

January 14, 1970

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held at 6:00 p.m. January 14, 1970 in the Lecture Room of the Library.

Members present: Mrs. Harry Hunter, Richard Lindberg, Donald Kraft, Mrs. Daniel Petty, Dr. John Wozniak and Rabbi Karl Weiner, Miss Mary Radmacher, Chief Librarian.

Also present: Mrs. Milton Estes, observer for the League of Women Voters, Mr. James Hammond, architect, and Mr. Vincent Cameron of Hammond and Roesch, and Mr. Harold Schiewe, mechanical engineer, with Samuel R. Lewis Associates.

President Weiner presided.

Minutes of the previous meeting, held December 10, 1969, were approved on motion by Mr. Richard Lindberg, seconded by Dr. Wozniak, and carried unanimously.

In discussion of building plans, Mr. Harold Schiewe reported on two aspects of the heating factor. First, a discussion of conversion to gas in the existing building and its relationship to the ultimate plan; and, second, a description of the ultimate plan for heating, ventilating and air conditioning of the future new building and remodeled existing building. Mr. Schiewe reported that after consultation with Cleaver-Brooks and Advance Heating, too, that the conversion from oil to gas, including removing the present oil burner and necessary parts, installing the new gas burner and doing related work, the cost would be in the neighborhood of \$4,000. Mr. Hammond and Mr. Schiewe cautioned that these are estimates and not firm bids. The engineer's report was based on the assumption that free units will be available to the Library as a municipal agency. Problems with the Library's incinerator and smoke emission were discussed.

Rabbi Weiner called for a motion, thereupon the following motion was made by Mr. Lindberg, seconded by Dr. Wozniak and unanimously carried upon a roll call vote:

Motion: That Miss Radmacher and the architect be authorized and directed to inquire of several heating contracting firms for the purpose of obtaining proposals for the cost of conversion to gas, and are authorized to enter into a contract with the lowest responsible firm to complete such conversion.

Mr. Hammond reported drawings are in the definitive design stage: detailed planning of functional arrangements and selection of systems and materials. Concurrently commencement of the construction contract documents will proceed and develop with engineers, specialists and consultants. Careful planning for coordination of construction operations to accommodate the Library's uninterrupted functioning during construction is important. He urged that, if at all possible, the issue of the connection with the Village parking lot be cleared.

Mr. Cameron of Hammond and Roesch described items currently being developed. Authorization was requested to obtain additional soil borings to the east of the existing building at a cost of \$2,000. Following discussion motion was made by Mr. Lindberg, seconded by Dr. Wozniak and, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board authorize making the required number of soil borings recommended by the architect.

Mr. Cameron explained to the Board his recommendation for parking the Bookmobile and supplying power when it is at the Library. Following discussion a motion was made by Dr. Wozniak, seconded by Mrs. Petty and carried unanimously on roll call vote:

Motion: That the Skokie Public Library Board approve the plans of the architect concerning the temporary location of the Bookmobile on the property west of the Library and the rear of the two-flat, and at the needed expenditure for it including \$200 for the electrical outlet.

Mr. Hammond and Mr. Cameron retired from the meeting.

The Board was in favor of Mr. Di Leonardi's suggestion that Mr. Paul

Speer be invited to attend a Board meeting for discussion of the bond situation.

The policy statement on use of library facilities was reviewed. After discussion, the following policy was adopted on motion by Mr. Lindberg, seconded by Dr. Wozniak, and on roll call vote carried unanimously.

For some time past, it has been the practice of this and prior boards that the facilities of the Skokie Public Library be open for use by cultural, civic and educational groups which are non-political, non-religious and non-social in nature, and other such not-for-profit community organizations as part of the library's total purpose and function in the community. This Board wishes to affirm that practice by this statement of official policy, as follows:

That it has been and shall continue to be the official policy of the Skokie Public Library that:

1. The facilities of the library shall be made available for use by cultural, civic and educational groups which are non-political, non-religious and non-social in nature; and
2. The activities of the above mentioned organizations and groups constitute a significant and integral part of the total purpose and function of the library within the Village of Skokie; and
3. Such facilities shall continue to be made available in the expanded library building as well as in the existing building.

Because of the deficiency in the operating budget not only for the fiscal year but future years, President Weiner requested discussion of measures to be taken in the curtailment of services, and instructed that the public be informed of the drastic measures so they will have a part in sharing the agony. Miss Radmacher was requested to give her recommendations. She reported that in attempting to recommend local curtailments, she had researched to see what other communities had done. First cuts appear in extension service. Large libraries in cutting service start by closing branches or reducing the schedule. Skokie Public Library extension service is limited to the bookmobile. Consultation with Department Heads brought a variety of opinions. Miss Radmacher's recommendations included the following with reasons for each: Close Tuesday and Thursday nights, 5:30 to 9:00 regularly; Close Saturdays from Saturday after Memorial Day to Saturday after Labor Day; Eliminate bookmobile service; cut from four to two weekly pre-school story hours;

discontinue circulation of periodicals - all periodicals, bound and unbound, to be reference material; increase fines on overdue and rental fees from 2¢ to 5¢; and review with probable revision of overdue notice procedures.

Discussion followed of the bookmobile service. If discontinued, it would mean saving the salary of a full time employee and one page who works about 20 hours per week. The cost of operating the bookmobile last year, in addition to insurance, was approximately \$1,160. Mrs. Petty and Mrs. Hunter were not in favor of this.

Rabbi Weiner asked the Librarian what anticipated deficit would be and she replied that it would be in the neighborhood of \$36,000. There are at the present time three professional vacancies.

