

October 13, 1976

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library, held October 13, 1976, at 6:00 p.m. in the Library.

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

Meeting was called to order at 7:00 p.m. by Rabbi Weiner, with a quorum in attendance.

Dr. Wozniak retired from the meeting at 7:15 p.m.

President Weiner asked that the first order of business for the evening pertain to discussion of the Personnel Code with the ultimate goal of approval so it may be completed for distribution.

Rabbi Weiner asked if the Board wished to have further discussion on that part of the Personnel Code dealing with part-time employees.

A list of figures showing the number of hours worked by part-time people and the weekly salaries was distributed. Miss Radmacher asked the Board if staff who would want a part-time salaried status are still going to be able to take time off or are they going to be expected to be here the bulk of the year?

It was noted the specification had not been made under the Personnel Code that in order to get one week vacation with pay an employee must work more than half time per week and part of that has to be put in as Sunday hours. Miss Radmacher said putting time in on Sunday is not going to reduce the time worked. If Sunday is included as part of the 37-1/2 hour work week, and staff did not work overtime, this would mean more people would be needed because now Sunday is in addition to the 37-1/2 hour week and in addition to part-time staff regular hours.

Rabbi Weiner qualified this by saying if a new policy is adopted that from now on Sunday work is part of the ordinary work week, which is normally 37-1/2 hours, it would mean automatically that anyone working less than 37-1/2 hours

works Sunday at the regular wage but everyone else, full time, will get time and a half. The total hours of the people employed does not meet the needs of Sunday opening unless some people work overtime or Miss Radmacher has to add personnel to make up the total man hours. The total need for manpower hours is met by the total aggregate of part-time and full-time hours, except Sunday is an added need for manpower. At this point it has been met by having these people working at the full complement coming in Sunday at overtime. If we are no longer giving that overtime and they choose not to work on Sunday then employees must be added.

Mr. Flintrup thinks the Library's system favors part-time people. In the event employees do not work during the summer he thinks that, in today's labor market, they have very little choice of elsewhere to work and, if the Library is to establish the policy contemplated as of now, it would be that if you work 37-1/2 hours you get overtime but if you do not you do not get overtime.

Rabbi Weiner said it might be stated, we have defined very clearly our new rules for the 37-1/2 hour people, and we are concerned with creating a second class of employees consisting of those who work twenty or more hours and who accept the same working conditions as full-time in taking their turn on Sunday and being expected to put in a year round work except for their vacations, the same as anyone else. Mr. Lindberg observed, it might be mentioned there are a number of people who might be termed casual employees and this should be a third class or hourly who would not get any benefits.

Mrs. Hunter expressed her opinion that initially, the general policy of vacation benefits were accrued only to full-time employees; in setting up some kind of a vacation area a period of longevity might be established toward a vacation plan equivalent to the time they worked and the general vacation policy; also, there is no way you can take away a benefit which has already been given. The grandfather's clause has been in effect and to change the rules in the middle of the ball game can't be done - if you make an error you have to live with it. You

cannot take away the terms under which someone was hired. The easiest thing is to set a vacation policy in terms of the part-time which will make the employees happy. The biggest problem is, in doing that, the Library is committing itself to expending a sum of money which may not be available in two years. The Library will be taxing at its maximum next year and this decision is important in view of the long term. Mr. Flintrup stated in establishing such a policy the Library will cater to the part-time instead of the full-time.

Question was asked if benefits are given to part-time people will they be paid overtime for Sundays? Rabbi Weiner said overtime for Sunday is out because we expect people to work with Sunday included. This is no longer a problem unless you must have people working over the 37-1/2 hours, then they will get overtime. The Board has decided on a new philosophy, and with new personnel, we expect Sunday to be no different from any other day of the week. Miss Radmacher said working Sundays should be a part of their agreement of employment. Anybody who works full-time works 37-1/2 hours regardless of when. If four hours on Sunday means he cannot be here Tuesday or some time Wednesday or Thursday, this calls for added personnel or paying them for Sunday. It means under this new ruling the part-time person has the disadvantage because he does not stand a chance of getting time and a half but the full-time person may get time and a half.

When asked what would be the worst thing that could happen if the Board decided to eliminate vacations and overtime for Sunday for part-time employees, what kind of ramifications would be caused on the staff, Miss Radmacher replied as soon as Sunday hours are included as a part of the 37-1/2 hour week more bodies will be needed or more manpower hours. She talked with department heads about this and the three that have a public service department estimated the need as equivalent to two full-time people. Rabbi Weiner said until the Library had Sunday hours, the staff at that time filled all the positions during the six days of the week the Library was open and additional personnel was not needed.

