

December 10, 1980

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held Wednesday, December 10, 1980.

Mrs. Hunter chaired the meeting and noted that a quorum was present.

Mrs. Hunter commented that the death of Rabbi Weiner was the losing of a good friend to all the trustees. She read a letter she found in her files which was written by Rabbi Weiner at the time he was in the hospital December 21, 1979, thanking the trustees for their good wishes. She wanted to share this letter with the members of the Board.

CALL TO ORDER

The meeting was called to order at 7:35 p.m., by Mrs. Diana Hunter, Vice President.

Members present: Mrs. Diana Hunter, Vice President; Mr. Walter Flintrup; Mr. Richard Lindberg; Mrs. Shirley Merritt; Mrs. Norma Zatz; and Miss Mary Radmacher, Chief Librarian.

Member absent: Dr. John Wozniak, Secretary.

Mrs. Zatz made the announcement that the Board was being treated to French Cheesecakes which Chuck and Lorraine Berman of Lincolnwood wanted the Board to have in appreciation to Mr. Flintrup.

APPROVAL OF MINUTES

Mr. Flintrup made a motion, seconded by Mrs. Zatz, to approve the minutes of the November 12, 1980 meeting as written. The motion passed.

FINANCIAL STATEMENTS & BILLS

Mrs. Hunter commented that she has heard comments from students in particular that the Library copy machines are terrible, and we should give consideration to providing better service with copying machines.

Miss Radmacher said that the Library owns all five of the copy machines and has approximately six months worth of copy paper on hand at this time. A discussion followed as to the advisability of getting new copy machines, and the following motion was made by Mr. Flintrup, seconded by Mrs. Zatz:

MOTION: That the Skokie Public Library look into the lease/purchase of new copy machines, and no additional materials will be bought for the old machines.

The roll was called and the motion was approved unanimously. Mr. Flintrup offered to help the staff look into this.

After looking over the financial statements, 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 Report on the Fine Arts Acquisition Fund and the Report on the Selma Regan Petty Memorial Fund be accepted, and that the lists of bills for the General Operating Fund in the amounts of \$55,643.11 and \$4,347.18, be approved for payment, subject to audit.

The motion was approved unanimously.

DISCUSSION OF STATE TREASURER'S FINANCIAL POOL

Mrs. Hunter read to the trustees all the information in the brochure regarding the State Treasurer's Financial Pool, and the trustees discussed the advantages of the Library taking advantage of the Financial Pool. There is daily availability to the funds and the funds accumulate interest even over weekends. The Library will be able to collect maximum amounts of money in limited amounts of time.

Mr. Lindberg commented that he is disturbed that we had not been informed about this through NSLS or the Village.

The trustees then directed Miss Radmacher to look into working with the State Treasurer's Pool and Mr. Flintrup said he will work with Miss Radmacher on this. The trustees would like to start this after January 1, 1981.

Miss Radmacher will try to get copies of the brochure regarding the Financial Pool for the trustees.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

Mr. Flintrup asked Miss Radmacher to explain why the Arlington Heights Memorial Library does so much less reciprocal borrowing than the Skokie Public Library, and Miss Radmacher said that our patrons seem to have a broader base of use of a library, and more importantly, the Skokie Public Library staff members will really go to great lengths for patrons to find out where the books are available when we don't have them.

The Circulation Reports and Library Use Statistics were placed on file.

GIFT OF CHECK FROM THE SKOKIE VALLEY CHAPTER OF LYRIC OPERA & GIFT OF PRINTS FROM MR. JOSEPH P. ANTONOW

Miss Radmacher reported that the check for "Cosima Wagner's Diaries, Volume II" was the second gift from the Skokie Valley Chapter of Lyric Opera. Last year the Library received "Volume I."

Miss Radmacher showed the trustees the prints that Mr. Nick Poolos had brought to the Library as a gift from Mr. Joseph P. Antonow. The following motion was made by Mrs. Merritt, seconded by Mr. Flintrup:

MOTION: The Board of Trustees accepts the gift of 15
 prints donated to the Library by Mr. Joseph P.
 Antonow.

The motion was approved unanimously.

CORRESPONDENCE

The letter from the Seneca Public Library regarding its position on a Multitype Library System, and Mrs. Rhoda Esserman's note of condolence

on the death of Rabbi Weiner, were duly noted.

The letter was noted regarding the incident that took place when a young man was thwarted from stealing a cassette player. The trustees commented that in any such cases the police should be called in. The Board recommended that Miss Radmacher should have the police talk to the staff as to the procedures the staff should follow in handling this type of thing.

Mrs. Merritt commented that she took out a cassette for the first time recently, and she was amazed that a staff member had to walk with the cassette for her to the front desk. Miss Radmacher explained that this is the only way they can control the taking out of the cassettes, but the staff is looking into trying to find other ways to handle it.

Mr. Flintrup commented on the letter he received from Mr. Seymour Nordenberg about Rabbi Weiner's death, and said he will get it to Miss Radmacher to be shown to the Board.

PERSONNEL

Miss Radmacher reported the appointment of Ralph Casey as a full-time day page. Earleen Myers has been appointed as a Cataloger in the Technical Services Department. She has a library degree and has worked in the Chicago Public Library for nine years. She was recommended highly and is a great asset. Donna Lane is the fourth CETA appointment through the Village and is attaching the strips for Book Security.

COMMENTS

Mrs. Zatz commented that it was a pleasure for her to call the Library and be answered with "Good afternoon...". Miss Radmacher said that was Tony.

