

February 21, 1989

Minutes of the special meeting of the Board of Trustees of the Skokie Public Library held Tuesday, February 21, 1989 called for discussion of the 1989-90 fiscal year budget and to select legal counsel.

CALL TO ORDER

The meeting was called to order at 7:40 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Dr. Herman S. Bloch; Walter B. Flintrup; Eva Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

Member absent: Shirley Merritt, Secretary.

BUDGET 1989-90

The trustees discussed various budget line allocations; anticipated revenues; funding limitations; and possible options to cap the Library tax rate at thirty cents. The Director pointed out that the proposed budget, as submitted, would result in a levy of .31 or slightly more, depending on the increase in the valuation of the tax base.

After lengthy discussion Mr. Flintrup made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BUDGET FOR THE 1989-90 FISCAL YEAR AS SUBMITTED BY THE DIRECTOR IN THE AMOUNT OF \$3,093,800.

Mrs. Zatz called the roll. The roll call vote for approval was unanimous.

LEGAL SEARCH COMMITTEE REPORT

Legal Search Committee Chair Dr. Bloch reported that five attorneys, whom the Committee considered excellent candidates to represent the Skokie Public Library Board, were asked to submit a resumé and letter of interest if they wished to be considered for the

appointment. Five affirmative replies were received, however, Ellen Lyon withdrew her name.

Interviews were conducted with the remaining four candidates on February 9, 14 and 16, in the Library's Ethel Griffin Board Room by Dr. Bloch, Mr. Flintrup and Mrs. Zatz.

Dr. Bloch said all the candidates were capable, qualified, and would have served the Board well. The Committee unanimously recommends the Board select the firm of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.

Dr. Bloch stated the Committee's impression of that firm during the interview with three of their representatives was that they are an extremely capable group. Also, they specialize in the area of civic law and their practice is almost exclusively devoted to the representation of public bodies.

One representative, Mr. Schwartz, had arrived early to review past Board Meeting minutes and even offered a number of pertinent suggestions.

After discussion Dr. Bloch made a motion, seconded by Mrs. Zatz:

MOTION: IT IS THE LEGAL SEARCH COMMITTEE'S UNANIMOUS RECOMMENDATION THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES CHOOSE AS IT'S ATTORNEY THE FIRM OF ROBBINS, SCHWARTZ, NICHOLAS, LIFTON & TAYLOR, LTD. UNDER THE TERMS SET FORTH IN FRED B. LIFTON'S LETTER DATED JANUARY 23, 1989.

The roll call vote for approval was unanimous.

Dr. Bloch will notify Mr. Lifton of the Board's decision.

The Board discussed the need to designate a primary contact at the firm and concurred that Mrs. Anthony should be involved in the designation of that contact at

Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. That decision will be made prior to the March 8 regular meeting.

Dr. Bloch said Attorney Schwartz advised the Committee that the Open Meetings Act changed effective January 1, 1989. The law now states there are only three reasons for calling an Executive Personnel Session meeting--they are employment, appointment and dismissal. He also advised that the president of small boards (defined as boards with members under 20) is required to vote on motions. Our minutes should contain the names of each of the Consent Agenda items approved. Mr. Schwartz said their firm has a standardized format for minutes which they would make available to the Library.

ADJOURNMENT

The meeting was adjourned at 8:40 p.m.


Norma Zatz, Acting Secretary

SKOKIE PUBLIC LIBRARY PROPOSED BUDGET FOR FY 1989-90

A		B	C	D		E	F
1	Account Name	Budget	1	Account Name	Budget	Note	
2	1988-89	FY 1988-89	2	1989-90	FY 1989-90		
3	Salaries	\$1,640,000	3	Salaries	\$1,777,000	8% increase	
4	Professional Services	\$12,000	4	Professional Services	\$9,000	25% decrease	
5	Audit	\$1,500	5	Audit	\$1,500	No change	
6	Binding	\$5,000	6	Binding	\$5,000	No change	
7	Maintenance of Equipment	\$20,000	7	Maintenance of Equipment	\$13,000	Separation	
8	Maintenance of Buildings & Grounds	\$90,000	8	Maintenance of Buildings & Grounds	\$80,000	11% decrease	
9	Maintenance of Auto Equipment	\$6,000	9	Maintenance of Auto Equipment	\$6,500	8% increase	
10	Insurance (Health,Dental & Life)	\$100,000	10	Insurance (Health,Dental & Life)	\$115,000	15% increase	
11	Insurance	\$40,000	11	Insurance	\$40,000	No change	
12	Utilities	\$58,000	12	Utilities	\$50,000	14% decrease	
13	Conference,Membership,Workshop,etc	\$28,000	13	Conference,Membership,Workshop,etc	\$28,000	No change	
14	Postage	\$10,000	14	Postage	\$10,000	No change	
15	Printing & Publicity	\$20,000	15	Printing & Publicity	\$20,000	No change	
16	Data Processing	\$14,000	16	Data Processing	\$10,000	29% decrease	
17	Reception & Entertainment	\$5,000	17	Reception & Entertainment	\$5,000	No change	
18	Rental of Equipment & Materials	\$30,000	18	Programming	\$20,000	New account	
19	SAVS Services	\$1,000	19	Photocopier Leasing	\$25,000	New account	
20	JCPL Operating	\$183,000	20	JCPL Operating	\$195,000	7% increase	
21	Cable	\$12,000	21	Cable	\$12,000	No change	
22	Books	\$305,000	22	Books	\$337,000	5%+rental books	
23	Periodicals	\$68,000	23	Periodicals	\$70,000	3% increase-HM's	
24	AV-Records	\$14,000	24	Nonprint Materials	\$44,000	Collapse(Audio&Video)	
25	Microforms	\$20,000	25	Microforms	\$22,000	10% increase	
26	Audio Cassettes	\$8,000	26	Small Equipment	\$4,000	New account	
27	Video Cassettes	\$18,000	27	Library Supplies	\$45,000	No change	
28	Computer Software	\$4,000	28	Janitorial Supplies	\$19,000	5% increase	
29	Library Supplies	\$45,000	29	Office Expense and Transportation	\$1,900	6% increase	
30	Janitorial Supplies	\$18,000	30	Furniture & Equipment	\$20,000	Separation	
31	Office Expense and Transportation	\$1,800	31	Personnel Recruitment	\$2,000	New account	
32	Furniture & Equipment	\$30,000	32	Bank Service Charge	\$1,900	19% increase	
33	Contingency	\$35,000	33	Contingency	\$25,000	Separation	
34	Bank Service Charge	\$1,600	34	Sub Total	\$3,013,800		
35	Subtotal (GOF)	\$2,843,900	35	Capital	\$80,000	7% increase	
36	Capital	\$75,000	36	Total Expenditures (Projection)	\$3,093,800	6% increase	
37	Total Expenditure (Projection)	\$2,918,900					
38				Total Revenue (Projection)	\$3,095,100	4% increase	
39				Excess of Revenues (Projection)	\$1,300		

approved 2/21/89