

October 16, 1973

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held October 16, 1973 in the Library, at 6:00 p.m.

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

Also present: James W. Hammond, architect, his assistant Carl H. Hoglund and the Board's counsel Robert J. Di Leonardi.

Meeting was called to order by President Weiner at 7:00 p.m.

Minutes of the September 12, 1973 meeting were approved as submitted on motion by Mr. Hummer seconded by Dr. Wozniak. Motion carried.

Financial statements and lists of bills were examined and the following motion was made by Mr. Hummer, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That the financial statements for the General Operating Budget, Reserve Fund for the Purchase of Sites and Buildings, Library Construction Fund and the North Suburban Library System Coordinated Acquisitions Program on Literature be accepted and the lists of bills for the General Operating Budget in the amounts of \$134.50, \$16,002.44 and \$69.50; Library Construction Fund in the amount of \$1,154.80 be approved for payment.

Mr. James Hammond in reporting on the building program stated his firm has been working to get as many undone things finished as possible, and is trying to determine completion and guarantee dates so the Corrigan contract can be settled. The contract with Frank H. Stowell and Sons has been settled and the final bill for the landscaping has been paid. With the Board's approval, Mr. Hammond will write to Mr. Caldwell and express the Skokie Public Library Board's appreciation for his services. The Board approved.

Mr. Hammond's most recent meeting with Corrigan Construction Company was in Mr. Di Leonardi's office four or five days ago. In attendance with Mr. Hammond were Mr. Hoglund, Mr. Corrigan, Mr. Dean and Mr. Di Leonardi. Mr. Di Leonardi was asked to give his opinion on what transpired. He thought it was a good meeting to both identify the problems which still existed and work toward a

solution. It sifted down to the most important things such as sidewalk cracks and filling in and replacing some panels. Mr. Hammond's office will get an estimate of cost of replacing those panels from another contractor and the cost would be split. The unsatisfactory latches on the toilet doors were discussed and the trouble appears to be that the knob on the latch gives the appearance of the need to twist it instead of sliding. To resolve the problem, Corrigan will replace all latches that are broken and the Library could place signs indicating how to use the latch. Miss Radmacher objected to the necessity of using instructional signs. At Miss Radmacher's suggestion that there might be a problem in the men's washroom, Mr. Hammond offered to check this out.

Painting of the shower areas in the men's and women's lockers had not been done but will be taken care of October 17. Miss Radmacher mentioned the shower curtain falls about two inches short of the top of the receptable and will cause water to splash out of the shower stall and onto the floor.

Mr. Hammond will check with Clark and Barlow about the door hardware, but the key system is a little different. Corrigan installed all the cylinders, keys, etc. he was instructed to install but there is a break down in the communication of the key system. Mr. Hammond will have another hardware supplier come in and look at the situation.

Concerning the elevators there is a question of not only who pays for the work that has to be done now but who pays for the former repair work. It was resolved that both the old bill and the new bill will be divided between Corrigan and the Skokie Public Library.

Mr. Hummer inquired about the Library's response to the letter of request for payment received from Westinghouse. Mr. Di Leonardi said we respond and tell them they should make claim on Corrigan for it and if he does not pay it, Westinghouse should make claim on labor and material payment bond.

The roof leak was a question of the guarantee period and Corrigan tentatively agreed November, 1974 would be the end of the guarantee period on the roof.

The heating, ventilating and air conditioning system was discussed and Corrigan said he would consider a date of December 15, 1973. That is in regard to the northeast corner rooms which have not satisfactorily gone through a cold weather test. Second aspect is water treatment system. Mr. Hammond is not sure it is defective equipment or maintenance problem and will talk with architect's engineers on this.

The last item which Mr. Di Leonardi deemed the most important is the glass situation. There is a question of how many more panes are likely to crack and what is the reason for these cracks - defective material or defective installation? Libby Owens Ford should run some tests to determine this. The cost of removing the panels would be high. Libby Owens Ford will be asked to make an analysis. Mr. Hammond and Mr. Hoglund will take care of this in the form of a legal letter. Rabbi Weiner expressed his concern about insurance after the guarantee is up. Miss Radmacher explained the Library's glass insurance coverage. Mr. Di Leonardi advised if Corrigan refuses to pay the cost of taking out the glass, the Library will have it done and charge it and the test against the \$20,000. Mr. Hammond said Corrigan should be contacted once again by letter from Mr. Di Leonardi stating what the Library intends to do. Libby Owens Ford will also evaluate the manner of installation and Mr. Di Leonardi suggested that to the extent that company does not come back with a very revealing report, the Library should go to the outside for a testing service. In consideration of the glass situation, recommendation was made to release none of the \$20,000 still due Corrigan.

