

February 8, 1978

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held February 8, 1978, in the Library.

Members present: Diana Hunter, Richard Lindberg, Shirley Merritt, Karl Weiner, John Wozniak and Norma Zatz, also Mary Radmacher, Chief Librarian. Walter Flintrup joined the meeting at 7:50 p. m.

Also present: Mr. Patrick Williams, from the Graduate School of Library Science at Rosary College.

Meeting was called to order at 7:45 p. m. by President Karl Weiner, with a quorum present.

A punctuation correction was requested in the minutes of the January 30, 1978 meeting on page 4, seventh line from the bottom the word lives be put in quotes. Mrs. Hunter moved for approval of the minutes, after correction and Mrs. Zatz seconded the motion. Motion carried.

Mrs. Hunter reported Mr. James Hammond had been in the hospital suffering from a heart attack and is about to return to work. She suggested the Board send an appropriate plant to his office expressing concern about his illness and best wishes for a speedy recuperation. Rabbi Weiner asked that the Skokie Public Library Board of Directors' good wishes for his health be put on record.

Mr. Flintrup joined the meeting at 7:50 p. m.

Dr. Wozniak made the following motion which was seconded by Mr. Flintrup and, 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, and Library Construction Fund be accepted, subject to audit, and the lists of bills for the General Operating Fund in the amounts of \$5,596.65 and \$15,870.98 be approved for payment.

The bookmobile has not been out on its schedule due to resignation of the driver-librarian and some mechanical problems.

Circulation Reports for the month of January, 1978 were examined and ordered placed on file.

Report on the Sales of the Book Bags was examined and ordered placed on file. A communique from a recipient of the Meals on Wheels thanked the Library for material sent her.

A memorial gift in honor of Ethel Griffin was received from Mrs. Harry X. Cole.

Miss Radmacher reported on personnel.

There were no comments from the Trustees at this time.

Reporting on the North Suburban Library System Board meeting, Mr. Flintrup said a communication from Mrs. Dahmer, a member of the Board of the System, relative to trustee training, was distributed to each Skokie Public Library Board member. He asked all members to read the communication, complete the form and return to Miss Radmacher. These forms will aid the System in evaluating and starting some new trustee training workshops, etc.

The System by-laws were changed to allow an additional member to sit on the Board, making the total thirteen. This was done for two reasons, (1) to eliminate tie votes; and (2) the System has gotten larger and this will mean more participation in System business.

The System Board has approved the System entering into the contract with CLSI. Equipment can be bought at the group rate which may be arranged through this contract by the System and CLSI. As an addendum they talked about financing. The System has contacted several banks and there have been a number of responses. Presently the best interest rate is 4-1/2 percent. However, if Skokie Public Library decides to enter into a contract for a computer, do our own lease-purchasing, and are able to make arrangements with any bank to get a lower rate than 4-1/2 percent, it would make no difference to the System.

One other thing this Board should study very seriously. On the Unemploy-

ment Compensation, Skokie Public Library chose the reimbursement method. The System has contacted a firm for coverage under the self-insurance program. This would cost 1 0/0 this year and 1 0/0 next year. If the money is not used, the part not used would be credited to the participants' account. In addition to that fee, the Library would pay \$1.80 per employee, a one time fee once a year to have this management firm do all the necessary paper work and all the contesting of claims. This firm would handle any kind of unemployment claim presented to the Library. This allows the Library to get into a form of self-insurance whereby it would be using this 1 0/0 fee to pay for unemployment claims filed against it and, in addition the services of a firm that has expertise in this field. Because the Unemployment Compensation law is new, libraries have no experience in this area. This company has offices throughout the country so claims made out of state will be handled by them. Seminars will be held to instruct the administrative staff how to hire people, how to advertise for help, the better way of dismissal, and use of correct terminology. The program of seminars is offered regardless of joining the insurance program and the cost is \$1.80 per person. Mr. Flintrup very seriously urged the Skokie Public Library to consider the management consultant arrangement on the unemployment compensation and opting for 1 0/0 this year and 1 0/0 next year to cover the Library. The consultant noted the argument is, there will be no claims against us and the State will be picking up the tab, but the next year we will be contributing. The money paid in will be credited to the individual account which would be available to use. If the Library's experience proves it is not necessary to have that kind of assessment in the future, it would be reduced or credited. The fund would be maintained at a bank. If the Library had more sophistication or experience in the way of fighting these claims, it would make a difference. If the decision was made to go in the general fund, the Library would be in the pool of the State with U.S. Steel, Caterpillar, contractors and every employer in the State. As it is being suggested here, the only association would

be with libraries.

