

December 13, 1972

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held 6:00 p.m. in the Skokie Public Library.

Members present: Terry Engel, Howard V. Hummer, Diana Hunter, Richard Lindberg, John Wozniak and Rabbi Karl Weiner, Miss Mary Radmacher, Chief Librarian.

President Weiner presided.

Minutes of the November 8, 1972 meeting were approved as submitted on motion by Mr. Hummer seconded by Mr. Engel. All ayes.

Financial statements for the General Operating Budget, Reserve Fund for the ~~Purchase of Sites and Buildings~~, Library Construction Fund and North Suburban Library System Coordinated Acquisitions Program on American Literature were approved, accepted and ordered placed on file.

Motion by Mr. Hummer, seconded by Mr. Lindberg which, on roll call vote, carried unanimously.

Motion: That the lists of bills for the General Operating Budget, in the amount of \$16,714.80, Library Construction Fund in the amount of \$14,433.69, and NSLS CAP in the amount of \$45.98 be approved for payment.

Circulation Reports for the month of November, 1972 were distributed and discussion was held about various means of stimulating more use of this Library. Circulation report was accepted and ordered placed on file.

Miss Radmacher informed the Board of recent appointments of personnel, and some transfer plans for the future.

Mrs. Hunter reporting on the North Suburban Library System referred to:

(1) Legal advisory on revenue sharing and the importance for all members to be very familiar with this, because it will give a firm background on the program. There is an explanation that libraries are not eligible for direct sharing, only counties, municipalities, townships, etc. will get it but there are priority categories and of them libraries are one. Big point was made that most of the municipalities, etc. have not made real preparation or plans for this money so that the earlier you record your request for allocation the better chance you might have. She suggested the Library get its request in soon. (2) A gentleman from the System from one of the member libraries

is in the paint business and suggested a tinted sealer be used on the stage floor. His explanation was a tinted sealer would be very scuff proof and very easy to patch in the event of scratching. (3) The System is going into a building program and she mentioned she was most impressed with the preparation and summation of information on architects done by the staff.

A copy of the resolution by Rabbi Weiner for the auditorium to be named for Selma Regan Petty was distributed to each member and this was discussed. Rabbi Weiner referred to the fact that there was more than one founding member and is concerned about an imbalance in recognizing one member over the other. He suggested consideration be given to this.

Mrs. Era Greiman, observer for the League of Women Voters joined the meeting.

Miss Radmacher asked the Board to reconsider the piano situation. When Mrs. Jackson was told the news about repairing the piano, she said she did not really care what happened to it but wanted someone to have it who would really enjoy using it. In the meantime the Fine Arts Commission thought the piano was all right for Mr. Brostoff's concert and Mr. Brostoff concurred. It was tuned the morning of the concert and the piano tuner said it would last through one time. However, it was used again on the 9th and the performers were not unhappy with it. Mr. Keylard submitted a proposal in the amount of \$850 to repair the piano. Both the tuner and the two who have given estimates for rebuilding said the piano is too small for the room.

Mrs. Litwin knew our Board had thought we should not spend the money in the light of Mr. Hayward's proposal to repair it and the Board took action not to accept the piano. Miss Radmacher told Mrs. Jackson about the Board's decision. The Fine Arts Commission feel the piano is worth keeping. Discussion followed. Mr. Lindberg recommended keeping it. Rabbi Weiner asked if the Board wished to reconsider the previous resolution. Mr. Lindberg made the following motion which was seconded by Mrs. Hunter and, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board reconsider the action taken at the November 8, 1972 Board meeting to reject the piano donated by Mrs. Jackson because of the expense to be incurred in repairing it and

putting it in first class condition which would cost more than the original value of the instrument.

Miss Radmacher suggested having Mr. Balter and Mrs. Litwin meet with the Board to talk about the situation. Rabbi Weiner suggested returning to the original discussion with them of sharing the cost 50/50 with the Fine Arts Commission and on that basis to negotiate. The point was made that it would not be a solution for a suitable piano if somebody of merit gave a concert. The Fine Arts Commission has a pianist scheduled for this year's program.

There was discussion of a feeling existing between the Fine Arts Commission and the Library which Rabbi Weiner said does not have a base in anything concerning the piano. Rabbi Weiner explained the irritation they feel is by the Library's inability to have some facilities available for them due to the failure of early plans to materialize and the Library having to cut down on the amount of the bond issue thereby eliminating space for the Commission's use. Motion by Mr. Hummer, seconded by Mr. Lindberg which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board approach the Fine Arts Commission on the basis we share the cost of \$850 of repairing the piano on a 50/50 basis.

To establish a policy a further motion was made by Mr. Hummer, seconded by Mr. Lindberg which, on roll call vote, carried unanimously.

Motion: When scheduling programs by the Fine Arts Commission, if a special piano is needed, such piano shall be secured by the Fine Arts Commission and rental paid by them.

Mr. James Hammond, architect, and Mr. Sabin of the Slater Company joined the meeting.

