

November 14, 1962

The regular meeting of the Skokie Public Library Board of Directors was held Wednesday evening November 14, 1962, with the following in attendance: Mrs. W. C. Griffin, L. O. Green, Louis W. Weingart, Conroy Erickson, and Miss Mary Radmacher, Librarian.

The president, Mr. Green, called the meeting to order and in the absence of the secretary, Mrs. Regan, appointed Miss Radmacher secretary pro tem.

The minutes of the October 10 meeting were read and approved.

The lists of bills as attached from the general fund and from the construction fund were presented and approved for payment upon motion made by Mr. Weingart and seconded by Mr. Erickson. All ayes.

The financial report of the general fund and of the construction fund were accepted upon motion made by Mr. Weingart and seconded by Mrs. Griffin. All ayes.

The circulation report was placed on file.

A letter from Karl Schmidt, Manager of the Chamber of Commerce requesting the Diamond Jubilee Plaque be hung on the library walls was read. The Board regretted it could not comply with the request but since it is in violation of the Library's policy adopted when this new building was opened, the Board instructed Miss Radmacher to reply accordingly. The suggestion was made to display the plaque in the exhibit case for a regular display period of three or four weeks, if the Chamber of Commerce so desires.

Since December 24 falls on Monday this year Miss Radmacher recommended the Library be closed all day. This was passed upon motion made by Mrs. Griffin and seconded by Mr. Erickson. All ayes.

The Library will observe the regular schedule for December 31 of 9:00 a.m. to 1:00 p.m.

Mr. Weingart announced his plan for meeting with Mayor Greisdorf, Chief of Police Chamberlain, and a representative of the Youth Commission on Saturday, November 17, to discuss student discipline problems.

Miss Radmacher reported the floor in the vestibule has been resurfaced. Also the planted area on the west side of the Library (between the building and the drive) which had sunk partly, at least, because of improper fill by the building contractor, has been removed, refilled, and the bushes reset by Grundstrom & Company under Skidmore, Owings & Merrill's supervision.

Mr. Green reported on the damage to a light fixture on the east side of the Library by a car after the driver had turned into the driveway. The Library's insurance agent has been notified and will take care of the damage, if necessary.

A discussion of a paid secretary to write minutes of the Board meeting was again pursued. Mention was also made that minutes should be typed and sent to each trustee in advance of the next regular meeting. Miss Radmacher was asked to send Board members the agenda in advance of the meeting.

Expressions of appreciation were heard from staff members for the dinner given by the trustees on Sunday, November 11.

A discussion of the Personnel Code previously distributed, followed. Revised copies will be sent to all Board members prior to the next meeting.

Consideration was given to making payroll on the first and the fifteenth of each month. Payroll is now made monthly.

The meeting adjourned at 9:32 p.m.

Respectfully submitted,



Mary Radmacher  
Acting Secretary  
Pro Tem

*Mr. Erickson  
Mr. Bergant  
minutes  
read  
approved  
Hall  
Debra*