

February 13, 1974

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held February 13, 1974, at the Library, at 6:00 p. m.

Shirley Merritt,
Members present: Howard V. Hummer, Diana Hunter, / John Wozniak and Rabbi Karl Weiner, also Miss Mary Radmacher, Chief Librarian.

Also present: James W. Hammond, Architect, and Carl Hoglund, his associate, and Robert J. Di Leonardi, the Board's Counsel.

Meeting was opened at 7:00 p. m. by President Weiner.

Minutes of the January 9, 1974 meeting were approved on motion by Dr. Wozniak, seconded by Mrs. Hunter. Motion carried unanimously.

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

Motion: That the financial statements for the General Operating Budget, Reserve Fund for the Purchase of Sites and Buildings, Library Construction Fund and North Suburban Library System Coordinated Acquisitions Program on Literature be accepted and the lists of bills for the General Operating Budget in the amounts of \$16,558.63 and \$428.49; Library Construction Fund in the amount of \$45.00; and the NSLS-CAP in the amount of \$76.00 be paid.

Circulation Report for the month of January was examined and ordered placed on file. Discussion followed of ways and means to increase circulation. Miss Radmacher called the Board's attention to the personal services given both in person and by phone which is on the increase. Rabbi Weiner suggested since libraries are not only for books but so many other things it might be interesting to know what the trends are for use of the Library and translate them into the statistics. Miss Radmacher informed the Board such statistics had been prepared and copies were attached to the agenda for this meeting. She also said that National Library Week might focus attention on the Library and may help somewhat.

Mr. James Hammond reporting on the Building Program said he has been working closely with Mr. Di Leonardi on the glass problem and picking up some of those things not completed by Corrigan. Corrigan has completed quite a few things since the last report. Costs have been assembled by the architects on doing some work but they are not satisfied with them. Glass problem is complex enough so everybody,

including Mr. Di Leonardi and Corrigan's attorney agree until the glass situation is concluded there should be no release of any of the \$20,000. Two or three things are left on the interiors contract to be taken care of.

Mr. Hoglund presented a list of seven items given to Corrigan in November yet to be resolved. Corrigan would not participate in replacement of the exterior terrazzo sidewalks and the architects have gotten a cost of \$775.00 from another contractor. The locker rooms have been painted. On the keying system and lock sets, a contractor and locksmith was called in who has quoted \$675.00 to correct our keying problem as well as add some panic bars needed. The guarantee on the passenger elevator did lapse over a year ago. There was a ninety day warranty on operation but one year on parts. The problems incurred were after the guarantee period elapsed. The roofing contractor would not participate in any of the repair work to the roof because he felt his guarantee had expired. He is now talking about getting this work done on a shared expense basis. One toilet door lock has been replaced on a trial basis and seems to be working satisfactorily. The manufacturer admitted the original locks were not right and has replaced them at some other places. There has been talk about getting the remaining locks from the manufacturer, installing them, and back charging Corrigan. Repair work must be done on the door in the Librarian's office, hinges must be replaced, etc. The total list, exclusive of the glass problem, has a dollar value of \$3,000. There are two aspects of the glass problem: cost to replace glass lights and the cost of the study. The architects, Hammond Beeby and Associates, have been trying to get prices from other people in order to get the work done, but they are not satisfied with all prices received. The payment of \$1,680 to Midwest Glass Company would be deducted from Corrigan. None of these things will be settled until the Library gets a conclusive report from the glass consultants. It is possible the Library would charge all of the glass, materials for replacement and study cost to Libby Owens Ford if it is deemed not to be the fault of the Library or Corrigan.

Mr. Hammond reported that on behalf of the Library they engaged the services of Wiss, Janney, Elstner and Associates who quoted \$750 for their services and approval was granted to go ahead. They inspected the glass before replacement. LOF agreed to supply the glass for replacement, although the Library's attic stock was used. The original contract calls for four replacements so the Library will have six panes on hand. Two lights of glass out of the attic stock were supplied and two lights were brought in to have a new type of seal. These were used in the replacement process. Corrigan and National Hamilton refused to have any part in it except to observe. Representatives from Libby Owens Ford, National Hamilton, Corrigan and the consultants, Wiss, Janney Elstner and Associates, were here. Lights were removed and observations noted of the condition when removed. Samples were taken by Wiss, Janney, Elstner and Associates and Libby Owens Ford. After samples were returned from Toledo where Libby Owens Ford did their testing, Wiss, Janney Elstner and Associates proceeded to make their report. LOF now uses an organic seal instead of the mechanical seal which seems to be more susceptible to trouble. The Libby Owens Ford people have been interested in the problem and quite solicitous. Mr. Di Leonardi stated that replacement needs to be done immediately and not wait until something happens because all of those lights that are without proper sealing agent are potential sources of breakage and should all be replaced. The cost of that is far in excess of the \$20,000 we are holding. He thinks Mr. Elstner should come out and examine all of the lights on the building and then should make some effort with Corrigan to replace the glass. National Hamilton is Corrigan's guarantor of glass. Mr. Di Leonardi outlined possible legal procedures which could be taken such as arbitration or use of Corrigan's performance bond, but not to settle piece meal fashion.

Mr. Hammond discussed the consultants' report.