There was a lengthy discussion on this at the Systems' Directors meetings in Springfield. Rabbi Weiner commented although this Library has already bid for self-insurance, in this program Skokie Public Library would not be alone in self-insurance but with a group of libraries in a program that is being overseen by Systems. Mr. Flintrup thinks the first two years experience will be important. If, at the end of that period this is not needed, Skokie Public Library could drop out. If Skokie's experience shows heavy claims, it is possible to end up paying 8 o/o. The gamble appears to be good because it is a more limited sphere to work in and more limited occupation. Mr. Flintrup made the following motion which was seconded by Mrs. Hunter.

Motion: That the Skokie Public Library Board of Directors approve the association of the Skokie Public Library with the management consultants on unemployment compensation, Reed and Roberts, at the fee of \$1.80 per employee per year.

For the \$1.80 fee, Reed and Roberts assume the responsibility of handling any claim initiated against the employer relative to Unemployment Compensation and this includes holding seminars and giving instructions. All of the forms necessary for claim filing will be forwarded to Reed and Roberts who instruct their clients on how to fill out and process the forms. The consultants guarantee to file and process within the time limit so there will be no problems. Voting on the motion was as follows: Diana Hunter, yes; Norma Zatz, yes; Shirley Merritt, yes; Richard Lindberg, yes; Walter Flintrup, yes and John Wozniak, yes. Motion carried.

Mr. Flintrup made the following motion which was seconded by Dr. Wozniak.

Motion: That Skokie Public Library participate with the North Suburban Library System in the self-insurance program which would encumber 1 o/o of its current payroll for employees above \$6,000.

Skokie Public Library is opting to put the money in a pool and the Library's experience

will be rated at the end of the year. If the account is overdrawn, payment will be due. Under the program chosen in January, 1978, nothing is contributed. Under Reed and Roberts' program 1 o/o is deposited to Skokie Public Library account and the 1 o/o stays there gaining interest. The difference is this Library will be self-insured with a group of only libraries, not in the general pool of the State of Illinois, where it could end up paying 8 o/o instead of 1 o/o.

To date 42 libraries statewide have joined this program. Until January 1, 1978, as a municipal employer this Library had no obligations. Now this Library has to insure itself against the claims. Participants must join now or wait until two years. Rabbi Weiner observed the payments made now will be investments.

The first of the year a choice had to be made between paying on each employee or reimbursing claims filed against the employer and approved. Entering into self-insurance a gamble is taken on the fact that there would be fewer claims than if this Library shared with the whole State. It is Mr. Flintrup's understanding at the end of the year an assessment is made of what the State has put out. If the State has spent more than collected, the difference must be made up by assessment. Mr. Lindberg suggested having Mr. Hibner outline what the advantages and disadvantages are by joining the State, and North Suburban Library System should outline the same thing for the Library re the management consultants. Rabbi Weiner suggested having a small committee investigate this thoroughly so that an intelligent decision can be made. Question was asked if the money held is gaining interest and whether at the end of two years the money is refunded with interest? Answer would get the bulk of it back but there would be a nominal penalty. Motion by Mr. Lindberg which was seconded by Mrs. Zatz.

Motion: That the matter of participating in a self-insurance program with the North Suburban Library System be tabled until more information is compiled.

On roll call vote, the motion passed unanimously. Rabbi Weiner appointed a committee to work with Miss Radmacher. Mr. Lindberg, Mrs. Merritt, Dr. Wozniak and Mr. Flintrup will serve.

Mr. Flintrup continuing his report on the System Board meeting said the only other thing would be of interest is that there has been a great deal of discussion about the Reciprocal Borrowing Program and Skokie Public Library is the second largest in imbalances. This question cannot be resolved. Some libraries say the payment should be 15¢, some 25¢ and others 50¢ is not enough. RLAC and Long Range Planning Committee of the System are studying this. A special committee has been appointed to study RBP. There will be four members of the committee representing the trustees and three members representing area libraries. Within nine months the committee must get back to the System relative to fees and programs. There will be a survey to determine why patrons go to another library. Hopefully, a lot of information will be tabulated relative to reciprocal borrowing. A decision will be made by the System at the end of this year.

In the event a special meeting will be required for any current developments, the Board of Directors was asked to keep Monday evening, February 27, open.

Mr. Lindberg's list of questions was approved as pertinent questions to be asked regarding security systems and Mr. Lindberg was commended on his work. In regard to security systems, the danger of radiation was mentioned. There has been a move toward a complete investigation and recall of everything using radiation. In view of that, Mrs. Hunter would like the Board to give the choice of a security system the greatest consideration. It would be very upsetting if anything were installed in this Library which could lay the Board open to difficulties and perhaps have it banned after investing the money. Mrs. Hunter asked that the security system using radio frequency be excluded from the Library's consideration.

