

February 12, 1975

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held February 12, 1975, at 5:30 p.m. at the Library.

Members present: Diana Hunter, Richard Lindberg, Walter Flintrup, Shirley Merritt, Richard Telingator, and Rabbi Karl Weiner, Miss Mary Radmacher, Chief Librarian.

Also present: Carl Hوجلund, associate of Mr. James Hammond and Robert J. Di Leonardi, Counsel for the Board.

Rabbi Weiner asked for a change in the agenda and the Board continue its discussion of the report and recommendations by Dr. Ronald Miller on the Personnel Audit conducted by him.

Discussion began with Miscellaneous pay practices. Page 19 - Employee Benefits - Personnel Policy and/or Established Practice, with reference to sick leave of 12 working days per calendar year for regular full-time employees, cumulative to a total of sixty days. Regular part-time salaried employees appointed prior to March 1, 1967 are allowed six working days or its equivalent with pay per calendar year, cumulative to 30 days. At present hourly employees do not have any sick leave benefit. Recommendation: No. 1 - Was acceptable to the Board but objection was voiced by Mr. Lindberg to the last sentence which reads, "Sick pay credit should be earned for the first 30 consecutive calendar days during which sick pay is received, and the first 90 consecutive calendar days of absence because of a job-related illness or injury."

No. 2 - The Board agreed Sick pay should not be paid for time periods compensable under any applicable Workmen's Compensation law.

No. 3 - Board agreed but consensus was Board should pay for the medical examination and a statement to that effect should be included.

No. 4 - Accepted as is.

No. 5 - Accepted as is.

No. 6 - The maximum accumulation of sick pay credit should be raised to 120 days. Mr. Lindberg requested this be stated as 120 working days.

No. 7 - Miss Radmacher said the Library does not have a written sick pay policy. Again, recommend days to be credited for sick pay should be referred to as "working days."

No. 8 - This is being done. At present an employee is deducted for sick days until after three months then employee has 22 - 1/2 hours future sick leave credit.

No. 9 - This is now in effect.

Page 22 - Holidays

Recommendation No. 1 - Instead of observing Columbus Day, a third floating holiday be added in its place. Board agreed with this recommendation.

No. 2 - Mr. Lindberg suggested this can be eliminated by stating the Library's holidays shall be consistent with those established by the State of Illinois and banks in our area. Rabbi Weiner suggested eliminating this paragraph as superfluous.

No. 3 - This paragraph should be eliminated or it should be stated the Library reserves the right to make a decision on point 3. It will be treated as a separate case.

No. 4 - Miss Radmacher said this is no deviation of present policy. Rabbi Weiner thinks it should be left to the choice of the employee.

No. 5 - Rabbi Weiner requested Dr. Miller be asked to rewrite.

No. 6 - This is followed. Mr. Lindberg suggested word be changed to "shall" instead of "should."

No. 7 - Miss Radmacher said she cannot approve this. Rabbi Weiner thinks Dr. Miller is trying to spell out what his prerogatives are. Miss Radmacher said rules are set for librarians.

No. 8 - Miss Radmacher questions this recommendation. Mrs. Hunter said the System wants a consistency about this. Consensus of Board to follow Dr. Miller's recommendation on this and be closed on Washington's Birthday. Miss Radmacher asked if we should delete "either/or" from present holiday calendar. Board confirmed its approval to accept Dr. Miller's recommendation.

At this time Mrs. Merritt recommended a very definite statement should be made as to sick leave which would include the immediate family. Also, she said, the schools are now counting part of unused sick leave as something toward the vacation.

No. 9 - Rabbi Weiner recommended accepting this point and just have it as a separate statement.

Page 25 - Employee Benefits - Vacation

Recommendation No. 1 - Mr. Lindberg thinks last sentence is bad and suggested stating a vacation or sick pay does not accumulate while he is absent.

Dr. Telingator thinks should be more specific. Sentence two in the paragraph should state "at the discretion of the Chief Librarian. Also, change to six months instead of twelve and types of absences should be spelled out.

Dr. Miller states must work 12 months to have a vacation. Miss Radmacher said the present practice is to give a vacation on that basis and pro-rate accordingly. Mrs. Merritt stated should leave as it is and less than that at the discretion of the Chief Librarian. Consensus of the Board to leave at twelve months and continue the present practice. It is at the discretion of the Chief Librarian to make an exception.

