

June 11, 1975

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held June 11, 1975, at the Library

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

The minutes of the meeting on the Personnel Audit, held from 5:30 to 8:00 are not included in this report but will appear in the total summation of those meetings.

Also present: James Hammond, Architect.

Rabbi Weiner called the meeting to order at 8:05 p.m. He welcomed Mrs. Norma Zatz as a new member of the Board and explained the functions of the Board.

Minutes of the regular and annual meetings held May 14, 1975 were approved and accepted on motion by Dr. Wozniak, seconded by Mr. Flintrup.

Motion carried.

Motion by Dr. Wozniak, seconded by Mrs. Hunter, which, on roll call vote, carried unanimously.

Motion: The the financial statements for the General Operating Budget, Reserve Fund for the Purchase of Sites and Buildings, Library Construction Fund be accepted and that the lists of bills for the General Operating Fund in the amounts of \$17,846.97 and \$2,537.73; Reserve Fund for the Purchase of Sites and Buildings in the amount of \$675.00; and the North Suburban Library System Coordinated Acquisitions Program in Literature in the amount of \$963.70 be approved for payment.

Circulation Report for the month of May, 1975, Library Use Statistics and Reciprocal Borrowing Report were examined and ordered to be placed on file. Question was asked of the feasibility of an earlier starting time for film showings. Rabbi Weiner explained that an earlier starting time has not worked out because of the problems encountered in trying to maintain some supervision at the film

showings and that they are intended to be for adults. Miss Radmacher offered to investigate the possibility of two showings for the Hans Christian Anderson film, one a day time showing for children.

Reporting on computerized monitoring, Mr. Lindberg said he was present when the bids were opened and observed that both companies had come down in their bids. The Library now has the right to pick one or the other and, in his opinion, there is an obligation to award the contract to the low bidder. Mr. Flintrup made some calls to users of both of the services and found everybody has a little fault to find with one or the other. All the users he contacted feel this type of service is good for their operations. His summation of the calls was that there are going to be some problems and it is not going to be perfect. His suggestion was to proceed on that basis. Mr. Hammond suggested before doing anything it must be determined that Johnson Controls, Inc. does not have an escalation clause, but his conclusion is that with all the conditions that have prevailed in this whole procedure Johnson Controls, Inc. is the low bidder and the Library has no other choice. The following motion was made by Mr. Flintrup, seconded by Mr. Lindberg, which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library award the contract to the low bidder, Johnson Controls, Inc. for the combination of the installation and the maintenance relative to the heating, air conditioning systems and the contract to be worked out by the Board's attorney.

At this time three representatives from Johnson Controls, Inc. and three from Honeywell joined the meeting. Rabbi Weiner expressed the Board's appreciation to both companies for their efforts to work out a service that would be the best for the Library. He explained the Board found itself bound by the rules of the bid invitation and accordingly the lowest bid was accepted and the contract awarded to Johnson Controls, Inc. After inquiring if certain phases of the equipment were covered, Honeywell asked the Board to consider them if at any time a change is contemplated. The Honeywell representatives retired from the meeting.

Rabbi Weiner advised the Johnson representatives the contract had been awarded to them by motion of the Board and will notify the Board's counsel to work with Johnson in drawing up a contract. Mr. Flintrup mentioned to the Johnson men that one of the things that came up periodically was there was no escalation clause. He wanted to confirm whether it was a flat figure for the five years on monitoring. The answer was yes. Mr. Flintrup also referred to the fact that in this contract is a total maintenance agreement which is the actual repair work on the heating and air conditioning equipment. This is separate from the monitoring. The answer was the standard terms for maintenance is with an escalating clause tied to four or five years for unionized labor. It is only the maintenance figure of \$7,870 that is tied to the escalating of certain union trades. Another question was asked as to the calendar days for work completion where the contract states 90 days. Miss Radmacher reported that was changed by phone to 63 days.

The Johnson representatives retired from the meeting.

Miss Radmacher mentioned giving consideration to maintenance on the elevators. The costs for this service are very high. Mr. Hammond said that most sophisticated buildings do not have the maintenance on the elevators and use only a minimal maintenance for the first years. He will try to get some advice to evaluate the Library's maintenance on the elevators.

Miss Radmacher informed the Board of a \$300 gift from the Oakton Community College for use of the small conference room for the Women's Outreach Resources Center program which met here one week out of six. Mrs. Hunter's suggestion was the the gift be utilized to concentrate on some books for the Year of the Woman in the area of the femininity of the woman.