Following Counsel's recommendation that the Library not sponsor training for CPR, the following motion was made by Mrs. Hunter, seconded by Dr. Wozniak and, on roll call vote, carried unanimously.

Motion: Because of Skokie Public Library attorney's concern about the liability of the Library of CPR would recommend this Library not consider it as training for library employees, except on a voluntary basis for those who wish to take it.

Regarding name tags being worn by the staff, each department head was asked to list the form employees would prefer to have their names appear on the badge. All departments responded but Adult Services Department. Three members of that department met with Miss Radmacher and expressed their concern that this will give the "lurkers" information about them and they want to remain as anonymous as possible. One staff member has been followed home. A request was received from one person in Children's Department to change her name to keep more anonymity. Some custodial staff want only first names used. Technical Processes Department listed full names. Dr. Wozniak said the purpose of the badges was to identify the employees. Rabbi Weiner feels it would be more helpful if there were a plaque on the desks describing what each desk is for and the librarians should have portable name plates to carry from desk to desk. Dr. Wozniak said if staff members have violent feelings, perhaps the idea should be reconsidered. The three concerned librarians are from Adult Services Department and one of them suggested wearing something indicating "Reference Staff." Rabbi Weiner suggested everyone can wear a badge that says "Skokie Public Library Staff."

Mrs. Merritt asked if all that can be done for security both for staff and patrons, is being done. She specifically mentioned the large bushes on the Village Green and need for more lighting.

Motion by Dr. Wozniak, seconded by Mrs. Zatz which, on roll call vote, carried unanimously

Motion: That a Skokie Public Library staff identification be devised and let it be optional that those who wish may attach their names and the desk or station be identified.

Mrs. Merritt asked for time to make a Trustee's comment. Although it is the Village's responsibility to scrape the parking lot, it is impossible to climb over the hills of snow to get to the Village Green and the sidewalks to the Library. She thinks a break could be shoveled in the wall where the path meets the parking lot. Mr. Flintrup suggested Miss Radmacher ask Bud Hohns to do one more row of

plowing after the parking lot which would take care of this situation.

Mrs. Merritt further commented that the first important thing you rate in a public building is the general attitude and she recommended that the people at Circulation desk smile and say "hello" instead of giving the attitude they are doing a big favor to serve a patron. She feels many of the staff are very kind but others seem unaware of the impression they are making. Miss Radmacher has talked with Circulation Department about this and will do so again.

Mr. Lindberg retired from the meeting.

Reporting on the Sculpture Fund, Mr. Flintrup referred to several calls from Elliott Balter and suggested sending Mr. Balter a copy of the Board minutes stating the decision was made to participate in the program up to \$3,500 with the Fine Arts Commission paying the balance. This Board's understanding was the Library would participate in the Fine Arts Program rather than be the initiator of the program. It was not a finalized program at that point and Mr. Flintrup suggested a letter be written to the Fine Arts Commission advising them of the Library's acceptance of their proposal to participate with them in acquiring a sculpture for the pool and willingness to contribute up to \$3,500. A carbon copy of that letter was to be sent to Mr. Balter so he could proceed from there.

Dorothy Litwin advised Mrs. Hunter Mr. Balter had called and said the Library is ready to contribute its money and inquired about where the money from the Fine Arts Commission was. Mrs. Litwin replied the Fine Arts Commission has no money and cannot ask the Village for money for Mr. Balter's sculpture. At no time has the Fine Arts Commission committed any money. The Commission received an application from the Illinois Arts Council for a grant whereby application can be made for up to 50 o/o of the cost for the sculpture. Two suggestions were made. Skokie Public Library apply or Fine Arts Commission will apply for the \$3,000. In any case if the \$3,000 comes from Fine Arts, Skokie Public Library will be expected to put up the money.



Mrs. Hunter made the following motion:

Motion: That the Skokie Public Library make application to the Illinois Arts Council with a specific artist and piece of art in mind with the name of the artist and see if the Library can raise the balance.

Mr. Balter should be notified of the new situation and advised to wait until a reply is received from our application. Mr. Flintrup seconded the motion and, on roll call vote, the motion carried unanimously.

