

August 10, 1966

The regular meeting of the Board of Directors of the Skokie Public Library was held at 7:30 p.m. August 10, 1966 in the Conference Room of the Library.

Members present: Conroy V. Erickson, Mrs. W. C. Griffin, L. O. Green, Donald Kraft, and Mrs. Daniel Petty.

Also present: Mrs. Gladys DuBow, member of the President's Citizens Advisory Committee on Library Expansion and Mrs. Milton Estes, observer for the League of Women Voters.

Mr. L. O. Green, President, presided at the meeting.

The minutes of the previous meeting, held July 6, 1966, were read by the Secretary, Mrs. Petty. The following corrections were made: On page 3, first paragraph which reads: "Following discussion it was decided not to sell the property for at least five years" should be changed to read "Following discussion it was decided not to sell the property pending receipt of the report from the Citizens Advisory Committee on Library Expansion." Also, the minutes should include a reference to the discussion held about acquiring one of the three bookmobiles the State has for sale. These are about one year old. Miss Radmacher planned to talk with Mr. deLafayette Reid, Deputy State Librarian, about it and Mr. Edwin Simon, Chairman of the Citizens Advisory Committee offered his help.

Motion by Mrs. Griffin seconded by Mr. Erickson.

Motion: That the minutes of the meeting of July 6, 1966 be accepted as corrected.

All ayes.

Financial reports for the General Operating Budget and Reserve Fund for the Purchase of Sites and Buildings were accepted on motion by Mr. Erickson seconded by Mrs. Petty.

The condition of the lot next door was discussed and the hazard of the open cistern hole brought to the attention of the Board. The Board recommended that

the Library ask the Public Works Department of the Village to level the lot and fill the hole. Preparation of the property for a parking lot will have to be done by private contractors and bids should be solicited for this work. When the lot is ready the Village will lay it out for parking.

Motion by Mrs. Petty seconded by Mrs. Griffin.

Motion: That the list of bills in the amount of eleven thousand three hundred eighty-eight dollars and eighty-nine cents (\$11,388.89) and two hundred ninety-nine dollars and seventy-six cents (\$299.76) be approved for payment.

All ayes.

A copy of the Annual Report of the Public Library of Skokie, Illinois, submitted to the Illinois State Library was distributed to each Board member for his information and records. The President reported the Citizens Advisory Committee had received a copy of this report at an earlier date.

New appointments to and resignations from the staff were reviewed.

A copy of a letter from Illinois State Library announcing the Conference for New Trustees to be held at Allerton Park, Illinois on November 18 - 20, 1966 was distributed to each member. Newly elected trustee Donald Kraft will advise the Librarian whether or not he can attend.

President Green read a letter from Mr. Edwin Simon, Chairman of the President's Citizens Advisory Committee on Library Expansion, dated July 29, and enclosing a report on his committee's activities as follows:

August 1, 1966

TO: Mr. L. O. Green, President of Board SKOKIE PUBLIC LIBRARY
FROM: President's Committee for Skokie Public Library

Re: August 1st request for completion of committee's report.

While final recommendations cannot be made at this time, we are pleased to give an interim report of progress:

To date, and since our joint April meeting, we have

1. Had three general meetings.
2. Appointed four standing committees, each of which have had numerous meetings, and submitted formal reports to the general committee.

3. Paid visits to surrounding libraries, with particular attention to both the Oak Park and Evanston facilities.
4. Tabulated extensive statistics comparing Skokie's Library with other libraries of similar size.
5. Are in the middle of surveying all other library facilities in the community--viz. school, industrial, etc., gaining information of value on the size and character of their collections, hours, area, professional and non-professional staff, availability for use by general public, etc.
6. Have completed a short questionnaire which we hope to use for both a summer and a regular (fall) period study to determine important factors about current users of the Skokie Public Library.
7. Are charting the geographical area of current library card holders.

While these 7 items are but a part of the work to date, they will indicate to the Library Board the scope and activity of the Citizens Committee.

Frankly, we are most impressed with our library, and also with the excellent cooperation we have had from both Board Members and Administrative personnel, who have granted our every request -- promptly and effectively. There is no question about expansion, but rather how, when and where it should take place.

On or before October 12th we will have a complete report for you, and we trust you will grant this request for an extension of time.

The President stated that he would recommend the extension of the term of this Committee to October 12, 1966 and, on behalf of the Board, commended the Committee for its conscientiousness and sincerity. Motion by Mr. Erickson seconded by Mrs. Petty.

Motion: To extend the term of the President's Citizens Advisory Committee on Library Expansion to October 12, 1966.

All ayes.

The President requested permission to dispense with the regular order of business to hear a report by Mrs. Gladys DuBow, Co-chairman of the Citizens Advisory Committee. Copies of a questionnaire prepared by the Committee for the purpose of finding out who is coming into the Library were distributed. Members of her committee plan to distribute these to people coming into the Library during the second week of September. The plan is to have the form filled in by the patrons and deposited in a box when they leave. Board member Mr. Kraft suggested that the questions could be printed on IBM cards and data processing used for tabulation of the answers. The value of knowing at which hours the Library is the busiest was discussed. To determine this there might be more than one box used each day, the time of its use marked when it is replaced. Mr. Green asked for the Board's

permission for Mr. Kraft to work with the Citizens Committee to develop something in the way of a card to use. The Board approved the arrangement with full recompense to Mr. Kraft for expenses incurred.

