

July 11, 1979

Minutes of the regular meeting of the Board of Directors
of the Skokie Public Library held July 11, 1979.

CALL TO ORDER

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

Rabbi Weiner called the meeting to order at 7:30 p.m. The minutes of the regular June meeting of the Board of Directors of the Skokie Public Library held June 13, 1979, were approved as submitted.

Rabbi Weiner set aside the regular order of business in order to hear a presentation by Mr. Dennis McBride, of Boyle, Flagg and Seaman.

INSURANCE

Mr. McBride is the insurance agent for the Skokie Public Library, and Miss Radmacher had requested that he speak to the Board regarding the Library's insurance coverage. Highlights of that presentation and discussion are:

- . Reason for Library being put into "Pool"
- . Explanation of "Pool" insurance and "Non-Admitted Carrier"
- . Explanation of Library coverage and cost.

Mr. McBride explained that when the Liability Insurance came up for renewal he could not get any company to write it at an acceptable price and was forced to place it into the Pool. He said the Board should not be upset at the idea of being placed in a Pool since there is no longer the unhealthy connotation regarding a Pool as there was in the past. Since the cost to the insurance company to buy insurance becomes prohibitive for what they can charge for insurance, the companies recommend the customer enter the Pool.

Mr. McBride told the Board that the company the insurance was placed with was Charter National, an acceptable carrier that he had no hesitancy in recommending. The premium is substantially less than other carriers - about one-half as much. Mr. McBride showed the Board the Best Report, which judges companies, and this report indicates that Charter National is a B+ company, in the top third of companies.

Dr. Wozniak asked Mr. McBride what the dollar difference is for the Library's coverage. Mr. McBride replied that the Library is now paying \$900.00, and the difference is about \$400.00 a year.

Mrs. Hunter suggested that the Board send some type of communication to the Council of Governments of Cook County regarding the problems of insurance with which the Library has been faced. She said she thinks the Library's experience should have some input.

The Board thanked Mr. McBride for his efforts in explaining the insurance situation to them and Rabbi Weiner said he feels assured after hearing his explanation.

Rabbi Weiner returned to the regular order of business.

FINANCIAL STATEMENTS

Motion by Mrs. Hunter, seconded by Mr. Lindberg, was unanimously adopted:

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites and Buildings for the month of June, 1979, the Year to Date Status on the Lease Purchase of the Copy Machines, and the Report on Special Funds be accepted; and that the lists of bills for the General Operating Fund in the amounts of \$28,187.19 and \$3,870.16, and the list of bills for the North Suburban Library System (NSLS) Coordinated Acquisitions Program (CAP) in the amount of \$465.74 be approved for payment, subject to audit.

CIRCULATION REPORTS

The Circulation Reports for June, 1979, were accepted and placed on file.

LIBRARY USE STATISTICS

Mrs. Merritt moved that the Library Use Statistics be accepted. The motion was seconded by Dr. Wozniak, and approved unanimously.

Mrs. Hunter questioned the low attendance of only eight people with two Library people at an activity. She suggested that it might be of value to evaluate how many people attend a whole series, and if there is a low attendance, why.

CORRESPONDENCE

A note of appreciation from Eleanore and Michael Weingart, and a letter re need for reinstating the Bookmobile from Wilma-Jean Lancaster were duly noted and placed on record.

COMMENTS FROM LIBRARY TRUSTEES

Miss Radmacher spoke on behalf of Mrs. Zatz who was not in attendance, regarding Mrs. Zatz' request for consideration of a new expense form which would be used by all the Trustees. The Trustees in attendance were of the opinion that the book which is currently being used is adequate, however they would not be averse to a more definitive form. Miss Radmacher said she will look into other types of forms.

Mrs. Merritt commented on the program being co-sponsored by the Morton Grove Library and McDonald's whereby the children get a prize from McDonald's for their participation in the Morton Grove's summer reading program. She said it might be a good idea for the Skokie Public Library to emulate this. A discussion followed which raised the question - should children be rewarded for reading? No action was taken on this.

The Trustees held a general discussion regarding the "Trustees Liabilities Reference Sheet" brought back from the American Library Association Conference. Questions that were raised in the discussion were as follows. Are we ready to consider a self-study? Could we get

graduate students to make a survey of evaluation of the Library, since much hinges on who the evaluators are. How can we improve Library services? Should we look at the total structure? It was concluded that a committee should be appointed to look into the type of evaluation and who should make the evaluation. Standards have been set by the ALA and guidelines are available.

Rabbi Weiner appointed Shirley Merritt, Diana Hunter and Dr. John Wozniak as the committee to come up with a realistic program by September.

Mr. Flintrup commented on the parking situation. He said that the Library personnel told him they are still receiving comments from the public regarding their problems with parking. Rabbi Weiner said that he will write a letter to the Village on behalf of the Library Board regarding the parking situation and try to find out what the long range plans are as well as the short range.

Miss Radmacher spoke about the sudden death of June Kim who died July 4, 1979, of acute leukemia. She had been an employee of the Skokie Public Library since March 18, 1968. Miss Radmacher suggested that a certain amount of money be allocated for the purchase of books in the field of Korean literature in June Kim's name with a bookplate to indicate they are in memory of Mrs. Kim. A motion was made by Mrs. Hunter and seconded by Mr. Flintrup.