Mr. Flintrup thinks it is important to correspond with Mr. Balter. A letter will go to Mr. Balter with a copy to the Fine Arts Commission, in which this Library indicates by recommendation of Mrs. Litwin of the Fine Arts Commission, the Library is making application to the Illinois Arts Council and hopes the Council will cooperate in whatever way necessary. The letter should definitely state this is not a commitment on the Library's part to a contract with him and such contract in the future will be contingent upon the success both of the Library's application and efforts to get public contributions.

In conjunction with the motion in the December minutes for an evaluation of the hours of service and look at current life styles, Miss Radmacher talked with department heads about the information the Board wanted. Tony Siciliano, Head of Circulation Department, prepared a large report of 17 charts, all for different times. Each chart has a different color for each day of the week. Miss Rasmussen, Head of Adult Services Department, also compiled statistics on telephone use by the hour. Statistics have been kept on service by the hour since September, 1976. These two department heads have prepared a summary statement along with charts which show Sunday circulation statistics. Miss Radmacher summarized the fact that after looking at the hourly service, the Library should not try to close any morning. Lots of business men use the Library in the morning and much of the telephone service is daytime. Daytime activity includes class visits, story hours, and business questions from businesses and industries. Mail deliveries are in the morning and many retired citizens come in early in the day to get news specifically important to

to them. Children's Department could forfeit one hour a week - between 9 and 10 a. m. on Saturday. As far as checking out material, the last two hours of any day are the busiest. The bulk of reference service is in the early part of the day and tapers off. Miss Rasmussen checked the Infopass Directory which lists Chicago area University library hours. Students do have their own college libraries to use. College students are only one segment of this Library's overall population. High school and elementary school students must use our resources but they are not the ones who have asked for longer hours, and they would not be the ones here on Sunday morning. Reference statistics actually showed a very slight increase on Sunday. There is something like 11 o/o increase in this year as compared with two years ago and a 33-1/3 o/o increase in hours and 25 o/o increase in added personnel. If there were any additional money in the budget for increased Sunday hours, perhaps there would be more money for books.

Mr. Zatz raised the question of the heavy reference service asked by the business community as opposed to college students who get books they can take off the shelves. Rabbi Weiner asked if there was evidence the college students are being overlooked? Mrs. Hunter responded that business is being served at its convenience and it must be remembered a very small segment of the total college population have access to their college libraries. Her request about extending the hours came from several college students who work and would like to see the Library open until 10:00 p. m. Rabbi Weiner asked how many students would be represented? It was the general feeling working students need the public library. There are many segments of the population that have no library but the public library. Miss Radmacher said if the Library could afford it, it would be fine to stay open until 10:00 p. m. but she does not know when a compensating time could be arranged. Miss Radmacher was requested to find out how serious the request is to stay open until 10:00 p. m. and if enough people would be served. Mrs. Hunter suggested a survey be taken, perhaps distributed through the "Village Report" or in a form which could be passed out for a period of time to users of the Library - a very simple form which requires

only checking a few boxes. Mrs. Merritt proposed combining the patrons' suggestions and deletions on the questionnaire. Rabbi Weiner asked the directors to submit suggestions as to the questions to be asked. The questionnaire will be composed from their responses.

For the record, the cracked window light has not been replaced.

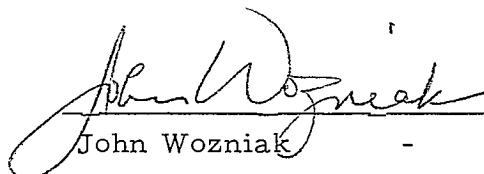
There is need for a policy regarding the lending of THE SPEAKER. Requests have been received from a few libraries and one from Niles Township High School to borrow the film. Because a policy had not been established about lending the film, Miss Radmacher suggested it be shown at the Library where six classes could be seated at one time.

The Library's film is in very good shape and Rabbi Weiner has been concerned about deterioration if it be permitted to be taken from the Library and shown where our Library has no control over the projection. The idea is to protect the Library's property and allow people to view the film where the Library has the control of the equipment. Mr. Flintrup felt regardless of the cost for replacement, a service would be rendered to other libraries by lending the film to them. If that is what it costs to be in a leadership position, he would be willing to lend it with no restrictions and buy another when necessary. Mr. Flintrup made the following motion:

Motion: Regarding the policy relative to THE SPEAKER, if the staff would like to "prioritize" Skokie organizations above outside organizations, that would be acceptable but that Skokie Public Library distribute the film on an unlimited basis and when the film needs to be replaced, do so. A notation should accompany the film asking for careful handling of the film for its preservation.

Dr. Wozniak seconded the motion and, on roll call vote, motion carried unanimously.

Meeting adjourned at 10:55 p.m. on motion by Mrs. Merritt.

  
John Wozniak

- Secretary