

May 8, 1985

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, May 8, 1985.

CALL TO ORDER

The meeting was called to order at 7:34 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter Flintrup; Eva Weiner; Norma L. Zatz; and Mary Radmacher, Chief Librarian.

Observers present: Myrna Petlicki, 8245 Crawford, Skokie, Illinois 60076 and Cristina Drost, 8150 Keeler, Skokie, Illinois 60076.

APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 10, 1985

Dr. Wozniak made a motion, seconded by Mrs. Zatz to approve the minutes as written. The motion passed unanimously.

Mrs. Zatz then made the following motion, seconded by Dr. Bloch:

MOTION: That the Skokie Public Library Board approve the following items on the Consent Agenda, subject to audit:

1. Financial Statements
2. Bills

A roll call vote for approval was unanimous.

Mrs. Zatz then made the following motion, seconded by Dr. Bloch:

MOTION: That the Skokie Public Library Board place on file the following items on the Consent Agenda:

1. Circulation Reports
2. Library Use Statistics
3. Reports from Department Heads

A roll call vote for approval was unanimous.

Mrs. Merritt raised the question of what kind of blind and physically handicapped materials we get from Suburban Audio Visual Service (SAVS). Miss Radmacher replied that the figure on the Circulation Report (D7) reflects a combination of statistics for 1984; and that we now separate large print books from other statistics which previously included all other materials, i.e., tapes,

films, etc.

In regard to overdue notices, Dr. Wozniak noticed a drop in third notices; Mrs. Zatz noted a drop in legal letters. Mrs. Zatz asked what we do if people ignore the certified letter that is sent to them. Miss Radmacher responded that the Village Legal Department has assigned a legal department staff member to work with John Tieberg-Bailie, Head, Circulation Department, in an effort to collect long overdue materials and/or the overdue fines. Some libraries use a collection agency.

#### UNEMPLOYMENT COMPENSATION INSURANCE

Dr. Bloch requested that Unemployment Compensation Insurance be taken off the Consent Agenda and put on the regular Agenda for discussion.

The letter from V. J. Voegel, Business Manager, Suburban Library System (SLS) regarding that Board's motion to accumulate \$1,000,000 in reserves before reducing unemployment insurance compensation payments from participating libraries was written prior to SLS Director Lester Stoffel's receipt of our letter.

Dr. Bloch said their motion is unwarranted, since they admit the fund is self-sufficient with the income from investments.

Mr. Flintrup entered the meeting.

Dr. Bloch said that there is no assurance that the fund will stop collecting even after their goal of \$1,000,000 is attained. He would like our Library Board to protest in some way and ask them to reconsider, and to stop collecting funds at this time from member libraries until such time as a need can be established.

Dr. Wozniak agrees with Dr. Bloch and he would like clarification.

Mrs. Weiner suggested that we work with other libraries in conjunction with this. Dr. Bloch agreed and asked that other libraries be polled.

Dr. Bloch made the following resolution, seconded by Dr. Wozniak to be sent to the SLS Board with a covering letter to Mr. Stoffel:

RESOLUTION: The Skokie Public Library Board requests the SLS Board to discontinue contributions from the member libraries until such time as they can present budget forecasts which indicate a need for further contributions.

The roll was called: Mrs. Zatz--abstain; Dr. Wozniak--yes; Dr. Bloch--yes; Mrs. Weiner--yes; Mr. Flintrup--yes; Mrs. Merritt--yes. The motion passed.

In further discussion about polling other libraries, Mr. Flintrup pointed out the difficulty of forecasting their needs, so that they budget on a percentage of each library's payroll. It was agreed to take no further action pending some reply concerning our motion.

#### PERSONNEL

The appointments of Richard Trauth, Supportive Staff, Adult Services Department; Alexander Schimmel, Temporary, Custodial Department; and Maryann Mondrus, Part-time Reference Librarian, Adult Services Department were noted.

