

October 10, 1979

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held October 10, 1979 at 7:40 p.m.

CALL TO ORDER

Members present: Rabbi Karl Weiner, President; Mrs. Diana Hunter, Vice President; Dr. John Wozniak, Secretary; Mr. Walter Flintrup; Mr. Richard Lindberg; Mrs. Shirley Merritt; Mrs. Norma Zatz; and Mary Radmacher, Chief Librarian.

Rabbi Weiner called the meeting to order at 7:40 p.m. and noted that a quorum was present.

Mrs. Hunter made a motion, seconded by Mr. Flintrup, to accept the minutes as written of the regular September meeting of the Skokie Public Library held September 12, 1979. The motion was approved unanimously.

FINANCIAL STATEMENTS - BILLS

Miss Radmacher reported that the \$550,000.00 Certificate of Deposit which matured October 9, 1979, at an interest rate of 9-3/4%, was reinvested in another Certificate of Deposit at an interest rate of 12-3/4%.

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

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites and Buildings for the month of September, 1979, the Year to Date Status on Lease Purchase of Copy Machines, and the Report on Special Funds be accepted, and that the lists of bills for the General Operating Fund in the amounts of \$38,504.24 and \$6,332.54, the list of bills for the North Suburban Library System Coordinated Acquisitions Program (CAP) in the amount of \$287.66, and the list of bills for the Sculpture Fund in the amount of \$4,000.00, be approved for payment subject to audit.

The motion was approved unanimously.

CIRCULATION REPORTS

The Circulation Reports for September, 1979, were accepted and placed on file.

LIBRARY USE STATISTICS

The Library poster prepared for the Farmer's Market every Sunday was discussed. Mrs. Hunter suggested that next year the Library should try to project its image more strongly at the Farmer's Market.

Mrs. Zatz ~~questioned~~ ^{remarked on (corrected in 11/14/79 minutes)} the declining attendance from week to week during September of the Feature Film Series. It was thought that the films that were shown had a lot to do with it.

The Library Use Statistics were accepted and placed on file.

GIFTS

The gift of \$10.00 from Louise Z. Cromer in memory of Selma Weiner and the gift of \$175.00 for the Selma Regan Petty Memorial Fund were duly noted. Mrs. Hunter asked if it would be possible for the donations to be earmarked for the Art Fund. This will be looked into.

CORRESPONDENCE

The correspondence regarding better lighting in the parking area and the letter praising Steve Oserman were duly noted, acknowledged and put on file.

PERSONNEL

Stanley Isom has been hired as Custodian but he is not living in the house.

Explanations for the resignations of Ailsa Levick and Mona Metrick (retirement and marriage respectively) were made. Young People and Children's Department is very short of personnel.

On September 30 the CETA program was terminated. The three CETA personnel have been transferred from the CETA program to the Skokie Public Library staff. These three CETA workers have worked out very well.

COMMENTS FROM TRUSTEES

Mrs. Zatz questioned the fact that discussion regarding the hiring of a new lawyer was not on the agenda. Miss Radmacher read from the September minutes which stated that the subject was tabled until such time as more information was available. Mrs. Hunter made the following motion, seconded by Mr. Lindberg:

MOTION: That a committee be appointed to look into the merits of either retaining Mr. Di Leonardi as the Skokie Public Library attorney or getting a new lawyer.

The motion was approved unanimously. Rabbi Weiner appointed Mr. Flintrup, Mr. Lindberg and Mrs. Zatz as the committee. The committee will give their report at the next meeting and the subject will be on next month's agenda.

Mrs. Merritt mentioned some informative articles regarding the New York Public Library, audio-visual materials, etc. and she had the magazines for the trustees to look at.

Mrs. Merritt also said that she is pleased to see that the Library has expanded its art print collection. She wondered if it were possible for the prints to be stored in a ~~more convenient~~ ^{less unwieldly (corrected in 11/14/79 minutes)} manner than the cabinets in which they are now kept. She would like to see a complete listing of the prints now available and Miss Radmacher said she would see to it that a list was made up. A list of art prints has been compiled and printed recently and a copy is included in Board members materials for this meeting.

Mr. Lindberg remarked on a complaint he had received from a Skokie resident regarding the Balter sculpture questioning the cost.

Dr. Wozniak congratulated whomever is responsible for the opera posters hanging in the lobby and Miss Radmacher said this is the third year

the Library has had them and that Barbara Birkos was responsible for booking the exhibit the first year.

Dr. Wozniak also mentioned that congratulations were in order for Mr. Lindberg on becoming a grandfather again.

Mrs. Hunter commented on Mr. and Mrs. Balter's dissatisfaction with the invitations for the Balter sculpture dedication, but remarked that since fiscal conservatism seems to be the climate today, it was just as well more money was not expended on formal invitations.