Rabbi Weiner said in accepting in principle what is written in the recommendation, twelve months is the period entitled to vacation to accrue on the basis of 1/12 of the amount per month. On a vote by hand, four approved, one opposed. Mr. Lindberg said Dr. Miller should be asked to spell out the last sentence.

Recommendation No. 2 - All in agreement.

Recommendation No. 3 - This would be interpreted to mean - after one year if an employee terminated he would be paid the vacation entitled to at his anniversary date plus the accumulated pro-rated vacation time for the portion of the year worked beyond his anniversary date.

Recommendation No. 4 - All in agreement.

Recommendation No. 5 - Board's opinion an employee can use up the accrued vacation time of one year in the next year but not beyond that. Dr. Miller is saying that after a year it is over.

Recommendation No. 6 - All in agreement.

Recommendation No. 7 - Consensus this should be eliminated.

Recommendation No. 8 - This is the present practice.

Miss Radmacher mentioned the thing he has done nothing with is the part-time professional employee who works a 20 hour or more schedule weekly. She mentioned a statement of recommendations for the part-time people was presented some time ago by department heads.

Rabbi Weiner said can we say this is something Dr. Miller must be specific to tell us because it is in the nature of library work and to our benefit to employ part-time employees. Mrs. Hunter said to ask Dr. Miller to address himself to this question and be explicit about what he is thinking.

At this point Mr. Hoglund and Mr. Di Leonardi joined the meeting.

Rabbi Weiner asked that the Personnel Audit be set aside for the agenda for the regular Board meeting.

Mr. Hoglund was asked to give a report on his investigation of the Honeywell BOSS System. He said good reports have been received from a few people who have had it in operation two or three years.

This Library has been concerned about getting a professional man here on a part-time basis to work an average of two hours a day or ten hours a week. Maintenance would be hired out by this man. No such person is available. Considering all things Hammond Beeby and Associates feel the Honeywell BOSS is a good thing. Cost of annual service would be \$6,000 plus original connection charge of \$6,500 and \$4,500 for electrical wiring for hooking up the system. On a five year basis this is \$36,000. Mr. Hoglund said it is his understanding Honeywell was talking about taking care of the maintenance on the heating and air conditioning system. He will check the maintenance agreement carefully. This would not eliminate the need for a maintenance man but the present personnel can take care of all this without hiring extra people.

Question asked if the price on BOSS can be doubled at the end of one year; and the answer was yes. Another question asked was if the Library can turn the System off and on. Mr. Hoglund answered some of this could be done by library personnel if something goes wrong. From Honeywell's angle this would only be done if they have the maintenance contract as well as BOSS.

When Miss Radmacher suggested trying BOSS for one year, the question was asked if a fixed escalation program would be set up. Mr. Di Leonardi said the best thing would be to have a one year contract which, in the event it was extended for further years, the agreement would have a certain ceiling. Mr. Hoglund recommended since specifications must be prepared to go out on bids, the specifications should state this is to be a five year period and what the escalation would be beyond one year. If Honeywell accepts a contract with a limited escalation clause for five years, the Board would be more favorably inclined to accept it.

The following points were made and questions asked:

Concern was expressed about including the west building. If the west building is tied to this contract - what systems are excluded that might be included and what additional costs will be incurred.

A guarantee that this is not a contract for one year but for five years and that the cost increase of the service will not be such that, considering

the initial investment the Library is tied to something too expensive.

What would they do if the red light goes on? Do they call someone by phone, or turn off something? Is there an alternate, such as a person going around to oversee and a company, or somebody to do the repairing?

Mrs. Hunter suggested the Board have a list of questions to explore with Honeywell and have a committee report back. Mr. Lindberg offered to review the BOSS proposal, talk with Honeywell men, Mr. Hoglund, and perhaps another source for maintenance.

Rabbi Weiner asked that a special meeting be set for discussion on the Honeywell contract. Meeting will be held February 23, 1975, at 2:00 p.m. Mr. Lindberg will report either in writing or in person at that meeting.

Mr. Di Leonardi was asked to report on the glass situation. He read the settlement proposal by National Hamilton, a copy of which was distributed to the members and a copy attached hereto. He reviewed the background of the glass situation leading up to arbitration and the settlement proposal by National Hamilton. This Board's judgment has been that the glass should all be replaced, or the Library should get \$30,000 out of the estimated \$40,000 to replace it.