Mr. Hammond was asked to give his report on the Building Program. He said that progress of the building is finally a lot closer than it was. There are still things to be done. A leak that reappeared in Miss Radmacher's office has been fixed; doors have been hung, etc. Still outstanding are: balancing of the system; sub-contractors providing instructions to maintenance staff; and Frank Stowell's work relating to hardware. On furnishings, Mr. Sabin and architects concur with satisfaction of the

completion of items. There are still some corrections for defective work. This is about \$2,000 and architects agree \$5,000 to be withheld. A lot of accessories which are over and above this contract have been received. Hammond Beeby and Associates are recommending the furnishings contract be paid down to \$5,000. The gold draperies have been pressed and they have had a day to hang. Mr. Hammond's recommendations are that Corrigan should not be paid any money at this time, Frank Stowell be paid his request that would take his contract down to holding \$7200.

Painting of the stage floor was included in a change order for the Stowell contract and the Board after discussion of this item decided to hold off on the painting until something could be determined about the tinted sealer Mrs. Hunter had recommended to her for use by the Library for this job.

Mr. Sabin said that generally speaking there are a number of little items to be corrected. They are working to clear all these up. There are a few things which will arrive before the end of the month.

After Mr. Hummer's motion to approve payment request was made and withdrawn, Mr. Hammond said the architects will certify the work is complete but there are still items that need correction and these corrections will be less than \$5,000. On this basis they recommend the payment be made. Motion by Mr. Hummer, Seconded by Dr. Wozniak.

Motion: That the Skokie Public Library Board approve the release of \$36,222.78 to The Slater Company (which includes the \$24,324.75 payment withheld in November), leaving a balance of \$5,000 in the contract.

Voting was as follows: Mr. Engel, yes; Mr. Hummer, yes; Mr. Lindberg, yes; Dr. Wozniak, yes; Mrs. Hunter abstained. Motion carried.

Mr. Hammond will submit to Miss Radmacher for her review materials and prices on cabinetry for the storage areas, which will be an addition to the accessories contract. Rabbi Weiner said his concern is how long that will take to complete.

A copy of a credit from The Slater Company for laying of the carpet in the old Lecture Room was distributed to each member. The carpet is here and can be stored. Because no decision has been made concerning audio visual, would it not be advantageous

to have the room completed. In that way it would be usable for something in the meantime. Painting this room is in the contract and some things must be done by Stowell. The room is not usable unless it is cleaned and the furniture is out of there. Rabbi Weiner said a decision was made that whatever furniture cannot sell we would just get rid of it. Miss Radmacher said we want to use an area in the shipping and receiving room, an area Slater has been occupying for storage of his materials, to erect shelving for gift books to be put on when they come in and have them sorted in the shipping and receiving room. There are a lot of things that are contingent upon other things. Mrs. Hunter referred to the cast-off furniture, and suggested the Fine Arts Commission should be given first refusal. This might create some good will. Following discussion, Mrs. Hunter made the following motion which was seconded by Dr. Wozniak and, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library give first refusal on the old furniture to the Fine Arts Commission.

Miss Radmacher asked for the Board's preference concerning the credit issued by The Slater Company covering laying of the carpet, whether they would accept it for deduction from total amount of the contract or not. Miss Radmacher again stated carpet should not be layed in that room until a decision has been made on audio visual equipment. Mr. Hammond suggested accepting the credit on laying the carpet which will be an amendment to the contract and deducted at the end.

Mr. Hammond said just to wash out the Clark & Barlow hardware proposal since it will be handled as part of the Stowell contract.

Labeling spaces for the floor plan was discussed. The floor plan will go in one entrance at lobby. Rabbi Weiner said that possibly 60 percent of the people that walk through the entrance will not look at the floor plan, is there any other way for them to find where they want to look? Mrs. Hunter suggested on days of story hour have Children's Story Hour Upstairs at the foot of the stairs on some kind of easel type of stand. Rabbi Weiner asked about the desirability of having some indication that the stairs go up to the Children's Room. The question was asked of the listing of the first

floor auditorium. Consensus auditorium in large letters and underneath Selma Regan Petty. There was discussion of the wording to be used for small auditorium on second floor. The old lecture room will be labeled Future Audio Visual Room and Card Catalog will marked as such. After more discussion Rabbi Weiner suggested the architects and Miss Radmacher (professionals) will take care of designating the areas for the floor plan.

Mr. Hammond retired from the meeting.

Miss Radmacher referred to an audio visual questionnaire which appeared on the last agenda, was not discussed but was held for future discussion. The questionnaire indicated the people were interested in recordings, musical tapes, etc. Rabbi Weiner recommended full discussion and exploration when the building program is complete.