Regarding the budget hearings, Miss Radmacher informed the Board Mr. Matzer will set the date. These hearings have been delayed because of Mayor Smith's illness. A suggested time was during July 12 - 19. Rabbi Weiner requested that in the event he has not returned on the date set for the meeting, the Board proceed without him.

Mrs. Hunter reported on the North Suburban Library System and stated Mr. Flintrup was received very well. Twelve members were elected to the Board and Mr. Flintrup was elected on the first ballot. Officers for the Board are selected by the Nominating Committee and Mr. Nordenberg is continuing as president.

Mrs. Hunter informed the Board of House Bill 449 and explained her concern which was the reason for the letter to Mr. Nimrod, copy of which was distributed.

Mrs. Hunter continuing her report on the System said CAP has become a very sensitive thing. After the awarding of the contract to Northbrook, the Planning and Program Committee met again and because of the sensitivity of the subject went back to a restudy. There is a growing concern from the small libraries because they feel they are being left out and the programs are being awarded to the large libraries. The Reference Service situation will come up again.

Village Planning Commission's lease with the Skokie Public Library will not be discussed until after the budget meeting.

Miss Radmacher called the Board's attention to the letter from Image Business Machines regarding a lease purchase agreement for the photocopying machines. Mr. Flintrup had investigated the lease purchase concept and discovered the Library could realize twice as much money as it currently receives in commissions under the present contract with Vend-a-Copy. Mr. Flintrup explained the bank buys the machine and the Library signs an agreement with Image Business Machines. The Library lease-purchases the equipment and at the end of five years the machines belong to the Library. This returns the full amount collected to the Library and should result in a much better return. In the area of service calls, Mr. Flintrup feels that with some slight education it is possible to change the psychology that exists relative to the servicing of these machines. The Library could arrange for service calls at \$18.50 per hour or by maintenance contract. Motion by Mr. Flintrup, seconded by Mr. Lindberg which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library award a contract to Image Business Machines for the lease-purchase of four, or five machines if needed, according to the proposal as submitted June 10, 1975, by Mr. Greenwald with the understanding no monies are to be expended by the Library and that this will all be done from the collection and such contract be subject to the approval of the Board's counsel.

In reference to the green plants in the Library, Mrs. Hunter stated she had read of Turski Florist Inc. being sold and visited the shop to see what was for sale. She asked for a price for the Skokie Public Library and was quoted prices varying from 30 to 40 percent off on some very healthy looking plants. She left the message that Miss Radmacher would call. Mrs. Hunter made the following motion which was seconded by Mr. Flintrup and, on roll call vote, carried unanimously.

Motion: That the Library expend not to exceed \$200 to replace plants, add new green plants and that Miss Radmacher be authorized to make the selection of these plants at Turski Florist, Inc.

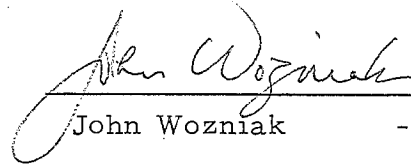
Regarding Lincolnwood contractual service, Mr. Di Leonardi has not submitted the letter to be sent to Lincolnwood regarding this service. Mrs. Hunter reported that Mrs. Kadota has requested a Project Plus for Lincolnwood for a library. When Miss Radmacher calls Mr. Di Leonardi about the contract with Image Business Machines she will ask him to get this letter prepared as soon as possible.

The Board was reminded of the Book Sale to be held Saturday, June 14, 1975. Press releases have been sent out, flyers are being handed to each patron leaving the Library, and for other distribution such as at the Village Art Fair.

Copies of press releases, Invitation to hear Author Lisel Mueller on June 27, June Calendar of Events, Great Books Newsletter, June 1975, Library Directors Newsletter from Matthew Witczak, Invitation to the Fremont Public Library District, copy of clipping "Skokie Library presents Case for Funds" and Selected List of Recent Acquisitions for May, 1975 were distributed to each Board member.

Miss Radmacher reminded the Board of the ALA Conference in San Francisco June 27 - July 5, 1975. Mrs. Hunter asked that members attending the conference be sure to visit all booths displaying audio visual equipment.

Meeting adjourned at 10:15 p. m. on motion by Mr. Lindberg.



John Wozniak

- Secretary