

August 14, 1985

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, August 14, 1985.

CALL TO ORDER

The meeting was called to order at 6:56 p.m. by Diana Hunter, President.

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

Observer present: Myrna Petlicki, 8245 Crawford, Skokie, Illinois 60076.

APPROVAL OF THE MINUTES OF THE MEETING OF JULY 17, 1985

Dr. Bloch requested the following corrections: page 2, second paragraph should read: "It was the consensus of the Board to move to Automation until the absent members arrived."; page 3, under REPORT ON APPOINTMENT OF CHIEF LIBRARIAN, first paragraph should read: "Mrs. Hunter thanked the Search Committee, Dr. Wozniak and Mr. Flintrup for contributing their time so unselfishly during this project and thanked the entire Board for their participation in the interview process." ; on page 4, fourth line down, the apostrophe in the word "Anthony's" should be removed; on page 4, fourth paragraph, the second sentence should be changed to: "Dr. Wozniak said that staff should be notified of the appointment of Carolyn Anthony by Miss Radmacher as soon as possible."; on page 4, last sentence on the page, "Ten years ago we did a Rutgers Survey which is the same principle." should be stricken from the record.

Mrs. Hunter requested the following correction: on page 6, under REPORT ON AMERICAN LIBRARY ASSOCIATION 104th ANNUAL CONFERENCE, JULY 6-11, 1985, CHICAGO, ILLINOIS, the second paragraph should be stricken from the record.

Mr. Flintrup then made the following motion, seconded by Dr. Wozniak to approve the minutes as corrected. The motion passed unanimously.

Mrs. Hunter then asked for a motion to be made to include a bill in tonight's list of bills from Carolyn and Bill Anthony to cover the cost of their airfare from Pittsburgh to Chicago and back for \$196.

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

MOTION: That the Skokie Public Library Board approves inclusion of the \$196 bill for Carolyn and Bill Anthony's plane fare from Pittsburgh to Chicago and back in the list of bills this month.

The motion passed unanimously.

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

MOTION: That the Skokie Public Library Board approves the following items on the Consent Agenda, subject to audit:

1. Financial Statements
2. Bills

A roll call vote for approval was unanimous.

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

MOTION: That the Skokie Public Library Board place on file the following items on the Consent Agenda:

1. Suburban Library System (SLS) Unemployment Group Account
2. Circulation Reports
3. Library Use Statistics
4. Reports from Department Heads

A vote for approval was unanimous.

It was noted that circulation has gone up but bookmobile circulation has decreased; and that circulation of videocassettes has increased almost 100 percent.

In Reports from Department Heads, Mrs. Zatz especially liked reading the messages from staff who attended the American Library Association Conference. The messages were very helpful to her.

PERSONNEL

Miss Radmacher reported on the appointment of Liene S. Sorenson as Project Manager for the Blind and Physically Handicapped Project and the resignation of Linda Price, Clerical Assistant, Adult Services Department.

JOHNSON CONTROLS TO MAKE REPORT

Miss Radmacher informed the trustees that Johnson Controls presented a proposal to install a black box with a computer that will be housed in the Library instead of in Milwaukee, where they are decentralizing that operation, and controlling it from Arlington Heights. This computer will serve only our Library. Our present monthly fee for TABS operations is \$1,182. The new TABS (now called ALLIANCE IV) agreement fee would be \$1,235 per month for five years with no increase and with the option of purchasing the system at the fair market value of \$1 after that time.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

It was the consensus of the Board to move to Report on North Suburban Library System and Output Measures Surveys while awaiting the arrival of the representatives from Johnson Controls.

Mrs. Weiner reported that CCS wants to incorporate and there have been interesting and complicated negotiations.

REPORT ON OUTPUT MEASURES SURVEYS

The results of the three-day survey that was done in our Library and headed by Gary Newhouse, Audio-Visual Librarian, were reviewed. The trustees questioned how many people were included in the survey. Miss Radmacher will get complete figures.

JOHNSON CONTROLS TO MAKE REPORT

Archie Bragg and Adam Gavin from Johnson Controls entered the meeting. Mr. Gavin handles the TABS aspect of our service and Mr. Bragg handles the mechanical maintenance.

Mr. Gavin explained everything that Miss Radmacher had told the trustees previously. In addition he mentioned that low limit/high limit bands have been set to keep the temperature at a more even keel in the Library. The low and high temperatures now are 68° and 78°.

