

December 11, 1963

Minutes of the meeting of the Board of Trustees of the Skokie Public Library held December 11, 1963, in the Conference Room of the Skokie Public Library.

Present: C. V. Erickson, Mrs. W. C. Griffin, L. O. Green, Mrs. Daniel Petty, Rabbi Karl Weiner, and Miss Mary Radmacher, Librarian. Also present: Mrs. M. Sarver for the purpose of recording the minutes.

The president, Mr. L. O. Green, presided.

Minutes of the meeting held November 13, 1963, copies of which had previously been distributed, were approved as read.

Financial statements for the General Fund, Reserve Building Fund, and Construction Fund were distributed to the members. Motion by Mrs. W. C. Griffin and seconded by Mr. C. V. Erickson.

Motion: That the financial reports for the General Fund, Reserve Building Fund, and Construction Fund be accepted and placed on file.

All affirmative votes.

The following motion was made by Mrs. Daniel Petty and seconded by Mrs. Griffin.

Motion: That the list of bills, as submitted, in the amount of nine thousand one hundred thirty-six dollars and eighty-nine cents (\$9,136.89), be approved for payment.

Motion passed on all affirmative votes.

The president ordered the Circulation Report, as submitted, to be placed on file.

A copy of a brochure published by the Village of Skokie was distributed to each member of the Board. The booklet carried an item showing the distribution of the tax dollar, four per cent of which was shown as library expenses. The president noted that this must be an erroneous

figure and requested Miss Radmacher to ask the Village how they arrived at that figure.

The Board recommended that a letter received from the Illinois Municipal Retirement Fund regarding prior service payments for Mrs. Mildred Allen be noted and filed, without assuming any responsibility for payment of this debt in any way. Miss Radmacher was instructed to reply to the letter and call their attention to the fact that Mrs. Allen has increased her payments and should be paid up within three years.

Posters and fliers used for advertising the Book Fair were shown to the Board members.

Miss Radmacher reported that she had been contacted by Mr. Kaegi, Assistant Village Manager, about the possibilities of the Library using Data Processing Services for the preparation of the payroll. The approximate cost would be not over twenty dollars per month. The request was made in order to facilitate reporting of contributions to the Illinois Municipal Retirement Fund office by the Village. Motion by Rabbi Weiner and seconded by Mr. Erickson.

Motion: That the contract for preparation of the payroll, reports and data pertaining thereto, with Data Processing Services be accepted.

On roll call, all members present voted affirmatively.

The Librarian reported that bids on the insurance for the Library have been received from Armond King, A. C. Thompson, and Boyle, Flagg & Seaman, and copies of the proposals will be sent to each Board member for their examination. The following motion was made by Mrs. Griffin and seconded by Mrs. Petty.

Motion: That Boyle, Flagg & Seaman, insurance agents for the current policy, be instructed to put a thirty day binder on the present coverage.

All present voted affirmatively.

Miss Radmacher asked the Board for an opinion on whether they would be in favor of selling an old typewriter to an employee and if this could be done legally. Mr. Erickson made the following motion which was seconded by Rabbi Weiner.

Motion: That the Board authorize the sale of a typewriter at the trade-in value offered by Conway Office Machine Company to the library employee desiring to purchase same.

All affirmative votes.

A motion for adjournment was made by Mrs. Griffin and seconded by Mr. Erickson. Meeting adjourned at 9:00 p.m.

  
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Selma Petty, Secretary