

March 13, 1985

*-CORRECTED-*

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, March 13, 1985.

CALL TO ORDER

The meeting was called to order at 7:35 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: Cristina Drost, 8150 Keeler, Skokie, Illinois 60076 and Myrna Petlicki, 8245 Crawford, Skokie, Illinois 60076.

APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 13, 1985

On page 2 under REQUEST FOR REDUCED RENTAL RATE FOR VIDEO CASSETTES FOR THE DEAF, Mrs. Weiner would like the following correction: Mrs. Weiner reported she called Leon Drolet at Suburban Audio Visual Service (SAVS) who said that several libraries (Schaumburg, Arlington Heights and Des Plaines) do absorb the fee cost of video cassettes. These libraries take no reserves on non-captioned video cassettes. They do take reserves, however, on captioned video cassettes for TDD users only. They have found very few TDD patrons using captioned video cassettes, and therefore, the cost to the Skokie Public Library would be minimal.

On page 3 under STATEMENT RE POLICY FOR MEMORIAL GIFTS, 3rd paragraph, last phrase, Dr. Bloch would like the phrase to read: "...and the Board must decide whether to accept or refuse any work of art."

Mr. Flintrup then made a motion, seconded by Dr. Wozniak to approve the minutes as corrected. The motion passed unanimously.

Mr. Flintrup then made the following motion, seconded by Mrs. Merritt:

MOTION: The Skokie Public Library Board moves the the following items on the Consent Agenda be approved subject to audit:

1. Financial Statements
2. Unemployment Compensation Insurance Report
3. Bills

A roll call vote for approval was unanimous.

Dr. Bloch then made the following motion, seconded by Mr. Flintrup:

MOTION: The Skokie Public Library Board moves that the following items on the Consent Agenda be placed on file:

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

A roll call vote for approval was unanimous.

Mrs. Hunter noted a correction on Table 1 of the Circulation Reports, the second column should be for February 1985, not February 1984.

PERSONNEL

Miss Radmacher reported that many applicants were interviewed for the position of Head Custodian. Mr. Leo Ramirez, who resides in Skokie, was appointed because of his technical skills and experience.

Mrs. Hunter noted Miss Radmacher's formal letter of resignation and asked that it be incorporated with the minutes (copy attached hereto).

LETTER TO CHIEF LIBRARIAN APPLICANTS

Mrs. Hunter explained that a letter of acknowledgement is being mailed to each applicant for the Chief Librarian's position.

AD COPY COMPILED BY DIANA HUNTER, PRESIDENT

The trustees <sup>perused</sup> ~~perused~~ the ad for Chief Librarian which was placed in LIBRARY JOURNAL, AMERICAN LIBRARIES and L.J. HOTLINE. The search committee, comprised of Mrs. Hunter, Dr. Wozniak and Mr. Flintrup will weed out applicants who do not meet Skokie Public Library qualifications.

Other applicants will be interviewed at the American Library Association (ALA) Conference in July (those applicants from Illinois will be interviewed prior to the Conference.) Interviews will be set up for accepted applicants who will be interviewed by all trustees, with the final decision being made by all trustees.

Mrs. Hunter explained that there will be two committees. One committee called the search committee with aforementioned members. Mrs. Hunter stressed there might be so many applicants she would like to call on other members of the Board to assist the search committee. The trustees agreed.

The second committee, consisting of Mrs. Zatz, Mrs. Merritt, Dr. Bloch and Mrs. Weiner, will be responsible for the retirement event for Miss Radmacher.

Dr. Bloch questioned the selection process and indicated all trustees should have the experience of weeding out candidates. Mrs. Hunter preferred having the search committee do the initial processing. The final screenings will be done by the entire Board. Dr. Bloch said all applications should be circulated among the members of the Board as a whole. Mrs. Zatz said they will look through the applications and weed out those that do not meet the qualifications. Mrs. Hunter said some will have had neither administrative duties nor experience; that the committee will do the initial weeding and in no way make a judgment; it would be the decision of the group as a whole.

REVENUE SHARING FUNDS REQUEST FOR 1985

The trustees noted Mrs. Hunter's letter to Mayor Smith and her letter to Mr. McElligott (Niles Township) requesting Revenue Sharing Funds for 1985.

REPORT ON MEETING RE BUDGET WITH VILLAGE BY DIANA HUNTER

Mrs. Hunter reported on the meeting she and Miss Radmacher had on Monday, March 4, 1985, with Mayor Smith; Robert Eppley, Village Manager; Al Rigoni, Assistant Village Manager; and Dan Ryan, Finance Director to discuss the budget. They discussed our concerns about the future; the deterioration of the furniture, etc. Dan Ryan suggested we change our budget procedure with an exact levy and reinstate a form we used in the past; that is, blank number of dollars for tax money; fines, fees; estimated interest; rent; etc., and eliminate the per capita grant on the form.

