

Dec 13, 1961

The regular meeting of the Skokie Public Library Board of Directors was held Wednesday evening, December 13th, with the following in attendance: Mrs. Miles T. Babb, Mrs. W. C. Griffin, Mr. L. O. Green, Rabbi Karl Weiner, Mr. Louis Weingart, Miss Mary Radmacher, Librarian and Mrs. Elaine Maller, representative from the League of Women Voters. A

The President, Mr. Green called the meeting to order and in the absence of the secretary, Mrs. Regan, appointed Miss Radmacher acting secretary pro-tem. There were no minutes available of the previous meeting.

The lists of bills as attached were presented and approved for payment upon motion made by Mr. Weingart and seconded by Rabbi Weiner. All ayes.

The financial reports for October and November were presented and accepted upon motion made by Mrs. Babb and seconded by Mrs. Griffin. All ayes.

The circulation report was placed on file.

Miss Radmacher reported the following appointments: Miss Martha Nakao full-time assistant in Children's and Young People's Department, effective November 13th; Mrs. Edith Grafman part-time day page in Circulation and Adult Services Departments, effective November 27th and Mrs. Violet Lobono part-time day page in Circulation Department, effective November 27th.

As a recruiting measure Miss Radmacher has sent letters and job descriptions of vacancies to all accredited Library Schools in the United States and has placed advertisements in leading professional journals. Letters of acknowledgement have been received from the Library Schools but to date there are no prospects.

After a careful study of the circulation loan period the Librarian recommended an extension of the loan period from two (2) weeks to three (3) weeks, with no renewals. Other provisions in Miss Radmacher's recommendation included: a re-issue of the books provided the book and the patron's library card are presented at the place of the original issue, that there is no reserve on the book, and that the book is not more than one week overdue. Mr. Green recommended changing the provision for re-issue of overdue books to no re-issue of overdue books. Mr. Weingart moved and Mrs. Babb seconded approval of this loan policy with Mr. Green's recommended change. All ayes.

Because (a) of the large expenditure for reserve postals (\$145.00 in 9 months) and (b) the increasing number of books reserved and not called for, the Librarian recommended a 5¢ charge for each reserve, payable when the reserve is made. Mr. Weingart moved and Mrs. Griffin seconded the motion to approve the above recommendation. All ayes. The 5¢ is to be refunded if the reserve is cancelled before the card is mailed. These circulation procedures are to go into effect January 1, 1962 - at the same time the increase in the cost of the fee card (To \$10.00) becomes effective.

Insurance on the building and contents and workmen's compensation are due for renewal. Robert Throop's insurance schedule for a total of \$2,149.00 was approved for renewal on Mr. Weingart's motion to accept and Mrs. Griffin's second. All ayes. A copy of the complete insurance schedule is attached.

Folding tables for the Lecture Room were discussed and prices presented. It was decided that Miss Radmacher should investigate other styles and lower priced tables.

Mr. Green reported on the meeting in Mayor Greisdorf's office December 6th to discuss at greater length the Mayor's idea of the Village making available to the Library a large sum of money (possibly \$100,000) for purchase of books and personnel to process them. Included in this meeting were: Mr. Green; Marvin Glink, Village Attorney; Ben Marsh, Village Manager; William White, Village Finance Director, Mayor Greisdorf and Miss Radmacher. The legality of the Library accepting such a sum; how the Library could reimburse the Village for such indebtedness; whether or not book purchases could be made from the library construction fund account; etc were discussed. No decisions were reached.

Miss Radmacher reported that the 4% sales tax which the Library has been paying since last July is now ruled out effective November 20th with this statement signed by Theodore Isaacs, Director of Revenue: " The Attorney General has given this Department a written opinion holding that free public libraries that are not operated by commercial enterprises (whether such libraries are governmental units or not), are organized and operated exclusively for charitable purposes. Consequently sales of any kind to such free public libraries are exempt from the Retailer's Occupational tax and the Use tax".

Since a statement for reprinting page, inserting in volume, resewing and rebinding volume in amount of Seventy Five dollars sent November 16, 1961 to Mr. Philip Janis and daughter Mayilyn Janis has been ignored, Mr. Weingart moved and Mrs. Griffin seconded the motion for Mr. Green to prosecute the girls involved in tearing out the page from the reference book. All ayes. Mr. Weingart suggested special commendation of Mr. Green's action in this matter.

Miss Radmacher reported the interest expressed by Rand McNally to aid in a special observance of National Library Week in Skokie April 8 - 14, 1962. Mr. Green appointed a National Library Week Committee composed of Mrs. Griffin, Mr. Weingart, Rabbi Weiner and himself.

The need for closing off the reference area for better control of these materials was discussed and the proposal submitted by Business Interiors, Inc., for counter and added shelving was presented. The labor and materials for the work in keeping with the character of the present layout would amount to \$3298.00. The decision to go ahead with this was made on Mr. Weingart's motion and Mrs. Babb's second. All ayes.

The meeting adjourned at 9:25 p.m.

Respectfully submitted,

*Mary Radmacher*

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Acting Secretary pro-tem