

March 8, 1978

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held March 8, 1978, at 7:30 p.m. at the Library.

Members present: Walter Flintrup, Diana Hunter, Richard Lindberg, Shirley Merritt, and Norma Zatz, also, Mary Radmacher, Chief Librarian. John Wozniak joined the meeting at 7:30 p.m.

Also present: Patrick Williams, Professor at Rosary College Library School and Louise Aleksiewicz, Eugenia Bryant, Yvette Tetrault, students from his Library School Class were observers.

The meeting convened at 7:40 p.m. Vice President Diana Hunter presided in the absence of President Weiner.

Mrs. Hunter welcomed the observers and invited their comments at the end of the meeting.

Changing of the word microwave to radio frequency on page 6, last line of the third paragraph of the minutes for February was requested, following which Mr. Flintrup moved the minutes be accepted as corrected. Mrs. Zatz seconded the motion and it carried unanimously.

Mrs. Zatz made the following motion which was 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 and Library Construction Fund be accepted and the lists of bills for the General Operating Fund in the amounts of \$3,003.68 and \$23,143.94 be approved for payment.

On the Circulation Report for the month of February, 1978, Mrs. Hunter questioned the accuracy of the number of registered borrowers. Miss Radmacher explained this is an accrued accounting and the prior years had not been absolutely correct. Circulation Report was ordered to be placed on file.

Report on the Sales of Book Bags showed that, as the weather got worse,

more bags were bought.

Library Use Statistics were examined and report approved.

The Board received a thank-you letter from Mr. James Hammond for the plant sent to him at this office following his illness.

Attention was called to the recording of a gift from the Circulation Department in memory of Edith Grafman.

Personnel and the three CETA appointments were discussed by Miss Radmacher. The CETA workers who will be processing books for the security system are at present analyzing circulation statistics and preparing pictures for the picture file until the security system is selected and the targets arrive, when all three will be assigned to that task.

There were no comments from the Library Trustees at this time.

Monday night Mrs. Hunter attended the first of the four travel films. At least 100 people were in attendance and she suggested in the future, because of the limited parking, not to schedule anything on Monday which is likely to have a large attendance. Miss Radmacher agreed with her but pointed out the difficulty in finding a free time. Thursday is the regular night for the feature film series and for several years special series have been held on Monday because that is the only night of the week the auditorium is available consistently.

Mrs. Hunter also mentioned the lack of lighting to locate your seat if you are late arriving. It is pitch black in the auditorium. Miss Radmacher said the Board has approved correcting this situation but the work has not been done yet. In the meantime, Mrs. Hunter suggested a small flashlight be used to usher people to their seats.

Regarding parking, Mr. Flintrup suggested the Library Board contact the Village Board asking that some restriction be made on the area next to Galitz where there is ingress and egress so that particular piece of parking does not remain

the domain of those apartments next to it. If there was no entry to the parking area from Galitz, it would not be as convenient to those apartment dwellers. Secondly, request the Village to enact an ordinance preventing overnight parking in the parking lot. The Village Hall is being enlarged and that means the parking behind the present building will disappear. The Village Hall will be taking all that parking space and parking becomes more valuable to us. If that parking is shared with people who think it is their private parking lot, everyone will suffer. Perhaps it would fortify the Village's position if another public entity would say we would like to see this as private parking. It is time for the Library to claim its share and have the space available for library parking. The Board reacted favorably to Mr. Flintrup's suggestion and requested Mr. Matzer be contacted to set up a meeting of the Library Board and Village Board to discuss this. Parking is going to be very stringent and the Library should go on record with its request long before the Village starts construction. Miss Radmacher will contact Mr. Matzer to set up the meeting with him.

Mrs. Hunter commented on attending a meeting held by the Council of Governments of Northwest Illinois. They made a study of pooling for the purchase of workmen's unemployment compensation and they will set up their own pool to cover municipalities only, for the present. If it proves successful, this might be extended to special districts.

Mr. Flintrup invited the Village of Skokie to participate in the same unemployment compensation program as the North Suburban Library System. The fee for the System is \$1.80 per person per year. The Village will pay \$2.80 per person per year and it is not as extensive a service. When the System finalizes plans for handling claims, a decision can be made by this Board to join them or continue with the present choice. Mr. Flintrup felt somewhat put out that the Village made their arrangements and did not bother to ask the Library to go along with them.

Mr. Flintrup reporting on the System Board meeting said the deferred

compensation is in a state of chaos because of IRS. It may be the whole program is not legal and the contributions to it may be taxable.