After discussion of fines, rental fees and non-resident fees, the following motions were made: by Mr. Kraft, seconded by Dr. Wozniak, which, on roll call vote carried unanimously:

Motion: That the overdue fines be increased to five cents (5¢) per day as of February 1, 1970;

by Mr. Kraft, seconded by Mr. Lindberg, which, on roll call vote carried unanimously:

Motion: That the rental fees be increased to five cents (5¢) per day as of February 1, 1970;

by Mrs. Hunter, seconded by Mrs. Petty, which, on roll call vote carried unanimously:

Motion: That the Skokie Public Library raise the fee for non-resident cards to twenty-five dollars (\$25.00) effective February 1, 1970.

Financial statements for the General Operating Budget, Reserve Fund for the Purchase of Sites and Buildings, Statement of Appropriations and expenditures, and Financial Report of the Contract with the North Suburban Library System on the Coordinated Acquisitions Program on American Literature for the month of December, 1969 were accepted and approved.

Mr. Kraft made the following motion seconded by Mr. Lindberg

Motion: That the list of bills from the General Operating Budget in the amount of nine thousand nine hundred five dollars and forty-nine cents (\$9,905.49), from the Reserve Fund in the amount of six thousand dollars (\$6,000), and the North Suburban Library System Coordinated Acquisitions Program in the amount of one thousand two hundred twenty-eight dollars and sixty-six cents (\$1,228.66) be paid.

On roll call vote the motion carried unanimously.

Miss Radmacher questioned Library's payment of bills representing legal costs of the election. Attorney Di Leonardi stated that according to the Illinois Statutes, the municipality is obligated to pay all the Library expenses relative to elections and such expenses should not be paid from the Library's budget. Rabbi Weiner asked Mr. Di Leonardi to write the Village explaining this situation. After further discussion of the items for referendum costs, the following motion was made by Mr. Kraft, seconded by Mrs. Petty, and on roll call vote, carried unanimously as follows:

Motion: That the lists of bills comprising referendum expenses in the amounts of: three thousand three hundred eighty-five dollars (\$3,385) for Judges of Election; six hundred dollars (\$600) for Polling Places; and six thousand nine hundred nine dollars and seventy-nine cents (\$6,909.79) be approved for payment.

The Board requested Mr. Di Leonardi to ask for reimbursement from the Village of such legal election expenses.

Circulation Report for the month of December, 1969 was accepted and ordered to be placed on file.

The list of contributions for promotion of the referendum received to date was reviewed.

Rabbi Weiner announced a meeting to organize a Friends of the Library has been scheduled for Thursday, January 29, at 8:00 in the Lecture Room. Letters will be sent to people who served on the Steering Committee, and he urged the Library Board to be in attendance.

Miss Radmacher, reporting on the North Suburban Library System, said that the CAP project is moving along well.

Miss Radmacher reported on some vandalism to the Library building. Several of the stainless steel letters spelling Skokie Public Library and one of the numbers from the address have been pulled from the brick wall. The Board recommended this act be reported to the police if for no other reason than that they will be alerted to watch for similar actions in the future.

Miss Radmacher again recommended that the Skokie Public Library apply for its share of the Illinois State Income Tax, in the form of an official statement to the Village. A copy of an executed resolution, as adopted by the Illinois Library Association, and a sample of the letter the Library Development Committee sent out as a pattern for making this application were given to each member. After discussion, the following motion was made by Mrs. Hunter, seconded by Dr. Wozniak, and on roll call vote carried unanimously.

Motion: That the Resolution adopted by the Illinois Library Association Board be adopted by the Skokie Public Library Board and the letter used by the Library Development Committee be used for inclusion with the Resolution when presented.

Discussion of plans for another referendum was postponed to the next regular meeting at which time the Board should be prepared to set a date.

The circulation report on the bookmobile for the years from 1966-67 to date were to be held for further discussion on curtailment of services.

The Librarian reported receiving a request for names of the "yes" votes for the Library for use by the high school in promoting its tax rate increase, and asked for the Board's opinion. Points of discussion were: these are Library supporters; the "yes" vote cards represent residents of Skokie not all of Niles Township; and the "yes" cards indicated whether or not the person's name might be used and many persons requested their name not be used, so use by another group would violate a confidence. The consensus of the Board was that a letter should be sent over Rabbi Weiner's signature stating that, "while the Library Board would like to cooperate

with the individual and the School District, in view of the statement made on the card, and other considerations, the request must be denied."

The Librarian reported Mr. Wagner, on behalf of the owner, informed her the property at 5223 Oakton Street is for sale. This property is 42 feet wide and 329 deep and is the last piece of property on Oakton Street of that depth. No price was asked but the Board expressed interest in getting full information on it. Rabbi Weiner appointed Mr. Lindberg a sub-committee of one to investigate it.

The Librarian announced National Library Week will be held April 12-18, 1970.

The booklist distributed was for the Selected List of Recent Acquisitions, December 1 - 31, 1969.

The Librarian suggested the Board consider the possibility of having a Day of Amnesty. This idea was used here in 1957 and might be implemented again - perhaps tie it in with National Library Week and the release of the Inventory Report. The Board was in total agreement with this idea and advised Miss Radmacher to work it out.

ALA Mid-Winter Conference will be held at the Sherman Hotel in Chicago, January 19-24, 1970 was announced by Miss Radmacher and requested the Board to inform her if anyone planned to attend.

Meeting was adjourned at 11:15 p.m. on motion by Mr. Lindberg.

*Selma Petty, Sec.*  
Selma Petty - 2 Secretary