.

LEGISLATION DAY, MAY 5, 1982

Illinois Library Association Legislation Day, 1982 will be held in Springfield on May 5. Mrs. Weiner said she would like to attend; and Mrs. Hunter and Mr. Flintrup said they may also attend.

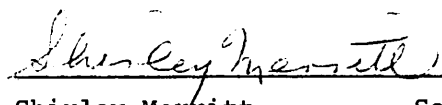
COMMENTS FROM TRUSTEES

Mrs. Merritt said that the chairs in the Library which are in need of repair should be attended to and she would like to see something done as soon as possible.

~~Mrs. Zatz asked that the trustees make their reservations now for the brunch to be held at the convention on Sunday, July 11, 1982.~~

ADJOURNMENT

The meeting adjourned at 10:50 p.m.


Shirley Merritt - Secretary