

February 8, 1984

-CORRECTED-

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, February 8, 1984.

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Diana Hunter, President.

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

Staff members present: Dorothy Rasmussen, Hope Apple, Merle Jacob and Gary Newhouse, Adult Services Department.

APPROVAL OF THE MINUTES OF THE MEETING OF JANUARY 11, 1984

Mrs. Hunter requested the following corrections: page 5, under REVENUE SHARING FUNDS, the last paragraph should read: Mrs. Hunter said that Revenue Sharing Fund requests have to give estimates of items suggested and asked Miss Radmacher to contact RICH, INC. who initially installed the sound system in the Auditorium, as to the cost of repair or replacement of the sound system; page 6, under REPORTS FROM DEPARTMENT HEADS, the paragraph should read: Since the department head reports were received at the meeting, Mrs. Hunter asked the trustees to review them at home. At the next meeting bring them back and comment on whether the format was satisfactory; page 8, under AUTOMATION PROJECT, the last sentence in the paragraph should be deleted. Dr. Bloch requested the following correction: page 6, under REPORT FROM EVA WEINER RE: "THE FRIENDS," fourth line down, instead of "The trustees feel that the Skokie..." it should be changed to "Some trustees feel that the Skokie..."

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

FINANCIAL STATEMENTS & BILLS

After looking over the financial statements and bills, Mrs. Zatz made the following motion, seconded by Mr. Flintrup:

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites and Buildings, the Year to Date Allocations and Expenditures for 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 \$42,166.25 and \$7,601.82, be approved for payment, subject to audit.

The motion passed unanimously.

Mrs. Hunter suggested the transfer of \$2,000 in the Reserve Fund for the Purchase of Sites and Buildings from "Relocating North Suburban Library System/System Reference Service (NSLS/SRS)" to "Automation" as the relocation of NSLS/SRS has been completed.

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

MOTION: That the \$2000 allocated for Relocating NSLS/SRS be transferred to Automation as the project has been completed.

The roll was called: Mr. Flintrup--yes; Dr. Bloch--yes; Mrs. Weiner--yes; Dr. Wozniak--yes; Mrs. Zatz--yes; Mrs. Merritt--yes. The motion passed unanimously.

PRESENTATION BY ADULT SERVICES DEPARTMENT STAFF

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

MOTION: Because of the presence of four Adult Services Department staff members, the Board deviate from the regular Agenda and move to the Presentation by Adult Services Department staff.

The motion passed unanimously.

Dorothy Rasmussen, Assistant Librarian in Charge of Adult Services introduced herself, Gary Newhouse, Merle Jacob and Hope Apple to the trustees.

The presentation, led by Dorothy Rasmussen, followed closely the format of her departmental report to Miss Radmacher. This included a list of goals and objectives, space factors and needs, furniture and furnishings, equipment, staff enrichment, collection building and weeding and miscellaneous items in the Adult Services Department. During the presentation the trustees were invited to ask questions of the librarians.

Mrs. Hunter thanked the representatives from the Adult Services Department for their presentation. Some of the trustees expressed hope for more time to speak with members of Adult Services Department.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

The trustees noted that Circulation was down slightly. After looking over the Circulation Reports & Library Use Statistics, Mrs. Zatz made a motion, seconded by Dr. Wozniak, to place the Circulation Reports & Library Use Statistics on file. The motion passed unanimously.

GIFT

The gift of \$10 from Mr. and Mrs. Joseph Morrissey for a cookbook in memory of Pauline Brukhartz was noted with appreciation.

CORRESPONDENCE

The letters from Helene Benjamin, Diane Kudla, Bonnie Cohen, Dorothy Gaertner, and the memos from Charles Panitch and H.S. Wodis, O.D. were all duly noted.

PERSONNEL

Miss Radmacher reported on the appointment and resignation of Nancy Shlaes as part-time Supply Clerk. Her sudden resignation is due to her husband's new position requiring their relocating.

REPORT FROM MRS. WEINER RE KURZWEIL READING MACHINE

The trustees read the letters that Mrs. Weiner wrote to Paul Lehman and Sylvia Radov. Mrs. Weiner reported that she met with Miss Radmacher and Tony Siciliano and will report future progress.