The RBP discussion was temporarily circumvented because of long range planning. It has been suggested a survey, funded by the State of Illinois, be conducted by an outside accounting concern. The survey would attempt to answer some questions such as why does someone bother to go to another library and those types of questions. There is nothing wrong with the survey other than the fact that a committee of the Board and members of RLAC have been appointed to a joint committee with a structured life of nine months. The State survey would take one year. The time limit is a disturbing factor to get the results back in time to act reasonably and rationally for the RBP. The concern for RBP first of all is monetary and 50¢ per volume is the concern of the System. It is doubtful whether the System can continue to pay at that rate. The System has to examine all of its programs that are costing dollars. Programs have to be reviewed and brought under System roof. It boils down to dollars and cents and those libraries that are being heavily used are saying they will not take any reduction in the 50¢ fee and those that are borrowing are saying the fee is high. Niles Public Library advanced a figure of 15¢ per volume. That is not acceptable to Arlington Heights. If that figure were accepted Arlington Heights would withdraw from the System. Under those conditions it is really imperative that NSLS examine very carefully what RBP is doing, where the cost is going and what it means to the members. If the heavy lenders withdraw, the backbone of the System is gone and there will be no large libraries in the System. This is probably the most pressing issue the System has now.

This issue has been discussed at length at the System. A committee of RLAC and System Board members has been appointed and they will be presented with the charge at the next Board meeting to begin functioning and to stay within the time limit of nine months and come back with a solution concerning RBP.

Executive Board and Management Affairs Committees are holding meetings where they are giving on sight consideration of those services supplied by the System. The idea of these inspections is to see whether the economics of having those services performed at the System rather than individual libraries would be better. It would appear almost without exception at this juncture to send all of those services to NSLS and centralize them there.

Updating the Mt. Prospect Library Board conflict with the Mount Prospect Village Board, Mr. Flintrup reported that under Home Rule the Village Board can call for a referendum and dissolve the Library Board and proposes to do so, and make the Library a department of the Village, the Librarian a department head, with the Village Board in charge of the Library. The Village Board will manage and appropriate all of the funds. It is past the state of conversation and in the realm of reality. It is important to understand the Village of Skokie, under Home Rule, if they found it necessary, could follow the same legal course. It is an interesting case that will go to Supreme Court. If the referendum is successful, it would mean the dissolution of the Library Board. Under those circumstances, at any time any Village or City can invoke the referendum and do away with another taxing body. There are several things under consideration: ILA is working on legislation, the Systems are working on legislation and the State Library is doing the same. The System will participate in providing legal funds for the Library Board.

At the Systems President and Directors meeting in Springfield, the Whitehouse Conference Committee, headed by Don Wright, reported meetings will be held on a System basis. They will be done at the System headquarters or at libraries that the Systems would designate to have those meetings. The Systems will become more and more involved in the selection of people to serve on the committee to be sent to Washington. It was the only proposal that was accepted the whole day as being something the State and System libraries would participate in.

The proposal for film service presented to the State by the metropolitan

area systems met with opposition from the rest of the State. The formula with population as the criterion was questioned with the idea of basing a formula on square miles. Rural areas feel they are being short-changed. Therefore, this was also sent back for review.

Information re ALA-ILA Federal Legislative Day, April 4, 1978 and Library Legislation Day, May 23, 1978 was distributed to the members. Last year Mrs. Hunter attended the Legislative Day in Washington in regard to revenue sharing. The ILA Executive Director phoned Mrs. Hunter and suggested she attend again this year. Mrs. Zatz approved of this Library involving itself with the Federal Government. At present Mrs. Hunter knows all the legislators and, basically, is the only one well versed with what is going on. Mrs. Zatz feels that if it is at all possible, another representative from this Library should be appointed to go to Washington to become acquainted with the issues. The Board would not be too dependent upon one person in the event Mrs. Hunter cannot attend. Mr. Flintrup expressed his concurrence with the fact that if another person could and wanted to attend, it should be done. Mrs. Merritt agreed that two people should be sent to Washington. This appeared to be the consensus of the Board. Mrs. Hunter suggested that anyone wishing to go to Washington should talk with Miss Radmacher.

Regarding budget recommendations, Miss Radmacher will mail a copy for the Board to study and be prepared to adopt or recommend changes. The budget must be approved by April or May meetings.

Mr. Flintrup had nothing to report on the photocopying machines but does have a company to assume the maintenance of the equipment we own. This company's service will bring the machines into correct alignment to work correctly and regularly produce good copies. The Library owns the equipment but has had serious problems finding someone to maintain it. The manufacturer finally recommended someone who will take care of the maintenance. Although Vendacopy will

overhaul the machines, Mr. Flintrup said he would hesitate to say overhaul the equipment until he knows whether this is necessary. He would like to see whoever has the quotation to give us on the maintenance examine the machines and see what kind of maintenance is necessary and he will have the man come and look at the machines.

Discussion was opened on security systems. The units under consideration are: Gaylord (Magnavox), Knogo, 3M-Tattle Tape, and Checkpoint. Some points for consideration are: magnetic field as compared to radio frequency, compliance with technical requirements of the FCC, ease of applying targets, false alarms, being locked into a system requiring materials we may not need in the future e. g. book pockets, and company reputation. Some libraries have eliminated the Checkpoint because it is the one operating under radio frequency. It has been claimed that Checkpoint does not meet the technical requirements of the FCC. Mr. Lindberg thinks what was reported in 1976 is no longer valid. It is a static field and not a high energy field which would be in a microwave oven.

