

January 9, 1963

The regular meeting of the Skokie Public Library Board of Trustees was held Wednesday evening January 9, 1963, in the Conference Room of the Library. The following members were in attendance: Conroy V. Erickson, L. O. Green, Mrs. W. C. Griffin, Mrs. Selma Regan, Rabbi Karl Weiner, and Miss Mary Radmacher, Librarian. Also present: Mrs. M. Sarver, for the purpose of recording the minutes.

The president, Mr. Green, presided.

The minutes of the December 12 meeting, which had previously been distributed, were reviewed. Mr. Conroy V. Erickson requested that a correction be made in the eighth paragraph deleting the words "and it was the decision of the Board to ask Mrs. Maryruth Sarver to take the minutes of future meetings of the Board of Trustees." and inserting, "Upon motion made by Mr. Louis Weingart and seconded by Mrs. Selma Regan, the Board would have Mrs. Sarver take the minutes of future meetings of the Board of Trustees." Otherwise the minutes stand approved as read.

The financial reports of the general fund and of the construction fund were accepted and placed on file, upon motion made by Mrs. Regan and seconded by Mr. Erickson. All ayes.

The list of bills from the general fund, as attached, was presented and approved for payment upon motion made by Mrs. W. C. Griffin and seconded by Mrs. Regan. All ayes.

The circulation report was accepted and placed on file.

The president asked for opinions about the placement in the Library of the AIA award plaque. Mrs. Regan suggested that it be hung under the dedication plaque. A definite decision on this will be delayed until the end of February.

Miss Radmacher reported that the Milwaukee Area Library Board Association is planning a visit to this library some time in February, either the 12th or 16th. The group will consist of approximately 30 people. Time of arrival in Skokie, 12:00 noon. Luncheon for the group from 12:00 to 2:00 will be arranged; visitation to the Library from 2:00 to 5:00; and return to Milwaukee at 5:00 p. m. An invitation was extended to the members of this Board to join with the group during their visit.

Mr. Green explained about the system used from December 22, 1962, to January 5, 1963, of having books checked at the door as each patron left the Library. This was done in the interests of eliminating reference books or any materials from leaving the building illegally. Miss Radmacher stated that the results of this procedure warranted hiring an employee to check the books at the door Monday through Friday from 4:00 to 9:00 and Saturday 9:00 to 5:00 during the school year and at other times which are thought to be important. Mr. Green directed Miss Radmacher to proceed with this arrangement.

A discussion of the problems of continuing to furnish cards for students living outside of Skokie was introduced by Mr. Green. Rabbi Weiner suggested that, since the facilities of the Morton Grove Library had been expanded, there might be an exchange of cards between Morton Grove and Skokie. Lincolnwood, which

has no library facilities and, because of its size, would be unlikely to establish a library, should be approached to contribute something to the maintenance of this library which is used by their residents. This discussion was temporarily postponed.

At this time Mr. Robert Throop and Mr. William Carey, of Boyle, Flag and Seaman, were introduced to the trustees. Mr. Carey briefly outlined the proposed full insurance coverage, at increased values, under one policy, as follows:

