

August 11, 1982

-CORRECTED-

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library, held Wednesday, August 11, 1982.

CALL TO ORDER

The meeting was called to order at 6:15 p.m. by Mrs. Diana Hunter, President.

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

APPROVAL OF THE MINUTES OF THE MEETING OF JULY 7, 1982

Dr. Wozniak made a motion, seconded by Dr. Bloch, to approve the minutes of the regular meeting of July 7, 1982, as written. The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

Dr. Bloch asked if the Library is responsible for relocating NSLS System Reference Service. Mrs. Hunter explained that the System is being relocated at the request of the Skokie Public Library to make the data processing room (NSLS now occupies) available for housing the computer. We are keeping an account of these costs.

Mrs. Zatz made a motion, seconded by Dr. Wozniak:

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites & Buildings, 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 \$40,586.49 and \$4,644.91, and the bill from the Reserve Fund for the Purchase of Sites & Buildings in the amount of \$1,764.14, be approved for payment, subject to audit.

The roll was called and the motion passed unanimously.

CIRCULATION REPORTS

Miss Radmacher remarked that although the juvenile circulation has decreased, we must consider the fact that there are now five times as many adult borrowers as juvenile borrowers in the Skokie Public Library. The juvenile population in Skokie is down.

Dr. Bloch made a motion, seconded by Mr. Flintrup, to place the Circulation Reports on record. The motion passed unanimously.

LIBRARY USE STATISTICS

The Library Use Statistics were placed on file.

SIDEWALK PROJECT

Before the arrival of Mr. Frank Klein, Mrs. Hunter reported to the Board on her meeting with Mr. Mark Schoeffmann. Mrs. Hunter told Mr. Schoeffmann that the Board wants to do the most thorough job possible at the lowest cost. Mr. Schoeffmann recommended going ahead with the TV inspection of the sewers and said it is "buying insurance" to have this procedure done. Mr. Schoeffmann also said that he would recommend waiting until the winter to get bids and do the job in the Spring because there has to be two weeks of good weather after the concrete is poured in order for it to dry properly, and he also is not sure whether he can get the Village pavers to come back to do the job anymore this year.

Mr. Klein arrived with a preliminary set of specs that he had prepared. He told the Board that according to the timetable he has set up there should be no problem in getting the job done before the bad weather. He also does not see any problem with doing the concrete work in October.

Mr. Klein said that from his inspection he sees the asphalt settling in about six places mainly around the sewers. He said that the TV inspection will show if and where there are cracks in the pipes. He said his specifications call for removing the entire sidewalk and all the "junk" down at least two feet, and then put in two feet of crushed stone. He also proposes to build a catch basin at the south end.

Mr. Klein told the Board that he feels that problems could arise with the work being done by two different contractors, namely the Village having the responsibility for the driveway and his contractors doing the sidewalk, because if there is any damage from one to the other, who takes the responsibility? He asked that the Board makes its decision tonight so that he can complete the specifications immediately.

Mr. Klein retired from the meeting. After discussion the following motion was made by Mrs. Zatz, seconded by Dr. Bloch:

MOTION: The Board of Trustees authorizes going ahead with the TV inspection of the sewer system.

The roll was called and the motion passed unanimously.

Dr. Bloch said that he would like to give the whole job to Mr. Klein and asked what the difference in cost would be. Mrs. Hunter said that the estimate given this year for the Village to do the complete driveway with 1½" asphalt was \$12,000.00.

It was recommended that Mrs. Hunter tell the Village that we are anxious to get the work done this Fall, and want the Village to do the driveway simultaneously with the sidewalk.

The following motion was made by Dr. Bloch, seconded by

Dr. Wozniak:

MOTION: The Board of Trustees of the Skokie Public Library authorizes Mr. Frank Klein of Klein & Hoffman, Inc. to proceed with the sidewalk and sewer repairs, as outlined in his letter of August 6, 1982, including whatever sewer repair and catch basin repair is necessary as required by the TV inspection, and also including the sidewalk paving with terrazzo as previously discussed.

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

Mrs. Weiner then made the following motion, seconded by Mrs. Zatz:

MOTION: If the Village is unable to do the paving of the driveway this Fall, the whole job is to be given to Klein & Hoffman, Inc.

