

November 9, 1977

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held November 9, 1977, at 7:30 p. m. , in the Library.

Members present: Walter Flintrup, Diana Hunter, Richard Lindberg, Shirley Merritt, Karl Weiner, John Wozniak and Norma Zatz, also Mary Radmacher, Chief Librarian.

Also present: Mr. James W. Hammond, Architect of Hammond Beebe and Bobka, and Mr. Harold Schiewe, Engineer of Samuel R. Lewis Associates.

Meeting was called to order at 7:35 p. m. by President Karl Weiner.

A change was requested in the minutes of the October 12, 1977 meeting by Mrs. Norma Zatz as follows: Page 6, last full paragraph should read: Mrs. Zatz was frustrated at the run around from the Township and Village to get Revenue Sharing Funds to help when something is needed that could, in the long run, save the Library money.

Mrs. Hunter also requested a change in the minutes to read: Page 4, the eighth and ninth lines from the bottom should read: The original purpose of revenue sharing was to go to State municipalities, etc. to be dispensed to other agencies. For Niles Township it became a social agency funding.

Page 5, fourth sentence in the second paragraph should read: Then revenue sharing was put in without categories because it was felt local government was more attuned to the needs and municipalities were allowed to dispense the funds as they wanted.

Page 7, second paragraph should read: Mrs. Hunter stated Skokie Public Library is at its maximum tax rate which will not keep up with increasing costs. Second sentence in the third paragraph should read: The prospect of any increase through legislation is doubtful. The fifth and sixth sentences should read: Prior to revenue sharing the Federal government had programs to aid libraries with grants, Special grant money disappeared because revenue sharing was to replace them. The last line of the fourth paragraph should read: Sharing was to aid other taxing bodies that could not get revenue directly.

The minutes for the October 12, 1977 meeting were approved as corrected on motion by Mr. Lindberg, seconded by Mr. Flintrup. Motion carried.

A change in the order of the agenda was made to discuss the problems with the sidewalk at the front entrance to the building. The sidewalk at the entrance has snow melting coils which ceased to function last winter.

Mr. Schiewe, engineer for Samuel R. Lewis Associates, reported Carl Høglund, associate of Mr. James Hammond, has gotten proposals from electric and concrete people to repair the coils. When the system failed in November there was much ice and snow and continued bad weather. The Library elected to do nothing at that unseasonable time. The heating coils are supposed to be down three inches. The latter part of the summer tests indicated two of the three heating coils had ceased to function and were blowing fuses. The third coil loses some current and eventually will go. Mr. Schiewe reviewed the problem from last November when the first coil failed to function, the test made by Brod Electric, the subsequent test by Associated Research, Inc. and an estimate for repairing this submitted by Frank Stowell and Sons for \$3400. Mr. Hammond and Mr. Schiewe discussed the settling of the slab and the hollow sounds in various blocks of concrete from the front entrance to the south end of the sidewalk. Mr. Schiewe did not recommend spending \$3400 because he was not sure enough in his own mind that the same situation would not recur.

Mr. Flintrup raised the question of doing the entire walk at one time in view of the Village putting aggregate sidewalks on Oakton Street. He called Mr. Matzer to see if the Library could get a price consideration through the Village contract because Zera has his equipment in the area. The idea is to replace the whole sidewalk to take care of the hollow spaces as well as the entrance area.

In view of the energy situation, Mrs. Hunter thinks the Library could do without snow melting equipment and shovel the snow. She is bothered because it could break again. Mr. Schiewe believes snow melting is not an energy waster. The alternative is to shovel the snow, apply salt to keep it ice free which is damaging to carpet, and for the small amount of energy used is also a barrier against possible suits.

On the \$3400 quotation three spots would be repaired. Mr. Schiewe does not know what causes the breaks which appear to be coinciding with the breaks in the concrete and can give no assurance it will not happen again. This is the risk the Library must accept. The alternatives are: (1) to do nothing and accept the consequences, (2) replace the entrance area and walk to the south end, and (3) totally replace it. Mr. Schiewe feels it would be an improvement to totally replace it.

Mr. Lindberg thinks should wait a period of time until it all falls apart and made the following motion which was seconded by Dr. Wozniak.

Motion: That the Library do nothing about the sidewalk at this time.

In discussion Mr. Hammond recommended getting a price from Zera and any recommendations they might have for solving the Library's problem.