Mrs. Merritt thanked Miss Radmacher for her paper on automation. She also asked Miss Radmacher what progress has been made with McDonald's as to the McDonald-Library project which had been considered. Miss Radmacher said that she contacted the corporate offices who had directed her to the McDonald's advertising agency, but had been told this is handled through the individual McDonald restaurants. She will get in touch with the Skokie McDonald's and get back to the Board with the information.

LIBRARY EVALUATION COMMITTEE REPORT

Mrs. Hunter reported that the Library Evaluation Committee met this evening prior to the Board meeting. She said that the committee's first priority will be discussed at a closed Executive meeting following the Board meeting. Other priorities that the committee feels should be looked into are public relations and communications; expansion of library services; evaluation of periodicals; involvement in outreach programs and all program items as well as staff involvement among departments.

Miss Radmacher remarked that it is difficult to evaluate the in-house use of the Library periodicals since they are located on open shelves, immediately accessible to all. Mrs. Hunter suggested that someone could be stationed in

in that area and patrons be told not to put the materials back on the shelves and in that way would be able to measure usage more readily.

Miss Radmacher referred to the Rutgers Survey when this was done and said she will look into doing this again.

Dr. Wozniak commented that the Board should get more input from the Library staff regarding their meetings, staff relations between and among departments, and anything regarding policy or goals. The trustees thought the staff might be brought into closer contact with the Board and Miss Radmacher said she will see to it that this is done.

Rabbi Weiner thanked the committee for a job well done.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported that he is concerned about the reciprocal borrowing program of NSLS because the Arlington Heights Library is not cooperating as it should with the program and is violating the rules and regulations. This hurts the Skokie Public Library. Mrs. Hunter asked if new books can be taken out by people outside the Skokie community and Miss Radmacher replied that they may if the books are available, but that the new books cannot be put on reserve. She will verify this.

Mr. Flintrup remarked that the North Suburban Library System had been asked to take time on cable TV. He thinks that the Skokie Public Library should get in on the ground floor with cable TV and we should look into it.

Miss Radmacher said that the Village is now investigating cable TV and that five cable network companies will soon be making presentations to the Village. One company already left a questionnaire with the Library which was filled out and returned.

The Board agreed that the Skokie Public Library should get involved with cable TV and should have a representative at the Village hearings. A letter will be sent to the Village requesting that the Library be represented when the cable TV companies make their presentations.

Mr. Flintrup also remarked on two libraries that have had very successful book sales and thinks it is an idea that our Library should look into. It was also suggested that we look into the super markets' fund raising programs of giving 5% of the cost of an order to an institution on certain days.

REPORT ON LIBRARY BROCHURE

Miss Radmacher reported on the invoices received to date for the brochure and on the justification of the printing bill for the brochure which had been estimated at \$3,880.00, coming to a higher amount, \$4,202.00. The brochure was larger than originally anticipated resulting in more paper being used; there was a considerable amount of overtime required for refolding, use of more photos than originally planned and cropping of some photos, etc.

Miss Radmacher also remarked that some of the staff worked very hard on the brochure and they are to be complimented for their contribution toward putting it together.

The Board was unanimous in its satisfaction with the brochure. Jan Bergman should be congratulated and thanked for her efforts.

USE OF PER CAPITA GRANT

To date we have not received an answer from the State Library as to whether or not the per capita grant money can be used for the security system. We need an answer by October 30th at the latest, and will need an alternative if we are told the grant cannot be used for the security system.

INVITATION TO BID ON SECURITY SYSTEM

The Skokie Public Library had not received a single response from

the ad that was run in the Skokie papers, and that the bid invitations have been mailed out on the security system.

PARKING

Miss Radmacher commented on the meeting she had with Bob Eppley and Albert Rigoni regarding the parking situation. She was told that bids will soon be opened for the parking lot on the west side of the Library. They also told her they plan to limit parking possibly to 90 minutes, on the Galitz Street parking side, and they felt this would somewhat help relieve the parking problem.

Mrs. Merritt requested that the question of stickers for the trustees' cars be reopened.

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

MOTION: In order to have the prerogative of parking on the parking lot, the same form of identification extended to Library staff should be extended to trustees to be used by those who care to use it.

The motion was approved by a vote of 4 to 2.

BOOKMOBILE

Mr. Flintrup reported that some of the new Nortran buses are running. Nortran will release the old ones once all the new ones are in service.

SCULPTURE

The Balter Sculpture dedication will be held Sunday, October 14th with a reception planned for about 500 people and coffee and sweets will be served. Rabbi Weiner remarked on how the program is to be handled and the arrangements that have been made with the people who are to participate in the program.

The meeting adjourned at 10:30 p.m. A closed Executive meeting followed.


John M. Wozniak - Secretary