It was stated by Mrs. Hunter that the Board wanted Sunday not to be considered extraordinary but part of the seven-day week. The Board does not object to the people who work 37-1/2 hours but the part-time should not get time and a half and it should be part of the scheduling to work one Sunday a month. In other words, continue paying the 37-1/2 hour people overtime once a month but not the part-time. It is a condition of employment to work on Sunday. Miss Radmacher said it has been clarified tonight that no more time and a half will be paid to part-time people for Sunday, but that Sunday is overtime for full-time personnel. As of now, 37-1/2 is the work week and anyone who exceeds that gets overtime and anyone who works part-time gets no overtime. She explained, under the present set-up, the Library pays time and a half after 40 hours. Since the Personnel Code states a 37-1/2 hour work-week, Mr. Flintrup made the following motion which was seconded by Mrs. Hunter.

Motion: That Skokie Public Library establish the work week at 37-1/2 hours and anything beyond that will be considered time and a half.

An addendum was made to the motion as follows:

Addendum: Part-time employees working at least 21 hours per week will be required to work their turn on Sunday as any other day as part of their regular schedules.

On roll call vote, the motion and addendum carried unanimously.

Mr. Lindberg retired from the meeting at 7:55 p. m.

The Board was asked if it wanted to create a second category such as permanent part-time employees to share in some way in the benefits of the full-time employees in contrast to hourly workers who get paid for the hour and no fringe benefits of any kind. When asked, Miss Radmacher mentioned she thinks the grandfather's clause should not be left in the Personnel Code. It would be more just to say no more vacations than to leave those four in after all this time and not give to the rest. It could happen there would be more people who would elect to be in that category if given the opportunity.

Rabbi Weiner said the Board must first decide whether to establish a different category for this group which represents one for which there is no classification. Just doing for the four on the grandfather's clause is not fair and not workable.

Mr. Flintrup mentioned it is very easy to give and hard to take away and asked what would be considered a permanent part-time employee - after one year, two years or three years? Miss Radmacher explained prior to 1967 the Library had a permanent part-time category with vacation benefits after one year of employment. Mrs. Hunter suggested giving one week regardless of how many years employed, but stressed the need to differentiate between professional and clerical; also, the importance of not making part-time so attractive people will prefer part-time work. Rabbi Weiner emphasized that the Library has personnel who, by their performance, show their responsibility for their jobs. When it was pointed out that because of consideration for four people sixteen will be added, Rabbi Weiner said we are talking about nothing but vacations and this makes it a lesser magnitude.

In Mrs. Merritt's opinion, part-time people should be required to be employed for a longer period of time but let everybody be included in the benefits. Have a period of time as hourly before the employee becomes part-time salaried. She mentioned the trend nationwide is to split jobs.

After further discussion concerning benefits, the following motion was made by Mrs. Hunter.

Motion: Vacation policy for part-time salaried personnel shall allow two weeks vacation pro-rated for professionals and, depending upon length of employment, one or two weeks vacation pro-rated for supportive staff, making it equivalent to one-half of the benefits for full-time personnel.

Rabbi Weiner said this would mean we do recognize a professional status for part-time salaried people and we give them a vacation benefit on a certain ratio. It rejects the possibility of first deciding whether we want such a category. It

recognizes three types of employees, full-time salaried, part-time salaried and the hourly and, secondly, it sets a ratio which is for part-time salaried as one-half of the full-time.

Mrs. Zatz seconded the motion.

To clarify the purpose of the action the question was asked if a supportive staff member has worked for ten years would he still get only one week? Mrs. Hunter's idea is to give part-time employees a pro-rated half of the benefits for full-time salaried. Fifty percent is being given to part-time salaried.

There is concern by Mr. Flintrup that the Board is creating a classification for which there is no demand from the employees and the only purpose is to increase the annual budget.

Voting on the motion was as follows: Mrs. Merritt, yes; Mrs. Zatz, yes; Mr. Flintrup, no; Mrs. Hunter, yes. Motion carried.

Mr. Flintrup reminded the Board that the Library offers IMRF and health insurance to all part-time employees which he thinks is a good benefit.

In discussion of defining the part-time salaried status, the following motion was made by Mr. Flintrup which was seconded by Mrs. Hunter and, on roll call vote, carried unanimously.

Motion: To become eligible for the classification of part-time salaried staff member the employee must work at least twenty hours per week.

Motion by Mr. Flintrup which was seconded by Mrs. Hunter and, on roll call vote, carried unanimously.

Motion: Relative to the vacation benefit, regardless of whether they are professional or supportive staff, an employee must be with the institution for three years and, within that three year period, must have worked a minimum of 20 hours per week for fifty-two weeks of the year and must meet the requirement of the minimum of twenty hours per week for the preceding three consecutive year periods.

