

April 10, 1985

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, April 10, 1985.

CALL TO ORDER

The meeting was called to order at 7:31 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter Flintrup; Eva Weiner; Norma L. Zatz; and Mary Radmacher, Chief Librarian.

Observers present: Mr. Thomas K. and Dr. Sheela K. George, 4140 Emerson, Skokie, Illinois 60076; Mrs. Sara Liebovitz, 4137 Emerson, Skokie, Illinois 60076; Robert Nysenbaum, 6256 North Talman, Chicago, Illinois; and Myrna Petlicki, 8245 Crawford, Skokie, Illinois 60076.

A motion was made by Mr. Flintrup, seconded by Dr. Wozniak to set aside the regular order of business to hear from the observers. The motion passed unanimously.

The observers complained about the noise and air pollution at the Keeler and Emerson bookmobile stop. They requested that the bookmobile be moved to a different location.

Mrs. Hunter thanked the Georges and Mrs. Liebovitz for coming and they and Mr. Nysenbaum left the meeting.

Mr. Flintrup asked how many people patronize the bookobile at this location. Miss Radmacher responded that it is a very good stop with high circulation.

After discussion, it was decided that after investigation of the situation a report would be made at the May meeting.

A motion was made by Mr. Flintrup, seconded by Dr. Wozniak to return to the regular order of business. The motion passed unanimously.

APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 13, 1985

Mrs. Hunter requested the following corrections: on page 4, under REPORT ON MEETING RE BUDGET WITH VILLAGE BY DIANA HUNTER, the second paragraph should be changed to "Dan Ryan agrees with the concept of a capital improvements line item in the budget and Mrs. Hunter stressed the fact that the Village has multiple sources of funding and the Library has been 83% dependent on property tax." Also on page 4, same heading, the third paragraph should be changed to: "The Village was asked not to alter the Skokie Public Library budget in the future."

On page 6, under REPORT FROM EVA WEINER RE KURZWEIL READING MACHINE (KRM), second paragraph, the last two sentences should be changed to: "She thinks the State should request a market study as part of the grant and an analysis of usage after the grant. Her concern is the Allen County Library in Ft. Wayne, Indiana--their Kurzweil Reading Machine is not being used after an extensive publicity, education and training project."

Mrs. Zatz requested the following correction on page 6, under REPORT FROM EVA WEINER RE KURZWEIL READING MACHINE (KRM), that the roll call vote should read: "The roll was called: Mr. Flintrup--no; Dr. Bloch--yes; Mrs. Weiner--yes; Dr. Wozniak--yes; Mrs. Zatz--no; Mrs. Merritt--no; Mrs. Hunter--yes, that it be written as a demonstration project." Also, the parentheses after the vote should be removed.

Dr. Bloch asked the following corrections be made: On page 2, under AD COPY COMPILED BY DIANA HUNTER, PRESIDENT, first paragraph, change spelling of the word purused to "perused." On page 7, under REPORT FROM EVA WEINER RE KURZWEIL READING MACHINE (KRM), the third paragraph should read: "Since there was some doubt about the outcome of the above vote, Dr. Wozniak made the following motion, seconded by Mr. Flintrup."

Mr. Flintrup then made a motion, seconded by Dr. Wozniak to approve the minutes as corrected. The motion passed unanimously.

Mrs. Zatz then made the following motion, seconded by Dr. Wozniak:

MOTION: The Skokie Public Library Board moves that the following items on the Consent Agenda be approved subject to audit:

1. Financial Statements
2. Bills

A roll call vote for approval was unanimous.

Discussion ensued regarding the costs incurred for temporary services. Miss Radmacher explained the need for additional custodial help and the search for a permanent employee.

#### UNEMPLOYMENT COMPENSATION INSURANCE

Lester Stoffel's letter responded to Mr. Flintrup's question regarding the contributions to the Unemployment Compensation Group Account in regard to the large amount of money in the Fund.

After discussion the following motion was made by Dr. Bloch, seconded by Mr. Flintrup:

MOTION: That it is the request of the Skokie Public Library Board that the Unemployment Compensation Joint Account minimize their assessments to libraries until such time as resumption of current levels of contributions can be justified.

A roll call vote for approval was unanimous.

