

March 14, 1984

~~CORRECTED~~

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, March 14, 1984.

CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter B. Flintrup; Eva Weiner; Norma L. Zatz; and Miss Mary Radmacher, Chief Librarian.

Staff member present: John Tieberg-Bailie, Head, Circulation Department.

APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 8, 1984

Mrs. Zatz requested that CHIEF LIBRARIAN'S POSITION DESCRIPTION be placed on tonight's Agenda as per the February 8, 1984 minutes. This item will follow PERSONNEL CODE REVISION; Dr. Bloch requested the following correction: page 5, under AUTOMATION PROJECT, the second sentence should have inserted the initials JCPL before the word Agreement.

Dr. Wozniak made a motion, seconded by Mr. Flintrup to approve the minutes as corrected. The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

After looking over the financial statements and bills, Mr. Flintrup made the following motion, seconded by Dr. Wozniak:

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites and Buildings, the Year to Date Allocations and Expenditures for 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 \$72,237.20 and \$26,567.92, be approved for payment, subject to audit.

The roll was called: Mr. Flintrup--yes; Dr. Bloch--yes; Mrs. Weiner--yes;

Dr. Wozniak--yes; Mrs. Zatz--yes; Mrs. Merritt--yes. The motion passed unanimously.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

Dr. Wozniak asked Miss Radmacher if nationally we have any figures about reading patterns in the U.S.A. (progress, regress, plateau). Miss Radmacher will check on this.

After looking over the Circulation Reports and Library Use Statistics, Dr. Wozniak made a motion, seconded by Mr. Flintrup, to place the Circulation Reports and Library Use Statistics on file. The motion passed unanimously.

GIFT

The gift of \$21.04 from Dr. and Mrs. Herbert A. Lederer for the book, MY TWO LIVES, given in memory of Arthur Lieberman, was noted with appreciation.

CORRESPONDENCE

The letter to Miss Radmacher from Jim Edgar, Secretary of State, was noted by the trustees.

PERSONNEL

Miss Radmacher reported on the appointments of John Tieberg-Bailie as Head of the Circulation Department and Michael Womack as a full-time supportive staff member in the Circulation Department; and on the leave of absence of Prisca Woo, Circulation Department, due to illness.

LEGAL COUNSEL

Miss Radmacher and the trustees went into executive session to discuss Legal Counsel. After the executive session it was the consensus of the Board that Dr. Bloch make the following motion, seconded by Dr. Wozniak:

MOTION; Each year when a budget is prepared a retainer fee be incorporated for our attorney and at that time the attorney be informed that his services are being retained for an additional year at the fixed fee, and ask him to report to the Board if the amount is unsatisfactory.

The roll was called: Mr. Flintrup--no; Mrs. Weiner--yes; Dr. Bloch--yes; Dr. Wozniak--yes; Mrs. Zatz--yes; Mrs. Merritt--no. The motion passed.

John Tieberg-Bailie entered the meeting. Miss Radmacher introduced him to the trustees who welcomed him to the Library. Mr. Tieberg-Bailie stayed for the remainder of the meeting.

ANALYSIS OF ADULT DEPARTMENT PRESENTATION

Mrs. Merritt suggested, as per Adult Services Department's request, that signs denoting areas are imperative in the Library, and that she would like policy set for sign usage in the Library. Mrs. Merritt made a motion, seconded by Dr. Wozniak:

MOTION: To have a sign system throughout the entire Library.

The roll was called: Mr. Flintrup--yes; Dr. Bloch--abstain; Mrs. Weiner--yes; Dr. Wozniak--yes; Mrs. Zatz--abstain; Mrs. Merritt--yes. The motion passed.

REPORT ON SIGNS will be put on the April Agenda.

After discussion, it was decided that Miss Radmacher would go through the Department Heads' reports and bring to the Board those things that need the Board's attention. Per Mrs. Zatz's request, this will be put on the April Agenda.

Mr. Flintrup would like to investigate new photocopy machines for the Library. The trustees approved his investigation regarding different sizes, prices, etc. Mr. Flintrup reported that he spoke to Dan Ryan, Finance Director, Village of Skokie, regarding a vehicle for the Library. The Library would use it on a trial basis for one year to see if it is needed. Miss Radmacher was asked to contact Mr. Ryan for details on such a car. The trustees would like a letter from the Village explaining their position.

UPDATE OF YP & CD PRESENTATION

Miss Radmacher reported on the improvements made in the Young People and Children's Department (YP & CD) since these staff members made their

presentation in 1981. A puppet theatre has been added to the YP & CD and a few puppet shows have been presented, but there is no one particular staff member trained in puppeteering. Mrs. Merritt suggested contacting Columbia College or Goodman re sending some staff members to learn puppeteering.

Mrs. Merritt would like children participating in the YP & CD programs to receive certificates at the conclusion. Miss Radmacher will talk to Miss Burmeister about this.

REPORT FROM COMMITTEE ON SERVICES TO THE HANDICAPPED

Mrs. Weiner reported that she met with John Tieberg-Bailie regarding services to the handicapped. She also reported that the Kurzweil Reading Machine (KRM) is not only for legally blind people but also for people with reading difficulties and that the Herlin Formula concludes that 2.3 people out of a thousand are legally blind. She said it takes about two-four hours to learn to use the KRM and that Harper College, Northern Illinois University, and the Chicago Public Library have KRMs. Mrs. Hunter asked Mrs. Weiner to call Senator Percy's office and Congressman Sidney Yates' office to seek information on federal grants for the KRM and asked Miss Radmacher to check with Chicago Public Library re use of the KRM there.

