

January 19, 1983

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, January 19, 1983.

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Mrs. Diana Hunter, President.

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

Also present: Mr. Frank Klein and Mr. Zaven Lambajian from Klein and Hoffman, Inc.

APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 8, 1982

Dr. Wozniak asked that in the motion nominating Mrs. Hunter for the ALA Library Trustee Award, it should read the ALA and IIA Library Trustee Award.

Mrs. Hunter asked that the second paragraph under the Report on Automation Project be deleted and changed as follows:

Highland Park had three concerns: 1. Cost - which Highland Park felt might be addressed with the lease purchase plan. 2. Technical concerns - i.e., software for tandem computer (new generation in on-line identical software and hardware in an operating circulation system. 3. JCPL and governing board's concern over joint decisions.

Dr. Wozniak made a motion, seconded by Dr. Bloch to approve the minutes as corrected. The motion passed unanimously.

REPORT FROM KLEIN & HOFFMAN ON SIDEWALK

Mr. Klein reported that extensive removal of driveway and sewer lines in the driveway was made necessary by the fact that when the old

buildings which were previously on the site were demolished, much of the old building debris was left in the basements instead of being removed. As a result there was settlement over a period of time of the sewer, manholes and driveway causing leaks in manholes and piping. In addition, piping was not properly pitched for drainage in some areas. The settlement created ponding which contributed to the clogging.

In addition, some of the manholes were too shallow and silt clogged the inlets and outlets of the manholes effectively preventing drainage.

All this had to be corrected to prevent additional future settlement of the drive and sidewalk caused by losing ground into the sewer and manholes.

Chemtret was sprayed on the terazzo to safeguard it against the damaging effect of snow-melting salt.

Mr. Klein said that he was looking into the value of Chemtret in resisting the effect of grafitti on the face of the building and the columns. A report will be made to the Board.

Mr. Klein told the Board that a foundation wall had been built at the edge of the sidewalk to help prevent settlement of the walk.

Mr. Lambajian recommended the use of a snow blower instead of the Village plow which automatically sprays snow-melting salt. However, the concrete would be considered cured by the end of January and snow-melting salt would not then be as damaging as it is on fresh concrete.

Mr. Lambajian said that he would get a price for the cost of **TREATING OTHER WALLS AND COLUMNS ON THE FACE OF THE BUILDING WITH CHEMTRET,** Chemtret.

Mr. Klein recommended that a plumber check the sewer in the

north courtyard. There is evident leakage and loss of ground and heaving of the sidewalk.

Mr. Klein and Mr. Lambajian left the meeting.

FINANCIAL STATEMENTS & BILLS

Mrs. Hunter suggested that the trustees, after looking over the financial statements and lists of bills they receive at home, call Miss

Radmacher regarding any questions they may have ~~to save time going~~

~~through them at the meeting.~~ **V OF COME IN AND EXAMINE THE ORIGINAL BILLS, SINCE THIS WOULD SAVE TIME AT BOARD MEETINGS**

Mrs. Zatz asked why the Fine Arts Acquisition Fund ~~balance never~~ **V NEVER HAD INTEREST ADDED TO ITS BALANCE.** ~~changed.~~ Miss Radmacher explained that this money is reported as a fund,

is included in the general operating fund and is not a separate account.

It was decided that the Fine Arts Acquisition Fund should be placed in a separate account whereby interest will be accrued to the Fund.

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

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites and Buildings, and the Report on the Fine Arts Acquisition Fund be accepted, and that the lists of bills from the General Operating Fund in the amounts of \$60,140.18 and \$5,055.21, and the bills from the Reserve Fund for the Purchase of Sites and Buildings in the amount of \$45,520.79 be approved for payment, subject to audit.

The roll was called and the motion passed unanimously.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

It was noted that the microcomputer use statistics were very impressive. The question arose as to whether there has been any thought given to lending computer software. Miss Radmacher said that we do not have a large enough collection at this time to do so.

Dr. Wozniak made a motion, seconded by Mrs. Weiner, to place the Circulation Reports and Library Use Statistics on file. The motion passed unanimously.

CORRESPONDENCE

The letter from Mrs. Sara Zucker regarding her complaint that the Library is not enforcing the "No Parking" in front of the building was discussed. The issue was tabled until the next meeting to give the trustees more time to study it and then decide how to handle the situation. In the meantime Miss Radmacher will contact the Police Department to see what they would suggest.

The letter from Ruth Dick and the letters from Steven P. Jobs and Mrs. Hunter's response were duly noted.

Mrs. Merritt asked if it is possible to reserve the Library's small conference rooms. Miss Radmacher said that since there are so few rooms they have been used on a first come, first served basis. Miss Radmacher will get staff opinions regarding reservation of conference rooms.