Going over the settlement proposal point by point Mr. Di Leonardi said Items 1 and 2 are not new and Item 2-a has been done. Item 3 - Proposal on future breakage to be in effect for three years ending January, 1978. It is assumed, since National Hamilton and Libby Owens Ford would determine the reason for the break, the Library would have no power to say anything of whose fault it is. Item 3 -b, again permits Libby Owens Ford to have the sole voice in saying whether or not there was a manufacturing defect. Last sub-paragraph concerns what happens if neither of them is able to determine the breakage and then the glass would be replaced at no charge and there would be no charge for glass or labor. In summary, they are the sole judges of weaknesses and faults. The three year limitation should be considered since there is the continuing exposure to liability such as when and if these units break in the future. The last paragraph contains the elimination of indemnity from Libby Owens Ford or National Hamilton. If there was breakage in the future beyond the scope of our insurance or not covered, they do not agree to hold us harmless for the cost. He concluded by saying that if Wiss, Janney and Elstner,

glass consultants, maintain the position they took a year ago, this Board might want to reject this proposal and "go for broke."

Mr. Di Leonardi also reported Corrigan has filed its brief and takes the position the size of the lights as they were designed is beyond the size recommended by Libby Owens Ford.

Mr. Di Leonardi said this proposal is to settle the controversy short of a win, all or lose all. He reminded the Board in arbitration there is nothing beyond that. Arbitration Board will decide if the Library is entitled to some relief and, if so, how much; whether Corrigan is entitled to something from National Hamilton, and how much. If the arbitrators take our position, the Library could get all the glass replaced at no cost or the amount of money to replace it on our own. Also, the arbitrators could come back with a "completely not guilty" against Corrigan or National Hamilton and we could end up with less. Any settlement is to be looked at as winning your battle without defeat.

Mr. Lindberg made the following motion:

Motion: That the Skokie Public Library accept the proposition of the offer made by National Hamilton.

There was no second to the motion.

Mr. Di Leonardi said the Library might consider a counter proposal. In the matter of determination of fault, he would suggest the selection mutually of an independent third party. Whenever glass breaks both parties would agree to abide by the decision of Mr. X. Mrs. Hunter mentioned the validity of this kind of glass can be questioned since it has been taken off the market. She also asked about increasing the time span to five years. Mr. Di Leonardi said when you examine this and the fault defect, if they would agree to an outside party making the judgment on defects, including glass on all sides of the building, Wiss, Janney and Elstner might legitimately say that the three years fatigue factor is reasonable. Mrs. Hunter made the following motion:

Motion: That the January 30, 1975 proposal of National Hamilton be amended in the form of a counter proposal with the issues as stated, an arbitrator acceptable to both parties be secured to judge the fault, and extend the effective period to five years.

Motion was seconded by Dr. Telingator.

Mr. Di Leonardi said they would include an indemnity against any third party claims not covered by insurance and furnish a bond.

Voting on the motion was as follows: Mrs. Hunter, yes; Richard Lindberg, no; Mrs. Merritt, yes; Dr. Telingator, yes; Rabbi Weiner, yes. Motion carried.

Mr. Di Leonardi and Mr. Hoglund retired from the meeting at 10:05.

Minutes of the meeting held January 8, 1975 were approved as submitted on motion by Mrs. Hunter, seconded by Mrs. Merritt. All ayes.

Miss Radmacher recommended the Board consider proposing to the Village adoption of ordinances for greater protection of library materials. Few things can be drawn up excepting a statement of vandalism to protect the Library for the return of its materials. Mr. Di Leonardi will draft such a statement.

Motion by Mrs. Hunter, seconded by Mrs. Merritt 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 Buildings, Library Construction Fund, and Expenditures From and Interest Earned on Proceeds of Bond Sale be accepted and the lists of bills for the General Operating Fund in the amounts of \$586.28 and \$26,853.94, and Library Construction Fund in the amount of \$3,304.00 be approved for payment.

Circulation Reports for the month of January, 1975 were accepted and ordered placed on file.

Mrs. Hunter asked Miss Radmacher to write a letter which she would co-sign as the System Representative, again requesting System of Chicago to consider its responsibility to our community to furnish figures so we know what our community's usage is to Chicago.

Copies of Library Use Statistics were distributed to the members and ordered placed on file.