Mrs. Hunter informed the Board she and Mr. Hammond have plans to shop for some posters. Originally the Library was to have rotating posters in certain areas. The Board consented to the purchase of posters if done with discretion as to cost.

Circulation Reports for the month of September, 1973 were examined, discussed and ordered placed on file.

Miss Radmacher reported the Library had received a gift of \$200 from the

Junior Women's Club of Skokie and \$68.75 from Mrs. Edith Grafman for the purchase of books as a memorial to her mother.

Miss Radmacher informed the Board of the resignation of the bookmobile driver-librarian. The new replacement she has considered would like to do the bookmobile job but does not like driving the bookmobile.

Reporting on the North Suburban Library System, Mrs. Hunter said revenue sharing will be discussed later. Following this Board's discussion about revenue sharing, at the System Board meeting she had discussed how many libraries are getting their fair share such as Winnetka, Glencoe, and Wilmette. They all applied to the Village Boards Revenue Sharing on money specifically earmarked for the handicapped. The advice from the System was to exhaust all resources. Pursuant to this, Niles Township got \$65,000 and Mrs. Hunter thinks this Library should make application there particularly since, through the System, we do, in a sense, serve Niles Township. Discussion followed of the amount to be requested ranging from \$5,000 to \$10,000. The thought was expressed of whether it was wise to request this small amount and, perhaps receive it, and thus jeopardize the chance for a larger amount from the Village of Skokie next year. be sent to the Niles Township Board requesting a specified amount.

Corrected to: New Trier Township Board

Addition: Mrs. Hunter asked that a letter

Mrs. Hunter said on her request for the System's help in securing a consultant, a list of seven people had been supplied, one of whom was outstanding but located in Washington, D. C. Mrs. Hunter recommended a sub-committee should be appointed to study this. Mr. Hummer, Dr. Wozniak and Diana Hunter were appointed to serve. After discussion the consensus was to select someone locally.

A meeting is scheduled for Monday, October 22, to discuss the cost per square foot of the Skokie Public Library's offer of space for the System reference service. Mrs. Hunter reported the System's budget is limited because of the great deal of money in their building program. Mr. Di Leonardi will check the contract before signing.

NSLS Legal Advisories No. 73-6 and 73-7 were discussed.

Miss Radmacher reported the Village cannot use the old bookmobile but there

is a party who is interested in it. The Board asked her to pursue this.

Miss Radmacher reported there has been trouble with the bookmobile which was originally reported as a broken axle but the last time it was in the shop it ended up as trouble with the differential. Kutten Oil, the company which services the vehicle and gives it the safety check has said repeatedly that it is not a heavy enough vehicle for the weight it is handling. Some people are fearful of driving it but she has been thinking of using an off duty fireman to drive it. After discussion of the adequacy of the vehicle the Board recommended contacting Gerstenslager, explain our problem and see what they will do. The Board approved of hiring an off duty fireman to drive the bookmobile.

The Board expressed appreciation of the Skokie Firemen for their quick response to the Library's request for taping the cracked windows on the east side of the building.

President Weiner expressed his belief that a new atmosphere might be created between the Fine Arts Commission and the Library through the Commission's new president, Mr. Einstein. The conclusion has been reached that the Library is willing to be the Fine Arts Center in Skokie and the Commission will cooperate and use, when possible, our facilities after getting clearance from Miss Radmacher. Mrs. Hunter suggested the possibility of Polly Goodwin serving as a liaison on the Fine Arts Commission. Miss Radmacher mentioned the pleasant atmosphere she found at the September meeting which she had attended, as a member of the Commission.

Miss Radmacher reported Cay Jackson has requested the return of the piano she gave the Library rather than having it traded in on the purchase of another instrument. The Fine Arts Commission will assume the expense. Motion by Mrs. Hunter which was seconded by Mr. Hummer and, on roll call vote, carried unanimously.

Motion: Since Mrs. Cay Jackson would like to have the piano returned to her this be done at the volunteered expense of the Fine Arts Commission as Mr. Einstein stated and a letter be sent to Mrs. Jackson thanking her for her interest in the Library.