PERSONNEL

Miss Radmacher reported that Toby Oberman, wife of Ron Oberman, has been employed as a part-time clerical assistant in the Circulation Department.

NOMINATION FOR DIANA HUNTER FOR ALA TRUSTEE CITATION

Mrs. Hunter thanked the Board for their consideration and effort on her behalf for her nomination for the ALA Trustee Citation.

SIDEWALK PROJECT

The Board will discuss treating the face of the building and the columns when more information, including costs, is available.

After discussing the sinking ground and buckling walk in the court-

yard, Mrs. Merritt made the following motion, seconded by Mrs. Zatz:

MOTION: That Miss Radmacher call in two or three different plumbers to give their evaluation regarding problems in the courtyard (area between the original and the new building).

The roll was called and the motion passed unanimously.

REPORT ON AUTOMATION PROJECT

Mrs. Hunter told the Board that the Highland Park Public Library had not notified the JCPL regarding their decision.

Miss Radmacher reported that Mr. Tom Parfitt, Deerfield Public Library Board President, suggests writing to the Highland Park Public Library Board acknowledging their withdrawal from the group and also writing the Waukegan Public Library with the idea of meeting early in March to explore their interest in joining the JCLP group.

The trustees made the following recommendations:

1. Put out feelers to the Waukegan Public Library between now and our next Board meeting. The Waukegan Public Library must understand that a decision would have to be made by them quickly because the JCPL wants to go ahead with the project as soon as possible.
2. A letter, written by the JCPL attorney, should be sent to Highland Park Public Library Board accepting their withdrawal and spelling out their obligations.
3. Joe Matthews should do the RFP's for the three libraries in order to know what the cost will be to each library if it has to be divided three ways instead of four.

REPORT ON BANKING AND INVESTMENT INVESTIGATION

Miss Radmacher explained the charts she prepared comparing the costs of the new accounts available in banks.

Mr. Flintrup said that he would like the Board to get a legal

opinion regarding our investing in repos and recommended using Mr. Jurgensmeyer, the NSLS attorney, to look into the state law regarding library investments and repos.

REPORT RE MEETING WITH JOHNSON CONTROLS RE CLOSER MONITORING OF EQUIPMENT

After looking over the proposal made by Johnson Controls for the monitoring of the gas meter, the following motion was made by Mr. Flintrup, seconded by Dr. Wozniak:

MOTION: The Board of Trustees of the Skokie Public Library reject Johnson Control's proposal for the monitoring of the gas meter.

The motion passed unanimously.

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

MOTION: That Miss Radmacher delegate someone to check the gas meter three times a week in order to monitor the usage, for a trial period of a few months.

The roll was called and the motion passed unanimously.

PERSONNEL POLICIES AND BENEFITS

The trustees were asked to look over data regarding personnel policies which were compiled by Miss Radmacher. This topic will be discussed at the next meeting.

PUBLIC LIBRARY ASSOCIATION FIRST NATIONAL CONFERENCE

The trustees discussed the question of sending representatives from the Board to the PLA Conference, March 23-26, in Baltimore, Maryland, and to ALA Legislative Day, April 19, in Washington, D. C. The following motion was made by Dr. Wozniak, seconded by Mrs. Zatz:

MOTION: That the Board, as in the past, send someone to attend the ALA Legislative Day in Washington, D. C. on April 19.

The roll was called and the motion passed unanimously.

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

MOTION: The Board requests Mrs. Diana Hunter
 to attend the Legislative Day
 Conference in Washington, D. C. on April 19.

The motion passed unanimously.

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

Motion: That the Board send one staff member and
 two board members to attend the Public
 Library Association Conference in Baltimore,
 Maryland, March 23-26, 1983.

The roll was called and the motion passed unanimously.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported there was no NSLS Board Meeting last month.

REPORT ON DOLLAR BILL CHANGER

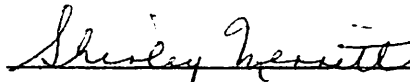
Mrs. Weiner reported on the information she had received from
Oakton Community College's use of dollar bill changers. Action on the
subject was deferred.

COMMENTS FROM TRUSTEES

Miss Radmacher reported that Bell and Howell has offered \$50.00
on a trade-in of a 16mm film projector and that a staff member is
interested in purchasing one. Also, there is a mimeo machine which the
Episcopal Church is interested in. She would like the Board to make a
decision as to how these transactions should be handled. The Board
requested that Miss Radmacher ask Don Lyon for a legal opinion about this.

ADJOURNMENT

The meeting adjourned at 10:00 p.m.


Shirley Merritt - Secretary