Rabbi Weiner said a final decision should not be made until more is known about the possibility Mr. Flintrup pointed out. Sooner or later the Library will be forced to break open the sidewalk and it may be worth waiting until this becomes necessary. The Library does have an opportunity now which it might not have later. The electrical work may be a minor issue and a decision might be made not on cost but cost of energy. Mr. Schiewe suggested the Library, through the Village have the contractor give an estimate of removing and replacing the sidewalk. Then the electrical work will be very minor.

Rabbi Weiner called for the vote on the motion which was as follows:

Mr. Flintrup, no; Mrs. Zatz, no; Mr. Lindberg, yes; Mrs. Hunter, no; Mrs. Merritt, yes; Dr. Wozniak, yes; Rabbi Weiner, no. The motion was defeated.

Mr. Flintrup made the following motion which was seconded by Mrs. Hunter and, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library pursue with the Village of Skokie and with Zera Construction Co., who has the contract for replacing the sidewalks on Oakton Street, the possibility of replacing the Library sidewalk and find another electrical contractor to give a price for the repair or replacement of the electrical melting system and make decisions relative to replacing the sidewalk or electrical melting system or both.

Mr. Schiewe recommended going back to the original contractor who did this electrical heating system.

Mr. Hammond and Mr. Schiewe retired from the meeting.

At the last meeting discussion was held concerning a letter received from some of the Library's part-time employees. Rabbi Weiner sent an answer to the signers of the letter, a copy of which was enclosed for Board member's information. In response to his letter Rabbi Weiner received a phone call from Mrs. Patricia Groh asking for a meeting which took place on Monday, November 7. Four of the original signers were at this meeting, Mrs. Groh, Mrs. Beederman, Mrs. Levick and Mrs. Waterloo. They met with him at his office. He promised he would convey their feelings to the Board. The first comment was disappointment that the Board had not given them an opportunity for appearing before it. They still would like a chance to talk this over with more than Rabbi Weiner. He made the point that if the Library started from scratch today, it probably could do without part-time and have full-time coverage for whatever needs exist. They challenged that statement and expressed the opinion that the part-time arrangement was not only beneficial to them but to the financial arrangements of the Library. Their point was to indicate their value and that a distinction should not be made between them and the full-time personnel. Since the Personnel Code was accepted, it is mandatory for them to work on Sunday at the regular work rate while the full-time people receive time and a half. Rabbi Weiner told the group it must be recognized that the full-time people have already put in 37-1/2 hours and if they work on Sunday this is overtime. Part-time employees are in that category because of choice and freedom to choose when they wished to work. Disappointment was expressed that, at no time, was there any opportunity for them to enter into discussion concerning adoption of the Code.

Mr. Flintrup felt the request for an appearance was not handled according to the Code. In order to address the Board, they should go to their department head, and then to the Chief Librarian who will decide whether they can come before the

before the Board. When they say they are part-time, they have either enjoyed this particular arrangement or they would not have been with this Library for that length of time; and the hours of the institution are staggered for all personnel so full-time do not get any breaks. It is generally understood the Code was reviewed by every department head and the feed back was to be made at that time. It is a little late now that the Code has been adopted. He feels the Board is being used. This Code has to be the rules and regulations of the Skokie Public Library and if employees do not like them then they should not stay. The Board sets a policy, Miss Radmacher administers the policy and the Board cannot interfere with her administration. Dr. Miller, the Personnel Auditor, did not recommend any benefits for part-time but the Board was sensitive to the needs of the part-time employees and Mr. Flintrup feels the Library is more than generous as a governmental agency.

Mr. Flintrup reporting on the NSLS Board meeting said there was only one thing that is of interest to this Library. It is unique in that it is a political situation between a Library Board and a Village Board. He was speaking of Mount Prospect Library. Two years ago application was made for a referendum to build a new building and the then current administration of the Village approved the Library Board's holding the referendum which was successful and passed. A new library now exists. In the interim the politics were that the then present Village Board was challenged on the basis of the referendum and the expenditure of \$3,000,000 as being exorbitant. That Village Board was voted out and a new Village Board is now seated but there is a running feud between the Village Board and the Library Board. Last year when the Library Board had to submit a budget, the Village Board cut the library budget significantly which meant no new books were acquired. There was negotiation and some money put back into the budget. The current budget was submitted and finally passed. The new Village Board said under the new constitution, home rule powers have a right to absolve a Library Board and so notified the Library Board. The Village is holding meetings to consider dissolution. The head of the library must

answer directly to the Village Board so the Village Board will, in essence, control the library. The Library Board is seeking methods of combating this. A referendum to increase the rate was taken to the public which was defeated by six or seven to one. Mr. Flintrup wanted to alert this Board of the same possibility of having its budget challenged and elected position challenged by the Village.

