

June 12, 1963

The regular meeting of the Skokie Public Library Board of Trustees was held Wednesday evening June 12, 1963, in the Conference Room of the Skokie Public Library. The following members were in attendance: Conroy V. Erickson, L. O. Green, Mrs. W. C. Griffin, Mrs. Daniel Petty, Louis Weingart and Miss Mary Radmacher, Librarian. Also present: Mrs. M. Sarver, for the purpose of recording the minutes.

Mr. L. O. Green, president, presided.

Reference to the minutes of the annual organization meeting held May 8, 1963, was made by Mr. Green, stating they were incomplete and he had corrected them to read properly. The Board approved of the corrections and the President requested that copies, with the changes, be distributed to the members.

Mr. Louis Weingart stated that the minutes of the Board meetings could be mailed with the agenda, thereby saving postage and time. Mr. Conroy Erickson so moved and Mr. Weingart seconded the motion. All ayes.

The financial report for the general fund was accepted upon motion by Mrs. W. C. Griffin and seconded by Mr. Erickson. All ayes.

The president, Mr. Green, ordered the financial report for the construction fund be accepted and placed on file.

The list of bills, in the amount of \$8,508.42, from the general fund, as attached, was presented and approved for payment upon motion made by Mrs. Daniel Petty and seconded by Mrs. Griffin. All ayes.

The circulation report, as submitted, was ordered to be placed on file.

The Board accepted the special report prepared to show the interest earned on the investments in Treasury Bills from the general fund - 1956 through April 30, 1963 - and ordered that it be placed on file.

A copy of the Skokie Public Library annual report to the Illinois

State Library was distributed to each member.

Miss Radmacher called attention to the fact that, according to population figures, approximately fifty per cent of the Skokie residents are library users, and submitted the summer schedule for the Bookmobile which includes three additional stops for summer only.

Miss Radmacher reported that she was advised by the Timber Ridge Women's Club they plan to make a contribution of \$500 for this Library for the purchase of books, requesting that the bulk of it be spent for children's books.

A copy of the letter which had been sent to all public and parochial schools to promote the summer reading program was distributed to each member.

The Board was asked to read the reprint of the article by Robert B. Downs, "Little Libraries can be Big" and "A School-housed Public Library - A Survey," distributed by Miss Radmacher to each Board member.

A copy of the letter from The Wilson Company conferring a special award to the scrapbook submitted by the Skokie Public Library in the John Cotton Dana Publicity Awards Contest was given to each member of the Board. The award winning scrapbooks will be on display in Booth No. 6, the Hotel Exhibition Hall Floor, Conrad Hilton Hotel, Chicago, during the ALA Conference.

Mr. Green suggested that, during ALA Conference, the publicity recently given the Skokie Public Library should be displayed in one of the glass cases.

The question of where to hang the plaques received by the Library was introduced by the President. The suggestion was made that a stainless steel plate, mounted on a teakwood background, be hung at the Circulation desk. The plate should bear the notation on the top "Awarded to the Skokie Public Library." After some discussion it was decided the plaques should be hung inside the building and not outside. No definite decision was reached.

Mr. Green requested that thought be given to what should be done to

fix up the building because it is anticipated there will be visitors who will be stopping in during ALA Conference week, both individually and on the tour, and perhaps many others during the ensuing summer months. Miss Radmacher submitted an estimate she had received from Mr. Dupon, of Albert Mead, Inc., for painting and washing. Mr. Erickson suggested that bids be obtained from several sources. Mr. Weingart moved that, since the time is short, we award this job to Mead Company, with the provision that it be finished by the time the ALA Conference convenes. Mr. Erickson seconded the motion and, on roll call, all responded with ayes.

Miss Radmacher told the Board about the dirt still coming through the supply grills and soiling the draperies, and raised the following questions: should the duct work leading to these supply grills be cleaned; install shields to direct the air away from the draperies; or convert to gas instead of burning oil. Mr. Green suggested that the filters might be transferred from the furnace to the heat ducts along the wall. Mr. Weingart mentioned that gas heat might be the answer, but wondered if the Library's conversion to gas would make any difference at the Village Hall since the heating oil for the Library's use is purchased in conjunction with them to obtain a quantity price. Recommendation was made that the ducts be vacuumed or cleaned by someone, possibly a maintenance company, or the company which installed the system.

The Board instructed Miss Radmacher to proceed with the necessary cleaning and painting before the ALA Conference.

