

May 10, 1972

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held May 10, 1972 at 5:30 p. m. in the Lecture Room of the Library.

Members present: Howard V. Hummer, Diana Hunter, Terry Engel, Rabbi Karl Weiner and John Wozniak, Miss Mary Radmacher, Chief Librarian.

Also present: Robert J. Di Leonardi, counsel for the Board, James W. Hammond, architect and George Getty, his associate. Mrs. Milton Estes attended as observer for the League of Women Voters.

Meeting was called to order at 7:10 p. m. by President Karl Weiner.

Minutes of the meeting held April 12, 1972 were approved and accepted on motion by Dr. Wozniak, seconded by Mr. Hummer. Motion carried.

Motion by Mr. Hummer, seconded by Dr. Wozniak which, on roll call vote carried unanimously.

Motion: That the financial statements for the General Operating Fund, Reserve Fund for the Purchase of Sites and Building, Library Construction Fund and North Suburban Library System - CAP Program be accepted; and the lists of bills for the General Operating Fund in the amounts of \$318.84 and \$15,490.83; Reserve Fund, \$132.01; Library Construction Fund, \$74,801.32 and NSLS-CAP, \$418.55 be approved for payment.

Copies of the Audit Report by Peat, Marwick and Mitchell for the fiscal year 1970-71 were distributed and it was approved and accepted on motion by Dr. Wozniak seconded by Mr. Hummer. Motion carried.

In discussing the audit report, Mr. Engel recommended contacting Mr. Lewis Kahn to ascertain why it takes so long to receive the audit report. In this case it is one year after the close of the fiscal year. Consensus of the Board the report should be received no later than six months after the end of fiscal year.

Circulation Report for the month of April, 1972 was accepted and ordered placed on file. Miss Radmacher mentioned at the April meeting a request had been made for a copy of the RBP statistics from the North Suburban Library System. Photocopies of this report were distributed. She also included information on the libraries which were eligible for reimbursement under the reciprocal borrowing.

Mr. Howard Hummer gave a report on the North Suburban Library System.

He stated his delight that Mrs. Hunter accepted the position as Skokie's representative. He will use all the influence he can to get her elected to the Board and possibly to an office. Rabbi Weiner once again expressed the Board's appreciation for Mr. Hummer's work on the System Board. He stated his hope that Mrs. Hunter would automatically assume Mr. Hummer's positions on the Board and the committees.

Mr. Hummer referred to an inquiry from the System on the reciprocal borrowing program, requesting suggestions as to what can be done to improve the RBP.

His recommendation is that a stipulation be written into the program to avoid another Lincolnwood situation in the future. He asked the Board's permission to have Miss Radmacher return the request with the recommendation of compliance with certain standards before a library can enter the System. Consensus of the Board was that the State should set standards which are part of the rules. Mr. Hummer further suggested having our attorney draw up a recommendation to the System of the things talked about but the rules must indicate that the Lincolnwood community situation could not get membership. Mr. Di Leonardi asked Miss Radmacher to outline standards that can be used. She replied an equitable tax assessment or conform to specified standards. The Board was reminded Skokie is not in the reciprocal borrowing program the North Suburban Library System has with the Chicago Public Library System and will not be until the Lincolnwood situation is cleared up. Miss Radmacher mentioned pressure is being put on us to cancel our contract with the Chicago Public Library. She thinks a meeting should be arranged with Al Trezza, Alex Ladenson, Ralph Newman, Bob McClarren and us. Rabbi Weiner was in agreement and recommended having the meeting as soon as possible, with Mr. Di Leonardi present. Miss Radmacher will arrange it.

When Mr. Hammond and Mr. Getty arrived, the meeting recessed for Mr. Hammond to give the Board a tour of the new addition.

Meeting reconvened at 9:05 p. m.

Mr. Behrends, the audio visual consultant, did not keep his appointment to attend the meeting.

Rabbi Weiner asked the Board's indulgence to proceed immediately to the building program.

Rabbi Weiner referred to the Ethics Code and Mr. Di Leonardi said he will give a firm opinion at the next Board meeting.

In reporting on the building progress, Mr. James Hammond said although the carpeting is a little behind schedule, it is still reasonable to expect to accomplish the June 28 completion date. The book stacks also have had a delay. Landscaping is going along very well. Mr. Stowell, remodeling contractor, is getting ready to begin work the day the Library closes - working simultaneously with the Library plans for moving books.

