

April 9, 1980

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held Wednesday, April 9, 1980.

Rabbi Weiner noted that a quorum was present.

CALL TO ORDER

The meeting was called to order at 7:45 p.m.

Members present: Rabbi Karl Weiner, President; Dr. John Wozniak, Secretary; Mr. Walter Flintrup; Mrs. Shirley Merritt; Mrs. Norma Zatz; and Miss Mary Radmacher, Chief Librarian.

Members absent: Mrs. Diana Hunter, Vice President; Mr. Richard Lindberg.

The order of the Agenda was changed to discuss the sidewalk problem while Mr. Schiewe was in attendance.

SIDEWALK

Miss Radmacher asked that the Trustees read the letter that Mr. Lindberg dictated to Mrs. Kozak regarding the sidewalk problems.

Mr. Schiewe made comments and suggestions as he read the letter. He explained that the steel curbing is made in one piece. Removal of it in one piece would be impossible, and although the cost of the boring tests discouraged the Board, Mr. Schiewe recommends going ahead with them.

Dr. Wozniak asked who the sub-contractor was who did the patching last year. Mr. Flintrup said he would like to know how much the patching cost last time and what the cost of patching would be now. Miss Radmacher will look up records as to the cost of the last job.

Rabbi Weiner said that he feels the Board should be informed as to the Library's actual money situation, what will be available, and what the various needs will be before making any decision regarding how much work to do on the sidewalk.

It was decided that Mr. Flintrup and Mr. Lindberg will have another meeting with Mr. Klein and Mr. Schiewe.

The Board thanked Mr. Schiewe for his time and effort.

APPROVAL OF MINUTES

Rabbi Weiner questioned the wording "matching grant" and "matching funds" on Page 4 under Revenue Sharing Report. It was decided the word "matching" should be deleted.

Dr. Wozniak made a motion, seconded by Mr. Flintrup to approve the minutes as amended. The motion was approved unanimously.

FINANCIAL STATEMENTS

Mrs. Merritt asked for an explanation of the item "To Purchase Repo & Safe Keeping." Miss Radmacher explained the word "Repo" is the bank's abbreviation for "an agreement to sell and repurchase securities." The line in the financial statement listed "To Purchase Repo & Safe Keeping" refers to the total investment in the First National Bank of Skokie and the Old Orchard Bank and Trust Company.

Mrs. Zatz asked about the \$16,149.61 shown on the Year to Date Status of Copying Machines. Miss Radmacher explained that this money has not been kept aside in a separate fund since 1975 but becomes a part of the general operating budget. It is the difference between amount of collections and the costs for payment of copiers and the supplies.

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 & Buildings, and the Year to Date Status on Lease-Purchase of Copying Machines, and the reports on the Fine Arts Acquisition Program and the Selma Regan Petty Memorial Fund be accepted, and that the lists of bills for the General Operating Fund in the amounts of \$18,544.80 and \$532.76 be approved for payment, subject to audit.

The motion was approved unanimously.

CIRCULATION REPORTS

Dr. Wozniak asked what the trend is in book circulation and Miss Radmacher replied that it is on the increase nationally as well as in Skokie. She said the Children's Department has held its own in spite of the sharp decline in children in Skokie.

The Circulation Reports were duly placed on file.

LIBRARY USE STATISTICS

The Library Use Statistics were duly noted and placed on file.

COMMENTS

Mr. Flintrup remarked that the Circulation Reports show that the Skokie Public Library is above practically all the other libraries in the System on reciprocal borrowing. He said Arlington Heights is the only library in the System that does not follow reciprocal borrowing policies as accepted by other North Suburban Library System libraries.

Mrs. Merritt commented that she would like to see more publicity given to the Library patrons as to the services available to them at the Library. She showed the Trustees a pamphlet from the Northbrook Library for their information.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup commented that the System has not as yet finalized the purchase of the land, but has signed a contract. He said nothing else is changed from standard operating procedures.

Mr. Flintrup explained the memo from Patricia Hogan regarding questions for CLSI's Bud Keating regarding CLSI's equipment to be asked at the NSLS Board meeting Monday, April 28. He said that CLSI hopes to mollify the complaints they are getting with this gripe session.

The letter from NSLS regarding a consultant was duly noted.

REVENUE SHARING REPORT

Due to the absence of Mrs. Hunter, and since no decision on allocation of funds from Niles Township has been made as yet, the Revenue Sharing Report was tabled. Mr. Flintrup remarked that from what he has heard from his sources, there is a good possibility of getting \$15,000 or so.

REPORT FROM SECURITY SYSTEM COMMITTEE

Mr. Flintrup reported on the Security System committee meeting which was attended by Rabbi Weiner, Mr. Lindberg, Mr. Flintrup, Miss Radmacher and Mr. Hammond.

Mr. Flintrup said that Mr. Hammond suggested placing the two gates in the center of the lobby area between the desk and the glass wall in order to get a more balanced effect and also to preserve the desk area. The rest of the committee was unhappy with this idea since they want to maintain the open space which they feel is much more attractive.

Miss Radmacher said that Mr. Hammond told her that on a time card basis, the cost for designing the railing would be \$1,000. The Board discussed this cost and felt it was excessive.