*agrees with the concept of a*  
Dan Ryan ~~also wants a five-year~~ projected capital improvement *line item in*  
*the budget and Mrs. Hunter*  
plan and stressed the fact that the Village has multiple sources of funding  
*has been 83%*  
and the Library ~~is~~ 90% dependent on property tax.

The Village was asked not to alter the Skokie Public Library budget. If they do, we will hear from them.

More discussion followed concerning the levy, limiting the Library to a 5% increase over last year's budget, etc.

Mrs. Hunter asked the trustees to take the budget home, study it, and if they have any questions to call Miss Radmacher before the next Board meeting. This budget will be legally passed at the April meeting.

EMERGENCY LIGHTING

Miss Radmacher reported on the 21 locations for emergency lights recommended by the Fire Department. It probably would not be necessary to install all 21 at once. Jack Brod, Brod Electric, gave an \$8,000 figure for installing all 21 fixtures.

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



MOTION: The Skokie Public Library will have specs drawn and let out for bid for emergency lights. Results are to be brought back to the Board.

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

Before specifications are drawn, Miss Radmacher is to check with the Village Engineering Department and Skokie Public Library insurance carrier to see whether either has any idea/sketches of where emergency lights should be placed. Do they agree with the Fire Department's suggestions?

AUTOMATION

The financial summary was noted by trustees.

Miss Radmacher recommended payment of any amount not to exceed \$1500 that Samuel R. Lewis Associates, Inc. is requesting for engineering fees. S. R. Lewis Associates, Inc. did have to spend more time with GEAC and with our staff than anticipated.

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

MOTION: The Skokie Public Library pay an additional amount to Samuel R. Lewis Associates, Inc. for engineering fees not to exceed \$1500.

A roll call vote for approval was unanimous.

The letter from Samuel R. Lewis Associates, Inc. recommending Mau Electric Company for electrical work to be done on the CRT installation was read. Dr. Bloch noticed and questioned the number of linear feet of control cable proposed in Mau Electric's contract. Why did they recommend 1000 linear feet less than two of the other companies that bid? Miss Radmacher will check on this.

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

MOTION: That the Skokie Public Library accept the low bid from Mau Electric Company in the amount of \$27,493.00

A roll call vote for approval was unanimous.

REPORT FROM EVA WEINER RE KURZWEIL READING MACHINE (KRM)

The acquisition of a Kurzweil Reading Machine (KRM) was incorporated in a proposal (encouraged by the Illinois State Library) for a Library Services and Construction Act grant (LSCA) to provide expanded library services to the blind and physically handicapped.

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

MOTION: That the project entitled "A Demonstration Project for Integrated Services to the Blind and Physically Handicapped" be accepted and that Miss Radmacher be authorized to forward it to the Illinois State Library. It was further moved that the Board accept commitment to future years.

The roll was called: Mr. Flintrup--no; Dr. Bloch--yes; Mrs. Weiner--yes; Dr. Wozniak--yes; Mrs. Zatz--no; Mrs. Merritt--no; Mrs. Hunter--yes,

~~(Mrs. Hunter voted yes with one change in the motion, that it be written as a demonstration project. She thinks the State goes about this in a very poor manner and demands a market study~~ *should. Request as a part of the grant and an analysis of usage after the grant.* Her concern is the Allen County Library in Ft. Wayne, Indiana--their *KURZWEIL READING MACHINE* center for the blind and physically handicapped is not being used. *AFTER AN EXTENSIVE PUBLICITY, EDUCATION AND TRAINING PROJECT.*

Mrs. Merritt commended Mrs. Weiner for the fine job she is doing on this project. Mrs. Merritt questioned how many people would be using the center for the blind and physically handicapped. Miss Radmacher said we sent the survey to 254 patrons but too recently to have received responses.

Mrs. Weiner stated the real work of the project was done by Miss Radmacher and John Tieberg-Bailie, Head, Circulation Department. Robert Bullen, Administrative Assistant, North Suburban Library System was extremely helpful.

Mr. Flintrup asked if this project was cost effective. Dr. Bloch said this is an experimental demonstration project to decide whether such a facility in a suburban environment can develop a need for the people involved. Mrs. Weiner said there is a real enthusiasm for surrounding libraries. Transportation is the only problem but a volunteer program could be started.

Dr. Bloch stated he felt uncomfortable with the wording of the motion. Mrs. Zatz also said she was not comfortable with the wording of the motion.

*SINCE THERE WAS SOME DOUBT ABOUT THE OUTCOME OF THE VOTE,* Dr. Wozniak made the following motion, seconded by Mr. Flintrup:

MOTION: That the previous motion be rescinded.

The motion passed unanimously.

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

MOTION: That the project entitled "A Demonstration Project for Integrated Services to the Blind and Physically Handicapped" be accepted and that Miss Radmacher be authorized to forward it to the Illinois State Library.