Mr. Hammond reported on Mr. Sabin's request for payment. Motion by Mrs. Hunter, seconded by Mr. Hummer, which carried unanimously.

Motion: That the Skokie Public Library Board abide by the contract but authorize the release of money upon certification of the completion of a particular area of the furnishings by our architect consultant.

Mr. Hammond said there are a series of items on the interiors and also on the building contract on which some action should be taken. One item is the book drop. After discussion the following motion was made by Mr. Hummer, seconded by Dr. Wozniak which carried unanimously.

Motion: That the Skokie Public Library Board authorize the purchase of two book drops to be installed on the south side of the building.

The second item to be discussed was service desks which will be in adult non-fiction area, popular library and in the Children's Department. These service centers are marble top units with two single pedestal desks inserted in them. The estimated maximum cost would be \$275.00 each, for three. After discussion the following motion was made by Dr. Wozniak, seconded by Mr. Lindberg which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board approve the additional expenditure of \$275.00 each for desks to be placed at Adult Non-Fiction and Popular Library area.

In reference to the circulation desk, Mr. Hammond said the staff has been

has been working with the mock-up and certain parts have been modified. The architect's recommendations were accepted upon motion by Mr. Hummer, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board approve the additional expenditure for the circulation desk for four additional pedestals - not to exceed \$1,000 and \$250 for the wood cabinet recommended by the architects.

Mr. Hammond reported he has several credits and several extras. The floors in the Board Room and the Administrative area are to be of wood. The architects found the factory finish of wood unsatisfactory. The wood can be ordered unfinished from the factory and finished on the site. Another item is the addition of some stripping on the stairs for carpeting which would be a moulding strip. Mr. Getty discussed the need to protect the carpet from the sharp edge of the steps. Without the moulding the carpet will be worn in four or five months. Mr. Hammond reminded the Board of discussing the possibility of adding carpeting in the present Lecture Room to have it available for other uses and maintaining an attic stock. An additional \$1900 will be needed. After discussion Mr. Hummer moved and Mr. Engel seconded the following motion.

Motion: That the Skokie Public Library Board ratify the recommendation of the architect for the purchase of the additional carpet for "attic" stock in the amount of \$1922.

Motion carried unanimously.

Mr. Hammond mentioned a credit of \$1864 regarding the Children's Department card catalog since Woodwork Corporation of America is not able to match exactly this unit. We will be utilizing more of the existing catalogs.

Mr. Getty mentioned a credit of \$11,000 received from Corrigan for eliminating his work in the west building. This also eliminated a small masonry wall which is necessary for the telephone panels. Corrigan will do this job for \$254.00.

Additional floor recepticals and telephone outlets in administrative area are needed. When discussed earlier, it was elected to put in six outlets and six telephones which would mean twelve telephone or convenience outlets for a total and since these are in the floor, box and channel must be placed in conduit runs.

This expenditure will be \$100 an outlet or a total of \$1200.

The glass situation has been explored completely by the architects. The use of tempered glass is a legal issue. Mr. Di Leonardi confirmed the State of Illinois adopted the new statute effective January 1, 1972 which states that glass in hazardous locations must be of a certain type. The problem is whether or not tempered glass must be used in the side panels. Mr. Hammond felt placement of furniture, granite benches, etc. would eliminate the need for so much safety glass but the glazer takes the other position. There has been no appropriation given to the Department of Labor for administering or implementing the law about which they know very little. Mr. Hammond found, in discussion with a Libby Owens Ford official that the present state law is likely to be superseded by a national glazing act within a year. These panels can be replaced with tempered glass for \$1,000 to \$2,000 and because this is causing a delay and to fully protect the Library, Mr. Hammond asked for the Board's authorization to do this. Motion by Mr. Hummer, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board authorize the contractor to replace side lights necessary with tempered glass not to exceed the estimated price of \$2,000 to \$3,000.

Frank Stowell will install brackets for the granite bench in the lobby and the reading shelf in the Adult Non-Fiction area for \$3,000. Motion by Mr. Hummer seconded by Mr. Lindberg which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board approve the installation of brackets to support the furniture which has been ordered and paid for at a cost not to exceed \$3,000.

Deputy Chief Poitrus has asked for certain additions in hardware and exit signs beyond what he originally thought necessary. Mr. Hammond read the list of items considered necessities, including some ventilation added in the basement. Mr. Hummer made the following motion, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board proceed with the items recommended by Deputy Chief Poitrus, keeping them to a reasonable minimum, if these are non-negotiable with Chief Poitrus.

