

October 11, 1972

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held October 11, 1972, at 7:30 p.m. in the Library.

Members present: Howard V. Hummer, Diana Hunter, Richard Lindberg, Selma Petty, John Wozniak and Rabbi Karl Weiner, also Miss Mary Radmacher, Chief Librarian.

Also present: James W. Hammond, architect and George Getty, his assistant. Mr. Elliott Balter and Howard Jacobson of the Fine Arts Commission also attended.

Minutes of the meeting held September 13, 1972 were approved on motion by Mrs. Hunter seconded by Mrs. Petty. Motion carried.

Financial statement for the General Operating Budget, Reserve Fund for the Purchase of Sites and Buildings, Library Construction Fund and North Suburban Library System Coordinated Acquisitions Program on American Literature were accepted on motion by Mr. Hummer, seconded by Mrs. Petty. Motion carried.

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

Motion: That the lists of bills to be paid as follows:
General Operating Budget, in the amounts of \$13,439.32
and \$3,282.00; Reserve Fund in the amount of \$45.00;
Library Construction Fund in the amount of \$2,237.97;
and NSLS CAP in the amount of \$13.90, be approved
for payment.

Personnel appointments and resignations were discussed. Miss Radmacher mentioned having two more applicants to interview for business manager. She distributed copies of a letter received from Lawrence Fey.

A letter from Mrs. Jacqueline Gilbert was read which listed her complaints as:
1) No book drop available, 2) Temporary closure of the Library for mechanical reasons, 3) Inefficiency of the check-out system, 4) Inability to understand layout of the building especially without a map, and 5) Difficult manner of checking in books. In discussion, Miss Radmacher announced the book drop is in place and in use. Mr. Hammond said the west parking lot has been accepted conditionally and so can be used. The recommendation was made to post a large notice in the lobby about

the book return and something in a small visual map or something blown up and posted on the bulletin board showing location of the book drop. Miss Radmacher said the proposed graphics will include some of these items.

Mr. Hammond was asked if the Library has accepted the building and the west parking lot. He explained that all the things needing fixing are recorded and will be done. It is all right to let patrons use the west lot which has been accepted conditionally.

The hours of the Library have not been increased. Mrs. Hunter said as part of the North Suburban Library System Board meeting it was mentioned that the following System libraries are open on Sunday: Arlington Heights, Deerfield, Evanston, Glencoe, Mount Prospect, Northbrook, Palatine, Park Ridge, Winnetka and Highland Park. It has been mentioned that our hours as well as building should be expanded. She recommended that the next Board meeting should include a discussion on this subject. Failure of the previous experiment should not enter into it at this time. Rabbi Weiner said it is up to us to find out what the community wants and perhaps we should wait until more members of the Board are present. *Mrs. Silber* *creating meeting 11/8/72* ~~The lady~~ is entitled to an answer. It is a matter not to be decided today but should be investigated to find out whether the Board is convinced the community wants the service on Sunday and then find out the feasibility and cost.

In reference to Evanston using a different procedure which is Regiscope (ours is Eastman) Miss Radmacher said by renting equipment from Eastman you have a substantial company in the background. Regiscope is a relatively new company. The reference to slitting the pocket concerns the need to replace pockets in the books we acquired prior to 1965 with a pocket wide enough for an IBM card. Miss Radmacher asked the Board's consent to call the writer and have this discussion with her by phone.

On the question of delay in check-out and check-in, Miss Radmacher explained our procedure. Suggestion was made to separate each of these operations. On the point of inefficiency of the building, suggestion was made to refer the lady to the architect and let him explain the building. The graphics should take care of this.

Regarding a letter received from Mrs. Moll, Mrs. Hunter reported she had a meeting with her and Mrs. Joseph Beaver about setting up a memorial fund for contributions to the library. Mrs. Hunter wants the Library to follow through on this. Mrs. Moll made the suggestion to put up some kind of a changing art exhibit in the Library Children's Department and the schools could submit art work which could be changed periodically, such as a continual exhibit. The exhibit would add color and give the children something to look at. Miss Radmacher mentioned the Library has had exhibits by the students from time to time. Rabbi Weiner said after accessories have come through and there is sufficient display space, the Library would think twice before putting up permanently works of art but would be very happy to have rotating exhibitions of the kind of work that will be exciting and pleasurable.

In conversation with Mrs. Hunter, Mrs. Moll commented about the pillows in the Children's Department being very hard and not soft, although they were to be used for seating at story telling time.

A copy of Miss Radmacher's reply to Mrs. Moll's letter was distributed.

A brief report on North Suburban Library System was given by Mrs. Hunter. NSLS Day was mentioned and she stated there is a choice of attending a session at 2:00 or 7:30 and urged everyone to attend one session. The System's Board of Directors voted that cards for the NSLS Reciprocal Borrowing do not have to be validated. She further reported the System is having three insurance forums and suggested a library staff member interested insurance (possibly Miss Radmacher), the insurance agent and attorney attend. It will be held three places: Arlington Heights, Wednesday morning, November 8; Villa Park, Saturday morning; and Park Forest, Thursday evening. Miss Radmacher reported contacting Mr. William Carey, our insurance agent, and also invited Mr. Hug or Mr. Di Leonardi to attend.