#### BUILDING

##### Emergency Lights

Jack Brod has withdrawn his bid of \$8,000. The suggestion was made to contact Mr. Mau, Mau Electric, who is currently working on the CRT installation, to ask him to submit a proposal for emergency lights.

Discussion ensued regarding Mr. Brod as the general contractor and subcontracting someone else to do the work; how to do the work in phases; and carrying out the work quickly.

Dr. Bloch made the following motion, seconded by Dr. Wozniak:

MOTION: Phase I  
That the Skokie Public Library get bids. If under \$5,000, those lights that can be installed now because the power is there should be installed immediately.

#### Phase II

While Phase I is being completed, the consultant should work on the specifications, get a bid on the installation of the other lights that need additional wiring, so Phase II can be completed immediately after Phase I if Phase I does not produce enough light for the safety of public and staff.

A roll call vote for approval was unanimous.

#### AUTOMATION

Dr. Bloch would like further clarification from Joyce Mitchell regarding information on the computer idling and safety features for power failures, and staff training for manual performance of operations. Miss Radmacher said that we will not dispose of our photochargers for some time, and that staff will be taught how to handle emergencies. There is a portable terminal which is battery operated.

#### REPORT ON BOOKMOBILE STOP

Meg Palmer, Bookmobile Driver-Librarian; John Tieberg-Bailie and Miss Radmacher found a new location for the bookmobile discussed last month from Emerson and Keeler (9400N - 4200W) to Lyons and Keystone (9300N - 4030W) and also relocated Drake and Emerson (3580W - 9400N) to Lyons and Central Park (9300N - 3600W).

Mrs. Zatz voiced approval of the park location for the bookmobile and the Board concurred. The Village has approved our choice of the new bookmobile stops and signage will be handled by the Village.

#### REPORT FROM DIANA HUNTER RE TAXATION QUESTIONS RAISED

Mrs. Hunter requested information from Mr. Juergensmeyer regarding taxation and reported that in his letter he indicates listing libraries as a separate line item on the tax bill is permissive. Mrs. Hunter said he is wrong; it is mandatory according to House Bill 726.

HB 726 was originated by the Illinois Municipal League and supported by the Illinois Library Association (ILA). For several years downstate

libraries have asked to be listed separately.

Dr. Bloch estimates that the budget we approved calls for a levy of about 30¢.

Mrs. Hunter reported that Charlene Louis is working on PR articles regarding the budget and they will appear next week in newspapers.

RECOMMEND 6% ACROSS THE BOARD INCREASE

Miss Radmacher recommended a 6% across the board increase exclusive of pages who receive a three month rating and appropriate raises.

Dr. Bloch asked when these increases would be effective. Miss Radmacher said May 1.

Dr. Bloch said we have the money in the budget for increases. However, he is not confident that our budget will be incorporated as proposed and suggests postponing a decision until next month to see whether the Village approves our budget request. He suggested that the recommendation be approved if the budget is accepted, and made retroactive to May 1.

Dr. Wozniak asked how this will affect morale. Miss Radmacher said she will present this as the Board's best judgment until our budget is passed.

The following motion was made by Dr. Bloch, seconded by Mrs. Weiner:

MOTION: That the Skokie Public Library Board postpone the decision on the proposed raise for staff until June pending the passage of our budget by the Village and that any raise that we decide at the June Board meeting be made retroactive to May 1, 1985.

A roll call vote in favor of the motion passed unanimously.

Mrs. Zatz was emphatic that she did not like a starting salary of \$3.69 for pages.

After discussion, the following motion was made by Mrs. Zatz, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board approve a starting hourly wage for pages of \$3.70.

The roll was called: Mr. Flintrup--yes; Dr. Bloch--no; Mrs. Weiner--abstain; Dr. Wozniak--yes; Mrs. Zatz--yes; Mrs. Merritt--abstain. The motion passed.