Miss Radmacher told the Board Miss B. Hornamen of Skidmore, Owings and Merrill had visited the Library and recommended that spun aluminum planter bowls be used in the reflecting pool. Mr. Green thought this was an acceptable idea and suggested that Miss Radmacher get some quotations. There was some discussion about the planting of the pool but it was decided for the present the main thing is to get the containers. Mr. Green thought Grundstrom might have some

suggestions as to where they can be obtained. On motion by Mr. Weingart, seconded by Mrs. Griffin, the Board authorized an expenditure up to \$300 for the purchase of three bowls and bases. The expenses for planting will be another item.

In line with maintenance of the Library, Miss Radmacher suggested that next year the snow should be hauled away from the parking lot. Mr. Weingart suggested the parking lot be hosed and new markings put on it. Mrs. Petty reported that the railing outside on the steps into Technical Processes Department is loose. Miss Radmacher stated that an entire section of shelves can be placed adjacent to the range where the recent and rental fiction are shelved.

Miss Radmacher reported the Borcia's reply about renting their property to the Library was not "no," but they would like to give it further consideration.

The President referred to the subject of getting postal cards with views of the Library which could be sold. He will see if he can get a price from a source he knows about. Mr. Erickson remarked that cards with outside views should be in color but inside views black and white. Mr. Green will check on both colored and black and white for prices.

Mr. Green read a copy of a letter, addressed to the Village Manager, received from Mr. White, dated May 19, 1963, and signed by Mr. White, with reference to the budget request submitted by this Board and referring to the surplus of \$106,417.45 on May 1, 1963. Mr. White advised that when a surplus exists the normal procedure would be to deduct the surplus from the budget, less what would be received for fines, and levy the library tax for the balance. The President advised that he had written the Village Board stating that \$72,217.45 had been appropriated for a reserve fund to build branch libraries, and that the Library Board was requesting a meeting with them for approval of the establishment of this reserve fund, as permitted in Sec. 11-48, 1-25 of the Illinois Municipal Code.

Miss Radmacher reported that she had been in touch with Mr. Marsh and he asked that a date be set for the Village Board to meet with the Library Board, preferably the 19 or 26 of June. Mr. Green suggested the 26th would be a good date to hold the meeting, in the Lecture Room, at 7:30 p. m.

Pursuant to the information the Board had received on House Bill 225 and Senate Bill 30, passed May 9, 1963, for establishing a building reserve fund, Mr. Erickson made a motion that the unexpended balance of \$72,217.45 be appropriated to establish a reserve fund for the building of branch libraries. Mrs. Griffin seconded the motion and, on roll call, all responded with ayes.

Miss Radmacher suggested the possibility of an evening meeting of trustees and librarians in this immediate area similar to the program at the Elmhurst Country Club where Mr. Robert Rohlf gave a progress report about the Library Development Project in Illinois. Since so few local area trustees have heard Mr. Rohlf's talk covering the New York and Pennsylvania State plans, and because the Project will be voted on at the Illinois Library Association meeting in the fall, would the Board care to host such a meeting? Mr. Green and the Board agreed to the idea.

Miss Radmacher advised the Board reservations should be made for the ALA Conference pre-conference institute for trustees, and asked that the trustees give her their names so she can make the reservations. Mrs. Griffin recommended that the Board attend the dinner on Saturday night and have a table reservation, also that their wives or husbands accompany them.


There was discussion of the ALA Conference activities, one of which is the Library Tour. Visitations will be made to the Morton Grove, Evanston, and Skokie Public Libraries. Miss Radmacher informed the Board she had called the Skokie Garden Club to see if they would be interested in supplying flower arrangements for various places in the Library on the day of the tour. Also, she asked the Skokie Arts Council to provide a display in the Lecture Room.

The Board informed Miss Radmacher of their approval of having coffee served to the visitors during that week, if she wished to do so. Mr. Erickson^R offered the use of Rand McNally & Company exhibit booth for making reservations, if an open house is planned.

Mr. Erickson made a motion which was seconded by Mrs. Griffin that the trustees and staff of the Skokie Public Library be reimbursed for expenses incurred when attending the Conference. All ayes.

Mrs. Griffin asked about whether any thought had been given to having an American flag placed on the outside of the Library. The President stated that since there was one inside the building a decision had never been made to purchase one for the outside.

The meeting adjourned at 9:40 p.m.


Selma Petty, Secretary