Miss Radmacher showed the Trustees the sketch and letter from Frank H. Stowell & Sons which estimates the cost of furnishing and installing the steel and glass railing at \$5,566. Rabbi Weiner questioned whether we can accept this proposal or do we have to go out for bids. Mrs. Zatz wondered if it was possible to include this bid as a part of the original bids for the security system. Mrs. Merritt asked if we are going to get consultation charges even if we don't use Mr. Hammond's services and Frank H. Stowell & Sons.

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

MOTION: That Miss Radmacher is authorized by the Board of Trustees to contact Mr. Lyons, the attorney, as to the legality of whether the Library can accept the Frank H. Stowell & Sons bid without putting the job out for bids.

The motion passed unanimously.

It was decided that if the attorney says we do not have to go out for bids, Braun & Co. will be contacted to get their ideas and estimate. If we have to go out for bids, we will have to have drawings and specifications.

It was decided that only one entrance gate and one exit gate would be needed. Miss Radmacher noted that in the minutes of the March 12, 1980 meeting a motion had been passed accepting 3M's bid which included double entrance and exit gates. Mr. Flintrup then made the following motion, seconded by Dr. Wozniak:

MOTION: That the security system will include one entrance gate and one exit gate, thus eliminating one gate on the entrance and exit.

Dr. Wozniak called the roll and the motion passed unanimously.

Mrs. Zatz recommended that we table any further discussion on the security system set-up until we hear from Mr. Lyons. She suggested that a special meeting be called if we are told that bids have to be put out.

LETTERHEAD LOGO

Miss Radmacher reported that she spoke with Mr. Sample and he told her he will be away for two weeks and will get in touch with her as soon as he returns.

DISCUSSION OF PROPERTY

The Board went into executive session to discuss this subject.

BUILDING

Miss Radmacher reported that Mr. Lyons had said that the Library could invite three proposals for replacement of the heating coils rather than to advertize for bids since the work was an emergency. Proposals were submitted to Mr. Schiewe and he recommended that the firm of Fettes, Love & Sieben, the lowest bidder, be awarded the contract for the amount of \$7,347. Fettes, Love & Sieben has been contacted. Other bids were \$7,410 and \$8,950.

PARKING

According to the minutes of the January meeting, the parking situation was to be reviewed in April. After some discussion as to the complaints that have arisen, Rabbi Weiner suggested we leave everything as is for the present.

BOOKMOBILE

At this time there cannot be any further discussion regarding NORTRAN and a bookmobile until we know the outcome of the revenue sharing.

EXPANSION INTO FORMER TECHNICAL SERVICES AREA

Miss Radmacher reported that the Village Planning Department will be out of the Library by the beginning of October at the latest, and mentioned some of the staff's ideas for using this area.

Rabbi Weiner said that special time is needed to go over all the issues regarding the changeover.

Miss Radmacher said that it is important to order the shelving well in advance because it takes so long to get it. Mr. Flintrup made the following motion, seconded by Dr. Wozniak:

MOTION: Miss Radmacher is authorized to put out bids for shelving.

Dr. Wozniak called the roll and the motion passed unanimously.

It was decided that a special meeting was needed to discuss all the aspects of the changeover and a dinner meeting was tentatively planned for April 23rd, and Miss Radmacher will give the Board a list of the staff's recommendations at that time.

BOOK SALE

Miss Radmacher recommended that the Library Book Sale be held as soon as possible after the Planning Department moves out. This was agreed upon.

MEMORANDUM RE REDUCED STUDENT FARES

Mr. Flintrup explained that the RTA has opted to eliminate half fares for students on weekends. He reviewed the resolution that NORTRAN has issued requesting the RTA to provide reduced student fares. Dr. Wozniak made the following motion, seconded by Mrs. Zatz:

MOTION: That the Board of Trustees adopt the resolution and that Miss Radmacher sign the resolution on behalf of the Skokie Public Library Board of Trustees and send it to the RTA.

The motion was approved unanimously.

BID OPENING APRIL 16

The Board is invited to the bid opening on April 16th at 11:00 a.m. for paving including work in the parking area on the west side of the Library.

PHOTOGRAPHS OF FORMER MAYORS

The Village Manager and the Mayor are seeking photographs of all former mayors to be hung in the Village Hall's new addition. The Skokie Public Library has a framed photograph of Mayor Brown and Mayor Blameuser.

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

MOTION: That the Skokie Public Library give the two photographs of Mayor Brown and Mayor Blameuser to the Village, subject to copies being made for the Library archives collection.

The motion was approved unanimously.

Miss Radmacher will tell Mr. Eppley that if they do not use the frames the Library would like the frames back.

COSTS/CHARGES MADE TO PATRONS IN EVANSTON PUBLIC LIBRARY

The Evanston Public Library charge schedule which went into effect on April 1st was duly noted.

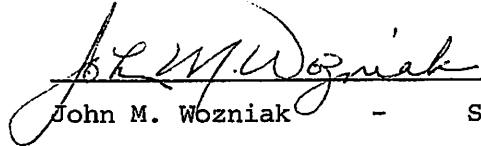
LACONI ANNUAL LIBRARIAN/TRUSTEE DINNER

Miss Radmacher and Mr. Flintrup will attend the LACONI dinner on Friday, April 18, 1980.

ALA CONFERENCE

All the Trustees present informed Miss Radmacher which meetings, dinners, etc. they wished to attend and reservations will be made.

The meeting adjourned at 11:00 p.m.


John M. Wozniak - Secretary