President Green, reporting on the last meeting of the North Suburban Library System held July 25, 1966, stated that all but four of the twenty-two libraries have signified their willingness to become part of the System. The by-laws now provide that it is the intention of the System to work toward a system of reciprocal borrowing with no time limit specified. The State has assured the Board that they will not attempt to implement it within five years. The principal libraries in the System felt that it was unfair to have people from areas of very limited library service have cards and be able to check out books supplied by the taxpayers of these principal libraries. The System will provide for reciprocal borrowing in this manner: If a book is requested which is not in its collection the library may telephone the System librarian who will know what libraries have copies of the book. The System librarian or staff will call the library known to have a copy and ascertain how heavy the load is, requesting them to send a copy into the System if they can spare it. Evanston Library is being used as temporary headquarters. The North Suburban Library System has received a \$40,000 grant from the State. The Board of Directors of the System has been advised that Skokie Public Library is willing to participate on a trial basis. Mr. Reid, Deputy State Librarian, reported that there will be no reimbursement for reciprocal borrowing. If the System wishes to do so from the grant that is up to them. Under the provision for withdrawal, if a member library of the System wishes to withdraw from the system, they may do so by giving notice to the Board of Directors 60 days prior to the end of the fiscal year and 60 days notice to the State Librarian. A job description for the head librarian is being set up as well as a salary scale. Motion by Mrs. Petty seconded by Mr. Kraft.

Motion: That the Skokie Public Library continue in the North Suburban Library System for at least one year.

All ayes.

Mrs. Petty reported that a copy of the by-laws as revised will be mailed to each member of the Board.

Two booklists were distributed to each Board member and visitor present: Recent Acquisitions June 1-30, 1966 and Recent Acquisitions July 1-31, 1966.

The painting by Donald Berger, winner of the Skokie Art Guild Annual Award, was presented to the Skokie Public Library by the Lincoln-Oakton Merchants Association and accepted by the Board of Directors. As a temporary arrangement for exhibiting the gift paintings it was decided to hang them in the Lecture Room in such a way as to be easily removed when the space is needed for other exhibitions.

A recommendation was made at this time that the framed pictures of Mayor Brown and Mayor Blameuser and the plaque of the presentation of the Public Library to the Village of Skokie by the Cosmos Club be hung in the Conference Room.

The condition of the bookmobile and purchase of a new one was discussed. The President recommended that the Library start getting bids for a new bookmobile. Motion by Mrs. Griffin seconded by Mr. Erickson.

Motion: To authorize the Library staff to proceed to get bids for a new bookmobile to the specifications and design required for use by this Library.

All ayes. Mr. Paul Wyer, representative for Gerstenslager, is to be contacted by the office and invited to attend the next Board meeting.


Mr. Green stated that he had talked with the Chief Librarian, Miss Mary Radmacher, the early part of the day and she sent her regrets that she was unable to attend the meeting. He asked for an expression from the Board to offer her a leave of absence for a period of recuperation. Motion by Mrs. Petty seconded by Mrs. Griffin.

Motion: Effective immediately Miss Radmacher, the Chief Librarian, be given a thirty day leave of absence with pay and that during this period Miss Dorothy Rasmussen, the Assistant Librarian be appointed Acting Librarian, and that during the period of Miss Rasmussen's vacation the department heads will be advised to notify Mrs. Sarver in the Business Office when they need to consult with the President or a Member of the Board on questions requiring decisions.

All ayes.

The President announced the date of the next meeting to be September 21, 1966.

Meeting adjourned at 9:30 p. m. on motion by Mr. Erickson seconded by Mr. Kraft.


Selma Petty

Secretary

Copy to be attached to the minutes of the August 10, 1966 meeting.

TO: All Department Heads
FROM: L. O. Green, President of the Board of Directors
Skokie Public Library.

To assist the Chief Librarian, Miss Mary Radmacher, to fully recuperate from her recent operation the Board of Directors of the Skokie Public Library has given her a leave of absence for thirty days. During her absence Miss Dorothy Rasmussen, Assistant Librarian in Charge of Adult Services, will be Acting Head Librarian. Please consult with her on problems which cannot be solved within the department.

During Miss Rasmussen's vacation, any problems needing the Head Librarian's consultation should be reported to Mrs. Sarver in the Business Office who, in turn, will refer them to the President of the Board for solution.


L. O. GREEN

LOG:ms

USER SURVEY OF SKOKIE PUBLIC LIBRARY

Your Skokie Public Library needs facts and information from you to aid in planning to serve you better.

1. Your Address: street _____, city _____

2. Adult _____ or Student _____

If you are a student, please indicate general grade level:

Elementary _____

High School _____

College _____ age: 20 to 30 _____; 30 to 40 _____

3. How often do you use this library?

Weekly _____ Monthly _____ Other _____

4. Specify 3 services used most often (rank 1,2,3).

_____ Newspapers & Periodicals

_____ Phonograph Record Collection

_____ A place to study

_____ Borrowing of books

_____ Non-circulating reference materials

_____ Business Reference Service

_____ Others (specify) _____

5. What transportation do you use to get to the Library?

6. Do you use any other library (or libraries) regularly? _____

If so, name _____, Location _____, Reason _____