

June 9, 1982

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library, held Wednesday, June 9, 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.

Guest: Mr. Douglas R. Ellsworth, CPA from London Witte and Company.

Mrs. Hunter requested that the order of business as outlined on the Agenda be altered in order to discuss the Revised Budget for 1982-83 with Mr. Douglas Ellsworth from London Witte and Company, this year's auditors for the Village and the Skokie Public Library.

REVISED BUDGET FOR 1982-83 FISCAL YEAR (copy attached)

Mr. Ellsworth explained the cash flow problems in Illinois to the Board. He also explained that any line items in a fiscal year budget which are not spent within that year, have to be reappropriated for the next year's budget.

Mrs. Hunter said that the money allocated for the automation project possibly will not be used in the 1982-83 year. Dr. Bloch suggested that the portion of the Reserve Fund that is proposed to be spent within the fiscal year should be transferred as line items to the budget and the items that are anticipated in the Reserve Fund should be set up as line items in the Reserve Fund. He also suggested that when we are definitely committed to an expenditure the item should be transferred from the Reserve Fund to the Operating Budget; we should not wait until the bills come in.

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

MOTION: That the Board of Trustees will receive lists of Reserve Fund allocations for the Reserve Fund for the Purchase of Sites and Buildings and the lists will continue to be updated as the Board decides.

The roll was called and the motion passed unanimously.

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

MOTION: That the present system of making line expenditures from the Reserve Fund for obligations as they arise be continued, and that a Budget Summary be developed to include both Operating Funds and Reserve Funds.

The roll was called and the motion passed unanimously.

Mr. Ellsworth retired from the meeting.

APPROVAL OF THE MINUTES OF THE MEETINGS OF MAY 12, 1982 - REGULAR & ANNUAL

Dr. Bloch made a motion, seconded by Dr. Wozniak that the minutes of the regular meeting and the annual meeting of May 12, 1982, be approved as written.

The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

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

MOTION: That the financial statements for the General Operating Fund, 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 \$30,796.28 and \$5,454.10, and the list of bills from the Reserve Fund for the Purchase of Sites and Buildings in the amount of \$900.00, be approved for payment, subject to audit.

The motion passed unanimously.

The article on "Anatomy of a Repro" was duly noted.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

Dr. Wozniak asked Miss Radmacher about the circulation of large print books. He would be interested in seeing the statistics regarding their use, and Miss Radmacher will get them for him for the next meeting.

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

ANNUAL REPORTS

The Annual Reports for the General Operating Fund, the Reserve Fund for the Purchase of Sites and Buildings, the Interest Statement for the General Operating Fund, the Interest Statement for the Reserve Fund for the Purchase of Sites and Buildings, and the Report on the Piano Grant, were all duly noted and placed on file.

SIDEWALK AND STREET REPAIR

Mrs. Hunter reported that she and Mr. Flintrup met with Village officials and the Village has agreed to handle the repairs on the drains and the repairs and paving of the driveway of the Skokie Public Library.

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

MOTION: The Board of Trustees of the Skokie Public Library accepts the Village of Skokie's low bid for paving: repair of drains and repairing the Skokie Public Library driveway.

The motion passed unanimously.

The trustees read over the proposal submitted by Gullaksen and Getty regarding the engineering and construction repair of the sidewalks. Their basic proposed costs would be approximately \$12,000.00, which would include their investigation and report, and their supervision of construction.

The following motion was made by Mr. Flintrup, seconded by Dr. Bloch:

MOTION: That upon receipt of a letter from Klein and Hoffman determining the costs on the sidewalk repair only, and including the 10 points in his letter of 4/14/82, of specifications and supervision for 15% of the costs as stated, the Board of Trustees will contract with Klein and Hoffman for the sidewalk repairs.

The roll was called and the motion passed unanimously.