Mrs. Hunter reported on the Village Open House. She said it was set up like a carnival and was fantastic. It was well attended. The only unfortunate part was the Library's exhibit was not in keeping with it. In the future, if possible, more thought should be put into it and do something to appeal to children. She recommended

Mr. Matzer be congratulated. Rabbi Weiner recommended the letter of congratulations should bear the message we would like to be invited in the future and know the general image of what they are having.

Rabbi Weiner asked for discussion concerning the donation of a piano for the Lecture Room. Mr. Elliott Balter typed a note on Mr. Albert J. Litwin's paper quoting Mr. Fujiwara and Dr. Larson's description of the piano. The Fine Arts Commission found funds to contribute half to the rehabilitation of the piano. The Library's problem is where to put it.

At this time Mr. Howard Jacobson introduced Mr. Elliott Balter, Chairman of the Fine Arts Commission. Mr. Balter said an appraisal has been submitted and the Commission is convinced of the worth of such an instrument. It is a Steck piano manufactured by Lyon and Healy and is known as a quality instrument. The place to keep the piano was discussed. Mr. Hammond said there is a 5' 6" space and the piano will set behind the last curtain. The stage was never made so deep as to preclude a piano. Miss Radmacher said Mrs. Frank Miller had recommended Mr. Robert Hayward to do work on the piano. Mr. Balter will look into the moving of the piano to the Library. Mrs. Petty made the following motion which was seconded by Mr. Lindberg which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board unanimously accept this generous offer of a piano for the Library with thanks to the donor.

Mr. Balter asked for a few minutes to explain that he and Mr. Jacobson came to this meeting as members of the Fine Arts Commission to state they would like to do everything in their power to cooperate with all agencies and would like to respond with whatever things and in any way they can. Miss Radmacher and he discussed school art exhibits and the Commission would like to sponsor them. A letter is going out from the Commission to the various schools asking their participation. Various groups have come to the Commission as a clearing house and asked for exhibit space since the Library has opened. He would like some information on the availability of space and library facilities. Rabbi Weiner expressed his pleasure at their attendance and

the Library's recognition of the partnership between the Commission, the Village and Library.

Mr. Balter and Mr. Jacobson left the meeting.

Miss Radmacher said the Board had stated its intention of going out for bids for insurance this fall. She had discussed with the Village their arrangements for drawing up specifications and before next meeting will have a copy of the specifications. After discussion it was the general consensus and recommendation of the Board she should secure the services of an insurance consultant for this project.

On the question of security a letter received from Mrs. Auslin was read wherein she mentioned disappearance of books which she thinks were lifted from the shelves. Miss Radmacher has tried to reach Mrs. Auslin to identify these books. She raised the question whether we are adequately covered with the security mechanism. Mr. Carey, our insurance agent, said we do not need any beams since we have Detex and should not go to the expense of installing an intruder alarm. Most loss of books is with people just walking out with books under their arms. Many libraries have installed an expensive system and later removed. Rabbi Weiner stated since this has been thoroughly investigated and the idea discarded, all discussion and consideration should cease.

The Village Green was discussed and Mr. Hammond distributed material he had presented at the meeting with the Mayor and Mr. Stalnaker. The Village Board has approved lights and walks for the Village Green, agreeing on everything but the walks. Rabbi Weiner asked for a motion to approve of the agreement for the benefit of the landscape architect Mr. Caldwell. Motion by Mrs. Hunter, seconded by Mr. Hummer, which on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board honor the agreement that was reached here last Tuesday with the Village Board representatives on landscaping of the Village Green and that Mr. Caldwell be instructed to proceed on the landscaping according to the provisions of our agreement with the representatives of the Village Board.

Mr. George Getty reported on the Building Program. Paneling is up in Miss Radmacher's office and in the Board Room with the exception of six panels. Wood

floors should be in and finishing of the floors within two weeks. In six weeks everything should be done including punchlist items. Delivery time for all accessories must be considered. Majority of the accessories will be on hand in four to six weeks.

On the accessories, plants, etc. two bids were received, one from Business Interiors for \$15,681, and The Slater Company, \$14,844.27. After discussion of the bids and completion dates, the following motion was made by Mr. Hummer, seconded by Mr. Lindberg.

Motion: That the Skokie Public Library Board accept the bid for plants, accessories, graphics, etc. from The Slater Company which is the lowest bid.

Voting was as follows: Mr. Hummer, yes; Mrs. Hunter, no; Mr. Lindberg, yes; Mrs. Petty, no; and Dr. Wozniak, yes. Motion carried.

