

February 10, 1982

LOGGED

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library, held Wednesday, February 10, 1982.

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; Dr. Herman Bloch; Mr. Walter Flintrup; Mrs. Eva Weiner; Mrs. Norma Zatz; and Miss Mary Radmacher, Chief Librarian.

APPROVAL OF MINUTES

Dr. Wozniak made a motion, seconded by Mr. Flintrup that the minutes of the regular meeting of January 13, 1982, and the special meeting of January 28, 1982, be approved as submitted. The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

The trustees read the letter received from Mr. Frederick Thompson, Senior Vice President, Commercial Banking, First National Bank of Skokie, explaining the security status of the Library's repurchase agreements at the Skokie bank.

Mrs. Hunter told the trustees about her discussion with a vice president at Continental Bank regarding Repos and referred to various agencies using them for short term investment.

Miss Radmacher explained the bank's Interest Report to the Internal Revenue Service, and the letter correcting the error, discovered by Mrs. Kim, in allocating to the Skokie Public Library's report \$1,467.90 which should have been listed elsewhere.

Miss Radmacher reviewed the items in the letter from Den Koide regarding contractual requirements on the carpet installation; repairs that have to be done and carpet tiles which the installers borrowed from the attic stock which have to be replaced. Mr. Koide recommends that we withhold \$1,000.00, approximately 5% of the total amount due Barsamian, until all these items have been taken care of. Mrs. Zatz made the following motion, seconded by Dr. Wozniak:

MOTION: That the trustees approve the payment to Barsamian the amount owing on the carpeting, except for \$1,000.00 to be paid to Barsamian upon the completion of all the work to the satisfaction of the Library.

The roll was called and the motion passed unanimously.

A letter will be sent with the check with an explanation of the withholding of the \$1,000.00.

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

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites & Buildings, and the Report on Fine Arts Acquisition Fund be accepted, and that the lists of bills for the General Operating Fund in the amounts of \$30,058.68 and \$7,510.77, and the list of bills from the Reserve Fund for the Purchase of Sites & Buildings for Business Interiors in the amount of \$6,524.00, be approved for payment subject to audit.

The motion passed unanimously.

TRANSFER PER AUDITOR'S RECOMMENDATION

The following motion was made by Mr. Flintrup, seconded by

Dr. Wozniak:

MOTION: The Board of Trustees of the Skokie Public Library approve the auditor's recommendation of the transfer of \$225,000.00 from the Operating Budget to the Reserve Fund for the Purchase of Sites & Buildings.

The roll was called and the motion passed unanimously.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

It was noted that circulation was down for the month of January and the consensus was that this was due to the extremely bad weather. Dr. Wozniak made a motion, seconded by Dr. Bloch that the Circulation Reports be placed on file. The motion passed unanimously.

AUTOMATION PROJECT

Miss Radmacher is concerned over a number of questions with regards to a project manager. Such questions as: to whom would the project manager be responsible? What type of fringe benefits would be available? What arrangements with the JCPL members will be made allocating money for annual JCPL expenditures and preparation of the first budget? A job description is needed for this position.

Miss Radmacher said that the next meeting with Mr. Joe Matthews which will take place soon will fulfill his present contract with the JCPL group. It is necessary for the librarians to get their Boards' approval of an extension of his contract.

Mrs. Hunter said that since it is planned that the computer will be in our Library, she thinks there should be some sort of compensation to us for the day to day problems of managerial time which will have to be expended by our personnel. Dr. Bloch said that the people who comprise the group are very compatible and he anticipates no problems. He thinks they will cooperate in every way.

Mrs. Hunter said a meeting will have to be convened of the librarians and Board presidents to extend Mr. Matthews' contract, and will have to get a proposal from Mr. Matthews as to what he feels still needs to be done. Dr. Bloch suggests that the group should acquaint themselves with some sort of time schedule of what has to be done.

Miss Radmacher and Mrs. Hunter told Dr. Bloch that the Board really appreciates his attending the project meetings and thanked him for his contributions to these meetings.

PERSONNEL

Miss Radmacher reported that Ms. Margaret Palmer is the new Bookmobile driver/librarian and is doing a nice job.

Comment was made that a back-up person has to be available in order to make sure the Bookmobile goes out all the time.

Mrs. Jean Buckley has been on maternity leave since February, 1981 and is now resigning as of February 20, 1982.

Vimal Nanavati did an excellent job in launching the new Bookmobile, but he is resigning this month to devote full time to his third year at Loyola University.

PIANO REPORT

Miss Radmacher said that Mr. Tom Porter, the technician recommended by Mr. Gordon, called to report on the two Steinway pianos he tested. He said that one tended to be brassy, but that the other one was pretty good although it was terribly out of tune. He thought we definitely should buy it. Miss Radmacher asked him to send his recommendations, in writing, but she has not received it yet.

Hendricks Music Company's warranty will include two tunings: one six weeks after delivery, and the other one six months later. It was recommended that the company tune the piano before delivery also.

Mr. Flintrup made the following motion, seconded by Dr. Wozniak:

MOTION: That the Board of Trustees of the Skokie Public Library approves the purchase of the Steinway piano, serial number 473889, for \$12,000.00.

The roll was called and the motion passed unanimously.

Mrs. Hunter said that plans are being made to hold the concert for the "launching" of the piano during National Library Week, either Sunday, April 18th or Sunday, April 25th.

REPORT ON PLAQUE LISTING NAMES OF TRUSTEES

There is no further information regarding the plaques at this time.

REPORT RE MONITORING MECHANICAL SYSTEM

In speaking with Johnson Controls, Mr. Schiewe was told that with the removal of the second telephone line, \$115.00 will be eliminated per month from the phone line fees. They also dropped their projected five year TABS cost to \$74,112.00, maximum.

