

January 13, 1982

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library, held Wednesday, January 13, 1982.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Mrs. Diana Hunter, President.

Members present: Mrs. Diana Hunter, President; Dr. John Wozniak, Vice President; Mrs. Shirley Merritt, Secretary; Mr. Walter Flintrup; Mrs. Norma Zatz; and Miss Mary Radmacher, Chief Librarian.

Members absent: Dr. Herman Bloch and Mrs. Eva Weiner.

APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 9, 1982

Dr. Wozniak made a motion, seconded by Mr. Flintrup that the minutes of the December 9, 1981 meeting be approved as submitted. The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

Mrs. Merritt questioned Miss Radmacher on whose advice the Library is buying the Repos. Miss Radmacher said that Dan Ryan has recommended it and Mr. Lyon has given his approval following receipt of the letter from Mr. Fred Thompson of the First National Bank of Skokie guaranteeing the Repos. It was decided to wait until Harvey Schwartz gives his opinion to Nortran regarding the Repos before any decision is made, and the subject of the Repos will be placed on next month's agenda.

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

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites and Buildings, and the Report on Fine Arts Acquisition Fund be accepted, and that the lists of bills for the General Operating Fund in the amounts of \$56,264.85 and \$22,326.55 and the bills for the Reserve Fund for the Purchase of Sites and Buildings in the amount of \$13,286.36 be approved for payment subject to audit.

The motion passed unanimously.

AUDITORS REPORT FOR FISCAL YEAR ENDING APRIL 30, 1981

Mr. Flintrup said that he would like to see a more in-depth report from the auditors. He would like to know if the auditors can give us an executive analysis procedure and he will ask Dan Ryan if the Library can be included in the interviewing of accountants the next time that takes place.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

Miss Radmacher reported that statistics were kept over the Saturday and Sunday of the Christmas holiday as to the number of people that came into the Library and there were far fewer patrons than usual.

Dr. Wozniak made a motion, seconded by Mrs. Zatz to place the Circulation Reports on file and the motion passed unanimously.

The trustees read the memorandum from Gary Newhouse regarding his six month report on the Library video cassette collection. It was decided that consideration would be given to allocating more money to this in order to add to the collection when looking at expenditures for next year.

Mr. Flintrup thinks that NSLS should be urged to do more with video cassettes and Mrs. Weiner, as our NSLS representative, will bring it to the attention of the System.

The Library Use Statistics were placed on file and Miss Radmacher will commend Gary Newhouse for his report.

REPORT FROM MR. SCHIEWE RE MONITORING MECHANICAL SYSTEM

Mr. Schiewe explained to the trustees the cost sheet recap of the last five years and the proposal by Johnson Controls for the next five years. He said there are only two companies, Johnson Controls and Honeywell that use the human factor in their systems. The other companies use the "black box" system which is a computerized system without any human involvement. He feels that the human involvement has definite advantages.

Mr. Schiewe said that the proposal put out by Johnson Controls and the subsequent contract they gave to the Library for 1981 was withdrawn by Johnson Controls. Miss Radmacher said that the Library signed the contract at that time and returned it to Dan O'Neill, Johnson Controls' representative. Mr. O'Neill called back and told her that Johnson Controls would not accept the contract. The trustees feel that Johnson Controls should have notified the Library in writing that they were not accepting the contract. The trustees want Mr. Lyon to look this over and advise them as to how the matter should be handled.

Mr. Schiewe said that he expects to be receiving a number of quotations from several companies on the black box and that Honeywell will quote on the BOSS System, and Johnson Controls will quote on both the black box and TABS. He suggested that a special meeting be set up to review the quotations and examine all the possibilities. A special meeting was called for Thursday, January 28th at 5:00 p.m.

Mrs. Zatz commented that the Library would have to take the lowest bid, but Mr. Schiewe said that if the same system would be used the expenditure would be under maintenance, but if the system was changed we would have to go out for bid.

Mr. Flintrup said that he wants to implement a system whereby there is tighter control on the handling of the Library's contracts.

COMMENTS FROM TRUSTEES

Mrs. Merritt informed the trustees that Mrs. Weiner had fallen down the steps in the Petty Auditorium that afternoon and that something has to be done to provide more safety for people entering and leaving the auditorium. It was decided that Miss Radmacher will ask Den Koide of Business Interiors to examine the situation and give us his recommendations on handrails and strips for the steps.

Mrs. Merritt asked that Miss Radmacher contact Commonwealth Edison in order to have them come to the Library to do an energy audit.

Dr. Wozniak commented that he would like to see a sign put up in the foyer asking people to wipe their feet before walking on the new carpeting. It was suggested that we look into the roller type mats that are used outside the doors of banks, etc., and Miss Radmacher will contact the banks to find out about these mats.

Mrs. Hunter informed the trustees on the amendment that has been added to the Meetings Act which states that any meeting of four people or more has to be posted and that the media has to be notified to announce both open and closed meetings.

Mrs. Hunter reported that she and Miss Radmacher have met with Triodyne Inc. twice and that Triodyne will set up a fascinating exhibit during March. Triodyne will install the exhibit and cover expenses of a reception to be held from 4:00 p.m. to 6:00 p.m. on Sunday, March 7th.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner was not in attendance and no report was given on the NSLS meeting.

AUTOMATION PROJECT

Miss Radmacher reported that Joe Matthews will be here February 4th and 5th to confer with the automation project group. She said that Dr. Bloch has attended all the automation project meetings held since he has been on the Board and has been very helpful.

PIANO REPORT

The trustees read the letter sent to Mrs. Hunter by Mr. Edward Gordon with his recommendations on a piano. Letters inviting quotes or bids will be sent to the companies he recommends.

REPORT ON PLAQUE LISTING NAMES OF TRUSTEES

Miss Radmacher said she will continue to look into the different types of plaques and inform the trustees as to costs.

REPORT ON YOUNG PEOPLE & CHILDREN'S DEPARTMENT ACTIVITIES

There were 107 entries in the newsletter naming contest. Mrs. Merritt, the Board representative to the jury will call a meeting of the judges to pick a winner. It was suggested that the winner receive a certificate and a book.

ALA LIBRARIES' ERRORS & OMISSIONS INSURANCE PLAN

Miss Radmacher reported that she spoke with Ruth Frame who investigated the Errors & Omissions Insurance Plan for ALA. It was suggested that she ask if any libraries have been sued under this type of insurance and also find out from Bob McClarren which libraries in the North Suburban Library System have this insurance.

PER CAPITA GRANT

The letter from Jim Edgar regarding the approval of the Illinois State Library for the Skokie Public Library's request for a Per Capita Grant in the amount of \$28,905.18, was duly noted, as well as the letter changing that amount to \$28,813.93.

REVENUE SHARING

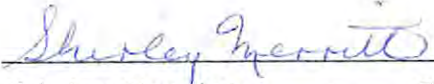
Mrs. Hunter said she would like the Board to think about where the Revenue Sharing funds for next year should be used. She suggested that a new floor for the stage of the auditorium be considered. Miss Radmacher said that Feurich Construction Company gave us estimated figures of from \$10,000 to \$18,000 for a non-grooved wood flooring.

LETTER RE BALTER VS. SKOKIE PUBLIC LIBRARY

The letter and draft answers to interrogatories from Sweeney & Riman Ltd. regarding Balter Vs. the Skokie Public Library were duly noted.

ADJOURNMENT

The meeting adjourned at 10:10 p.m.



Shirley Merritt - Secretary