REPORT ON BLIND AND PHYSICALLY HANDICAPPED PROJECT

Mrs. Weiner reported that the subcommittee approved our proposal requesting a grant. We will know more details after May 10.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported she will be attending a Management Affairs Committee meeting.

Mr. Flintrup questioned why RBP for Wilmette was so high. Mrs. Weiner stated that this is partially because of Kenilworth.

COMMENTS FROM TRUSTEES

Mrs. Zatz attended a National Council of Jewish Women meeting where they circulated a printed brochure which publicized their meeting in the Library.

Mrs. Weiner reported that Madeleine Grant is no longer president of NSLS. Robert Franklin of Schaumburg is acting president.

Mrs. Merritt said the floor in the vestibule looks rather bad, and suggested that some of the carpet tiles be replaced with our attic stock.

Mrs. Zatz said that Miss Radmacher's retirement occasion will be a sit down brunch at Allgauers on Milwaukee Avenue on Sunday, September 29, not Saturday, September 28 as originally scheduled. Charlene Louis will be working with the committee.

Dr. Wozniak commended the Skokie Historical Society and the Skokie Photographic Society history exhibition currently on display.

Mr. Flintrup brought in some brochures from the ILA Conference he attended; one was on the Dewey Decimal System; another about computers; and another on using keyboard terminals,

#### DISCUSSION OF MINUTES

In regard to minutes, Miss Radmacher recommends reporting each issue with brief outline of the discussion; the action taken; who made and seconded the motion and vote; and limit the reporting to pertinent facts and actions. Official bodies usually have briefer minutes than we do.

Mrs. Merritt said our style of minutes began many years before she was on the Board. She said the introduction, discussion and investigation should be combined without mentioning names and then give the outcome of the discussion.

Mr. Flintrup said he brought to the Board's attention changing each and every item that we used to vote on (now called the Consent Agenda). He agrees with Mrs. Merritt--the minutes at the Village are two pages; ours are books.

Dr. Bloch disagrees. For our purposes, the minutes should reflect pertinent discussion as well as information, and the minutes should be edited so as to make the proceedings and issues clear to future readers. Dr. Wozniak said he is inclined to agree with the "posterity" view.

Mrs. Hunter stated that our Board meets once a month and makes all the decisions at this Board meeting. The decision making process occurs at our open meeting; some other organizations only announce their decisions publicly at their open meeting. The minutes should be briefer in content and more succinct because we are a public body holding an open meeting.

Mr. Flintrup asked when was the last time someone asked to see the minutes. Miss Radmacher said people ask infrequently.

Mrs. Merritt said she is looking for a happy medium towards streamlining of the minutes. She suggested the first step be looking into minutes of other august bodies such as school boards. Dr. Bloch said that we should not imitate others, but follow our own inclinations.

Two weeks before the next meeting the trustees will be given an opportunity to look over the minutes and suggest changes and send them back to Miss Radmacher.

Mrs. Merritt suggested doing one section at a time; emergency lights, for example. Those paragraphs should be done separately including action statement, summary and disposition.

REPORT ON ILLINOIS LIBRARY ASSOCIATION CONFERENCE

Miss Radmacher reported that Jonathan Kozel was an extremely moving speaker. Mr. Flintrup discussed statistics Kozel quoted on how many people are illiterate.

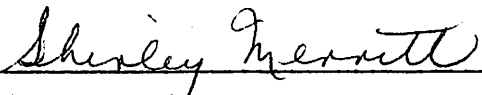
Mrs. Drost left the meeting.

AMERICAN LIBRARY ASSOCIATION CONFERENCE

Discussion ensued among the trustees as to who would be attending ALA and what functions they would attend. Miss Radmacher reminded all that pre-registration must be sent in prior to the next Board meeting.

ADJOURNMENT

The meeting adjourned at 10:03 p.m.

  
Shirley Merritt      -      Secretary