

~~-CORRECTED-~~

December 8, 1982

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, December 8, 1982.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Mrs. Diana Hunter, President.

Members present: Mrs. Diana Hunter, President; Dr. John M. 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.

Also present: Miss Florence Burmeister, Head, Young People and Children's Department and staff members Mrs. Kathleen Brachmann and Mr. Ronald Oberman.

REPORT FROM YOUNG PEOPLE AND CHILDREN'S DEPARTMENT

Miss Florence Burmeister, Mr. Ronald Oberman and Mrs. Kathleen Brachmann presented the Board with updated reports as to what has transpired in the Young People and Children's Department since their last meeting with the Board a year ago.

Miss Burmeister reported that the microcomputer was made available to the public in October and has been overwhelmingly popular. She said that the computer is booked solid and is being used mainly by children in grades four through eight.

Mr. Oberman is working on a project to help adults become familiar with the use of the computer. The computer is available to adults during morning hours while children are in school. The Board asked that information regarding the use of the computer be incorporated in the Library's monthly statistics.

The Board asked Miss Burmeister to prepare a list of Young People and Children's Department computer software needs for inclusion in next year's budget.

Mr. Oberman reported that the EAGER READER Newsletter had been very well received and that no regular schedule has been set up for getting the Newsletter out. He is anticipating another issue will go out soon. The Board would like to see the children put out the paper under the staff's supervision in order to keep them involved.

Mrs. Brachmann reported that the bookmark project, as part of the summer program, was very successful, and she also reported on the Puzzle Party that was held.

Young People and Children's Department staff was asked to prepare a report which will show how far the Children's Department has progressed since its last meeting with the Board and what needs to be done.

Miss Burmeister, Mr. Oberman and Mrs. Brachmann left the meeting.

APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 10, 1982

Mrs. Zatz noted that the approval of the motion to close the Library on Sunday, December 26, 1982, was missing from the bottom of Page 4. This will be corrected.

Dr. Bloch asked that the following paragraph be put in to replace Paragraph 2 under the Auditor's Report, Page 2:

Dr. Bloch pointed out to Mr. Salasche that the reserve funds earmarked for capital improvements will be largely depleted when we have done what is necessary to maintain the institution. Since our reserves have been built up through prudent spending and investments in high-interest notes which are not likely to be available in the near future, he asked Mr. Salasche's opinion regarding the level of operating funds which a prudent Library Board should try to maintain as a cushion.

Mrs. Weiner asked that the sentence in the second paragraph under the Report on North Suburban Library System, Page 5, "She would like the trustees to hold a special meeting..." be deleted.

A motion was made by Mr. Flintrup, seconded by Dr. Wozniak, to approve the minutes of the November 10 meeting as corrected. The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

The Board discussed very thoroughly and extensively the allocation of funds for the Reserve Fund.

The Board asked Miss Radmacher to give more information than just names of vendors on the listing of bills. The Board also wants a complete report on the sidewalk project as to what has actually been spent and what is still to be expended, at the next meeting.

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, 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 \$56,431.74 and \$10,394.26, and the list of bills from the Reserve Fund for the Purchase of Sites and Buildings in the amount of \$67,503.18, be approved for payment, subject to audit.

The roll was called and the motion passed unanimously.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

It was noted that circulation is steadily increasing. Dr. Wozniak made a motion, seconded by Mrs. Zatz, to place the Circulation Reports and Library Use Statistics on file and the motion passed unanimously.

GIFT

The gift of \$5.00 from Mr. and Mrs. David Afton was duly noted.

SIDEWALK PROJECT

Miss Radmacher reported that the sidewalk project is almost completed. One layer of asphalt has been laid on the driveway and the second coat of asphalt will be laid in the Spring.

REPORT ON AUTO ACCIDENT WHICH TOOK PLACE SUNDAY, DECEMBER 5, 1982

Miss Radmacher reported on the auto accident which resulted in the Library's main entrance being badly damaged.

The trustees recommended that Mr. Don Lyon, the Library's attorney, be contacted to find out what additional charges should be billed to the insurance company in addition to the damaged property.

RECOMMEND CLOSING THE LIBRARY ON SUNDAY, JANUARY 2, 1983

Dr. Wozniak made the following motion, seconded by Dr. Bloch:

MOTION: The Board of Trustees of the Skokie Public Library approves the closing of the Library on Sunday, January 2, 1983.

The motion passed unanimously.

REPORT ON AUTOMATION PROJECT

Mrs. Hunter reported that a meeting was held at the Skokie Public Library on December 7 of the Board presidents of the four JCPL Libraries. The Skokie, Morton Grove and Deerfield Libraries had concluded that Highland Park must give them its final decision regarding remaining with or withdrawing from the JCPL Project by January 17. Highland Park hopes to make a decision at their December meeting, but if not, they will make it at their January meeting.

~~Mrs. Hunter reported that Highland Park's main concern was cost: consider a lease-purchase plan. They would feel better protected with a five year lease purchase plan. Highland Park also feels they are being "pioneers" in use of Tandem equipment.~~

delete
*See Page 7
for correction.*

REPORT ON BANKING AND INVESTMENT INVESTIGATION

Tabled to next meeting.

REPORT RE MEETING WITH JOHNSON CONTROLS RE CLOSER MONITORING OF EQUIPMENT

Tabled to next meeting.

COMMENTS FROM TRUSTEES

Mrs. Merritt asked the Board to change the next meeting date to Wednesday, January 19, 1983. The trustees approved.

Mr. Flintrup suggested that the trustees review the Library's policy regarding personnel and would like some time set aside to discuss it. He would like a chart made up which would show the fringe benefits being given by other libraries of comparable size in the area.

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

MOTION: The Board of Trustees of the Skokie Public Library approves the appropriation of \$350.00 to the Beautification Improvement Commission for flowers and plants on the Village Green to enhance the approach to the Skokie Public Library.

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

Dr. Wozniak recommended submitting Mrs. Hunter's name for the American Library Association (ALA) Library Trustee Award, and he made the following motion, seconded by Mr. Flintrup.

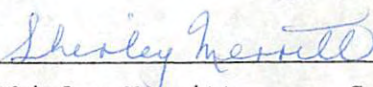
MOTION: The Board of Trustees of the Skokie Public Library nominate Mrs. Diana Hunter, President of the Skokie Public Library Board of Trustees, for the ALA ^{AND ILA} Library Trustee Award for her many years of service and leadership.

The roll was called and the motion passed unanimously.

Mrs. Weiner commented that it would be good to hear presentations from other departments as well as from the Young People and Children's Department.

ADJOURNMENT

The meeting adjourned at 11:00 p.m.



Shirley Merritt - Secretary

REPORT ON AUTOMATION PROJECT

Insert Paragraph 2, corrected as follows:

Highland Park had three concerns: 1) cost - which Highland Park felt might be addressed with the lease purchase plan. 2) Technical concerns - i.e., software for tandem computer (new generation in on-line identical software and hardware in an operating circulation system.) and 3) JCPL and governing board's concern over joint decisions.