

July 8, 1981

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library, held Wednesday, July 8, 1981. Mrs. Hunter, President, noted a quorum was present.

CALL TO ORDER

The meeting was called to order at 6:45 p.m. by Mrs. Diana Hunter, President.

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

Member absent: Mrs. Eva Weiner.

Also present was the staff of the Young People & Children's Department.

PRESENTATION BY YOUNG PEOPLE & CHILDREN'S DEPARTMENT

Miss Burmeister thanked the Board for inviting the Young People & Children's Department staff to the meeting. She said that her staff was very happy to be consulted and she commended the Board for doing this. Miss Burmeister introduced the staff and distributed copies of the charts and recommendations made by her staff to each board member.

Ms. Angelica Spataro showed slides of photographs she took at Children's Departments of the Deerfield, Northbrook and Park Ridge Libraries which showed how these libraries furnish their Children's Departments, and the types of activities they feature in these Departments.

Mr. Ron Oberman stated that some of the reading programs in the other libraries are geared to giving prizes and awards to the children and this has proved to be a very successful incentive.

Miss Burmeister said their main problems with reading programs have been: need of early planning by the personnel and then a commitment by the personnel to follow through on the planning; better communication with the schools - staff members should go personally to the schools and publicize their programs.

Mrs. Zatz asked the staff if they would like to attend the workshops and seminars that are offered and they said they would. Mrs. Hunter suggested that the announcements of meetings be posted so the staff is aware of what is being offered, and they should make arrangements to attend whatever they feel would be helpful to them.

It was emphasized that there is a great need for bright colors to be added to the Young People & Children's Department, with pillows, wall hangings, small furniture, etc. Mr. Flintrup asked that the staff come up with ballpark figures of how much it will cost to put in the equipment they have suggested.

Mrs. Hunter said that it is important for the Young People & Children's Department to come up with new programs, holiday programs, Saturday programs, etc., and it is vital that the Library put out good publicity on these programs as well as promoting and interfacing them with the schools. She said that after the Board has read through the summary she would like the staff to attend another Board meeting in order to explore the needs of the Children's Department further.

Mrs. Merritt said that the Young People & Children's Department staff should come up with some concrete ideas for rejuvenating their department and Mrs. Zatz told the staff that the Board wants to encourage them to institute ideas and will be happy to hear more from them. The Board is not limiting them in any way and they should feel free to be creative in whatever ways they feel will help the image of the Young People & Children's Department.

The Young People & Children's Department staff left the meeting.

BOOKMOBILE

Mr. Don Lyon, the attorney for the Skokie Public Library was introduced.

Mr. Lyon reported on his negotiations with the Gerstenslager Company, whereby the company has agreed to accept a \$2,500 price reduction on the balance owed for the Bookmobile plus an additional one-year warranty on the super structure of the Bookmobile.

Mr. Lindberg stated that he felt the questions he had raised regarding the push rods, etc., have not been answered. Mr. Flintrup said that he was told that because of their lack of use these new parts were needed. Mr. Lindberg also said that the position of the seat pedestal has not been taken care of. Miss Radmacher said it was ordered close to the steering wheel to accommodate the short driver, but that Mr. Butts has assured us he will change it.

Miss Radmacher said she is hopeful the Bookmobile will be on the streets by July 27. It will have to be paid for before we can get the title, we can then get license plates. We will start immediately to get the books loaded.

The following motion was made by Mr. Flintrup, seconded by Mrs. Zatz:

MOTION:       The Board of Trustees of the Skokie Public Library accepts the negotiated agreement with Gerstenslager Company which reduces the balance owed on the Bookmobile by \$2,500 and adds another year's warranty on the body of the Bookmobile.

The roll was called and the motion was approved unanimously.

APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 10, 1981

Mr. Flintrup made a motion, seconded by Mrs. Zatz to approve the minutes of the meeting of June 10, 1981 as written. The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

The following motion was made by Mrs. Zatz, 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 Report on the Selma Regan Petty Memorial Fund, and the Report on the Fine Arts Acquisition Fund be accepted, and that the lists of bills for the General Operating Fund in the amounts of \$25,138.38 and \$8,961.97, and the list of bills for the Reserve Fund for the Purchase of Sites and Buildings in the amount of \$7,990.74, and the list of bills for the North Suburban Library System (NSLS) Coordinated Acquisitions Program on Literature (CAP) in the amount of \$644.98 be approved for payment, subject to audit.

The motion was unanimously approved.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

The Circulation Reports and the Library Use Statistics were duly noted. Mrs. Zatz made a motion, seconded by Mr. Flintrup to have them placed on file. The motion passed unanimously.

ROOF REPORT

The trustees read over the report prepared by Miss Radmacher regarding the responses from Mr. Llewellyn's clients as to their satisfaction with Mr. Llewellyn as their architect and the Trocal roofs that they had installed. All of their responses were highly favorable.

The question arose as to how the carpeting contract should be handled since the carpeting cannot be laid until the roof project is completed which could be as long as December 1st. It was decided that when Barsamian receives the carpeting it will be delivered to the Library and stored until it can be laid. Barsamian will be paid for the carpeting at that time, but not for the laying of it until that is done.

GIFT OF NORMA ZATZ

The trustees thanked Mrs. Zatz for her gift of \$5.00 to the Library.

PERSONNEL

Miss Radmacher reported the appointment of Charmaine GaMache as a Clerical Assistant in the Circulation Department.

COMMENTS FROM TRUSTEES

Mrs. Merritt questioned the Young People & Children's Department chart regarding personnel which shows five full time personnel which is more than the other libraries have on the chart.

Miss Radmacher said this chart does make a distinction between professional and supportive personnel and all staff including the pages are counted.

Mrs. Zatz noted that Mrs. Merritt has been telling the Board for years that the Library should give awards to stimulate children's reading, and she should be commended for it.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported that the NSLS by-laws have been revised in that new NSLS Board members are now assigned to two-year terms.

PROGRESS ON REMODELING

An ad will appear in the July 23, 1981 newspapers inviting bids on the remodeling project.

Miss Radmacher also reported that an order was placed with the Gaylord Company for shelving on June 10th. The anticipated delivery date is early September.

AUTOMATION PROGRAM

Miss Radmacher reported on the meeting held June 15, 1981, with the Deerfield and Morton Grove Libraries' representatives on the automation program.

At that time the Highland Park Library joined the group. Mr. Robert Strand who is in the computer field is the Highland Park Library Trustee and its representative on automation.

Miss Radmacher distributed the letter from the Park Ridge Public Library asking to join this group. Since the Deerfield representatives will be away for two weeks, this will be discussed at a meeting when they return, at which time the Park Ridge Library will be invited to the meeting.

REVENUE SHARING FUNDS REQUEST

The trustees noted the letter from the Niles Township Board of Trustees Supervisor, Thomas McElligott, and the memorandum regarding distribution of library funds from George Van Dusen, in regard to distribution of revenue sharing funds from the Township. The Skokie Public Library will receive \$15,312.50 in township revenue sharing funds. There are no strings attached to these funds from the Township.

The letter from Robert Eppley, Village Manager, was also noted, whereby Mr. Eppley informs the Skokie Public Library that no funds will be awarded by the Village to the Library this year.

PIANO

Per the Board's request, Miss Radmacher contacted some piano companies regarding their recommendations for size, type and cost of a grand piano suitable for the Auditorium.

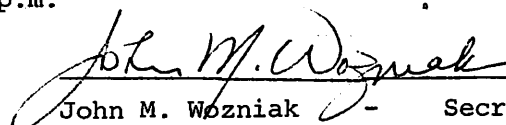
The question arose as to how we go out for bid for a piano.

Miss Radmacher was asked to talk with Dan Ryan about this since he had experience with this type of bid.

ADJOURNMENT

Mrs. Hunter was congratulated by the Board for bringing in the Young People & Children's Department staff.

The meeting adjourned at 9:45 p.m.

  
John M. Wozniak - Secretary