

September 13, 1967

Minutes of the meeting of the Board of Trustees of the Skokie Public Library, held in the Conference Room of the Library at 7:30 p.m.

Members present: Messrs. L. O. Green, Howard V. Hummer, Donald Kraft, Mrs. Daniel Petty, and Rabbi Karl Weiner, Miss Mary Radmacher, Librarian.

Also present: Mr. Ed. Simon, Chairman of the Citizens Advisory Committee on Library Expansion of 1966-67.

Minutes of the meeting held August 9 were approved as read.

Financial statements for the General Operating Fund and Reserve Fund for the Purchase of Sites and Buildings for the month of August, 1967 were accepted and approved on motion by Mr. L. O. Green, seconded by Mr. Donald Kraft. Motion carried.

Motion by Mr. Howard V. Hummer, seconded by Mrs. Selma Petty.

Motion: That the list of bills in the amount of seven thousand two hundred seventy-four dollars and thirty-eight cents (\$7,274.38) be approved for payment.

Motion carried.

Circulation Report for the month of August was approved and ordered to be placed on file.

Mr. Kraft made a report on the North Suburban Library System enumerating the following: (1) Governor Kerner has signed the bill for the appropriation for the System; (2) Mr. Robert McClarren, the Librarian, is at his post; (3) temporary quarters have been rented at 5814 Dempster Street in Morton Grove; and the Librarian reported his plans for looking into some kind of a Union Catalog which will enable the System by one call to find out the holdings of any one library for an inter-system loan.

Miss Radmacher informed the Board of the changes in personnel to this date.

A recap of the recommendations of the Citizens Advisory Committee was

discussed. Those points which have been implemented are: Adult film series; book drop installed; program for Senior Citizens (this will be continued); annual report to taxpayers; printing of the book selection policy was done in January and the personnel code is available as will be all information for the past ten years which is being bound for local history collection.

Following discussion of using the adjacent lot for parking for the convenience of patrons, the following motion was made by Mr. Kraft and seconded by Mr. Green.

Motion: That the Library spend up to two thousand dollars (\$2,000) to spread gravel, roll or lay fill to make sure the lot is safe for cars, put railroad ties up to make parking spaces, assuming the Village will allow the Library to do so. In the event the cost exceeds \$2,000 the Librarian will call a majority of the Board members to see if the Board will agree to the cost. This motion to be effective only after contacting the Village to see if they will do it.

Motion carried.

In line with the intent by motion to have a survey made by a professional, copies of the contract agreement with Dr. Guy Garrison were distributed to each member. The Library will get a master plan for expansion and branches, and the survey will list the priorities. Rabbi Weiner stated that many of the recommendations of both the Citizens Advisory Committee and the League of Women Voters would all come under a master plan. Motion by Mr. Green, seconded by Mr. Kraft.

Motion: That the Library Board accept the agreement with Guy Garrison to perform a survey of the Skokie Public Library for a fee of \$1500.00 plus necessary expenses not to exceed \$750.00, Transportation costs plus production costs for a preliminary report of 10 copies and a final report of 200 copies are payable in addition at a cost not to exceed \$750.00.

Motion carried.

The point by point discussion of the recommendations of the Citizens Advisory Committee was tabled for a later meeting on motion by Mr. Green.

The Board recommended that the Librarian advise the Village of its

acceptance of the Fuel Oil Bid.

The Librarian informed the Board of the Great Books Discussion Groups scheduled for the 1967-1968 season and Young People's and Children's Department Programs such as Pre-School Story Time; Program for Mothers of Pre-Schoolers; Around the World with Stories; Introduction to Children's Literature Course and Book Discussion Groups.

The Librarian again announced to the Board that the North Central Library Conference will be held in October in Milwaukee. Reservations for any member who is able to attend will be made by the Librarian.

Booklists of Selected List of Recent Acquisitions for July, 1967 and Selected List of Recent Acquisitions for August, 1967 were distributed to each member.

Member Howard V. Hummer submitted his report on public relations for the Library with the recommendation that it be adopted. The following points were discussed: (2) That the Board take steps immediately to form a speaker's bureau. After discussion and with the consent of Mr. Hummer to write the speeches, the recommendation was adopted on motion by Mr. Green, seconded by Mr. Kraft. Motion carried. (3) That the Board immediately adopt a report to the people (the governing authority) to accomplish the purpose of keeping the public informed and to realize continuing publicity on policy and programs. After discussion and suggestion that 15 to 18 copies of such report might be made and sent to various organizations such as Chamber of Commerce, League of Women Voters, etc., Resolution 3 was adopted on motion by Mr. Kraft seconded by Mr. Green. Motion carried. (5) That the Board establish a date for an Annual Open House for the public to take guided tours of the Library to see the facilities and benefits it offers. Although this had been tried in the past without much success it was decided to adopt the resolution on motion by Mr. Green seconded by Mr. Kraft. Point 6 - That the Board authorize purchase of a camera or secure the services of a photographer to record

events which are of major interest to the community. Inasmuch as the Library has a camera and many prints, professional and otherwise, this has been implemented and will continue to be done in order to have prints available for newspaper publicity. Item 7 - a. The Library should immediately create a program for exhibits of books and services outside of the Library and tie them into other interests - like industry, banking, medicine, government, etc. Rabbi Weiner asked for volunteers to do this work. Mrs. Petty volunteered to talk to the bank about having a picture of the Library placed on their walls. Mr. Hummer offered his services for implementing both recommendations, 7-a and 7-b (contacting all civic groups about the availability of speakers) which were adopted on motion by Mr. Kraft, seconded by Mr. Green. Motion carried. Recommendation numbered 7-c was tabled for further consideration and discussion. Point 7-d. A new card application should get into the hands of new residents through the welcome wagon service and should be accompanied by a brochure explaining the services and benefits of the library. This was unanimously approved by the Board without motion. Point 7-e. The Board should open the book-drop 24 hours - or remove it. After discussion it was agreed to have a trial period of leaving it open for 24 hours starting September 14 and continuing to the November Board meeting. Point 7-f. The Board should consider appointing Citizens Advisory Committee to hear requirements from the community which the Board may not otherwise create or discover by itself. Discussion followed of this idea plus having a citizens participation at the end of each Board meeting for their comments. This and the balance of Mr. Hummer's recommendations will be discussed at a later meeting.

The meeting was adjourned at 9:30 by the President.

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Selma Petty

- Secretary