

March 7, 1979

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held March 7, 1979.

Members present: Rabbi Karl Weiner, President; Walter B. Flintrup; Mrs. Diana Hunter; Richard C. Lindberg; Mrs. Shirley Merritt; Mrs. Norma Zatz; and Mary Radmacher, Chief Librarian. Miss Radmacher explained that Dr. Wozniak would be detained and would join the meeting as soon as possible.

The Board of Directors met for dinner at 6 p.m. Rabbi Weiner called the meeting to order at 7 p.m. and set aside the regular order of business so that members could tour the Technical Processes Department of the Library and hear Mrs. Soong Yi describe the activities of that department. Mrs. Yi welcomed the group. Some highlights of her informal lecture are:

- . The uniqueness of this library in that it has this centralized technical service.
- . The fact that every book, pamphlet, magazine, record, etc. is ordered and processed in this department.
- . The detailed procedure for ordering materials, from the first to last step. There are more than 6,000 publishers from whom to order.
- . Description of "Standard Tools Used for Cataloging," including the Library of Congress preferences which the Library uses.
- . The method of cross-referencing.
- . The various identification cards for every book, etc., information typed for cataloging and the numbering system.
- . The mechanical preparation before a publication is placed on the shelves. The reason for different covers on certain library products.
- . The method of moving the library materials from this department to other departments.
- . Search processes for missing books and reinstatement of books found.
- . The necessity for revision work done constantly, some of which are major changes demanding much time and labor.

The members discussed the possibility of using computers for ordering and receiving materials. There is no mini-computer system as yet which can produce typed cards with all the cataloging information. Last year 18,000 books were processed in the Library which now has 320,000 volumes and over 1,000 periodicals to which it subscribes.

Miss Radmacher and the Directors thanked Mrs. Yi for her very informative and gracious presentation. They returned to the Ethel Griffin Room.

CALL TO ORDER AND APPROVAL OF MINUTES OF FEBRUARY 14, 1979

Rabbi Weiner resumed the regular order of business at 8 p.m. with a quorum present. The minutes of the February 14, 1979 meeting were approved as submitted.

FINANCIAL STATEMENTS

A motion was made by Mrs. Hunter and seconded by Mrs. Zatz as follows:

MOTION: That the Financial Statements for the General Operating Fund, Reserve Fund for the Purchase of Sites and Buildings and the Library Construction Fund for the month of February, 1979 be accepted and the lists of bills for the General Operating Fund in the amounts of \$27,093.44 and \$2,135.36 be approved for payment, subject to audit.

The motion was unanimously adopted.

CIRCULATION REPORTS AND BOOK BAG SALE

The Circulation Report for February, 1979 was ordered placed on file. Miss Radmacher commented that statistics are down. The book bag sale statistics were noted.

LIBRARY USE STATISTICS

The report on the Library use for February, 1979 was noted. Mrs. Hunter suggested the possibility of implementing certain kinds of tournaments to draw more people to the Library and Miss Radmacher suggested having a pottery making demonstration, but getting a potter's wheel, so far, has not been possible.

GIFTS

A gift of \$30 was received from Mrs. Elvira Rosenthal, Treasurer of the Skokie Valley Chapter of the Lyric Opera of Chicago, in appreciation of the cooperation extended by staff in helping to make recent events of the Chapter held at the Library successful.

PERSONNEL

Miss Radmacher described the recent personnel transfer from one department to another.

COMMENTS FROM LIBRARY DIRECTORS

Mrs. Hunter suggested that the art objects in the Library should have descriptive plaques. Miss Radmacher explained that this is being taken care of. Mrs. Hunter shared legal information relating to the religious nature of transcendental meditation as it relates to a Library activity. Mrs. Merritt reported that the Skokie Park District is changing its Board meeting schedule and Rabbi Weiner explained the reasons for the change. Mrs. Zatz commented on the muddy condition of the sidewalk which passes the sculpture in the Village Green at the approach to the Library. Miss Radmacher offered to see that the condition was corrected. Rabbi Weiner reported he and Mayor Smith were unable to find a mutual meeting time and that he will continue to try to see the Mayor to discuss the parking problem. The Rabbi read a letter from Elisa Denja relating to the limited parking area for Library patrons. Discussion about answering

her letter followed.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported that at the Board meeting held this month, there was nothing discussed of concern to the Library. However, an item of possible interest for the future was brought up at the North Suburban Library System meeting - that of obtaining assistance in investigating the possibility of umbrella type coverage for library liability insurance. This will be reviewed by their Insurance Committee. This type of coverage could save premium payment money for all library members. Another item of interest was the contribution by the System to the Illinois Library Association. Mr. Flintrup described the ramifications of the System as they relate to the Illinois Library Association.