Mr. Lindberg commented that the trustees have not been informed properly of programs that can be beneficial to the Skokie Public Library (such as the State Treasurer's Pool), and he suggests that we recommend to the NSLS that they have a responsibility to apprise us of what benefits we can derive from different programs that come up.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported that the consultant for CLSI will probably be reporting to us around the first of the year. He said the recommended CAP allocations have been approved, and at the Management Affairs meeting a decision was made whereby each library can approach the System on an individual basis allowing more latitude to the individual library in the expenditure of money for non-circulation reference material.

EXPANSION INTO FORMER TECHNICAL SERVICES AREA

After reading Mr. Donald Lyon's letter regarding his comments on the proposal of Business Interiors for the expansion into the former Technical Services area, the trustees expressed their concerns as follows:

Mr. Lindberg said that if the whole job is given to the low bidder, who is going to watch out for the best interests of the Library. He suggests that we have Mr. Lyon draw up two contracts which are more businesslike and with more guidelines - one for a general contractor/architect and one for a construction company.

Miss Radmacher said it is her understanding that Business Interiors is interested only in doing the interiors work and not in the construction or remodeling.

Mr. Flintrup said we should authorize Business Interiors to make up specs and go out for bid. Mrs. Zatz then made the following motion, seconded by Mr. Flintrup:

MOTION: The Skokie Public Library Board of Trustees authorizes Business Interiors to set up the specs for the expansion of the former Technical Services area at a cost of \$25.00 per hour.

Mr. Lindberg said that he questions the competency of Business Interiors, and he would like to have an independent architect set up the specs. Mr. Flintrup said that Business Interiors is a well known company with a good reputation and has the ability to do the work.

In the absence of Dr. Wozniak, Mrs. Zatz called the roll. The vote was as follows:

Mrs. Merritt - No
Mr. Lindberg - No
Mr. Flintrup - Yes
Mrs. Zatz - Yes
Mrs. Hunter - Yes

The motion passed.

BUILDING

BOOK SECURITY SYSTEM

Miss Radmacher reported that there has been a problem with the hinges for the doors in the revised railing plan for the Security System and that is the reason for the delay in installation.

RAILING - AUDITORIUM

Miss Radmacher said that she has been informed that the railing for the Auditorium should be made with the returning ends at the wall as a safety measure.

INFORMATION FROM AL BERNSTEIN

Miss Radmacher reported that Mr. Bernstein has asked that some publicity be put out when the last payment is made on the bond retirement which is in January 1981. The Board agreed.

LIBRARY DIRECTORS ELECTION INFORMATION

Mrs. Hunter, Mr. Lindberg and Mr. Flintrup are slated for the election, April 7, 1981. Petition forms are available.

ELECTION OF OFFICERS

Miss Radmacher said that according to the Skokie Public Library Bylaws in the case of a vacancy in one of the offices the Board shall elect an officer to fill the vacancy for the unexpired term.

Mrs. Zatz nominated Mrs. Diana Hunter for President and the nomination was seconded by Mr. Lindberg. The Board then asked Mrs. Zatz in her capacity as acting Secretary to cast a unanimous vote for Mrs. Hunter, and Mrs. Hunter was elected President.

Mr. Flintrup nominated Mr. Richard Lindberg for vice president, and the nomination was seconded by Mrs. Merritt. The Board then asked Mrs. Zatz in her capacity as acting Secretary to cast a unanimous vote for Mr. Lindberg and Mr. Lindberg was elected vice president.

Mrs. Hunter thanked the Board for their vote of confidence and Mr. Lindberg thanked the Board.

RABBI KARL WEINER

Letters, eulogies and condolence notes regarding Rabbi Weiner's death were duly noted.

Mrs. Hunter suggested that the renovated former Technical Services area be dedicated to Rabbi Weiner and that a memorial service for him be held at that time. Mrs. Merritt felt that the memorial should be held before the new area is ready which could be as much as a year away.

Mr. Lindberg suggested we have a picture of the Rabbi framed and put up in the Library.

Miss Radmacher recommended that something be done within the Cultural Heritage program series because of Karl Weiner's strong interest in that area. She said that the Canadian Consulate's program and exhibits are planned for the month of February and perhaps at that time recognition of Rabbi Weiner's interest could be made and a memorial statement read at an opening program.

It was decided that the Board will come up with concrete ideas at the next Board meeting.

CARPETING

Miss Radmacher reported that she has not heard anything regarding the testing of the carpeting, and she will call Business Interiors.

BOOK SALE

Because it is too cold to hold the book sale out-of-doors and plans for remodeling the vacant area are not complete the staff would prefer to wait to hold the book sale.

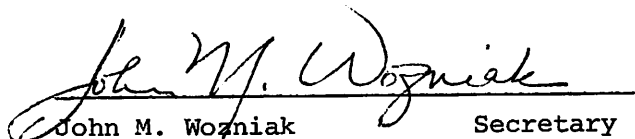
The Board suggests that the sale be held after the election in April.

BOOKMOBILE

The new Bookmobile is expected to arrive some time in January. The trustees said we should have publicity regarding the new Bookmobile on the front page of the Lerner Life and all the Skokie publications. A Waukegan Bookmobile schedule was passed around. We will do something comparable.

ADJOURNMENT

The meeting adjourned at 9:45 p.m. and the Board went into a special executive session.


John M. Wozniak Secretary