Mrs. Zatz made the following motion, seconded by Mr. Flintrup:

MOTION: The Skokie Public Library Board moves that the following items on the Consent Agenda be placed on file:

1. Circulation Reports
2. Library Use Statistics
3. Correspondence
4. Reports from Department Heads

The motion passed unanimously.

PERSONNEL

Miss Radmacher reported on: the appointment of Cecilia Judd as Departmental Secretary in Adult Services Department; the transfer of John Kadus, former Adult Services Departmental Secretary, to Professional Assistant, Grade I; and the resignations of Margaret Wagner, part-time supportive and Karen Miller, part-time professional, both from Adult Services Department.

REPORTS FROM DEPARTMENT HEADS

Dr. Bloch questioned the power outage incident of March 4: what would have happened had the computer been on-line? Miss Radmacher said that the computer was on-line; that in-house training programs were in progress. The computer did stop, but no problem occurred. Dr. Bloch requested that we explore the need for a power pack and that specific figures be brought back to the May meeting.

REVENUE SHARING FUNDS REQUEST FOR 1985

The letter from Mayor Albert J. Smith to Diana Hunter acknowledging receipt of our request was noted.

BUILDING

Johnson Controls

The Johnson Controls renewal contracts prices are within the projected figures. Johnson Controls has spent much time in attempting to equalize the temperature in the Library and service appears to be improving.

Discussion followed and Mrs. Hunter asked Miss Radmacher if she would recommend the acceptance of Johnson Controls' proposals. She replied affirmatively. Mr. Flintrup then made the following motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board of Trustees accept the Johnson Controls TABS proposal in the amount of \$1,182 and the Johnson Controls Maintenance Agreement proposal in the amount of \$1,900.

A roll call vote for approval was unanimous.

Emergency Lighting

The Fire Department recommended 21 locations throughout the Library for emergency lighting fixtures. The Board had recommended using the Village Engineering Department, the Building Department or the insurance company for information on the installation of these fixtures.

Brod Electric had presented a proposal in accordance with the Village locations. However, since the amount proposed by Brod Electric was in excess of \$5,000, some specifications or outline of materials and installation must be developed.

Dr. Bloch asked for further information at the May meeting.

AUTOMATION

The letter from Shaw Electric was noted. Shaw was not the low bidder. Discussion followed regarding GEAC.

Miss Radmacher distributed the memo from the Library's Technical Services Department dated October 5, 1984, regarding retroconversion.

REPORT FROM EVA WEINER RE KURZWEIL READING MACHINE (KRM)

Effective next month, the heading of "Report from Eva Weiner Re Kurzweil Reading Machine (KRM)" will be changed to BLIND AND PHYSICALLY HANDICAPPED PROJECT.

A tabulation of the results of the blind and physically handicapped survey was distributed for trustees.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported on a SAVS project for special additional materials for the blind.

Referring to the NSLS Legislative Notes, Mrs. Hunter said it would be a good idea to write to legislators apprising them of the need for library rate postage.

APPOINTMENT OF EVA WEINER AS THE SKOKIE PUBLIC LIBRARY REPRESENTATIVE TO THE NORTH SUBURBAN LIBRARY SYSTEM BOARD

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

MOTION: That the Skokie Public Library Board reappoints Mrs. Weiner as the Skokie Public Library representative to the North Suburban Library System (NSLS) Board.

The motion passed unanimously.

BUDGET RECOMMENDATIONS

In line with previous discussions, Miss Radmacher prepared a further reduced budget, a copy of which is attached.

After discussion, the following motion was made by Dr. Bloch, seconded by Dr. Wozniak:

MOTION: The Skokie Public Library Board accepts the proposed budget of 4/10/85, 2nd revision in the amount of \$2,497,000.

A roll call vote for approval was unanimous.

Dr. Bloch requested that Mrs. Hunter talk to Charlene Louis re PR on the budget.

Mrs. Hunter requested copies of the budgets of the Evanston, Oak Park and Arlington Heights libraries for the May meeting for comparison purposes.

After discussion, Dr. Bloch recommended an attorney's opinion regarding the listing of the Library separately on the tax bill and public hearings on the budget. A brief discussion of the newly proposed health insurance package, including dental insurance, was discussed.

COMMENTS FROM TRUSTEES

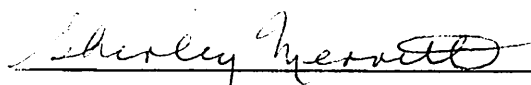
There were no comments.