Mr. Flintrup recommended keeping lines of communication open to the Intrasystem RBP. He also recommended sending a Skokie representative to the System's Board meeting. He suggested that the Library Board appoint another representative to the System since he has filled this role for several years. He mentioned that a System election will be held in June. Discussion of Mr. Flintrup's report followed.

Mr. Flintrup commented on the drop in membership to the Illinois Library Association.

CLSI

Miss Radmacher gave the background of the prior proposal. She discussed a requested quote for lazer beam equipment. The beam is a better method of imprinting coded library material than the light pen presently used. She discussed the portable unit and its cost. The figure will be near \$180,000 for the automated system. The Board members discussed the concept of the CLSI proposal.

REPORT ON VANDALISM AT ENTRANCE

Miss Radmacher reported that someone broke the glass window in the south wall adjacent to the entrance. A lock at the vestibule was removed during Library hours and it is believed the lock was used to break the glass. All three panels in the bulletin board were broken. She observed the Library has \$1,000 deductible insurance, and that most of the damage will be paid for by the Library since it will probably cost less than \$1,000 to repair.

LEGAL INFORMATION ON INVESTING

Miss Radmacher reported on investments available to the Library as they related to saving and loan institutions. Methods of investing in a manner which is protected by the Federal government were discussed. Mr. Lindberg offered to call Mr. Jack O'Connell of the Skokie Federal Savings and Loan to get more information.

RECOMMEND PURCHASE OF OCLC (Ohio College Library Center) TERMINAL

Miss Radmacher gave the background of the OCLC Agency, which now has coast to coast terminals. The Center canvasses state by state in offering terminals. The State of Illinois has forty terminals which must be spoken for by March 15 since any remaining terminals must be turned back to OCLC who will then make them available to other states. The cost is very inexpensive. The advantages of using OCLC especially for cataloging were presented and the costs for the first year as well as ongoing costs were reviewed. Mr. Lindberg made the following motion:

MOTION: That the Library purchase and rent the equipment as shown in the Ohio College Library Center proposal dated March 7, 1979 in the amount of approximately \$6,000, of which approximately \$3,700 is a capital expenditure, and the annual maintenance expense thereafter being in the neighborhood of about \$2,400.

The motion was seconded by Mrs. Merritt. Rabbi Weiner called for discussion. Mr. Flintrup related that the North Suburban Library Association has purchased this service, is very pleased with it and it is used by many libraries throughout the state. Miss Radmacher explained the use of OCLC for inter-library loan, too.

Rabbi Weiner called the vote which passed unanimously.

SECURITY

The members referred to their copies of a draft from Attorney Di Leonardi relating to Invitations to Bid for the purchase and installation of an electronic security system for the Library. Mr. Lindberg believes it is a poorly drawn invitation and specifications. He spoke about 3M, Magnavox and Knogo systems. Mrs. Hunter pointed out that the Board members agreed not to spend any money until Mr. Lindberg returned from out of town. This material was not sent to the Library until February 15. Rabbi Weiner gave the background of the decision made in December to wait for further proposals. Mr. Lindberg said he was particularly concerned about features relating to magnetic tapes; he was concerned because there is no place in the Di Leonardi proposal for the Library, as a buyer, to have the right to refuse any and all bids. He suggested narrowing it down to review for Checkpoint and requested more time to get more concise reports on radio frequency.

Miss Radmacher pointed out certain difficulties of using transaction cards. Mr. Lindberg offered to talk to Mr. Siciliano and report back to the Board.

Mrs. Hunter pointed out that the public is aware the Library does not have a security system. Mrs. Zatz spoke about the untenable position

in which she sees the Library since there is no available system which incorporates all the features the Library wants and needs. Rabbi Weiner said he was convinced that the first priority in the purchase of a system is to create as much prevention as possible of the public's ability to violate the system in order to take cards out for re-use. The Rabbi discussed what he considers are top security priority needs. Mrs. Hunter asked how the Chief Librarian and her staff feel about a required system which would fill Library security needs. The opinion of the members as to whether they should wait or go ahead on the Di Leonardi proposal was discussed. The Rabbi asked for either a motion to table the subject for further discussion or a motion to call for action. Mr. Lindberg moved:

MOTION: To table the matter until the next (April) meeting.

The vote to table the subject was unanimously approved.

The members discussed the religious holidays occurring in April and agreed to change the meeting date in April of the Library Board of Directors to Tuesday, April 10 at 7:30 p.m.

REPORT ON SPECIAL BOARD MEETING WEDNESDAY, FEBRUARY 28, 1979 WITH MR. DONALD KRAFT RE: DATA PROCESSING

Mr. Kraft's presentation of what data processing can do for the Library was outlined. At the meeting a thorough review of library use of computers was made. Rabbi Weiner outlined differences of business vs. library types of computer services which IBM and CLSI offer. He suggested obtaining advice from someone who is not a vender. Mr. Flintrup pointed out that the longer the Library waits, the more sophisticated a system might be obtainable even though the costs may be higher than if a system were purchased now.