The timing on the project is crucial and the sidewalk will be done first. The following motion was made by Mrs. Zatz, seconded by Dr. Wozniak:

MOTION: That if the letter from Klein and Hoffman is not in the mail by Monday, June 14, 1982, the Board of Trustees will award the preceding motion's contract to Gullaksen and Getty. Gullaksen and Getty will be requested to give the Library a quote of 15% of the total cost of repairs as bid, but not to exceed \$12,000.00.

The roll was called and the motion passed unanimously.

#### AUTOMATION PROJECT

Mrs. Hunter reported that the First National Bank of Deerfield has offered to finance the automation project.

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

MOTION: That the Board of Trustees authorizes Mrs. Hunter to sign the contract which defines the relationship and working agreement of the four libraries in the automation project.

The roll was called and the motion passed unanimously.

#### REPORT ON PLAQUE LISTING NAMES OF TRUSTEES

Miss Radmacher said there was nothing new to report on her investigation of plaques.

#### REPORT ON YOUNG PEOPLE AND CHILDREN'S DEPARTMENT

The trustees noted the EAGER READER Newsletter and asked Miss Radmacher to congratulate the staff on their behalf of the outstanding job that was done.

Miss Radmacher reported that the Young People and Children's Department staff will do a puppet show at the Farmers' Market on Sunday, August 15, 1982.

#### REVENUE SHARING

The letter from the Village of Skokie denying the Library's request for Revenue Sharing Funds was duly noted.

The trustees commended Mrs. Hunter for her letter to the Niles Township Administration reporting on the progress and service of the Bookmobile.

POLICIES - SMOKING IN THE SKOKIE PUBLIC LIBRARY

Miss Radmacher recommended that the trustees set a policy as to smoking in the meeting rooms. The American Library Association (ALA) regulations on this will be looked over at the next Board meeting.

SECURITY FOR DOOR ON WEST SIDE OF LIBRARY

Miss Radmacher recommended that the double doors at the west side of the Library remain as doors, rather than installing solid glass as was discussed in earlier Board meetings. Perhaps the doors could have extremely heavy, obvious hardware to prevent patrons from using them, or removing the existing hardware and install key locks.

No action was taken.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

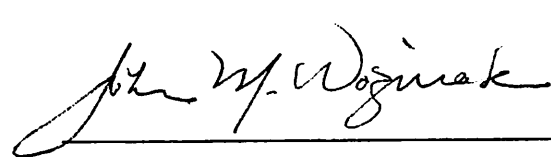
Mrs. Weiner reported that the North Suburban Library System held a new election. She said she would like to have some of the other trustees attend meetings with her when she thinks it is necessary.

COMMENTS FROM TRUSTEES

Mrs. Hunter suggested that after the November election the Board arrange a meeting with some of the Illinois legislators to discuss the Skokie Public Library's needs with them.

ADJOURNMENT

The meeting adjourned at 10:05 p.m.

 *Shirley Merritt* Acting Secretary

Shirley Merritt - Secretary

Revised Budget for 1982-1983 Fiscal Year

Adopted at the regularly scheduled Board meeting

May 12, 1982

Personal Services

Salaries	\$1,284,342
Professional Services	5,000

Contractual Services

Binding	16,000
Services to Maintain Equipment	13,000
Services to Maintain Buildings and Grounds including monitoring & building maintenance contract	120,000
Insurance	52,800
Utilities	59,000
Conference Expense and Membership Fees	19,000
Services to Maintain Automotive Equipment	4,000
Postage	12,000
Printing and Publicity	10,000
Data Processing	50,000
Audit	1,500
Reception and Entertainment	5,000
Rental of Equipment and Material	14,000

Commodities

Books	204,000
Periodicals	36,000
Audio Visual	
Recordings, Discs	7,200
Films	8,500
Microforms	12,000
Cassettes, Video & Audio	8,000
Art Prints	3,300
Library Supplies	52,000
Janitorial Supplies	12,000
Office Expense and Transportation	5,000

Other Charges

Contingency	22,000
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Capital Outlay

Furniture and Equipment	30,000
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T O T A L . . . . . \$2,065,642