NLS obtained a legal opinion from Mr. Juergensmeyer which was that inasmuch as a Village Library Board is a governmental entity that must have its levy approved by another government entity, therefore, it is not the usual government entity and not covered by home rule.

Mount Prospect Library Board has requested a meeting with the System. The situation has been discussed at length and Mr. Flintrup thinks if the System enters into the situation it would be bad. Outsiders are not welcome but the System is convening a meeting. Several members of NLS will be in attendance to act as a sounding board to listen to Mount Prospect's story and make some suggestions. Most significant thing Mr. Flintrup sees is the Skokie Public Library Board must maintain reasonable relationships with these other entities. Mr. Flintrup's opinion is, under present legislation, the System cannot come to the aid of Mount Prospect. The System could call a legislative conference and ask for a clarification of the legislation. This would not do much for Mount Prospect at this juncture.

Several people at the meeting in Springfield said that it is not unusual in other areas to have the library head termed as a department head under the Village and answerable to the Village. He sees the definite threat that an elected Board could be disenfranchised, dissolved and the library put under another department. The only alternative to be fail-safe is, if you are a district library, you do not fall under any municipality.

Rabbi Weiner thinks the System should try to get library legislation through that will protect the libraries. This should be a high priority with the System.

Motion by Mrs. Zatz, seconded by Mr. Lindberg which, on roll call vote, carried unanimously.

Motion: That the financial statements for the General Operating Budget, Reserve Fund for the Purchase of Sites and Buildings, and Library Construction Fund be accepted and the lists of bills for the General Operating Fund in the amounts of \$1,884.37 and \$31,243.84 and the Library Construction Fund in the amount of \$322.01 be approved for payment.

The regular order of the agenda was temporarily postponed to introduce Mr. Gerald L. McNee, representative from Checkpoint Systems, Inc. A set up of that security system was exhibited and the suggestion made that the Library Board might want to visit libraries where this system is in operation. Mr. McNee explained all security systems must have something placed in the book to make it sensitive. He exhibited the labels used by Checkpoint and how they could be placed in the books. These labels might be printed in various ways to carry the information and inserted in various places in the books. Application of the labels will take time and every library finds some mutilation of labels occasionally. Checkpoint is the only non-magnetic system. All other security systems on the market now are magnetic in principle of operation. Checkpoint is a printed circuit pinned to a radio frequency field. The alarm will go off if someone attempts to leave with material not checked out but Checkpoint will not false alarm. This system does not go on as someone approaches the gates - it is always on and will stop ninety percent of the thefts. The way it would work with this Library's circulation system was explained. By the addition of a third card a patron can go through Checkpoint without any beeper. The advantages and simplicity of operation were shown. In this Library three cards instead of two would be put in the book when checked out. Checkpoint's proposal was \$17,400.

Mrs. Hunter asked about channelling the patrons through the gates. Mr. McNee stated some sacrifices must be made and suggested the gates be put just north and east of circulation desk beyond the front doors to the Petty Auditorium. Two front doors are necessary, one for entrance and one for exit. Mr. McNee's proposal is based on one exit gate.

Mr. McNee and the Board suggested the staff be asked for an opinion on this system.

Mr. McNee retired from the meeting.

Rabbi Weiner said a decision has never been made on whether to have a security system and he does not want a proposal accepted without having this discussed at length. The discussion will be held later.

Mrs. Zatz offered to make some inquiries regarding security system and the Board was happy to have her do this.

Miss Radmacher announced because of the new minimum wage law, effective January 1, 1978, all of the Library employees must be paid a minimum wage of \$2.65. Miss Radmacher compiled figures showing there might be reason to consider other employees in addition to the minimum wage people. There are going to be some employees, such as pages, who have gotten a merit raise to \$2.50 and will have to be given an equalizing salary. Miss Radmacher asked the Board's opinion of an increase across the board for all staff. Mrs. Hunter felt this was not the time. Rabbi Weiner stated the Board understands the issue. Action was postponed until next meeting at which time a general discussion can be held on the wage situation as well as whether or not to have a security system.