ETHNIC FESTIVAL

Miss Radmacher reported that the Park District is planning a two day festival on a week-end near July 4, 1979. It will be held on the Oakton Park lawn. Mrs. Hunter advised that the Ethnic Festival is really the Skokie Human Relations Commission's project, not merely the Park District's. She also observed on the similarity between the purposes of this project and the forthcoming Federal Census of 1980. She suggested focusing on a Village overview in something especially festive. Rabbi Weiner added that the clergy could also participate in different ethnic, dramatic and unique presentations. The members discussed the Library's participation and it was also agreed that the Library plan a festival in an exciting and innovative manner and which would not be redundant.

Rabbi Weiner suggested making application for a grant from the Humanities Council for an on-going type of Ethnic Festival, to be a larger project than that planned by the Park District. The first step is to apply for a planning grant utilizing the kind of resources which the Library has. Miss Radmacher reported on a grant planning workshop held several months ago. She commented that the Library's Festival would involve various agencies within Skokie and perhaps the surrounding areas. She asked the Board to agree to pursue the idea, since she feels it would be good for Skokie's image and various Skokie groups could work together on it. The Board would like to invite various groups to participate.

BUDGET RECOMMENDATIONS

Miss Radmacher reviewed the budget proposal. She commented that the increases are small. In answer to a question from Mrs. Hunter, she replied that salary increases total 7½% for 1980-81.

Dr. Wozniak arrived at the meeting and was seated.

Miss Radmacher pointed out that there is money not expended because of positions not filled. There will be money put into the reserve fund. Various line items were discussed, as were fund transfers. In answer to a question posed by Mrs. Zatz, Miss Radmacher reviewed the Illinois law on the ability to transfer funds for sites and buildings. Mrs. Zatz stated that she was opposed to deficit spending and questioned the Library's position in this regard. Miss Radmacher and Rabbi Weiner assured the members that the Library has never been in a position of deficit spending. All projected expenditures are covered. The 23¢ tax rate limitation and home rule ramifications were discussed. Mr. Flintrup moved and Mrs. Hunter seconded, with caution that salary increases remain within the Federal guidelines as they will be set for the proposed fiscal year, the following:

MOTION: That the Board of Directors accept the proposed budget for the fiscal year 1980-81. (A copy of which is attached hereto.)

There being no further discussion on the motion, Dr. Wozniak polled the members. The motion carried unanimously.

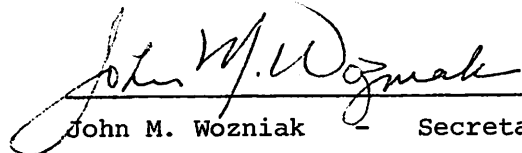
VARIOUS

Mrs. Hunter commented on a recent Cook County meeting re: Workman's Compensation, and the intergovernmental cooperation that could be fostered.

Mrs. Hunter asked that Miss Radmacher commend and thank Mrs. Yi for her excellent presentation. The other Directors endorsed this request.

Mr. Flintrup reminded the Board that the Library has not yet applied for Revenue Sharing funds. Miss Radmacher agreed that the Board must request these funds. She and Rabbi Weiner agreed to meet to expedite the Library's application.

The meeting adjourned at 10:20 p.m. The next meeting of the Skokie Public Library Board of Directors will be held at 7:30 p.m., Tuesday, April 10, 1979.


John M. Wozniak Secretary

SKOKIE PUBLIC LIBRARY

Budget Recommendations

for the Fiscal Year May 1, 1980 - April 30, 1981

March 7, 1979

Personal Services

Salaries \$1,118,900

Professional Services 3,000

Contractual Services

Binding 13,000

Services to Maintain Equipment 7,700

Services to Maintain Buildings and Grounds
including monitoring and maintenance service contract 66,000

Insurance 40,000

Utilities 42,000

Conference Expense and Membership Fees 11,000

Services to Maintain Automotive Equipment 4,000

Postage 7,000

Printing and Publicity 5,000

Data Processing 2,500

Audit Expense 1,500

Reception and Entertainment 2,700

Rental of Equipment 8,500

Commodities

Books 145,000

Periodicals 25,300

Audio Visual

Recordings 6,000

Films 8,500

Microforms 6,000

Cassettes 3,500

Art Prints 3,000

Library Supplies 30,000

Janitorial Supplies 9,500

Office Expense and Transportation 4,500

Other Charges

Contingency 22,000

Capital Outlay

Furniture and Equipment 24,500

T O T A L \$1,620,600