MOTION.: \$300.00 is to be allocated for books in the field of Korean literature in memory of June Kim and a bookplate be put into the books indicating this is a Library contribution in Mrs. Kim's memory.

The motion was approved unanimously.

Mrs. Merritt brought up the fact that \$5,000 life insurance coverage for the Library staff is not enough. There was discussion as to whether it would be possible to raise the coverage to \$10,000, and if so, would it be paid for by the individual or through the Library. Miss Radmacher agreed to make inquiries and look into this.

Mrs. Hunter commented about the article written in the Sun-Times regarding Verna Beaver's special project of newspaper taping for the blind. She said that she would like to see a special award given to Verna Beaver. Miss Radmacher said that the ILA does give special awards and she will look into how this can be done.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Walter Flintrup reported on the NSLS meeting. He announced that the Nominating Committee contacted him and he was informed that he would no longer be President. Mr. Flintrup will be the Treasurer; he would not contest this decision, and of course, the Skokie Public Library Board will still be represented for the coming year.

Mr. Flintrup spoke of the pros and cons of limiting the term of the NSLS Board presidency. He anticipates a change in the by-laws during the coming year regarding this.

In the discussion that followed it was decided that there should be a feasibility study by a professional before any decision can be made regarding automation.

Mr. Flintrup said that as a member of a cluster in CLSI costs would be shared and this can get to be a hairy situation regarding legal questions, legal fees, reciprocal borrowing, etc.

Mr. Flintrup referred to the NSLS accomplishments for the past year and reported that a policies and by-laws manual will be published.

At the suggestion of Rabbi Weiner a resolution was unanimously

passed thanking Mr. Flintrup on behalf of the Skokie Public Library Board for his service on NSLS.

JOHNSON CONTROLS INC.

Since Mr. Schiewe could not attend the Board meeting, the discussion on Johnson Controls Inc. was tabled.

REPORT FROM DIANA HUNTER RE PUBLICITY

Mrs. Hunter showed the Board a sample brochure from the Park District which was made up by Jan Bergman. There was a discussion regarding the Library putting out a similar brochure, what the costs would be, and how distribution of the brochure would be handled. It was decided that the first brochure will be experimental and the Board will try to evaluate the success of the first one. Mrs. Hunter hopes Rabbi Weiner will contact Mayor Smith regarding our use of Quik Pak System for distribution.

The following motion was made by Mr. Flintrup and seconded by Mr. Lindberg:

MOTION: That the Skokie Public Library engage Jan Bergman to design and draw up specifications for a finished Skokie Public Library brochure, total cost of brochure, excluding distribution, not to exceed \$7,000.00, in quantity of 27,000; and that the brochure will be distributed by Quik Pak System.

The motion was approved.

RESOLUTION AUTHORIZING USE OF RESERVE FUND

Dr. Wozniak made the following motion which was seconded by Mr. Lindberg:

MOTION: That Miss Radmacher talk to Mr. Dan Ryan regarding appropriations for this year and that the Appropriation Ordinance include the following:

Roof	\$100,000.00
Circulation Control System	250,000.00
Security	100,000.00

The motion was carried.

CLSI - Attachments noted and placed on record.

CULTURAL HERITAGE COMMITTEE REPORT

Rabbi Weiner reported that as a result of the excitement caused by the article that appeared in the Skokie Life regarding the ethnic make-up of Skokie, a program had been instigated which represents heirloom varieties from the background of all groups in the area which deals with ethnics but brings forward the cultural heritage of all the ethnic groups. The Board approved a statement written by Rabbi Karl Weiner to use in approaching municipal bodies for endorsement of this program and then appeal to the public to help develop it.

SCULPTURE

Mrs. Hunter reported on Miss Radmacher and her meeting with Mr. Weinberg of Felt Products Manufacturing Company and his subsequent letter to Miss Radmacher regarding a contribution from Fel-Pro to the Library Sculpture Fund.

The following motion was made by Dr. Wozniak and seconded by Mr. Flintrup:

MOTION: A check for \$2,000.00 in full payment be appropriated to Brian Monaghan and be presented to him at a special ceremony in the near future.

Rabbi Weiner called the vote and it passed unanimously.

BOOKMOBILE

Mr. Flintrup reported that the Library can acquire a used Nortran bus at no cost to replace the now defunct Bookmobile by sending a letter to Nortran asking that a bus be reserved for the Library. A discussion followed as to how the bus would be converted into a Bookmobile, what the costs of conversion would be, and who would do the conversion. It was suggested that some of the components could be taken from the old Bookmobile.

It was also suggested that the Library see about making the conversion into a community project or work with the high schools for the students to work on it.

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

MOTION: That the Library make application to Nortran to acquire one surplus bus for use as a Bookmobile.

The motion was approved.

The meeting adjourned at 10:10 p.m. The next meeting of the Skokie Public Library Board of Directors will be held on Wednesday, August 8, 1979, at 7:30 p.m.

John M. Wozniak - Secretary