

October 8, 1975

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held October 8, 1975 at 6:30 p. m.

Members present: Walter Flintrup, Diana Hunter, Richard Lindberg, Shirley Merritt, Norma Zatz, and Rabbi Karl Weiner, Miss Mary Radmacher, Chief Librarian.

Also present: Robert J. Di Leonardi, Counsel for the Board,

Meeting was called to order at 7:00 p. m. by President Weiner.

Minutes of the meeting held September 10, 1975 were approved as submitted on motion by Mr. Flintrup, seconded by Mrs. Zatz. Motion carried unanimously.

Mr. Di Leonardi reported with respect to the glass proposal outlined at the September 10 meeting, he has spoken with Mr. Levine who represents National Hamilton and authorized to speak on behalf of Libby-Owens-Ford. Mr. Levine will recommend this proposal for acceptance by National Hamilton and L. O. F. and expects to confirm his recommendation by letter to Mr. Di Leonardi within the next week.

Mr. Di Leonardi reviewed the two proposed elevator maintenance contracts, one with Hopkins and the other with Reliance, and found it difficult to analyze them because he does not know what must be done for proper maintenance. First, on both Hopkins and Reliance contracts there is no degree of specificity as to the number of regular examinations, although Hopkins covers monthly examinations of the elevator, presumably one a month, which would be the minimum to provide. If the Library requires more than one a month that should be spelled out. In the Hopkins contract regarding wearing parts, the word etc, is used. This is not acceptable. The contract should spell out what they are going to do. Also, there should be some statement that they have adequate workmen's compensation and liability contracts. Reliance use the phrase, "regularly and systematically make examinations." This should be spelled out. With regards to the Reliance contract on call-back service, if this is outside of regular hours and Reliance is required to pay overtime, the Library is to pay the premium portion at the prevailing building rates. Mr. Di Leonardi suggested investigating this. There is a difference in price, Hopkins list \$160.00 as opposed to

Reliance at \$240.00, but Mr. Di Leonardi's choice would be Reliance because it is a more adequately put together agreement and more complete.

The following points were touched in discussion: (1) Was any effort made to get a price for only one elevator - would it be 1/4 of this contract?, (2) Mr. Schiewe suggested having a list of things and asking for a quote on those; (3) As early as August 1st Reliance found mechanical problems on three of the elevators; (4) Assuming the Library is interested in the kind of service described, the different proposals presented do not cover the same service - therefore, we define what service we are talking about, bearing in mind one elevator has constant public use and the other elevators do not; (5) Should the contract be on the basis of four times the contract for one, on only one or should the difference in use be taken into account; (6) Hopkins talks about supplying labor and parts, contact springs and other related items but will not replace the motor - Reliance will replace the motor. Question was asked if someone should be commissioned to write the specs so all will be uniform. One set of specs to cover maintenance on one elevator and one for a heavily used elevator and others infrequently used. Mr. Di Leonardi suggested having maintenance on one and only light oiling, etc. for the others. Another idea was to ask Westinghouse what maintenance they would recommend and, if they price is too high, ask Westinghouse to recommend another source. Westinghouse specs could be utilized for guidelines for the Library's specs. Another suggestion was to ask Mr. Schiewe if the Library is on the right track, whether maintenance should be considered for all elevators, and what would be a reasonable figure for such a contract. Rabbi Weiner appointed a committee of Mrs. Flintrup, Mrs. Hunter and Mrs. Zatz to get the information on whether Westinghouse has a model contract and the committee will set up an outline of a contract.

The Lincolnwood library situation was discussed again. Mr. Flintrup will contact Mayor Proesel to set up a meeting to discuss an equitable assessment to share equally the amount paid by the Skokie residents.

Rabbi Weiner introduced Dr. and Mrs. Kennedy who had asked permission to address the Board. Dr. Kennedy explained the complaint he wanted to register was

cancellation of a scheduled meeting, the reason for the cancellation, and the innuendoes made. Dr. Kennedy referred to a meeting scheduled for Skokie Education Association on September 9, 1975. Use of the meeting room was cancelled by letter to Mrs. Berlin who had scheduled the meeting. When Dr. Kennedy requested a copy of the Library policy regarding use of the meeting rooms, Miss Radmacher explained a policy statement giving guidelines regarding use of the meeting rooms is given to each person requesting a scheduled time and signs for a specific date. Dr. Kennedy said following this cancellation an article appeared in THE TRIBUNE which he interpreted as casting aspersions on him and his wife and intimating they were subversive. He assumed this originated because of the cancellation of the use of the room by the Library and felt the Library was partly responsible, although he does not know the name of the person or what complaint was given to the Library concerning the group.

