

January 8, 1975

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held January 8, 1975, in the Library at 7:00 p.m.

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

President Weiner called the meeting to order at 7:00 p.m.

The first hour of the meeting was devoted to discussion of Dr. Miller's personnel audit report. Areas discussed included: (1) acceptance of the recommended Affirmative Action statement, (2) omission from the personnel manual submitted to employees of procedures regarding advertising and interviewing for employees, (3) job descriptions, (4) deletion of statement on eye examination, (5) involvement of our staff in writing the manual, and (6) areas of responsibility for interviewing at certain levels for employment. Mr. Flintrup expressed his desire that liaison be maintained between the head librarian and the Board when there is an increase in staff.

Mr. Lindberg retired from the meeting.

At 8:00 p.m. it was decided to postpone further discussion of Dr. Ronald Miller's report for a later date.

Phyllis Siegal and Ruth Kodota entered the room as observers for the League of Women Voters.

Mr. Di Leonardi entered the meeting.

Minutes of the regular meeting of the Board held December 11, 1974 are to be amended by deleting, on Mr. Di Leonardi's recommendation, discussion of the items included in arbitration, and with corrections recommended by Mrs. Hunter on discussion of League of Women Voters Library Committee in Lincolnwood.

Upon the legal counsel's recommendations, the observers were asked to leave the board room until Mr. Di Leonardi's report on the glass situation and arbitration proceedings could be heard. His discussion followed.

The Honeywell B O S S monitoring system was discussed. The Library must decide whether it is really interested in this service. If we are, then we must decide whether we want both the monitoring system and the maintenance program. Rabbi Weiner asked why this service is being considered. Miss Radmacher stated that consideration of this service is necessary because of the lack of sophisticated maintenance personnel. The Library is not unique in not finding this type of personnel. According to Honeywell, the cost of appropriate personnel would be more expensive than the installation of B O S S. Rabbi Weiner suggested that a good deal more discussion is needed before adoption of the service is considered. Also, technical specifications are to be drawn up by the architect before going ahead with this proposal.

At 9:00 p.m. Mr. Di Leonardi retired from the meeting.

Miss Radmacher informed the Board that due to Mrs. Sarver's absence, financial statements were not prepared, but would be mailed to each Board member sometime next week.

The list of bills was examined and approved for payment on motion by Diana Hunter, seconded by Dr. Telingator. Motion carried.

Rabbi Weiner suggested the Estey Corporation bill should be transferred to the construction fund account. Transfer approved.

Two letters of appreciation for library service were read.

Mrs. Hunter reported on the meeting at the Des Plaines Public Library January 7, 1975 dealing with the Legislative Committee review of hearings held during 1974. She stated the main point of concern at the meeting was how libraries can obtain a greater proportion of revenue sharing funds. In the past, libraries have been getting close to nothing in the way of revenue sharing money. Libraries are a very low priority item. She added that libraries needed to be more realistic when they ask for these funds. Another issue discussed was the suggested \$50 ceiling on the cost of a non-resident library card. Mrs. Hunter was surprised to learn that some libraries took issue with this point, saying that the amount was too low.

Miss Radmacher discussed the Skokie Public Library's submission of an application for the science-technology CAP collection to the NSLS.

Circulation Reports and Library Use Statistics were examined and ordered placed on file.

Information on changes in personnel during the month were reported.

Rabbi Weiner asked Miss Radmacher to report on her meeting with the representatives of the Internal Revenue Office and local officials in connection with the lottery drawing scheduled for January 16, 1975 at 10:15 a.m. The Petty Auditorium in the Skokie Public Library was chosen as the site of the drawing because of its ability to accommodate the event nicely.

The necessity of having a concert piano in the Library was again discussed and the possibility of requesting revenue sharing funds for its purchase was considered. Mr. Flintrup expressed his opinion that he

would not include the purchase of a piano as part of a Bicentennial project. After further discussion, motion by Mrs. Hunter, seconded by Dr. Wozniak, which, on roll call vote, carried unanimously.


Motion: That the Skokie Public Library ask the Village of Skokie for revenue sharing funds and request to be scheduled on their agenda when the subject of revenue sharing funds is discussed.

Rabbi Weiner offered to speak with Mayor Smith and inform him that the Library is indeed serious about the acquisition of a piano.

Miss Radmacher reminded the Trustees of the AIA Midwinter Conference January 19-25 in the Palmer House Hotel in Chicago.

The next meeting of the Board will be Wednesday, January 29, 1975, at 5:30 p.m. for a special meeting to finish discussing Dr. Ronald Miller's personnel audit report.

Meeting adjourned on motion by Mrs. Hunter at 10:20 p.m.