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

MOTION: That the Board of Trustees accepts the Johnson Controls contract for the projected five year TABS cost total maximum figure of \$74,112.00.

The roll was called: Mr. Flintrup-Yes; Dr. Bloch-Yes; Mrs. Weiner-Yes; Mrs. Zatz-Yes; Mrs. Merritt-No; Dr. Wozniak-Yes. The motion passed.

Mrs. Merritt said she would like to see some built-in safeguards in the contract as to making sure we do not have the same problems we have experienced in the past with Johnson Controls. It was recommended that Miss Radmacher and Mr. Schiewe make up a list of grievances which should be presented to Johnson Controls and Johnson Controls should be told that the Library needs some assurances regarding these problems before the contract will be signed.

Dr. Bloch then made the following motion, seconded by Mrs. Merritt:

MOTION: That the Board of Trustees reconsider the motion just passed regarding the trustee's acceptance of the Johnson Controls contract, for purposes of amending that motion.

The motion passed unanimously.

Dr. Bloch then made the following motion, seconded by Mrs. Merritt:

MOTION: That the Board of Trustees amends the motion to accept the Johnson Controls contract to make it subject to putting Johnson Controls on notice of the shortcomings that the Library has experienced in the past five years, and that Johnson Controls must make sure these problems will not be repeated. Subject to Johnson Controls' assurance that ~~the list of general~~ ^{such} problems will not ~~occur~~, ^{never} the contract will be approved.

The roll was called and the motion passed unanimously.

REPORT ON YOUNG PEOPLE AND CHILDREN'S DEPARTMENT

Mrs. Hunter thanked Mrs. Merritt for her participation in the contest to name the Newsletter of the Young People and Children's Department.

Mrs. Merritt reported that the winning name for the Newsletter is the "Eager Reader." Invitations will be sent to participants and their families to attend a celebration on March 17th honoring those submitting entries in the contest. Mrs. Merritt would like the trustees to attend also.

ALA LIBRARIES' ERRORS AND OMISSIONS INSURANCE PLAN

Miss Radmacher reported that she had been informed by NSLS that the majority of the libraries in this system have taken the Errors & Omissions Insurance, and she was told by the Suburban Library System that approximately 30% of the libraries in that system have taken it. Most of the libraries having this coverage have the ALA insurance. It would cost \$500.00 per year.

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

MOTION: That the Board of Trustees of the Skokie Public Library purchase the Library Errors & Omissions Insurance.

The roll was called: Dr. Bloch-Yes; Mr. Flintrup-No; Mrs. Weiner-Yes; Dr. Wozniak-Yes; Mrs. Zatz-Yes; Mrs. Merritt-Yes. The motion passed.

REVENUE SHARING

Mrs. Hunter said she will be attending a meeting with Niles Township regarding our next year's revenue sharing funds request.

ENERGY AUDIT

Miss Radmacher reported that she was told by the Illinois Department of Energy and Natural Resources that they have no money available for energy audits at this time and they recommended she contact the Northeastern Illinois Planning Commission which she did and was told the same thing by them.

ELEVATOR

Len Gorka of S. R. Lewis is looking over the elevator maintenance contracts which were submitted by Dover. It was recommended that she also have the Village elevator inspector take a look at the agreements. No action will be taken on the agreements until we get a response from Len Gorka and the Village elevator inspector.

REMIND YOUR ATTORNEY FRIENDS

Miss Radmacher suggested the trustees remind their attorney friends to recommend to their clients consideration of including the Skokie Public Library in their wills.

BUDGET RECOMMENDATIONS

The budget recommendations will be mailed to the trustees for them to look over before the next Board meeting.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported on the NSLS budget expenditures for the CLSI System and a new van. She said she would like to attend Legislation Day in Washington D.C. The following motion was made by Dr. Wozniak, seconded by Dr. Bloch:

MOTION: The Board of Trustees will send Eva Weiner
 to Washington D.C., for Legislation Day,
 April 19 and 20, 1982, as our representative.

The roll was called. Mrs. Weiner abstained; all the other trustees voted affirmative; the motion passed.

COMMENTS FROM TRUSTEES

Mrs. Merritt asked what has transpired about the railing for the auditorium and the security system. Miss Radmacher said that Den Koide has gotten information on the railing and the cost will be approximately \$1,000.00. Mr. Koide will give Miss Radmacher the names of companies where it can be purchased, but she hasn't gotten the names yet. Mrs. Merritt made the following motion, seconded by Dr. Wozniak:

Motion: The Board of Trustees will accept the proposal for an iron railing for the auditorium to match the existing railing, the cost not to exceed \$1,500.00.

The roll was called and the motion passed unanimously.

Miss Radmacher said the Security System is functioning quite well, and the only way to maintain the painted metal railing is to keep repainting it.

Mrs. Merritt commented on Institute Day February 15th, and said she would suggest that several people from the Young People and Children's Department attend the session at Fairview South, from 1:30 to 3:30 p.m.

Mrs. Hunter reported that Charlene Louis is doing publicity for the Triodyne exhibit.

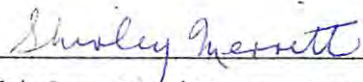
Mrs. Hunter commented that she would like to see an annual report put out by the Library and that Charlene Louis should be paid a special fee for that. She will discuss it with Charlene Louis.

Mrs. Merritt suggests that a semi-monthly calendar of events be put out also and she would like to see what some of the libraries that use this type of calendar have done.

Mrs. Hunter announced that the reception for the Triodyne exhibit will be held March 7th from 4 p.m. to 6 p.m. and she hopes all the trustees will attend.

ADJOURNMENT

The meeting adjourned at 10:40 p.m.



Shirley Merritt - Secretary