

November 10, 1981

*CORRECTED -*

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library, held Tuesday, November 10, 1981.

CALL TO ORDER

The meeting was called to order at 7:40 p.m. by Mrs. Diana Hunter, President.

Members present: Mrs. Diana Hunter, President; Dr. John Wozniak, Vice President; Mrs. Shirley Merritt, Secretary; Mrs. Eva Weiner; Mrs. Norma Zatz; and Miss Mary Radmacher, Chief Librarian.

Member absent: Mr. Walter Flintrup.

APPROVAL OF MINUTES OF THE MEETING OF OCTOBER 14, 1981

Mrs. Zatz made a motion, seconded by Dr. Wozniak to approve the minutes of the October 14, 1981 meeting as written. The motion was approved unanimously.

FINANCIAL STATEMENTS & BILLS

It was noted that the Selma Regan Petty Memorial Fund has been closed. Miss Radmacher showed the trustees the tapestry entitled "With A Little Help From My Friend" by Barbara Keune, which was bought for the Young People and Children's Department with the \$200.00 that was the total amount in the Selma Regan Petty Memorial Fund.

The following motion was made by Dr. Wozniak, seconded by Mrs. Merritt:

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites and Buildings, the Report on the Fine Arts Acquisition Fund, and the Report on the Selma Regan Petty Memorial Fund be accepted, and that the lists of bills for the General Operating Fund in the amounts of \$31,198.30 and \$11,085.68 and the list of bills for the Reserve Fund in the amount of \$70,000.00 be approved for payment subject to audit.

The motion passed unanimously.

LETTER FROM FREDERICK E. THOMPSON, FIRST NATIONAL BANK OF SKOKIE (FNBOS)

The letter from Frederick E. Thompson of FNBOS regarding repurchase agreements was duly noted.

REVISION TO PROCEDURES IN SKOKIE'S FINANCE DEPARTMENT

Miss Radmacher reported that the Village has revised its procedure covering payments to the Library for the Library's pro-rate portion of monies received from the County Treasurer. The Village will deposit the Library's funds directly to the Library's First National Bank of Skokie savings account at the same time deposits to the other Village accounts are made.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

Dr. Wozniak told the trustees that he has received a number of compliments on the Skokie Public Library having such an extensive collection of books and patrons finding information from books in our Library that cannot be found in other libraries.

The Circulation Reports and the Library Use Statistics were duly noted, and put on file.

GIFTS

Mrs. Weiner questioned the need for the small gifts of \$5.00 being on the agenda. Mrs. Hunter said this brings these gifts to the attention of the trustees which they would otherwise be unaware of.

The gifts of \$5.00 from Mr. and Mrs. David Afton and \$5.00 from Mr. and Mrs. Joseph Greenholtz were duly noted.

CORRESPONDENCE

The thank you letter from Gail Miller regarding the Library tour for her students (English as a Second Language) was duly noted. The trustees commented on how nice it is to get letters of praise.

PERSONNEL

Miss Radmacher reported that the custodian, Soon Chun Kim's resignation will be effective November 21, 1981. She has just hired another custodian who will start working the end of this week.

COMMENTS FROM TRUSTEES

Mrs. Zatz commented on today's Sun-Times article about Ted Gall and his affiliation with Fel-Pro.

Mrs. Merritt asked Miss Radmacher if anything is being done regarding our dissatisfaction with the visual aspect of the security system. Miss Radmacher said that the security system is being replaced by one which has been delivered and will be installed when the new carpeting is laid.

Mrs. Merritt thinks the architect should be made aware of how unhappy the trustees are with the looks of the system and also would like to know why the paint is chipping so fast and how that can be avoided. <sup>MISS RADMACHER</sup> ~~Mrs. Hunter~~ will <sup>CONTACT</sup> call the architect.

Mrs. Hunter advised the trustees that Charlene Louis is sending out a letter to all Skokie companies which have 50 or more employees to apprise them of the services, facilities and programs in the Library in order to increase their interest in using the Skokie Public Library.

Mrs. Weiner commented on her attendance at the Illinois Library Association (ILA) Conference. She found the discussions regarding censorship particularly interesting and she would like to get active in that area.

Mrs. Hunter reported that a letter had been sent to the Triodyne Company regarding this firm's holding an exhibit at the Library.

Mrs. Hunter announced to the Board that she and her husband have donated a world globe to the Young People and Children's Department. The Board thanked Mr. and Mrs. Hunter very much for their gift.