Copies of the Building Program Budget Data for review at this Board meeting were distributed and discussed. A copy is attached hereto.

Mr. Getty stated some action was needed for several items. One item was to paint the stage. Provisions for this were never made, because of the hope of doing something more elaborate. The stage should have a wood floor but at this time recommend waiting to do this. The floor would have to be sealed and have two coats of paint of a certain type. A quotation for this job from Stowell is \$585.80 to reseal and finish with a two-coat job. Mr. Lindberg made the following motion which was seconded by Dr. Wozniak.

Motion: That the Skokie Public Library Board spend \$585.80 to paint the deck of the stage properly.

Voting was as follows: Mr. Hummer, no; Mrs. Hunter, no; Mr. Lindberg, yes; Mrs. Petty, no; Dr. Wozniak, no. Motion did not carry.

Miss Radmacher raised the question of whether our night custodian could do it on extra time. This was not thought feasible. Quoting costs, Mr. Getty said a wood floor would cost \$3,000 and vinyl or tile, \$900. Mrs. Hunter asked that the motion be reintroduced so she could reconsider her vote. Mr. Lindberg seconded her motion for reconsideration and the motion was as follows:

Motion: That the Skokie Public Library Board authorize Frank Stowell to proceed with the painting of the floor of the stage at the total cost of \$585.80.

Voting was: Mr. Hummer, no; Mrs. Hunter, yes; Mr. Lindberg, yes; Mrs. Petty, yes; and Dr. Wozniak, yes. Motion carried.

Miss Radmacher recommended the Board's consideration of the use of a tape recorder for Board meeting minutes. After discussion the Board discarded the idea.

The Librarian called the Board's attention again to the Illinois Library Association Conference to be held October 12 - 14 at the Chicago Sheraton Hotel.



Miss Radmacher discussed the special programs as listed on the agenda and October calendar.

Mrs. Hunter mentioned Monday, October 12 at 11:00 there will be a trip through the Merchandise Mart to look at furniture and fabrics. She said that Mrs. Petty recommended reupholstering two large couches and a couple of lounge chairs of the old furniture and using a large coffee table. While at the Mart some furnishings for the Children's Library will be hunted. Miss Radmacher will accompany Mrs. Hunter.

Mrs. Hunter reported on her conversation with Mrs. Joseph Beaver in regard to a memorial fund where individuals could contribute. Mrs. Beaver is a naturalist and is considering contributing an appropriate bird bath for the new garden area in memory of her father. Other ideas of books, asking industry to match citizens' contributions, etc. were mentioned. Miss Radmacher suggested the Library can make a list of things that can be used. Rabbi Weiner asked Mr. Hummer to include this in plans for dedication.

The Library would be glad to have Mrs. Beaver show what she has in mind and accept it if appropriate.

Meeting adjourned at 10:45 p. m. on motion by Mr. Howard Hummer.

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Selma Petty Secretary

SKOKIE PUBLIC LIBRARY

BUILDING PROGRAM BUDGET DATA FOR REVIEW AT BOARD MEETING OF
OCTOBER 11, 1972

A. Funds Available

Bond Issue.....\$2,960,000.00

Library Services and Construction Act.... 97,000.00

Interest on Investment of Bond Issue

Funds through August 13, 1972..... 432,141.38

\$3,489,141.38

B. Funds Committed and Other Obligations to Satisfy
Bond Issue

1. Committed to date - actual
and/or estimated

a. Costs of referendum,
professional services
and related expenses,
bond sale, legal, insurance
land, reimbursements to
general fund and miscellaneous;
actual through October 11, 1972.... \$516,990.73

b. Construction Contracts -
Net amount through October 11, 1972
for E. W. Corrigan Construction
\$2,335,818.24, including Change
Order 14, Frank H. Stowell & Sons
\$61,455.52 including Change Order 3
and Concrete Products (\$2,980.00)
including installation..... \$2,400,253.76

c. A. C. Oughton Co.
Lawn Sprinkler System..... \$ 2,517.00

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d. The Slater Co., Furniture
and Furnishings Contract
including Change Order 3..... \$ 432,429.64

e. Landscaping - P & S Land-
scape Service Contract..... \$ 21,610.00

f. Modifications as previously
approved or shall be in the
interim to be included in
forthcoming change orders:

Building Construction:

E.W. Corrigan \$ 0.0
Frank H. Stowell..... \$1,408.90

Furniture & Furnishings:

The Slater Company \$1,770.91

To Stowell or other
Contractors

\$8,553.00

\$ 11,732.81

2. Other Commitments to be Satisfied
and Desirable Additions

a. Audio-Visual Equipment..... \$ 25,000.00

b. Furniture & Furnishings
Allowance \$ 5,000.00

c. Village Green walks..... \$ 12,500.00

d. Plants, accessories,
graphics and plaques..... \$ 15,000.00

e. Contingencies, Estimated Fees
and related expenses of..... \$ 46,107.39