

September 12, 1984

CORRECTED

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, September 12, 1984.

CALL TO ORDER

The meeting was called to order at 7:41 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter Flintrup; Eva Weiner; and Mary Radmacher, Chief Librarian. Mrs. Hunter noted that a quorum was present.

Members absent: Dr. John M. Wozniak, Vice President and Norma L. Zatz.

Observer present: Mr. Alan Liebman, 9044 Karlov, Skokie, Illinois 60077.

Guest present: Mr. Warren English, Boyle, Flagg and Seaman, Inc.

INSURANCE - MR. WARREN ENGLISH FROM BOYLE, FLAGG AND SEAMAN, INC.

Mrs. Hunter asked for a motion to set aside the regular order of business and move to insurance. Mr. Flintrup moved and Dr. Bloch seconded. The motion passed unanimously.

Mr. Warren English of Boyle, Flagg and Seaman, Inc. was introduced. Mr. English distributed an insurance packet to each trustee and Miss Radmacher listing the kind of insurance coverage the Library has. Mr. English went through each page of the packet answering questions that the trustees had as he went along.

Dr. Bloch questioned if JCPL will be covered by the Skokie Public Library. Miss Radmacher said JCPL will have its own insurance policy. Mr. English added the JCPL insurance policy will cover the Skokie Public Library. Insurance covering Library employees when on Library business driving their cars was discussed. ~~Mrs. Hunter suggested checking with our attorney, Don Lyon, regarding rights of an employee to refuse to do an assigned errand involving use of his/her car because he is not covered by the Library's~~ *delete*

insurance. Mrs. Merritt asked about the possibility of full coverage for employees who drive their cars to do Library business. Dr. Bloch added that employees do get a mileage reimbursement. The question arose if there are any employees who are asked to use their cars for Library business. Miss Radmacher stated that there are regular routine needs of staff using their own cars for going to the nursing home programs, the bank, the post office, etc. and added that she will speak with Don Lyon re the Library's responsibility for coverage for staff members.

Mr. English concluded his presentation by saying that he will secure five or six quotes from different insurance companies, but doesn't think there will be much savings over the previous year but we can probably hold the line where we are.

Mrs. Merritt questioned insurance for trustees. The Library has the American Library Association's Libraries' Errors and Omissions Plan. Mr. English will review this re coverage for the trustees. The question also arose of coverage for the signature plate. Miss Radmacher will contact Mr. English about needed coverage for this.

Mrs. Hunter thanked Mr. English on behalf of the Board for attending the meeting. Mr. English left the meeting.

APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 8, 1984

Mr. Flintrup made a motion, seconded by Mrs. Merritt to return to the regular order of business. The motion passed unanimously.

Dr. Bloch would like the following corrections made: page 3, third paragraph, second to last line, Miss Radmacher's name is spelled incorrectly; page 4, second paragraph, third line, Preston Levi's name is spelled incorrectly; and on the same page, third paragraph, third line from the bottom "ITT" should be "IIT."

Dr. Bloch questioned why every item on the Consent Agenda was listed separately in the August 8, 1984 minutes. Miss Radmacher explained that this conforms to the Village Board minutes.

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

1. Financial Statements
2. Bills

The motion passed unanimously.

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

MOTION: That the Skokie Public Library Board moves that the following items be placed on file:

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

The motion passed unanimously.

Mr. Flintrup and Mrs. Hunter would like this to be the format for the Consent Agenda items in the minutes. Miss Radmacher asked when this format change should begin. Should last month's minutes be changed? The trustees agreed to begin this format with the September 12, 1984 minutes.

AUTHORIZATION NEEDED FOR OPENING ACCOUNT FOR INVESTMENT AT OLD ORCHARD BANK AND TRUST COMPANY

Miss Radmacher reported that formal authorization is needed to invest funds through the Old Orchard Bank and Trust Company. The bank's document for this purpose uses the word "corporation" but the Old Orchard Bank and Trust Company will accept a statement from the minutes. Mrs. Merritt suggested checking with Don Lyon.