Motion by Mrs. Zatz, seconded by Mrs. Hunter which, on roll call vote, carried unanimously.

Motion: To be eligible for the two week pro-rated vacation L 2/18
an employee must be employed at the Skokie Public
Library for ten consecutive years.

Miss Radmacher then asked for the Board's opinion on granting holidays to part-time people explaining that up until now if a holiday fell on a scheduled day for part-time salaried employees to work, they were paid for it. Mrs. Zatz expressed her opinion that with a seven day week if there is a holiday, it is easy to make up the time by rescheduling and working a different day. She feels there should be no holiday benefits and if the holiday falls on regularly scheduled time to work they may work on another day with the discretion of the department head.

Motion by Mr. Flintrup.

Motion: If a holiday falls on a regularly scheduled day to work, Library personnel, either supportive or professional, part-time, will get this benefit after three consecutive years of employment.

Mrs. Hunter seconded the motion and voting was as follows: Mrs. Hunter, yes; Mr. Flintrup, yes; Mrs. Zatz, no; Mrs. Merritt, yes. Motion carried.

On the question of the effective date for the new Personnel Code, Mr. Flintrup made the following motion:

Motion: That the new Personnel Code take effect January 1, 1977.

Motion was seconded by Mrs. Zatz and voting was as follows: Mrs. Hunter, yes; Mr. Flintrup, yes; Mrs. Zatz, yes; and Mrs. Merritt, yes.

Regarding sick leave and floating holidays, Miss Radmacher explained there are ten holidays observed by Skokie Public Library and, in addition to that, full-time employees are granted three days a year for floating holidays, to be arranged with the consent of the department head. Mrs. Hunter recommended sick leave and floating holidays are benefits for only the full-time personnel. Mr. Flintrup made the following motion which was seconded by Mrs. Zatz and, on roll call vote, carried unanimously.

Motion: The ruling concerning floating holidays will be left as it is in the present personnel code in that part-time employees are not eligible for floating holidays.

Motion by Mr. Flintrup

Motion: Part-time employees are not eligible for paid sick leave.

Motion was seconded by Mrs. Hunter and voting was as follows: Mr. Flintrup, yes; Mrs. Zatz, yes; Mrs. Merritt, no; and Mrs. Hunter, yes. Motion carried.

Minutes of the September 8, 1976 meeting were approved and accepted upon motion by Mrs. Zatz, seconded by Mr. Flintrup. Motion carried.

Motion by Mrs. Hunter, seconded by Mrs. Zatz which, 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 \$25,931.53 and \$714.10 be approved for payment.

The regular monthly Circulation Report for September, 1976, Statistics on Reciprocal Borrowing Program with NSLS and Chicago Public Library, and Circulation Breakdown for Skokie-Chicago-NSLS were accepted and ordered placed on file.

Library Use Statistics were furnished to the Board for the members' information.

The Skokie Public Library received a gift of \$100 from Mrs. Edward Leon in memory of Mary Lovett Stoohs.

Resignations and appointments of personnel were discussed.

Mr. Schrapla of the Village is concerned about Skokie Public Library driveway being used as a thoroughfare and would like to do something about it. Discussion followed about closing off the driveway at the end that exits to Galitz Street so traffic must exit at the west side. In other words reversing the driving pattern from the main entry and at the end of the building turn right and exit through the west parking lot. The consensus was to leave this up to the Village to work out as they think best.

Mr. Flintrup reporting on the North Suburban Library System Board meet-

ing said two things were of importance. The System will not pay for the lost books under RBP until January or February of next year because, hopefully, some of the books will show up. The other piece of information was, it was mentioned that the Friends of the Library for Lincolnwood were to appear before the Village Board of Lincolnwood to make a bonafide request from that municipality for the monies necessary for the special type of grant they are negotiating. The next day a call was made to Mr. Arends requesting if and when the Friends are to appear on the agenda, Skokie Public Library be notified so a representative from this Library can be present to know what is asked by the Friends and what comes from the official body so we know the amount of money Lincolnwood would be willing to pledge and what trend the Friends would take. Mr. Arends agreed to do this. The alternative to the effect that the municipality would not fund would be they would then go to referendum for the \$60,000.

Mr. Flintrup attended the special NSLS meeting on Saturday, September 9, for trustee training.

The Library received two bomb threats September 24, 1976, one prior to opening and one at 9:45 a. am. Fire Department was summoned but no bombs found.

Copies of the adopted Birthday Party Policy were distributed.

On the issuing of summer reading certificates, Mrs. Merritt suggested if letters are sent next year include the certificate and not require the child to appear personally to receive it. Mrs. Zatz suggested handing the certificate out the last day of the program. Rabbi Weiner suggested discussing this closer to next summer on the merits of whether reading needs any reward.