A roll call vote for approval was unanimous.

#### ART ACQUISITION POLICY STATEMENT

After reading the policy statement the following motion was made by Dr. Bloch, seconded by Mr. Flintrup:

MOTION: That the Skokie Public Library Board accepts the Art Acquisition Policy Statement.

A roll call vote for approval was unanimous.

#### REVIEW OF THE NIPC ENERGY AUDIT REPORT UNDER CONSIDERATION BY ALFRED SWENSON, PROFESSOR AT I.I.T.

Miss Radmacher reported that the NIPC Energy Audit made for the Skokie Public Library has been sent to Alfred Swenson, a professor at I.I.T. He is reviewing it and taking it under consideration for possible class assignment.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported on the Schaumburg Public Library and the computer system, CCCS.

COMMENTS FROM TRUSTEES

Mrs. Merritt reported that Evanston Public Library has library service to shut-ins; is taking a telephone survey to plan library services and programs; and has a Visualtek machine. Mrs. Merritt has access to teachers of the deaf and hearing impaired if needed for the center for the blind and physically handicapped.

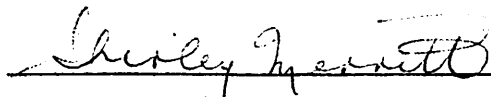
Dr. Bloch commended Mrs. Weiner, Miss Radmacher and John Tieberg-Bailie for the work they have done on the blind and physically handicapped project.

OBSERVERS COMMENTS

Cristina Drost said that emergency lights are important for the safety of the public. Some residents she knows have been asking if there are any plans for a party for Miss Radmacher. She would like to be a volunteer if necessary.

ADJOURNMENT

The meeting adjourned at 10:35 p.m.

  
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Shirley Merritt                      -                      Secretary



January 23, 1985

President and Members of the  
Board of Trustees of the  
Skokie Public Library

It is with mixed emotions that I submit my resignation from what has been an exciting, stimulating and rewarding career, with satisfaction personally and professionally, as the Chief Librarian of the Skokie Public Library. It has been a joy to devote my full energies to my work and to be dedicated to this Library because of the support from the Board and Staff and from the community.

The opportunity to be responsible for planning and executing development of our Library in its major growth period has been a genuine privilege and a thrilling experience. When I accepted the position of Chief Librarian in 1956 the Skokie Public Library was a "store front" library with a collection of about 20,000 volumes. We now have a 100,000 square foot handsome facility with a collection in excess of 325,000 volumes. It has been thoroughly enjoyable to provide direction and leadership for this growth and expansion. Building a staff to provide the best possible library service, traditional and cultural programs, has indeed been a pleasure, too.

In contemplating retirement I had hoped the Library's automation project could be implemented before I left, but as with many automation installations, ours has been slower than anticipated. However, with Soong Yi already in charge of our Automation Committee this project will continue to progress well, as will all library services.

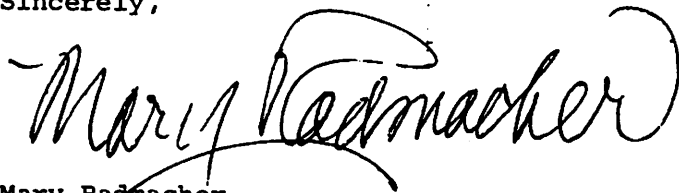
I am confident that you will find a new librarian within the next several months so that I may have a retirement effective early September, 1985 or sooner.

I am certain you know I will always be vitally interested in our Library and will be more than happy to be of assistance to you individually or collectively whenever the need arises.

I hope to maintain the beautiful friendships with all of you as I will remain in Chicago.

My deepest appreciation and gratitude for the loyal support and assistance each of you has always provided.

Sincerely,

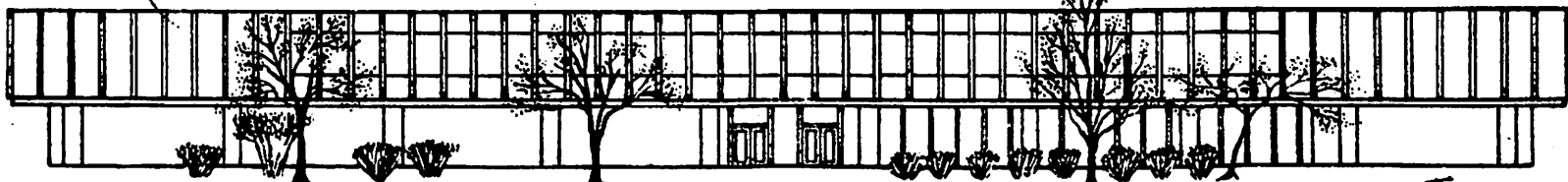


Mary Radmacher  
Chief Librarian

MR:kk

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