REVENUE SHARING FUNDS APPLICATION TO VILLAGE OF SKOKIE

The letter from Diana Hunter to Mayor Albert J. Smith, Village of Skokie, was noted by the trustees.

REPORT FROM DIANA HUNTER RE NATIONAL LIBRARY WEEK

The trustees thanked Mrs. Hunter for the wonderful job she is doing on National Library Week activities. Mrs. Hunter reported that 15,000 of the green stock certificates have been given to the First National Bank of Skokie to be mailed with its bank statements; a press conference will be held describing the activities/events of National Library Week; rehearsals for the mock trial are being planned; posters will be made; the cover of the SKOKIE NEWS will

feature National Library Week and there will be pictures/reviews in the Lerner papers; and the reception will be hosted by G. D. Searle and Company.

Mrs. Hunter explained that since the next Board meeting falls within National Library Week and, no one should be denied going to any of the programs, she suggests changing the day of the April Board meeting to the first Wednesday in April. The trustees agreed. The next meeting of the Board of Trustees of the Skokie Public Library will be Wednesday, April 4, 1984.

REVIEW OF NORTH SUBURBAN LIBRARY SYSTEM (NSLS) SYSTEM REFERENCE SERVICE (SRS) RENT

After much discussion regarding the rising costs of maintenance and upkeep of the building the following motion was made by Mr. Flintrup, seconded by Mrs. Zatz:

MOTION: That the rent for NSLS/SRS be increased \$50 making the total rent per month \$525 effective July 1, 1984.

The roll was called: Mr. Flintrup--yes; Dr. Bloch--yes; Mrs. Weiner--yes; Dr. Wozniak--yes; Mrs. Zatz--yes; Mrs. Merritt--yes. The motion passed unanimously. Miss Radmacher will send a letter of notification.

REPORT FROM DEPARTMENT HEAD

The Technical Services Department Head report was duly noted by the trustees.

PERSONNEL CODE

Miss Radmacher reported that, as yet, she has heard nothing from Reed, Roberts Associates, Inc. re use of cumulated sick leave for maternity leave. She will try to contact others there.

CHIEF LIBRARIAN'S POSITION DESCRIPTION

Mrs. Zatz would like Miss Radmacher to have the position description of the chief librarian typed for the next board meeting, with the following corrections: under BOARD, delete #8; under PHYSICAL, delete #5; and correct all spelling errors. Mrs. Merritt commended the committee on their efforts.

Also, under STAFF, revise #3 to:

Hires, promotes, transfers, or dismisses staff members in consultation with department heads and in conformity with Library policy; all such actions should be satisfactorily documented in the personnel files and reported to the Board.

This statement will be added to the Personnel Code, as Mr. Flintrup and Dr. Bloch's amendment.

AUTOMATION PROJECT

Miss Radmacher reported that Joyce Mitchell will begin on Monday, March 19, 1984 as Project Manager of the Joint Computer Program for Libraries (JCPL). Mrs. Hunter signed the JCPL Agreement among the four participating libraries. Miss Radmacher reported on Don Lyon's comments regarding the contract: first, that five years is a long time for the initial test and second, that after the initial five years the contract is renewed annually; and 270 days is a very long notice to be given for a library to withdraw. Mr. Flintrup asked the expected arrival date of the computer. Miss Radmacher said September but it will be approximately a year-and-a-half to build the database and train the staff to be ready to go on-line.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported that she was not at the North Suburban Library System (NSLS) Board meeting or the Regional Library Advisory Council (RLAC) meeting. She reported on the chess book losses in our collection. A patron checked out nearly half of our chess collection and claims that someone broke into his car and stole the books. He is waiting to hear from his attorney regarding this matter. Mrs. Merritt wants to limit the number of books that can be checked out in one category but Miss Radmacher said with our present system it is impossible to monitor this because a patron can check out a few books a day, or go to other staff members at different hours, until the whole collection in one category is gone and no one would know.

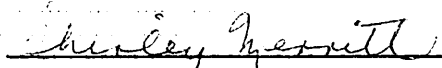
**V MANAGEMENT AFFAIRS COMMITTEE MEETING
BUT SHE
DID ATTEND
THE**

COMMENTS FROM TRUSTEES

Mrs. Merritt would like to credit Dorothy Rasmussen for the fine "Nobel Prize Writers" list and Eugenia Bryant for the "Footnotes from the Unicorner" newsletter. Dr. Bloch would like to give credit to Mrs. Hunter and the Chief Librarians of the Joint Computer Program for Libraries (JCPL) for their significant progress on the JCPL project. Mr. Flintrup said that the Evanston newsletter, which is delivered to each house in Evanston, had a promotion on the Evanston Public Library "Give a Book" fund; on the volunteer service to the library in 1983; and on "The Friends" organization.

ADJOURNMENT

Mrs. Merritt made a motion, seconded by Dr. Wozniak to adjourn the meeting at 9:40 p.m. The April Board meeting will be at 7:30 p.m. on Wednesday, April 4, 1984.



Shirley Merritt - Secretary