Miss Radmacher reported the Library was very well represented at the Village Open House. A good space had been assigned to the Library and reports have been very enthusiastic about the Library's participation.

Publicity of the initial distribution of the plastic bags was discussed and it was decided that Wednesday, October 20, at 3:30 p. m. be set as the day and time for

press photographers to get pictures of any Board members who could be present walking around displaying the bags.

Miss Radmacher recommended closing the Library Sunday, December 26 and January 2, 1977. She feels those days will be very quiet and the Library could save those dollars. The Board was in agreement.

Mrs. Zatz inquired about the Library putting on a program at the holiday time similar to last year. Miss Radmacher will look into this. Mrs. Zatz also suggested a program for parents might be held simultaneously to lessen the confusion in the auditorium.

The Archivan, which is a van containing architectural information for the public's information and enlightenment, cannot be accommodated by the Village, and the request was made to have it parked on the west side of the Library building from November 10 to 14, 1976. The request was granted by the total agreement of the Board.

Miss Radmacher will make reservations for any Board members wishing to attend any of the Illinois Library Association programs.

Mrs. Hunter reported on legislators' voting records on library legislation printed in the ILA REPORTER. Mrs. Hunter feels it is very important to send a letter thanking legislators in our area for their vote and support of library bills. Senator Nimrod did not vote for any library bills, and Mrs. Hunter asked if the Board would like to write Senator Nimrod and ask to meet with him to find out why he does not see merit in library bills. The letter might be worded to ask if this Board could get together with him to show him the necessity for passage of these bills. The Board approved and Rabbi Weiner said, if it is the Board's pleasure, the letter will have members' signatures attached.

Stuart Oserman, a college student, who works part-time for the Library and has been employed since his high school years, arrived at the Library at

12:45 Sunday, October 10 for work and discovered a barrel of 18 0/0 hydrochloric acid that had been used as a barricade by the men who worked on the sidewalk had tipped over and the acid spilled. He called the Fire Department to come over. They washed the acid down the drain. He took time to write a note to Miss Radmacher explaining what happened and his action. Stuart is a pre-med student, very alert and conscientious. Miss Radmacher wanted a notation of this to be included in the minutes of this meeting. The recommendation was made that on behalf of the Board to thank Stuart Oserman and commend him for his alertness, conscientious interest and efforts toward the Skokie Public Library in safeguarding the users of the Library.

Mrs. Merritt inquired about the status of Board members being included in the Library's health insurance plan and details of coverage. Miss Radmacher does not have the answer at this time.

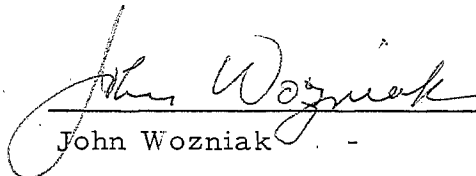
Mrs. Merritt attended the meeting of Transcendental Meditation and said there were about ten people in attendance. The meeting was conducted by a very erudite young man, very low keyed, who discussed the program and went into the cost and number of hours required to take the program. Her attendance was primarily to assess whether this was a solicitation for money. It was very low keyed but the Library could very well refuse them on the basis of soliciting money. Rabbi Weiner was interested in whether it was a program of instruction or recruitment. As presented, one must take the entire course, committing oneself financially and timewise or no benefit would be derived. The question was asked if the purpose of attendance is to find out whether to get involved and if you didn't, would you be satisfied that you got some information? The answer was yes, but there did not seem to be any religious implication. The young man conducting the meeting was well trained and could answer any question asked. He would have had a "pat" answer for any question. People attend the meeting and then sign up if they want to continue. In Mrs. Merritt's opinion, the Library could refuse permission to meet here because they are asking for money to join.

Rabbi Weiner said no decision will be made tonight but the Board should take more time to think about the situation. The Enoch Pratt Library report will be given at the next meeting and, in the meantime, we will find out how it is handled elsewhere.

Miss Radmacher gave a very big thank-you to the Board for the elegant reception given in her honor on September 12, 1976 to celebrate her twenty years with the Skokie Public Library.

The Board members received copies of four press releases, October Calendar of Events, Great Books Newsletter, October, 1976, "Books Good for Discussion," "If Elected I Promise---," "The Tempting Tomato and the Fabulous Fish," Selected List of Recent Acquisitions, September, 1976, and a copy of a story from THE NEWS on Allan Schwartz as a Great Books leader.

Meeting adjourned at 10:17 p. m. on motion by Mrs. Hunter.



John Wozniak - Secretary