

July 7, 1982

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library, held Wednesday, July 7, 1982.

CALL TO ORDER

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

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

Member absent: Mrs. Shirley Merritt, Secretary.

APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 9, 1982

Mr. Flintrup made a motion, seconded by Dr. Wozniak to approve the minutes of the regular meeting and executive session of June 9, 1982, as written. The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

Miss Radmacher asked if the trustees had any comments regarding the "Year to Date Allocations & Expenditures" sheet which was added to the Financial Statement for the Reserve Fund for the Purchase of Sites and Buildings.

Mr. Flintrup said he would like to see the words "None to date" put in under "Expenditures" rather than "None". The trustees agreed, and Miss Radmacher will make this change.

Mrs. Zatz said she would like to have the convention money that is returned by the trustees itemized in the Financial Report.

Dr. Wozniak made the following motion, seconded by Mr. Flintrup:

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, 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 \$38,923.55 and \$17,222.94, and the list of bills from the Reserve Fund for the Purchase of Sites and Buildings in the amount of \$840.81, be approved for payment, subject to audit.

The roll was called and the motion passed unanimously.

Miss Radmacher asked the trustees for their approval in summarizing the repo information as was done in this Financial Report. The trustees decided they want each repo itemized separately as well as summarized.

#### CIRCULATION REPORTS

It was noted that our circulation is still rising, particularly periodicals.

Mr. Flintrup suggested that we send the Lincolnwood Library Board a letter of commendation on their accomplishments and Mrs. Hunter agreed to send the letter.

Miss Radmacher commented that the idea of giving out tickets for the movies has worked out very well.

Mrs. Zatz made a motion, seconded by Mrs. Weiner to place the Circulation Reports on record. The motion passed.

#### LIBRARY USE STATISTICS

Mrs. Hunter reported that she attended the Peter Longworth concert and heard a number of complimentary remarks made about the Skokie Public Library which pleased her.

The trustees commended Charlene Louis for the marvelous PR job she did with her interview of Milton Schober before his "Falkland Islands" illustrated lecture was presented.

Mrs. Weiner commented that the sound for the movie "Front Page" was very bad, and she would like to have sound quality checked out before a movie is shown.

The Library Use Statistics were then placed on record.

#### CORRESPONDENCE

The letter from Philip Shevick regarding his objections to the financial seminar presented at the Library, and Mrs. Hunter's reply to him were duly noted.

#### PERSONNEL

Miss Radmacher informed the trustees of the appointments and transfers made in personnel. She said another public service desk will have to be added in the newly enlarged west area of the Library.

#### VILLAGE NEWS LETTER

Mrs. Hunter reported on her conversation with Al Bernstein regarding the Library having space in the Village News Letter each month. She was told that the Library can have a half a page regularly. The Village News Letter comes out ten times a year, with an annual report in August. Charlene Louis will prepare copy for the Village News Letter.

Mrs. Hunter suggested that Charlene Louis' salary be increased to \$200.00 per month. Dr. Wozniak made the following motion, seconded by Mr. Flintrup:

MOTION: That due to her increased responsibilities, Charlene Louis' salary be increased to \$200.00 per month for the next calendar year.

The roll was called and the motion passed unanimously.

Dr. Wozniak said that he would like to see the Library's history updated, and it was suggested that when the new section of the Library is opened there should be a pictorial exhibit of the Library's progress through the years.

#### SIDEWALK PROJECT

Miss Radmacher reported that Klein and Hoffman had replied immediately to the Board's request for a letter regarding the sidewalk repair. She has not received the specs as yet, but will send them to the trustees as soon as she gets them.

#### AUTOMATION PROJECT

Mrs. Hunter said that she has not heard further from the President of the Highland Park Library, and at this point the automation project is at a standstill.

Miss Radmacher reported that she received a call from the First Continental Leasing of Dallas offering a loan on the project at 12%. They would prefer to make the loan to all four libraries in the JCPL, and for the entire project. They are concerned about ownership, since as yet nothing has been worked out legally regarding the handling of the possibility of any libraries in the group wishing to withdraw from the project.

Dr. Bloch suggested that Joe Matthews make some depreciation schedules for the group and Mr. Flintrup thinks that all parties should be bound to the purchase of the equipment, and be committed until the equipment is paid for.

The group will have to discuss this with Mr. Matthews and find out from him how other combines have handled this situation.

REPORT ON YOUNG PEOPLE AND CHILDREN'S DEPARTMENT

The letter from two students regarding the "Eager Reader" and Miss Radmacher's reply to them was duly noted.

REVENUE SHARING

Mrs. Hunter announced that the Skokie Public Library will receive revenue sharing funds from Niles Township in the amount of \$15,312.50 for the 1982-83 fiscal year. Mrs. Hunter will send a thank you letter to Niles Township for the grant.

The money will be used to replace the stage floor in the Library's Petty Auditorium.

BUILDING

Mrs. Hunter said that a motion was needed based on the June Board meeting discussion regarding the security for the door in the newly remodeled west side of the Library. Mr. Flintrup made the following motion, seconded by Dr. Wozniak:

MOTION:        That the Board of Trustees approves the removal of all automatic hardware on the doors on the west side of the Library and installation of key locks, for security purposes.

The roll was called and the motion passed unanimously.

Miss Radmacher reported that the remodeling is progressing slowly. She will be making an examination of the area with Business Interiors to point out the things that still have to be completed.

Miss Radmacher showed the trustees a sample of a wall light for placement near the floor in the auditorium. The light was not acceptable to the trustees and they would like specs to be made up and quotes sent in for these lights.

#### REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported that NSLS has a new committee to deal with groups for automating.

Mrs. Weiner said that the Arlington Heights Memorial Library has the heads of every department attend their board meetings and she would like to see the heads of various departments invited to attend some of our meetings.

#### THE FINAL COMLOS RECOMMENDATION

Copies of the working draft of the multitype library systems act, and the working draft for the rules and regulations of the systems act were distributed to the trustees.

#### BOOKMOBILE

Miss Radmacher reported that the Bookmobile will celebrate its first birthday with a party at Bookmobile stops, July 26-31. Mrs. Hunter has asked Jewel Food Stores to donate candy, gum, etc.

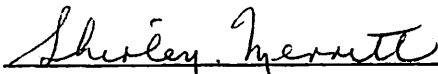
#### COMMENTS FROM TRUSTEES

Mrs. Hunter relayed Mrs. Merritt's comment that she attended a meeting in the second floor lecture room and "everyone was frozen"; and she would like it looked into.

Mr. Flintrup asked if Miss Radmacher has received any comments regarding parking recently. Miss Radmacher replied that she hasn't heard a word about it lately. Parking complaints are rare even though the Skokie Theatre patrons are heavy users of all nearby parking facilities.

#### ADJOURNMENT

The meeting adjourned at 9:25 p.m.

  
Shirley Merritt - Secretary