RECOMMENDED CLOSING OF LIBRARY SATURDAY & SUNDAY, DECEMBER 26 & 27

Miss Radmacher recommended the Skokie Public Library be closed Saturday and Sunday, December 26 and 27, 1981 explaining that staff would work the first three days of the week and that the Library is likely to be little used that weekend.

After a detailed discussion concerning the merits to the staff and hardships for the patrons if the Library closed Saturday and Sunday, December 26 and 27, the following motion was made by Mrs. Weiner, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library, for this year only, be closed December 24, 25, 26, 27, 1981.

The roll was called: Dr. Wozniak, No; Mrs. Zatz, No; Mrs. Weiner, Yes; Mrs. Merritt, No. The motion did not pass.

The following motion was then made by Mrs. Zatz, seconded by Mrs. Weiner:

MOTION: That the Skokie Public Library, for this year only, be closed for Christmas December 24, 25, and 26, 1981.

The roll was called: Mrs. Zatz, No; Dr. Wozniak, No; Mrs. Merritt, No; Mrs. Weiner, No. The motion did not pass.

It was then decided, that in order to best serve the community the Library will be closed only December 24th and 25th. Mrs. Hunter suggested that a movie be planned for Sunday, December 27th, and she also would like the staff to take a head count of the number people in the Library on December 26th and 27th.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported that at a meeting of the NSLS Board she reported our Fel-Pro exhibit and heard their reports on their special programs and activities in their various libraries. NSLS memos and reports distributed to the Board were noted by the trustees. Mrs. Weiner said she will be attending

a meeting regarding legislation and will bring a report back to the Board.

POLICY FOR MEMORIALS

A discussion on the Board's policy regarding memorials was put aside until the full Board will be in attendance.

BUILDING PROJECTS

Roofing - Miss Radmacher reported that the roofing project is completed. The roofers did some repairs on the ceilings that cracked from vibrations during the roofing and still have to take care of repairing the damage they made to the lawn. Mr. Llewellyn approved a check for the roofers of 90% of the bill.

Remodeling - Miss Radmacher reported that the remodeling work will begin on November 20, 1981.

Carpeting - Barsamian expects to have the carpeting work completed by December 18th or 19th. Miss Radmacher said the Library will have to be closed from Friday, December 4th at 5 p.m. until Monday morning, December 14th. The patrons will be made aware of this with notices being put up in the Library, announcements in all the local newspapers and special bookmarks.

Kitchen - Miss Radmacher reported that she has not been able to find anyone to repair the existing appliances. The following motion was made by Mrs. Weiner, seconded by Mrs. Zatz:

MOTION;           The Board of Trustees approves the addition of Alternate One in the amount of \$3,520.00, for new appliances for the small kitchen involved in the remodeling.

The roll was called: Mrs. Zatz, Yes; Dr. Wozniak, Yes; Mrs. Weiner, Yes; Mrs. Merritt, No. The motion passed.

Ceiling work needed - Miss Radmacher reported that Peter Feurich has looked over the ceilings and told her that there are 682 lineal feet of cracks in the gypsum board ceiling in the original building. There is a varying degree of necessity in repairing the cracks but about 75% of them must be repaired. This should be done before the carpet is laid. The cost to repair the ceilings would run in the neighborhood of \$5,000 to \$10,000.

Mrs. Zatz suggested that a special meeting be arranged in order to discuss the ceiling, the sidewalk, and what money is available for these building maintenance projects.

A special meeting was set up for Thursday, November 19, 1981 at 5 p.m. Den Koide of Business Interiors will be asked to attend.

AUTOMATION PROJECT

Miss Radmacher reported that the RFPs for the automation project are due December 4th. The committee of the four libraries will be holding a meeting to discuss financing, Monday night, November 15th.

PIANO REPORT

Miss Radmacher said there was nothing further to report at this time about the purchase of a piano, but she hopes to have more information by the next meeting.

JOHNSON CONTROLS

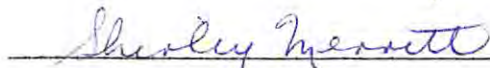
The subject of the Johnson Controls TABS estimate of annual increases for monitoring fees will be discussed at next week's special meeting.

The remaining items on the agenda were tabled until next month.

ADJOURNMENT

The meeting adjourned at 10:18 p.m.

In executive session of the Board of Trustees starting immediately after adjournment of the regular meeting, Dr. Herman S. Bloch was selected to replace the vacancy on the Board due to the death of Richard Lindberg.

  
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Shirley Merritt - Secretary