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

The following motion was then made by Dr. Wozniak, seconded by

Mrs. Zatz;

MOTION: As a change order, the Board of Trustees authorizes Klein & Hoffman to proceed with the necessary repairs of the courtyard sidewalk.

The roll was called and the motion passed unanimously.

GIFT OF \$15,00

Miss Radmacher explained that the \$15.00 gift to the Library given in honor of the marriage of Dan Pearlman and Muriel Waldman was in recognition of Dan Pearlman's participation in the Great Books programs at the Library.

VILLAGE NEWSLETTER

Mrs. Hunter reported that the August Village Newsletter is the Annual Report. The Library will have a half page in the September Village Newsletter which will be mainly about the opening of the new wing in the Library.

GAS BILL REPORT

Miss Radmacher reported on the meeting she and Mr. Schiewe had with representatives from the Northern Illinois Gas Company regarding the disputed bill. The following motion was made by Dr. Bloch, seconded by Dr. Wozniak:

MOTION: The Board of Trustees authorizes payment of \$3,249.30 to Northern Illinois Gas Company as payment in full for the period of Oct. 21, 1981 to Dec. 16, 1981, and if our attorney, Mr. Lyon, approves, indicate on the check that this is payment in full for the period indicated.

The roll was called and the motion passed unanimously.

AUTOMATION PROJECT

Miss Radmacher reported that the City of Highland Park has approved funds for the Highland Park Library for the automation project.

Miss Radmacher said the JCPL group will meet on Monday, August 16, to go over the contract agreement devised by the attorney, Ned Griffin.

BUILDING

Miss Radmacher said the remodeling is progressing slowly. Several small things need to be done and the shelving is incomplete.

Mr. Koide is looking for another type of step lights for the auditorium. Mrs. Zatz suggested ceiling spotlights, and Miss Radmacher will bring that suggestion to Mr. Koide.

REVENUE SHARING

Receipt of the revenue sharing funds from Niles Township in the amount of \$15,312.50, was duly noted. The Board commended Mrs. Hunter for her thank-you and acknowledgment letter to Mr. Thomas McElligott.

REPORT ON YOUNG PEOPLE AND CHILDREN'S DEPARTMENT

Dr. Bloch asked if there is any time allocated to adults for use of the Apple Computer. Miss Radmacher said there is no specific time allotted to adults, but that the adults are more than welcome to use it.

Mrs. Hunter suggested that a letter be written to the manufacturers of the Apple Computer asking them to donate a computer to the Library as a public institution.

REPORT ON ALA CONFERENCE

The report on the ALA Conference was tabled for the next meeting.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported that she had abstained from the vote regarding the raising of fees for films since she felt she had no choice because the vote was "after the fact."

Mrs. Weiner said that a SAVS representative will be at the September meeting of the North Suburban Library System and she would like to see somebody from the Library staff, and/or a Board member attend the meeting with her.

YOUNG PEOPLE AND CHILDREN'S DEPARTMENT POLICY FOR COMPUTER USAGE

The Young People and Children's Department Policy Recommendation for use of the microcomputer was read by the trustees. They suggested that a provision be put in that: "The Library reserves the right to exclude those who ~~would~~ abuse the computer"; explain what is normal wear and tear and what is willful or malicious damage; and explain the user's responsibilities for damages.

BOOKMOBILE

The Bookmobile's first birthday celebration with special activities was duly noted.

BOOK SALE

Miss Radmacher reported that the annual book sale is scheduled for September 11 and 12. She asked for Board approval to approach the Village Manager's office to hold the book sale on the Village Green, and weather permitting, ^{the sale} will be held there.

COMMENTS FROM TRUSTEES

Mrs. Merritt commented that she would like the staff of the Young People and Children's Department to update their last year's report to the Board of their long-range and short-range goals.

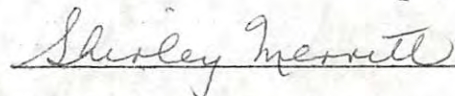
Mrs. Merritt said she would like to see the NSLS pamphlets distributed by our Library. She also had samples from the Deerfield Public Library.

Mrs. Weiner commented that she would like to invite staff representatives from all the departments to attend a Board meeting.

Mrs. Merritt said that the vegetation on the Oakton Street side of the Library looks very bad and needs taking care of.

ADJOURNMENT

The meeting adjourned at 10:10 p.m.



Shirley Merritt

- Secretary