Another factor was pointed out that if and when this Library goes into an automated circulation system, a book pocket may not be needed. Checkpoint is the only one of these four systems which would require a pocket because to demagnetize the system a detuner card is put in the pocket. Circulation and Technical Services Department have looked at these four systems and they are concerned about the time required to insert the sensitized strips. Also, more publishers are not binding their books so the tape could be inserted and, in some cases, cannot insert the tape without breaking the book. Miss Radmacher has heard no complaints from any library on any system because of health problems.

Apparently no system is perfect and each one has a slip once in a while. The gentleman at Arlington Heights informed Mr. Lindberg they never had a slip on their security system. Mr. Lindberg is bothered by the sensitizing and desensitizing

necessary on all equipment excepting Checkpoint. Each of these steps takes time as does Checkpoint's targeting and detargeting. One concern is with the possibility of erasing tapes. Park Forest asks that cassettes be put in a basket. Supposing when equipment is checked out, the clerk at the checkout desk inadvertently passed this over and the tape is erased. That could not occur with Checkpoint. Mr. Flintrup mentioned the catch is you have a target in the book and a patron can deactivate the target by putting a little piece of paper with an aluminum foil inside the book. The next time the patron visits the Library those bits of aluminum foil are carried in and these foil things can be put into the pocket and no one is the wiser. Arlington Heights said they suppose this does happen but the instance is unimportant. The thing is also true of the electro magnetic system - you can by-pass that and get out of the gate. There are ways of defeating the purpose of any of the systems but Mr. Lindberg thinks Checkpoint is the best system for this Library and the price is somewhere between the high and low.

Mr. Flintrup mentioned it is possible the Library will have to go out for bids.

In discussing the FCC ruling on safety, Mr. Lindberg said this Library's questionnaire asked the bidders to furnish a suitable policy of insurance holding this Library harmless. For example, suppose someone walks through the gate and something happens to them - this Library wants to be held harmless. Mrs. Merritt asked what the seal of approval is on microwave ovens and how seriously should it be taken. Mr. Lindberg suggested the Library may need to call in someone skilled in radio frequency to find out whether the FCC blessing is one to insure if a customer goes through the gate the radio frequency would not interfere with his pacemaker or health in any way. Mr. Lindberg will contact a radio engineer to advise the Library.

The Board was requested to take home all the information and study it as thoroughly as possible and be prepared to ask questions when the radio engineer

comes in to advise the Board. In discussion of ways in which books are sensitized and desensitized, Mr. Lindberg mentioned that the desk could become very hot if the Gaylord Magnavox desensitizing unit is put under the desk. Mr. Lindberg offered to draw up some specifics.

The issue of unemployment insurance was tabled at the last Board meeting. Mr. Flintrup said the System concept is self-insurance at 10% of the payroll per year. If, at the end of the year, that account has not been expended, depending upon how it is worked out, either money will be returned or a credit against the next years payment is received. This money would be held in a bank account, at an interest bearing rate, and all participants would share in that interest. The System has not finalized the self-insurance program but some time in the future this Library will be in receipt of a report from the System Director about a form of self-insurance.

~~Mr. Flintrup will write to Mr. Elliott Balter about the Sculpture Grant.~~ Miss Radmacher wrote to Mr. Balter to advise him the Library plans to make application to the Illinois Arts Council for a grant. If the Library is given locate donors. the grant, it will be up to the Library to contribute the balance. Rabbi Weiner would like to see the Library do it on its own.

Miss Radmacher reported the broken window is still not replaced.

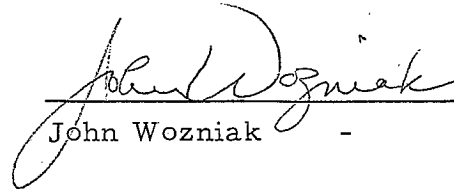
Correspondence from Johnson Controls stated their intention of improving their service to this Library.

Copies of a letter sent to the Friends of the Lincolnwood Library from the Skokie Public Library Board congratulating them on a job well done were distributed to the members. Mrs. Zatz expressed her concern about excessive use of Skokie Public Library by the people of Lincolnwood through RBP. Mr. Flintrup said Skokie is going to be used but will be compensated. It was the consensus of the Board to wait and observe developments in the Lincolnwood situation.

Illinois Public Libraries' Trustees Association meeting a week from Saturday will be held in St. Charles, La Grange.

Miss Radmacher will make reservations for the LACONI dinner for members wishing to attend that function.

Meeting adjourned at 10:00 p.m. on motion by Mr. Flintrup.



John Wozniak - Secretary