Miss Radmacher recommended discontinuing the rental collection in favor of a seven day loan of these items. Five cents per day is charged currently. Last year

\$1,209.85 was collected in rental fees. After discussion the following motion was made by Mrs. Hunter, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That the fees on the rental collection be eliminated and that these materials be circulated for one week.

Miss Radmacher asked the Board's opinion on observance of Veterans Day, whether the Library should be closed Sunday, November 11, or Monday, November 12. The consensus of the Board was not to close on Sunday because of the recently established Sunday hours and close November 12.

Mr. William Larsen of the North Suburban Library System joined the meeting to give a report on Computer Library Services, Inc. He explained how the System has studied computer applications, examined exhibits and attended demonstrations. An ad hoc committee was formed to explore some of the ramifications. CLSI is a rather newly formed company and have made six library installations, most of which are in the acquisitions area. The potential for this service within the System is great. Mr. Larsen distributed a Question and Answer sheet about the Automated On-Line Circulation System, dated October 14, 1973, a copy of which is attached hereto. He put together potential configurations, grouping libraries in nearby communities to explain how the costs could be figured. One configuration he mentioned could have Skokie, Morton Grove, Niles, Park Ridge and Elk Grove Village. Using this configuration, spreading the cost over these libraries produces these estimates of cost. The annual cost of \$12,158 for the Libs 100 amortized over a five year period could make Skokie's share \$4,012 per year. The disc unit annual cost could be \$2,306 and pro-rated could make Skokie's cost \$761 per year. The core unit cost would be exactly the same and Skokie's annual cost \$761. Skokie's cost for the terminals could be \$4,020 per year. This makes a total equipment cost of \$9,554. Skokie's annual maintenance costs for the Libs 100, disc unit, core units and terminals could be \$2,043. The total equipment and maintenance cost per year \$11,597 or \$967 per month. In addition there is a communication cost which is still being examined. A single telephone line is recommended. This could add perhaps between \$1,000 and

\$2,000 per year to the figure. Supply costs also must be considered and the light pen labels cost 1¢ per piece and the forms at 1.2¢ per card plus postage to mail. An estimate has been made that the Libs 100 System can be handled with perhaps one half-time person, clerical or semi-professional. In answer to a question about personnel to serve at the Circulation desk, Mr. Larsen said the main requirements will be to staff the outside desk because this system will substantially reduce behind the scenes activities. The part the System will play is as bank. The System could put up the capital and be reimbursed on the basis of a service charge. Cleveland Public Library is using this system for acquisitions, and there are three contracts, one in Marin County, California, Rockford Public Library and Harvard University. Regarding break-down, the company promises twenty-four hour maintenance service by replacing a broken unit. Mr. Larsen stated it might be well to retain the photographic equipment and put that in use at such time.

Mr. Larsen left the meeting at 10:00 p.m.

Rabbi Weiner requested that consideration be given to appointments to the Board to fill two vacancies. Candidates had been interviewed at an executive session prior to the September Board meeting. No additional candidates had been presented in the intervening time and the Board had designated this meeting for the appointments to be made. After discussion the following motion was made by Mrs. Hunter, seconded by Mr. Hummer which, on roll call vote, carried unanimously.

Motion: That Dr. Richard H. Telingator be named a Director of the Skokie Public Library to fill the vacancy created by the resignation of Mrs. Selma Petty to serve until the next election in April, 1975.

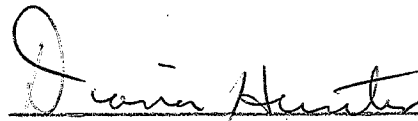
Motion by Dr. Wozniak, seconded by Mr. Hummer which, on roll call vote, carried unanimously.

Motion: That Mrs. Shirley Merritt be named a Director of the Skokie Public Library to fill the vacancy created by the resignation of Terry Engel and to serve until the next election in April, 1975.

It was pointed out the appointees will serve until the next election in April, 1975

at which time they will have an opportunity to run for the balance of the two years under those terms. In making these appointments the Board spent two months in attempting to have two people who had a strong interest and strong sense of contribution to the Skokie Public Library, explored the people who came forward and found these people to be highly meritorious. Rabbi Weiner will send letters to those candidates who presented their names thanking them for their interest.

Meeting adjourned at 10:15 p.m.

A handwritten signature in cursive script, appearing to read "Diana Hunter", written over a horizontal line.

Diana Hunter

- Secretary