At a previous meeting of Mr. Carey and Miss Radmacher new replacement values were figured. Former value on the building had been \$536,000; new figure, \$557,500. Furniture and fixtures were valued at \$140,000, new valuation, \$154,500. The policy as presented is based upon these figures. Books, which fall under the valuable papers category, are insured at a cost per book. The new policy will cover 90,000 volumes at \$3.35 per book, or \$301,500, less twenty per cent of this figure, or \$60,500, for books in circulation, making a total coverage of \$241,000 for books on the premises. This category includes card files for Adult Department and Children's Department, and is figured as follows: Adult Department cards 118,000 at 15¢ per card, \$17,700; Children's Department cards 47,000 at 12¢ per card, \$5,640; and Shelf List, 40,000 at 15¢ each, \$6,000. The total amount of coverage for replacement of card files is \$29,340. Therefore, the total amount of insurance on valuable papers will be \$270,340. Previously separate policies were held for glass, liability, and burglary protection. The proposed policy combines all under one contract. The total amount of annual premiums paid on insurance in prior years was \$2,899. The cost of the proposed policy, which includes a three year premium on the boiler insurance, is \$2,247.29 annually, or a saving of \$652.00 per year - twenty-two and one-half per cent less than last year. The policy does contain a \$50 deductible clause which is applicable on all losses to building and furniture and fixtures, by fire, windstorm, or vandalism, but does not apply to coverage on valuable papers or plate glass. In the event of total loss only one \$50 deduction will be made. The policy also covers burglary protection in the amount of \$2,000. Under the liability portion of the policy not more than \$500,000 will be paid to any one person. The workman's compensation included in this was based upon the assumption that the payroll will increase \$10,000 within the next year. This policy, at an annual premium of \$2,247.29, does not include Extra Expense Insurance, which is payment for rental, etc. in the event of loss or damage which causes the functioning of the Library to be moved to other quarters during the time of repair. The policy can be written to include \$10,000 Extra Expense Insurance for an additional \$27.00 annually.

A motion was made by Mrs. Griffin and seconded by Mrs. Regan that the insurance contract, including \$10,000 Extra Expense Insurance, presented by Boyle, Flag and Seaman, at an annual premium of \$2,274.29, be accepted. All ayes. The president asked Miss Radmacher to inform Mr. Throop of the action of the Board.

The subject of service to students outside of Skokie was resumed. Miss Radmacher recommended, if action is taken this year, it should become effective September 1, 1963. Discussion of the proper manner of contacting the various village authorities resulted in the decision to have Mr. Green approach Mayor Proessel, of Lincolnwood, and note his reaction before proceeding to contact newspapers, school boards, etc.

Under the business of establishing branch libraries, the first step would be to

determine where they are needed and how many are needed. The president asked Miss Radmacher to assemble this data, some of which might be obtained from school census figures. Miss Radmacher was instructed to investigate hiring a library school student to assist in gathering the data.

Mr. Erickson, Chairman for National Library Week, reported that he plans to submit a tentative budget of anticipated expenses to the Board at the next meeting.

Mr. Erickson asked whether or not the Board would be interested in having the Skokie Public Library included in a tour of Skokie and Lincolnwood he is planning to schedule for Rand McNally during the ALA Conference. The Board assured him they were.

The suggestion was made by Mr. Green that the Board consider putting the Skokie Public Library on one of the Library Tours.

The copy of Chapter 9, Article IV, Section 9 23-27 of the Village of Skokie Ordinances, attached to the agenda, was reviewed. Miss Radmacher called attention to the fact that the fine was \$100 originally, but now is listed at \$200.

In line with the problem of vandalism, etc. Miss Radmacher reported on the Gail Green problem which she had referred to the Village Attorney, Marvin Glink, who, in turn, referred the case to the Juvenile officers. The Village Attorney will keep in touch with the Library.

Miss Radmacher recommended that a policy, with procedures for handling suspects, be established.

A motion was made by Mr. Erickson and seconded by Mrs. Griffin that the shelving listed below be purchased for the Children's Room Office:

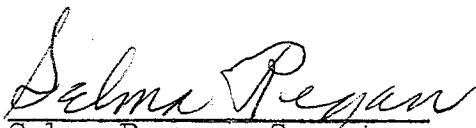
4 sections 6' 10", single faced, metal end panels,
Ames shelving, at a cost of \$333.20.

All ayes.

A plan to slow traffic as it moves into the Library driveway must be considered. Suggestions made at this time were to put a ridge in the drive, to post a speed limit, and to erect a sign calling attention the bump and speed limit.

Upon motion made by Mrs. Griffin and seconded by Mrs. Regan the meeting adjourned at 9:35 p. m.

Respectfully submitted,


Selma Regan, Secretary