A question and answer period followed regarding how many times we call Johnson; the equipment placed in the Library; and hours of operation. Mr. Gavin displayed overhead visuals on procedures, equipment operations, scheduled maintenance, etc.

There will be orientation for our staff when the computer arrives (if we accept the proposal). If we wish to cancel the contract after one year, a 60-day notice must be given and a termination fee paid. Mr. Gavin explained Johnson Controls is trying to switch TABS into ALLIANCE IV by January 1, 1986. The changeover would take approximately two months and Johnson Controls is hoping to get their clients converted before then.

Mr. Bragg explained with overhead visuals temperature control, steam boiler, hot water boiler, centrifugal chillers--all of which Johnson Controls maintains. The trustees thanked Mr. Bragg and Mr. Gavin for coming to the meeting. Mr. Bragg and Mr. Gavin left the meeting.

Dr. Bloch would like his question answered, "What uniformity of temperature can we expect in the Library when all controls are working?" Miss Radmacher will write to Mr. Bragg and request an answer.

No action was taken.

RETIREMENT BRUNCH, SEPTEMBER 29, 1985

Mrs. Hunter reported that an official proclamation regarding September 29, will be made by Mayor Smith.

Mrs. Zatz would like to formally thank Mrs. Weiner for all her hard work. She was most generous and Mrs. Zatz is most grateful.

Mrs. Zatz reported on the progress of the retirement brunch plans.

Mrs. Zatz thanked administrative office personnel for their assistance with the invitations which will be mailed tomorrow. The list of invitees was distributed and trustees should call Kay Kozak or Susan Dickens, Administrative Offices, if there are any changes and/or additions.

Charlene Louis, in charge of publicity for the Board, will have the affair promoted in newspapers, Cable TV, and radio.

Mrs. Hunter said the invitation is very lovely in every respect.

Signs will be put in the Library regarding the closing of the Library on September 29, 1985.

REPORT ON APPOINTMENT OF CHIEF LIBRARIAN

The letter Carolyn Anthony received from Mayflower Transit listed her relocation costs as \$3,295.89, \$295.89 more than was approved in Executive Session. Mayflower Transit needs the name and address of the Skokie Public Library bank and a letter stating the Library will pay the relocation costs.

Dr. Bloch then made the following motion, seconded by Mrs. Merritt:

MOTION: That the Skokie Public Library Board authorizes the expenditure of \$3,295.89 as billed by Mayflower Transit for the move to this area of Carolyn Anthony increasing the amount by \$295.89.

A roll call vote for approval was unanimous.

In the interim period, between Miss Radmacher's last day and Mrs. Anthony's arrival, September 13 through September 19, Dorothy Rasmussen, Assistant Librarian in Charge of Adult Services, and Soong Yi, Assistant Librarian in Charge of Technical Services, will be in charge of the Library. Miss Radmacher has notified both of them.

AUTOMATION

Mrs. Hunter reported she had a meeting with Joyce Mitchell, Miss Radmacher and Soong Yi regarding automation. The budgets distributed are for trustees information so at a future Board meeting we can look at future payment schedules.

BLIND AND PHYSICALLY HANDICAPPED PROJECT

As reported earlier, Liene Sorenson has begun as Project Manager. She is in Cambridge, Massachusetts now learning how to use the Kurzweil Reading Machine (KRM) which has arrived at the Library. She will return on Friday and train John Tieberg-Bailie, Head, Circulation Department, Circulation Department and Adult Services Department staffs in its use. The KRM will be available to patrons within a week.

ENERGY AUDIT

Alfred Swenson has not responded to our letters as yet. The letters were not returned so it was assumed they reached him. Contacting Johnson Controls regarding the energy audit was mentioned; they might be a starting point.

COMMENTS FROM TRUSTEES

Mrs. Hunter asked that trustees comments be waived until next month due to an Executive Session after this meeting.

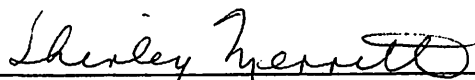
Dr. Wozniak commented that since it was Miss Radmacher's last meeting he would like to extend on behalf of the Board, eternal and infinite gratitude for everything that Miss Radmacher has done.

ADJOURNMENT

The meeting adjourned at 9:05 p.m.

EXECUTIVE SESSION

The trustees went into Executive Session immediately following the regular meeting.

  
Shirley Merritt, Secretary