Mrs. Hunter reported she and Mr. Hammond had selected nine posters at the Van Straaten Gallery to be hung in the Library. The Gallery will furnish the posters at \$167 and framing at \$504, less 10% discount. In discussing the framing charge, Mrs. Merritt offered to personally do the framing as her project for this year. Mrs. Hunter made the following motion which was seconded by Dr. Telingator and, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library purchase the unframed posters from the Van Straaten Galleries as listed on their proposal in the amount of \$167, less 10% discount, or a net cost of \$150.30.

Miss Radmacher reported on personnel and said there had been responses to the ad for secretary but no selection had been made.

Copies of a letter received from Mr. Edward G. Strable thanking this Library for courtesies received when the members of a committee from the Suburban Library System Board visited here were distributed. This committee is doing a survey for that System and came here specifically to see our Business and Reference Services. They were interested in knowing specific reference questions asked by our patrons. Adult Services prepared a very interesting list for them. At the request of the Board, Miss Radmacher will give the members a copy at a future date.

Mrs. Hunter reporting on the North Suburban Library System said the Board met at the Glenview Public Library last month. The System building is about 24% ahead of schedule.

On the System business the most important point is the Science-Technology CAP collection. The System reported Skokie had not applied for it which was an error. Miss Radmacher had proof the application had been mailed. The System apologized for its error, and advised our application is being considered.

Xerox Corporation has absorbed the CLSI and are about to begin installation work on the computers.

The System Board will meet at the Wilmette Library this month and Miss Radmacher said theoretically they will make a decision that night regarding the CAP programs. In line with this, Skokie was asked to attend a meeting February 7 to make a presentation as far as our program was concerned. Steve Oserman attended and did such a good job of our presentation that Miss Radmacher feels if the System makes the award on that program, and to the correct or qualified library, where there is already a collection and personnel to go with it, it should be to this library.

Mrs. Hunter called the Board's attention to a copy of a letter sent out by Ralph Dunn in reply to a memorandum from Matt Witczak, President of the Illinois Public Libraries Directors Association: also, copies of resolutions adopted by the Suburban Library System January 20, 1975 and the North Suburban Library System January 27, 1975 recording approval in principle of the recommendations of the Library Financing Subcommittee. The NSLS requested its member libraries to send letters to each of the legislator members of the Committee expressing appreciation for their work and complimenting them on their interest in financing of libraries. Miss Radmacher presented a draft of such a letter for the Board's approval. Motion by Mrs. Hunter, seconded by Dr. Telingator

which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library send a letter, signed by Rabbi Weiner, to the Representatives who served on the Library Financing Subcommittee of the House Revenue Committee, 78th Illinois General Assembly, expressing its appreciation and complimenting them on their interest in financing of libraries.

A list of the non-resident fees charged by member libraries was furnished by NSLS for comparison.

The North Suburban Library System Reference Center is a Depository for Illinois Documents. The System is giving these documents to our library to be interfiled with our collection. There is a variation in the subject headings which requires some changes. Two or three people from our Technical Processes Department will work nights or Saturdays to get these processed as quickly as possible. The System will pay for this work and the actual cost of materials used. Miss Radmacher asked the Board's approval for use of the equipment in that department. Consensus of the Board; this is within the scope of what the Library should do.

On the Reciprocal Borrowing Program, Skokie Public Library has applied for reimbursement for excess loans in the amount of \$2,851 which should be forthcoming.

Rabbi Weiner advised the Board a letter had been sent to Mayor Smith this day applying for a portion of the revenue sharing funds. No amount of money was specified. ^{RABBI WEINER} He suggested Mrs. Hunter and Mr. Lindberg might develop a statement to have ready for the Mayor.

Miss Radmacher submitted a change of form for borrowers application. Our present form requires borrower's name, address, telephone, occupation of the borrower and the name and address of a reference. This came about when a gentleman objected to listing his occupation. Miss Radmacher explained to him that libraries have, in the past, bought books based upon the occupations of the borrowers. References serve as a means of locating borrowers who have moved. Miss Radmacher asked Mr. Di Leonardi's opinion as far as asking for the name of a parent or guardian and, at what age this can or cannot be done. He suggested using age 16, which is the same age Circulation Department thought was good. Any borrower, high school age or over, would use the new form and sixteen or under would fill in the name of school and parent.

Discussion followed and consensus of opinion was to use the new form. Skokie Letter Service can produce these for the Library at a nominal price.

Meeting adjourned at 11:00 p.m.



John M. Wozniak

Secretary