REPORT FROM MRS. ZATZ RE POSITION DESCRIPTION OF CHIEF LIBRARIAN

Mrs. Zatz distributed a rough copy of a position description for the Chief Librarian. She would like the trustees to bring their recommendations for the position description to the March Board meeting. At the April Board meeting the committee will present a firm position description of the Chief Librarian.

REVIEW OF NORTH SUBURBAN LIBRARY SYSTEM (NSLS) SYSTEM REFERENCE SERVICE (SRS) RENT

Review of NSLS/SRS rent was tabled until the March Board meeting.

NATIONAL LIBRARY WEEK

Mrs. Hunter explained that this year the American Library Association's theme for National Library Week is KNOWLEDGE IS REAL POWER. Mrs. Hunter reported that after many phone calls and letters to the G. D. Searle Company, Searle has agreed to put an exhibit in the Library during April beginning with National Library Week. Searle also will host a reception in the Library on Sunday, April 8, 1984. Regarding the letter to Penny Budoff, M.D., as yet, Mrs. Hunter has not heard from her.

Adult programs will feature medicine and a Children's program will feature law. Charlene Louis is working on the project to present a mock trial based on a fairy tale with fourth grade Skokie school children. Cook County Circuit Court Judge David Shields will be the judge in the mock trial. The mock trial and the Young Steinway Concert will be at 3 p.m. followed by the reception hosted by Searle at 4 p.m.

REVENUE SHARING FUNDS

Mrs. Hunter reported that we are waiting to hear regarding the Revenue Sharing monies.

INSURANCE / BOILER & MACHINERY POLICY

Miss Radmacher reported that she is waiting for the written explanation from Boyle, Flagg & Seaman regarding coverage of the maintenance policy. She will call Johnson Controls to make a comparison of their service with the insurance policy.

PERSONNEL CODE

No information has been received from Reed, Roberts Associates, Inc., regarding use of sick leave for pregnancy disability. PERSONNEL CODE will be put on the March Agenda.

AUTOMATION PROJECT

Miss Radmacher reported that Joyce Mitchell of Eau Claire, Wisconsin, is the choice of JCPL for Project Manager. Miss Radmacher said that she received the ^{JCPL} Agreement on Monday. Due to its length, Dr. Bloch made the following motion, seconded by Dr. Wozniak:

MOTION: That the trustees approve the JCPL Agreement with the other three libraries subject to such modifications as incorporated by trustees who respond with their review in the next week.

The roll was called: Mr. Flintrup--yes; Dr. Bloch--yes; Mrs. Weiner--yes; Dr. Wozniak--Yes; Mrs. Zatz--yes; Mrs. Merritt--yes. The motion passed unanimously.

AUDITORIUM USE QUESTIONNAIRE

The trustees looked over the questionnaire Miss Radmacher proposed using re use of the auditorium. Dr. Wozniak would like to see "Other" added under question number two. Miss Radmacher will take care of this.

LEGAL COUNSEL

Due to the length of the meeting, Legal Counsel will be put on the first part of the March Agenda.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

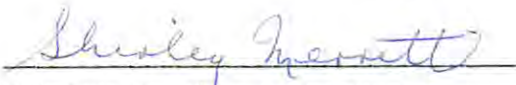
Mrs. Weiner reported that Crystal Lake and Fremont Public Libraries received LSCA funds for construction and that the Illinois Library Association (ILA) and the Illinois Association for Media in Education (IAME) will meet May 9-12 in Chicago.

COMMENTS FROM TRUSTEES

Mrs. Merritt would like a discussion of adult services at the next meeting. She would also like the next meeting to be a dinner meeting. At the April Board meeting, Technical Services Department will be asked to elaborate on their list of priorities from their written report.

ADJOURNMENT

Mr. Flintrup made a motion, seconded by Mrs. Merritt to adjourn the meeting at 11:15 p.m. The March Board meeting will be a 5:30 p.m. dinner meeting.


Shirley Merritt - Secretary