Miss Radmacher reported on the NSLS System Reference Service. There has been a lot of criticism from the NSLS Board because of the cost per question and other factors, such as an access fee to use Chicago Public Library. The system appointed a committee to evaluate the service. Miss Radmacher represents the large libraries. The six member committee will talk to the 31 member librarians to get their assessment of reference service from the North Surban Library System. At present an access fee of \$10,000 is paid to the Chicago Public Library plus rent, which has made the average price of questions answered exorbitant. Skokie Public Library has extended an invitation to handle the reference service here and the System has asked if they may use us on a trial basis. When this will start we do not know. Their plan is to have some of their staff working here and at the Chicago Public Library simultaneously. Space must be provided for three System staff members. One possibility would be to use the old staff room and the other possibility, on a long haul, would be to use the north end of the former Technical Processes Department which has immediate access to the reference collections as well as a separate entrance. Miss Radmacher explained the function of this NSLS reference service. We will receive no payment for this trial. If they say they are able to handle this as well if we were to be the System Reference Service, the System will pay heat, light and phones but no access fee. In other words,

pay us rent. Mr. Hummer's opinion was, on an experimental basis, it is a professional decision to be made by the Library, but later it will be a Board decision. Consensus of the Board would like to have this done as an inducement to work toward a permanent arrangement. The payment would have to be in contract form and the people of Skokie would have to make money. Rabbi Weiner said we should definitely understand we are not giving the System any space that would cost Skokie any money. Rabbi Weiner said he has a feeling at this point let's try out with the System because for all practical purposes, the one room of the old Technical Processes Department is inadequate for the Fine Arts people. The Board agreed to leave the NSLS request in Miss Radmacher's hands.

On the subject of Sunday hours, Miss Radmacher said when figuring the cost for our experiment on Sunday hours, six hours were added to our budget because of paying double time. Department heads have been asked to estimate what would be needed. Because Reference and Circulation would be almost totally professional staff, (the most expensive part of our staff) Sunday hours will be a little more than six hours added on to 68 hours. Technical Processes is made up of a lot of clerical employees but because Children's and Adult Services are heavily filled with professional staff, this year we could not do it unless we have immediate revenue sharing funds. Mrs. Hunter felt it should be considered in terms of our own budget. Miss Radmacher said part of the trouble is the large space to cover. When we opened the new building new personnel had to be added but for Sunday hours more personnel must be added or add to the pay checks. Mrs. Hunter asked if there was a way to juggle the hours during the week, say pay 1-1/2 time but rearrange schedules. Suggestion was made of working from 10:00 a.m. to 9:00 p.m.; do some traffic study to see pattern; or working 37-1/2 to pay for extra 1/2 day on Sunday. Librarians must work one Sunday a month. Dr. Wozniak asked if a cost figure could be estimated. The proposed schedule would be three hours on Sunday, based on the Sundays after Labor Day until Sunday before Memorial Day. Recommendation to run a count and if nobody shows, discontinue it. Rabbi Weiner said it would be nice at the dedication to announce this for the fall.

Miss Radmacher expressed her need for another staff member in Adult Services

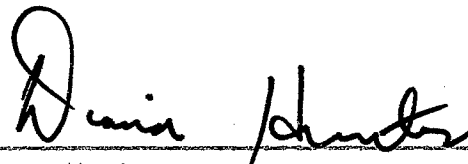
Department. She informed the Board of Mrs. Culbertson's resignation and her proposed transfer of Hanna Moses from Adult Services to Technical Processes Department. In spite of this Miss Radmacher would like to attempt the Sunday hours and asked the Board's opinion on doing or not doing it in the beginning of the next fiscal year. Rabbi Weiner said since there is an interest in doing this we should remain as close to the budget as we can. It would be worth our while to explore several models, such as outright adding three hours, compensate for the three hours somewhere else, and saving to keep it within reach. Once these three models are before us then we could make a choice which arrangement would be desirable. He thought it should be planned for in the next fiscal year. It is just a matter of how to deal with it.

A copy of the insurance specifications was distributed to each member.

Mr. Hummer, chairman of the Dedication Committee, had nothing to report at this time because no date has been set. After discussion the date of February 25, 1973 was decided upon. Dedication will be held Sunday afternoon, February 25, 1973, from 1:00 to 4:00. Mr. Hummer said he will meet with Miss Radmacher and Miss Goodwin and work out the whole program. This meeting will be held some time between Christmas and New Year's day. Rabbi Weiner asked to be present at that meeting.

Miss Radmacher referred to the problem of ice and snow around the building and suggested asking the village in this area of snow removal.

Meeting adjourned at 10:30 p.m. on motion by Mr. Hummer.



Diana Hunter

- Secretary Pro Tem



# SKOKIE PUBLIC LIBRARY

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*Mary Radmacher, Librarian*

Resolution adopted by the Skokie Public Library Board at its regular meeting Wednesday, November 8, 1972.

Whereas, Mrs. Daniel (Selma) Petty has been a member of the Board of the Skokie Public Library for 31 years, since its inception, and before it became a tax-supported public library, and

Whereas, in the course of these years of the steady growth of the Skokie Public Library, Selma Petty - currently Secretary of the Board - has given dedicated service and outstanding leadership in various offices - including that of President, and

Whereas, she gave of herself sacrificially to the efforts of the construction of the new expansion of the Skokie Public Library as the chairman of the Building Committee, and

Whereas, her dedication has inspired her co-workers with admiration and affection and the community with abiding respect,

Be it resolved, that the auditorium-theatre in the newly-constructed library expansion be named the SELMA PETTY AUDITORIUM;

Be it further resolved that a plaque with this name be affixed for the purpose of marking the dedication of the Auditorium in honor of Selma Petty, for all to see.