ADJOURNMENT

The meeting adjourned at 10:25 p.m.

EXECUTIVE SESSION

The Board went into executive session.

  
Shirley Merritt - Secretary

Budget 4/10/85

Budget 4/10/85

	A	B	C	D	E		F	G
1	Account Name	Approved Budget FY. 84-85	Revision 84-85 Budget Per Dan Ryan's Proposal	Year to Date Expenditure FY 1984-85	Balance of 2,081,500.00	1	First Revision of 85-86 Budget Proposed 3/13/85	Second Revision of 85-86 Budget Proposed 4/10/85
2		1,506,060.00	1,250,000.00	1,305,836.77	(55,836.77)	2	1,500,000.00	1,420,000.00
3	Salaries	6,600.00	4,400.00	5,378.15	(978.15)	3	7,000.00	7,000.00
4	Professional Services	1,500.00	1,500.00	0.0	1,500.00	4	1,500.00	1,500.00
5	Audit	10,000.00	7,000.00	8,046.49	(1,046.49)	5	8,000.00	8,000.00
6	Binding	25,000.00	21,000.00	12,760.56	8,239.44	6	20,000.00	20,000.00
7	Services to Maintain Equipment	127,000.00	80,000.00	62,636.30	17,363.70	7	100,000.00	100,000.00
8	Services to Maintain Buildings & Grd	6,000.00	6,000.00	1,847.87	4,152.13	8	6,000.00	6,000.00
9	Services to Maintain Auto Equipment	82,500.00	82,500.00	69,122.67	13,377.33	9	90,000.00	90,000.00
10	Insurance	84,000.00	81,000.00	51,730.92	29,269.08	10	75,000.00	65,000.00
11	Utilities	25,000.00	14,000.00	16,406.93	(2,406.93)	11	25,000.00	20,000.00
12	Conferences, Memberships, Workshops	15,000.00	15,000.00	9,315.58	5,684.42	12	15,000.00	15,000.00
13	Postage	13,500.00	13,000.00	11,895.62	1,604.38	13	15,000.00	15,000.00
14	Printing and Publicity	79,000.00	65,000.00	40,952.17	24,047.83	14	115,000.00	115,000.00
15	Data Processing	5,000.00	3,300.00	4,406.78	(1,106.78)	15	6,000.00	6,000.00
16	Reception & Entertainment	29,000.00	38,000.00	32,893.83	5,106.17	16	35,000.00	35,000.00
17	Rental of Equipment and Materials	3,000.00	2,200.00	1,550.86	649.14	17	3,000.00	3,000.00
18	SAVS Services	245,000.00	215,000.00	203,925.77	11,074.23	18	250,000.00	230,000.00
19	Books	48,000.00	42,000.00	35,429.68	6,570.32	19	48,000.00	48,000.00
20	Periodicals	14,000.00	8,500.00	5,195.29	3,304.71	20	12,000.00	12,000.00
21	Audio Visual-Records	7,500.00	1,000.00	0.0	1,000.00	21	2,500.00	0.0
22	Films	23,000.00	15,000.00	6,500.30	8,499.70	22	25,000.00	20,000.00
23	Microforms	22,000.00	15,000.00	7,284.43	7,715.57	23	26,000.00	16,000.00
24	Cassettes	1,000.00	500.00	0.0	500.00	24	0.0	0.0
25	Art Prints	12,000.00	5,000.00	1,110.11	3,889.89	25	12,000.00	12,000.00
26	Computer Software	55,000.00	44,000.00	37,620.68	6,379.32	26	50,000.00	50,000.00
27	Library Supplies	16,000.00	16,000.00	14,398.32	1,601.68	27	18,500.00	18,500.00
28	Janitorial Supplies	5,000.00	2,600.00	2,448.36	151.64	28	5,000.00	4,000.00
29	Office Expense and Transportation	19,000.00	12,000.00	5,536.33	6,463.67	29	18,000.00	18,000.00
30	Contingency	35,000.00	18,000.00	24,634.49	(6,634.49)	30	140,000.00	140,000.00
31	Furniture and Equipment	3,000.00	3,000.00	1,009.00	1,991.00	31	2,000.00	2,000.00
32	Bank Service Charge	2,520,660.00	2,081,500.00	1,979,874.26	101,625.74	32	2,630,500.00	2,497,000.00
33	Totals					33		