In a discussion of insurance coverage when occupancy begins, recommendation was made by Mr. Di Leonardi and Mr. Getty to increase the insurance immediately.

Discussion of policy on circulation of framed prints was tabled on motion by Mr. Lindberg, seconded by Mr. Engel. Motion carried.

The Lincolnwood situation was reviewed. Copies of a letter Rabbi Weiner sent to Mayor Proesel and a letter to Rabbi Weiner from Mr. Di Leonardi giving his opinion on contractual services were distributed. Miss Radmacher informed the Board copies of those letters were sent to the newspapers with the press release. Compilation of report of NSLS member libraries per family expenditures were also distributed.

A progress report on the cottage at 5219 Oakton Street was given. Work is slow.

Miss Radmacher reviewed the moving plans and distributed copies of the memorandum sent to superintendents and principals informing them of the tentative closing date for the library move. This information is to be passed on to the students. A memorandum to the movers including Mr. Di Leonardi's advice concerning bids and copies of their proposals were distributed to the members. For many months Hallett, Neptune, Pickens-Kane, Warner Kennelly and Business Interiors have expressed interest in doing the job. Even though the Library is to be closed, we will provide service on Inter-Library loans and films.

Miss Radmacher said Mr. Stowell reminded us of the possibility of a June 1st strike of several of the trades. Plans include our moving into the building with Stowell simultaneously starting work. If the contractor gets started and cannot finish because of a strike it will be necessary to open the Library functioning from the addition only. An alternative plan for access to adult books we do not have room for on shelves has been made.

Disposition of the old furniture was mentioned. After some discussion this subject was tabled with the exception of the golden oak shelving which Miss Radmacher had recommended be donated to the Library of International Relations.

Motion: That the Skokie Public Library give to the Library of International Relations the golden oak shelving no longer being of any value and no longer useful to this library to be removed from these premises at their expense.

Rabbi Weiner suggested the Board aim for the dedication to be around the end of September or early October, and a committee be set up to include a number of citizens with a member of the Board as liaison. Friends of the Library and The Downtown Merchants Association should be represented. Mr. Hummer volunteered to act as a focus and Mrs. Hunter will help Mr. Hummer. Oct. 8 was suggested.

Disposition of the eleven year old manually operated Standard Duplicator was recommended. An electric duplicator was purchased recently and the company offered only \$40 for the old machine as a trade-in. Miss Radmacher elected to keep the machine. Standard Duplicator Company sent a buyer to us. A price of \$100 with no guarantee was agreed upon. Mr. Di Leonardi gave an opinion it is all right to sell the machine but the corporate authority should have the first right to purchase that property. He advised calling the Village and offering it to them. Motion by Mr. Engel seconded by Dr. Wozniak, which carried unanimously.

Motion: That the Skokie Public Library Board accept the offer from Mr. Ed Lockwood to purchase the Manual Standard Fluid Process Duplicator Rocket Model RHA No. 18983, which is no longer of any value and no longer useful to this Library, at a figure of \$100, providing the Village of Skokie does not wish to purchase this machine.

Mr. Geffinger from Commonwealth Edison called to say the Library is jeopardizing its free position with Commonwealth Edison by charging Lincolnwood for library service. The Board suggested contacting Mr. Lemme if Mr. Geffinger persists.

Mr. Di Leonardi retired from the meeting.

Miss Radmacher reported on the advertisement in the WALL STREET JOURNAL for a Business Manager.

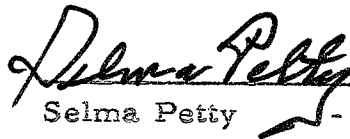
A letter from Mr. Di Leonardi was read wherein he asked for an increase in the fee paid to him from a rate of \$25.00 per hour to \$30.00 per hour for regular legal matters and \$35.00 per hour for court appearances. Motion was made by

Mr. Hummer seconded by Mrs. Hunter which, on hand count, carried unanimously.

Motion: That the Skokie Public Library Board grant an increase to Mr. Robert J. Di Leonardi, its counsel, for his services to \$30.00 per hour for regular legal services and \$35.00 per hour for court appearances, and this increase be retroactive to May 1, 1972.

Miss Radmacher reminded the Board of the ALA and ALTA Conference in Chicago, June 25 to July 1, 1972 and stated she would make reservations for those who will be attending the Trustees Section.

Meeting adjourned at 11:40 p. m. on motion by Mr. Hummer.



Selma Petty

Secretary