Rabbi Weiner suggested not discussing the newspaper article since the Library has absolutely no control over the newspapers or what is printed in them. He suggested dealing with the case in terms of the administrative policy and action taken here in the Library. He asked Miss Radmacher to respond.

Miss Radmacher said the room was booked for the Skokie Education Association meeting last spring, again in August and for the meeting which was cancelled. At the time of booking, Miss Goodwin's understanding was that this was an educational group, which comes within our policy. When it was found out this group had priorities other than educational function, Miss Goodwin was concerned over the purpose of the group and tried to contact the group for an explanation. Information concerning the group came from people who complained a Union group was asking to meet in the Library. Mrs. Kennedy asked what purpose was given in the complains. The answer was it was stated the purpose was to discuss classroom size and points which were for the welfare of the teachers. Mrs. Kennedy indicated this was to be a meeting of the School Board and school teachers and it was thought to be the type group that could be in the Library. Mrs. Merritt asked, if it is going to be a group from the school district why does it not meet in the school? The reply was this group did not belong in the school. Dr. Kennedy said at this point apparently it was decided this was a

this was a union on the basis of some complaint, and the meeting was only for the teachers' welfare. Mrs. Kennedy said the purpose of the meeting was to get information to the public of the educational process in the Village of Skokie, specifically the Madison School, involving the teaching in that school. Skokie Education Association, not PTA, called the meeting and the Association addressed itself to the parents of the Madison School District.

Rabbi Weiner asked if the Educational Association is generally engaged in talking with the parents or is it when a special need is involved? Mrs. Kennedy replied there were special issues at hand. The question was asked if the organization is a Union and the answer was, "no." It is a statewide association and all groups are headed by teachers. Rabbi Weiner stated that this, therefore, makes it an association of employees of School Boards.

A question was asked when District 69 has negotiations relative to contract, to whom do they address them? Answer was a negotiations team which meets with the Board of Education. When Mr. Flintrup asked about who represents the employees, the answer was they represent themselves. Another question was whether it is the Association that speaks to the Board; also, would the Association have an informational meeting for parents unless it is locked in negotiations? Answer was they have had other types of meetings. Mrs. Kennedy said the Association feels there was an erroneous judgment made in cancelling the meeting and implied that someone from the Library staff received information saying the Association was subversive.

Rabbi Weiner stated because this was at a tense time especially in view of the inflammatory treatment by THE TRIBUNE, this has been made a very emotional matter. He understands the extent of desire to register a grievance due to the short notice of cancellation of the meeting. On the other hand if a letter was sent out by the Association to the parents of the school children describing this meeting this, in itself, indicated it was a matter that was strictly an employer and employee issue and the purpose of this meeting was of a controversy between employer and employee. The Library's action left the Association high and dry but Miss Radmacher had not known about the nature of this meeting. The Library's policy, available to the public, on the

use of its meeting rooms is read by the applicant who agrees to abide by its regulations when scheduling a meeting. Rabbi Weiner said he is convinced Miss Radmacher nor Miss Goodwin, who was the only other person who had a responsibility for scheduling use of the Library facilities, had anything to do with making a statement to the newspapers. His great concern was over use of the word "subversive." The Library does not know where to place the responsibility for that and cannot do anything about it nor assume responsibility. Rabbi Weiner said that perhaps Mrs. Kennedy felt she should have had an opportunity to indicate that the meeting called was not for the purpose of highlighting the controversy between employer and employee, but the letter sent out to the parents about this meeting was to deal with such an issue and that is the reason for the action.

Mrs. Kennedy asked if the Library passes on what every group is going to discuss? The reply was, "Of course, not." Rabbi Weiner said in this case the discussion was not something to enlighten the public but was a situation between management and employee with the employees called to present their side. This is different from having a debate for the public to hear all sides of an issue.

Dr. Kennedy said the thing that upset him was the phone call to Mrs. Berlin saying this is a controversial group. He takes issue that someone made this judgment. When the Kennedys asked for a copy of the minutes of this meeting, they were informed the minutes are available to the public at all times. Rabbi Weiner extended the Kennedys the assurance that the Library Board and the Chief Librarian would deplore any statement which would call the Skokie Educational Association subversive or the parents undesirable if they are supporters of the Association. The Library refuses any responsibility for any such statement as it is in total conflict to the policy the Library stands for. It is regrettable this happened to contribute to the Kennedys' distress. The Library's action was a proper one and in keeping with the established policy.