John M. Wozniak

Secretary

SKOKIE PUBLIC LIBRARY

BILLS

January 8, 1975

PERSONAL SERVICES	Check No.	Amount
<u>Salaries</u>		
Blue Cross/Blue Shield		\$ 931.15
 CONTRACTUAL SERVICES		
<u>Binding</u>		
Valters & Sons		\$1,078.85
 <u>Services to Maintain Buildings and Grounds</u>		
Advance Heating & Air Cond. Corp.		\$1,382.75
Advance Heating & Air Cond. Corp.		70.28
Air Filter Engineers Inc.		46.80
Air Filter and Equipment Corp.		25.52
Brod Electric		43.00
Westinghouse Electric Corp.		54.50
 <u>Insurance</u>		
Blue Cross/Blue Shield		\$ 581.85
Boyle, Flagg & Seaman		1,575.00
 <u>Utilities</u>		
Bell Finer Fuels		\$ 59.05
Commonwealth Edison		74.56
Commonwealth Edison		27.07
Commonwealth Edison		2,056.47
Illinois Bell Telephone		5.10
Illinois Bell Telephone		64.99
Illinois Bell Telephone		681.11
Village of Skokie Water Department		6.95
 <u>Conference Expense and Membership Fees</u>		
American Library Association		\$ 877.00
 <u>Services to Maintain Auto Equipment</u>		
Commonwealth Edison		\$ 17.86
Village of Skokie		14.95
Wilmette Safety Lane		108.04
 <u>Postage</u>		
Postmaster, Village of Skokie		\$ 25.56
Postmaster, Village of Skokie		300.00
 <u>Data Processing</u>		
May and Spoh Data Processing Center		\$ 75.00

AMOUNT FORWARDED

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CONTRACTUAL SERVICES (continued)

Rental of Equipment and Material

Eastman Kodak Co.	\$ 31.20
International Business Machines Corp.	186.00
Suburban Audio Visual Service	5.00

COMMODITIES

Books

Harry N. Abrams, Inc.	\$ 183.35
American Correctional Association	6.00
American Enterprise Institute	3.20
American Heritage	18.80
ANCO Lease Collection Service, Inc.	1,527.31
Baker & Taylor	2,751.51
Barlenmir House	14.72
Bernan Associates, Inc.	53.40
The Bookmen Inc.	83.32
Books for Libraries	49.52
Bound to Stay Bound Books Inc.	541.32
R. R. Bowker	50.00
R. R. Bowker	77.25
Bowmar	17.51
Chicorel Library Publishing Corp.	60.00
Collet's	6.81
Commerce Clearing House, Inc.	360.40
Croner Publications, Inc.	21.95
Encyclopaedia Britannica	149.95
Fireside Theatre	11.65
Hart Publishing Company, Inc.	118.07
House of Collectibles	8.26
Jefferson Law Book Company	15.01
The Lawyers Co-operative Publishing Co.	13.40
Macmillan Publishing Co., Inc.	503.00
Moody's Investors Service, Inc.	250.00
National Directory Service, Inc.	20.64
National Register Publishing Co., Inc.	127.50
Needham Book Finders	19.50
Nicholas Books	30.74
Oceana Publications, Inc.	61.00
Parents' Magazine Press	40.58
Pergamon Press, Inc.	1,897.62
The Prairie School Press	39.65
Publishers Central Bureau	3.30
Regent Book Company, Inc.	74.93
Research Periodicals Co.	7.50
Sangamon County Historical Society	7.35
Thomas Scott and Co.	342.05
St. Martin's Press, Inc.	20.84

AMOUNT FORWARDED.

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COMMODITIES (continued)

Books (continued)

Stechert-Hafner	\$ 14.50
Stechert Macmillan, Inc.	198.36
United Publishing Corporation	141.91
Vanity Fair	32.52
West Publishing Company	39.00
Western Hemisphere Inc.	7.76
Wilcox & Follett Company	9.10

Periodicals

ABC Magazine Service	\$ 5.15
College Placement Council, Inc.	35.00
EBSCO Subscription	273.00
Emergency Librarian	8.00
Pierian Press	25.00

Audio Visual

Records

Chambers Record Corp.	\$ 23.50
CBS Records	185.50

Microfilms

Microfilming Corporation of America	\$ 20.18
Xerox University Microfilms	53.83

Prints

New York Graphic Society	\$ 971.50
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Library Supplies

Ace Hardware	\$ 34.81
ASI	10.00
Bro-Dart	54.00
Gaylord Bros., Inc.	14.18
Ruyell Ho	120.00
IBM	14.40
Jamaican Gardens	27.92
Library of Congress	233.85
Lochner's Greenhouses	34.50
Robert Louis	126.00
Martin E. Pendergast	134.95
Skokie Camera Shop, Inc.	19.91
Sperry Remington	26.70
Standard Duplicator Sales	100.50
Turski Florist	32.50
Xerox	149.33

AMOUNT FORWARDED

AMOUNT CARRIED FORWARD.

COMMODITIES (continued)

Janitorial Supplies

Roscoe Company	\$ 35.10
Superfine Products	16.00
Tri-Co Equipment Corporation	6.79
Vestal Laboratories	226.90

Office Expense

Skokie Public Library	\$ 250.00
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CAPITAL OUTLAY

Furniture and Equipment

Estey Corporation	\$1,999.00
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GRAND TOTAL. \$25,705.67

CERTIFICATION OF BILLS

The undersigned hereby certify that the foregoing is a true and correct list of bills payable, approved and ordered paid by the Skokie Public Library Board of Directors, Skokie, Illinois at a meeting duly called and held on January 8, 1975.

Karl Collins

President

John M. Wozniak

Secretary

Galter B. Pinkney

Member

Diana Hunter

Member

Shirley Merritt

Member

Member

Berhardt Delungata

Member