Skokie Public Library owns a copy of the film, "The Speaker." ALA is not lending that film. One staff meeting has been held for the purpose of showing the film. Morton Grove Library was invited to attend this meeting. Following the showing, Joan Stewart asked for the loan of the film to show to the Morton Grove Public Library Board. Miss Radmacher replied by saying that perhaps this Board would want to extend an invitation for other Boards in the System to see the film. Mrs. Hunter suggested with the size of the Petty Auditorium, the Board could have a film showing followed by a little reception, on a Sunday afternoon. Mrs. Hunter will take care of setting up the reception and plan to invite the System's Library Boards, and the Village of Skokie Trustees.

Mrs. Zatz asked if Skokie could rent the film out. Question was asked whether the Library could accept a fee for rental of the film. Miss Radmacher explained the 8 mm films are free but the 16 mm are rented from SAVS and every patron pays the insurance on those films. She reminded the Board Skokie Public Library also owns a copy of the film. "The Remembering Eye."

Mrs. Zatz reminded the Board of the party it had for the staff several years ago. If such activity is planned for this year it should be discussed at this meeting. Last year the Library went back to the former practice of having a luncheon for the staff. Miss Radmacher feels if the Board hosts a party for the staff it should be catered. Rabbi Weiner feels it is helpful for the Library Board to meet with the staff from time to time.

Referring to the CETA application, Mrs. Hunter mentioned another way to get personnel is to get a work study program from Northwestern University or Kendall College. This plan has been used by Miss Radmacher. In the past Skokie Public Library has had someone from Rosary and National College of Education.

Personnel was discussed and Miss Radmacher announced Grace Harmening resigned her position because of the clerical routine. The Board expressed its regret and praise for the work she performed. Mrs. Hunter feels the Library suffers a tremendous loss at her leaving and asked if Miss Radmacher could find a different task for her. Miss Radmacher replied that the position of Head of Circulation Department had been offered Mrs. Harmening a year ago in October when it was open.

Letters of appreciation for the Skokie Public Library staff and service given by the staff were received from Elise Rissmann, President of the Garden Club of Skokie, and Mr. and Mrs. C. E. Hodges of Skokie.

A letter received from Veatch, Rich and Nadler, auditors, called attention to the Employees' book fund. The staff and Board have been privileged to buy books at the Library's discount. The Library paid all invoices for the books but the employee reimbursed the Library in cash. In order to get this money back into the book budget

that money has been used for the money orders, cash to send to companies for the pro forma orders, or money for the depository account with the Superintendent of Documents. Miss Radmacher does not question the honesty of handling this money but can appreciate that the auditors do not approve this routine. A possible solution would be to increase the petty cash funds as needed to handle the small cash orders, a check will be issued for any order of \$5.00 or over, and every cash receipt from the purchase of books will be entered in the General Fund Cash Receipts Journal. The Board approved this procedure.

On the auditor's statement regarding the Reserve Fund, suggestion was made for an explanation of whether the recommendation is for a plan for investment or for use of the funds. Miss Radmacher explained that under State law libraries could accumulate funds for building.

Reporting on the Sculpture Fund, Mrs. Hunter said she is expecting to receive a call from Mr. Hunt. The Board was favorably impressed by the pieces of sculpture made by a student of Mr. Hunt and displayed in the reflecting pool and court. Rabbi Weiner's request for that student to display some pieces on the Village Green were denied because the Village has to start work on the Mooney Arches.

In accordance with the Personnel Code and the observances of Christmas Day Monday, December 26, 1977 and of New Year's Day, Monday, January 2, 1978 by the State and Federal offices, the Skokie Public Library will be closed December 24 - 26, 1977 and January 1 and 2, 1978.


Mr. Lindberg requested in the future the listing of comments from the Library Trustees be placed at the top of the agenda instead of the end.

Dr. Wozniak commented very favorably on the exhibition of Opera Posters Miss Radmacher had gotten for exhibit in the Library.

Copies of the following were distributed to the Board members: Great Books Newsletter, November, 1977; November Calendar of Events; Letter to

Our Senior Friends in the Community; 13 press releases; "1977 Travel Films in November," "Chiam Potok" list; and Selected List of Recent Acquisitions, October, 1977.

Meeting adjourned at 10:20 p. m. on motion by Dr. Wozniak, seconded by Mrs. Merritt.


John Wozniak - Secretary