Rabbi Weiner thanked Dr. and Mrs. Kennedy for attending the meeting and expressed the Board's desire to deal with issues face-to-face.

Mrs. Kennedy left her address 8326 North Christiana, Skokie, Illinois and asked that a copy of the minutes of this meeting be sent to her. Dr. and Mrs. Kennedy

retired from the meeting.

Dr. John Wozniak joined the meeting.

The regular order of the agenda was resumed. The following motion was made by Mr. Lindberg, seconded by Mr. Flintrup and, on roll call vote, carried unanimously.

Motion: That the financial statements for the General Operating Fund, Reserve Fund for the Purchase of Sites and Buildings, Library Construction Fund and North Suburban Library System Coordinated Acquisitions Program on Literature be accepted and the lists of bills for the General Operating Fund in the amounts of \$31.35 and \$32,322.90; Library Construction Fund in the amount of \$50.00; and the NSLS CAP in the amount of \$324.99 be approved for payment.

Miss Radmacher informed the Board of changes in personnel. The Board expressed regret at Miss Goodwin's resignation and requested the minutes of this meeting record its appreciation for what she did for the Library. The following motion was made by Mr. Flintrup, seconded by Mrs. Hunter which, on roll call vote, carried unanimously.

Motion: That the minutes of this meeting record the appreciation of the Skokie Public Library Board of Directors for what Miss Pauline Goodwin did for the Skokie Public Library in her work as Special Programs Librarian and the deep regret the Board feels at her resignation from this position.

A letter received from Mrs. Joginder Sood was reviewed and discussed by the Board. Rabbi Weiner had replied to the letter stating the matter will be brought to the attention of the Board.

Circulation Report for the month of September and Library Use Statistics were examined and ordered placed on file.

This meeting had been planned to include sufficient time for further discussion of the Personnel Audit by Dr. Ronald Miller but, due to unscheduled business, the following motion was made by Mr. Lindberg, seconded by Mr. Flintrup, which, on roll call vote, carried unanimously.

Motion: That the discussion of the Personnel Audit scheduled for this meeting be tabled until November, 1975 meeting.

Mr. Flintrup reporting on the North Suburban Library System said he had not attended the Board meeting in September. He visited the System and inquired of the outcome of the meeting in regard to Lincolnwood library service. The Illinois State Library Advisory Committee discussed the NSLS Project Plus proposal for Lincolnwood and the consensus was that perhaps legally and technically Lincolnwood did not qualify for the Project Plus funds. At the meeting in December the Library Advisory Committee will reconsider the Project Plus for Lincolnwood and it was suggested this Board utilize that time to negotiate with the Village Board of Lincolnwood for a contract. Mr. Flintrup thinks this Board should endeavor to have a meeting as quickly as possible with Mayor Proesel and make some kind of a proposal to them.

Miss Radmacher said the papers concerning the System Service Statistics and NOR'EASTER are for the Board to read. The Universal Service Provision allows a patron from any community to place a request for an inter-library loan in any other community library and have it honored. Many NSLS libraries have agreed to this. After discussion the following motion was made by Mrs. Hunter, seconded by Mrs. Zatz and, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library become a participant in the Universal Service Provision within the North Suburban Library System.

The next part concerns SAVS. Many problems have arisen because people book a film and then do not want it or cancel it. SAVS has set up rigid requirements to pay for the insurance fee of 50¢ per reel at the time the film is booked. This is one of our best System services and Miss Radmacher recommended complying with this request. The Board was in agreement with the Librarian in complying with SAVS' request.

Miss Radmacher reported that the Prestige Galleries will have a show of Tito Salomoni works. Louis Schutz of Prestige Galleries wishes to donate two signed Salomoni graphics to the Library. They would like the Library to accept the gift in November when Mr. Salomoni will be here. The following motion was made by Mr. Flintrup, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library accept the gift of two Salomoni graphics from the Prestige Galleries reserving the right to hang the graphics where the Board decides is best.

Prestige Galleries will have a show of Salomoni works in November and the Village will make an art festival out of it, to be held November 17, 18, and 19. Mayor Smith is interested in this and would like the press to be invited to the presentation. Motion by Mr. Flintrup, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library in accepting the Salomoni graphics do so with the usual formalities.

Rabbi Weiner asked Mrs. Hunter to act as Chairperson for the acceptance event.