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

MOTION: That the Board of ~~of~~ Trustees of the Skokie Public Library authorizes use of the Old Orchard Bank and Trust Company, Skokie, Illinois, as a depository for our funds and gives authority for signing to the Chief Librarian.

A roll call vote was unanimous.

ERIC TELINGATOR AGREEMENT

Miss Radmacher reported that when the GEAC system is functioning, we will be using the acquisitions program of GEAC, probably three to four years hence. Miss Radmacher suggested no obligation on Eric's part beyond the time our GEAC system services the function to us. Dr. Bloch said he would like to see a time limit of 10 years set. Mr. Flintrup suggested keeping our options open, we might like Eric's program more than GEAC's.

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

MOTION: That the Skokie Public Library Board of Trustees moves that the proposed agreement between the Skokie Public Library and Eric Telingator (paragraph 2 to be modified so that the first sentence limits the improvements for a 10 year period) be accepted subject to the Library Attorney's approval.

A roll call vote was unanimous.

REPORT ON AUTOMATION

The trustees read the letter from Ned Griffin, attorney for JCPL. Miss Radmacher explained that the Waukegan Public Library Board signed the System Maintenance and Enhancement Agreement; the Amendment to the Purchase Agreement; and the Agreement for Turnkey Development, Installation and Sale of an Automated Integrated Library System and everyone seemed fairly pleased with the contract.

Mrs. Hunter then read a short article from p. 554 from American Libraries regarding interfacing. Mrs. Weiner said you get into who pays for what problems. Miss Radmacher reported that ^{CLS/}independents can't talk to ^{CLS/}clusters.

Dr. Bloch questioned the dollar amounts. Ned Griffin drew up this contract and sent it to GEAC and Mr. Griffin thinks that GEAC will accept it. Mrs. Hunter said that Mr. Griffin must have felt very firmly that

this is what GEAC is going to sign. Mr. Flintrup asked Miss Radmacher if she was comfortable with signing this contract. Miss Radmacher replied affirmatively if approved by Joe Matthews, the JCPL consultant. Mr. Flintrup then made the following motion, seconded by Mrs. Weiner:

MOTION: That the Skokie Public Library Board authorizes the President to sign the agreement for a total of \$ _____.

After discussion, Mrs. Hunter asked that Mr. Flintrup add to his motion, that the signature be made within a certain number of days such as five.

With Mr. Flintrup's permission, Dr. Bloch changed the motion as follows:

MOTION: That the Skokie Public Library Board of Trustees authorizes the President to sign the agreement if she deems it to be in order upon consultation with the Chief Librarian.

A roll call vote was unanimous.

Mrs. Hunter would like the agreement sent to Joe Matthews Federal Express for his authorization of our signing the agreement before she signs the agreement.

Miss Radmacher distributed copies of the JCPL Budget prepared by Andy Stimson, Waukegan Public Library.

REPORT FROM EVA WEINER RE KURZWEIL READING MACHINE (KRM)

The trustees read the concept letter re a grant for special services to the blind and physically handicapped Mrs. Weiner sent to Preston Levi which she worked on with Miss Radmacher and John Tieberg-Bailie. Mrs. Hunter thanked Mrs. Weiner for her efforts.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported that there was no NSLS meeting in August. She also reported that she attended the Management Affairs Committee meeting and informed the Board briefly about it.

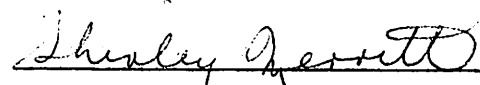
COMMENTS FROM TRUSTEES

Mrs. Merritt asked what has been done about implementing suggestions about the free-standing carousel. Miss Radmacher said this will be put on a future agenda along with the energy audit. Mrs. Merritt also commented on the beautiful exhibits in the Library and the sad condition of the plants in the Library. At present, we have someone maintaining them.

On behalf of the Board, Mrs. Hunter congratulated Dr. Wozniak (in absentia) on his appointment to the Board of Felician College.

ADJOURNMENT

Mr. Flintrup moved and Mrs. Merritt seconded to adjourn the meeting at 10:05 p.m.


Shirley Merritt - Secretary