Miss Radmacher submitted a list of necessary additional furnishings which were not included in the original specifications. Copy of the list is attached. Shelving is needed in the Reference Department not only to house the collection of documents for which the Skokie Public Library is the North Suburban Library System depository, but additional shelving is needed in the Library's Non-Fiction Room. The complete list will cost a considerable amount of money. Mr. Di Leonardi has advised any time money is spent from the Construction account it must be on open bid. At present there is only \$48,000 in the Construction Fund and \$25,000 of that has been allotted for Audio Visual equipment. The Library does have \$60,000 in the Reserve Fund for the Purchase of Sites and Buildings. The Village Finance Director advised the Library several years ago this money could be used for the Operating Budget, if needed. The recordings card catalog can be built from existing units. Rabbi Weiner asked if that would fall in the category of repairs or rebuilding. If so, a cabinet maker should be hired to do the work. It was determined the dividers for recordings shelving and the card catalog for recordings would fall in that category.

Miss Radmacher said the Library must continue with the same type of shelving now in use and this can be gotten directly from the manufacturer. The total cost could be \$15,000. This new shelving would be set up on the east side of the non-fiction area. Rabbi Weiner recommended asking counsel if the Board can declare the shelving a pre-

priority item and legally pass the order to buy direct. If that is legally acceptable, the Library should proceed under those circumstances.

In regard to the map and atlas cases, the question here was if the Library could buy from a manufacturer and not let out for bids. Mr. Lindberg recommended classifying this as maintenance, repairs and natural growth. Consensus of the Board Mr. Di Leonardi should be asked to send a memo as to what can be spent for normal growth and repair without going to bid. Also, ask if he would approve purchasing shelving out of the Reserve Fund for Sites and Buildings.

In a further discussion of the Johnson Controls installation, Miss Radmacher pointed out that Mr. Schiewe is working with them on the points they say are not functioning. Mr. Schiewe says it is impossible to determine if this installation has been made as they indicated since the reports they gave the Library did not give Mr. Schiewe the information he needed. At a meeting held last week with Mr. Brown, Mr. Schiewe and Mr. Hoglund, Mr. Brown said that part of the problem is that the mechanical system is not well balanced. Mr. Lindberg asked why the Library does not have an engineer go to each and every one of the sensors and check out their computer console to find out whether that sensor goes into the console. He asked to be invited to sit in on the next meeting.

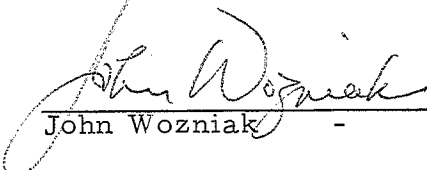
A copy of a letter sent to the entire Niles Township High School Faculty inviting them to use the library was distributed, as well as a Voice of the People comment in the TRIBUNE re Chicago Public Library service.

Mr. Flintrup introduced the subject of obtaining used buses for conversion to a bookmobile. He said the Library can obtain a bus from Nortran simply by writing a letter. It would be something to weigh carefully since these buses have lots of miles on them. The cost of body repair, acquisition of tires, and conversion to a bookmobile must be considered. This would be something to supplement the present bookmobile but the cost of overhauling, dismembering and starting from scratch might be prohibitive. One fringe benefit would be, as a municipal community, the Library could go to Nortran

for maintenance. If used for Lincolnwood, it might be parked in Proesel Park and kept stocked. Mr. Flintrup would not recommend if a lot of money is going to be spent on it. Mr. Flintrup and Miss Radmacher will go to Nortran to see what is available.

Mr. Flintrup reported on a conversation with members of the Park Board when reference was made to the Library's policy for meeting rooms. There does seem to be some concern from these members of the Park Board relative to our policy. Mr. Flintrup suggested it might be time for the Board to reconsider its policy.

Meeting adjourned at 9:50 p.m.



John Wozniak - Secretary

October 8, 1975

LIST OF NECESSARY ADDITIONAL FURNISHINGS

Dividers for recordings shelving

Card catalog for recordings

Chairs in two Adult Services Department offices

Chairs in two public typing rooms

Microfilm storage cabinet

Small desk and chair to use in card catalog area

Map case (large flat drawers)

CBI table

Atlas case

Shelving

Wall shelving single-faced, north wall west end of Reference Room, with appropriate number of bookends.

Two double-faced, 84" high, 8 sections long, 6 shelves, plus base and canopy to go on east side of Non-Fiction Room, with appropriate number of bookends.

Janitorial supply cabinets

Six sections of Herman Miller display panels on casters and hinged