In reporting on furnishings Mr. Hammond stated the Slater Company has issued a credit for items not selected and Mr. Sabin and Woodwork Corporation have put forth a great deal of effort to conclude the contract. Although some things are not

right, Mr. Sabu has presented a payment request but realizes such things as staining of the burlap paneling, installation of a projection screen switch, refinishing to take care of checking of credenza in Miss Radmacher's office, cushions in the Children's Department, removal of the attic carpet stock out of the loading dock area must be corrected before full payment will be made. Cracked table tops must also be fixed. Mr. Hammond recommended partial payment be made following the Furnishings Committee's approval. Motion by Mr. Hummer, seconded by Mrs. Mettitt which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board authorize the Furnishings Committee, after consultation with the architect, to release up to \$6,000 to The Slater Company on their contract.

Meeting of the Furnishings Committee will be held at 1:00 p. m. Monday, February 18, at the Library.

Regarding the coat hooks that have pulled out of the wall, Mr. Hoglund has a cost of \$625 to remove the hooks and mount them on a strip of wood on the wall. That figure may be high and the architects will get another estimate.

Miss Radmacher informed the Board 30 additional chairs for the Petty Auditorium have been ordered from The Slater Company. This is a direct order and not an addition to the furnishings.

Change Order No. 2 on The Slater Company contract resulting in a net increase in the amount of \$369.20 for accessories was approved by the Board. Also, Change Order No. 5, in the amount of \$149 for remodeling by Frank Stowell and Sons was approved.

Plans for the Village Green drawn up by the Village's landscaper, Davis-Siska were displayed. Mrs. Hunter reported the Village Green Committee wants to remove the sidewalks now on the Village Green. When elimination of some of the parking spaces was mentioned, she did bring up the commitment at the time the Library was built to provide adequate parking for the Library and removal of parking that is adjacent to the Library would be a hardship.

Mr. Hammond's opinion of the plan was there is too much going on for the size of the lot and it is too fragmented. He suggested the Library should not try to redesign

the plans but state its opinion. Rabbi Weiner questioned the committee's consideration for the Library. Mr. Hammond recommended the Library might attempt to give Mr. Davis some suggestions, and, at the next Village Green Committee meeting Mrs. Hunter, representing the Library's view should report that the plan is much too complicated. It could be mentioned by her that the Library paid \$12,500 for lights and walks and \$1,500 in landscaping for the Green. Mrs. Hunter asked that Mr. Hammond meet with Davis-Siska prior to the next Village Green Committee meeting.

Mr. Hammond and Mr. Hoglund retired from the meeting.

Miss Radmacher referred to the permission given for the Library to serve as a polling place and asked if the Board wished to continue this commitment. The Board stated its approval.

Mrs. Hunter reporting on the North Suburban Library System stated it had a lengthy Board meeting with positive things as far as the Federal Government is concerned. The Federal Government granted the NSLS, through the State of Illinois and LSCA funds (impounded funds have been released) \$207,000 for a System headquarters building. Funds have been released for the Resources Enrichment Program in the amount of \$177,800. It appears probable that the Coordinated Acquisitions Program will be restored.

Announcement was made that Miss Radmacher is the new Chair Person for RLAC.

A report was given on the System Board's investigation of CLSI. Reports had been received from Mrs. Markuson and Mrs. Grosch. The System was somewhat concerned about its commitment and wanted to delay another month but CLSI said it was now or never. Northbrook, Libertyville, Wheeling, Glencoe, Zion and Warren-Newport, out of the 34 member libraries are the only ones that signed up, so the System is proceeding on that basis. Arlington Heights, Evanston and Glenview are considering individual installations. The System is bankrolling this for six months out of their building fund and to compensate for interest lost on the money by the System, participating libraries will be charged 6 o/o interest.

Glenview received a considerable amount of revenue sharing funds from New Trier

Township and plans to make a request from Niles Township and Main Township also.

Rabbi Weiner asked if there was anything imminent for Skokie Public Library in the CLSI. After visiting the Mid-Winter Conference, Mr. Lindberg stated he would now vote affirmatively for this equipment. Miss Radmacher reported the cost has increased to \$125,000 since February 1. It is better for us to see results of the first System cluster. If the System continues with the CLSI, Skokie would want equipment to interface with other NSLS libraries. Consensus was to wait until it is a proven thing.

Proposed contract with the North Suburban Library System for the Data Processing area for the System Reference Service was distributed for the Board's consideration. Changes were recommended by the Board and Mr. Di Leonardi.

Various enclosures of news items from the System were distributed for the Board's information.

Mr. Hummer reported on his appearing as a witness at the hearing in Elgin on Public Libraries' Fiscal Problems. Copies of his testimony, prepared in collaboration with Rabbi Weiner, were distributed. Public libraries presented their problems well. Mr. Di Leonardi who accompanied Mr. Hummer to the meeting said whether or not they have thought of giving any money to the libraries, the seriousness of the problem washed away all doubts. A high degree of professionalism was present and the Committee appeared to be absorbing all sorts of legitimate requests.

Revenue Sharing was discussed and copies of two letters of the Library's previous requests and Rabbi Weiner's letter of February 13, 1974 to Mayor Smith were distributed.

Report was made on the Fellin art presentation. A letter of appreciation received from Mr. Neil King, who attended the luncheon, was read. The five pictures were beautifully arranged for and hung by Mr. Harry Hunter. President Weiner ordered that a letter of thanks and appreciation be sent to Mr. Hunter for his interest and this personal service.

Copies of a statement from AMERICAN LIBRARIES, February, 1974, on "How to Sell the Library" were distributed to the members. Discussion followed with the

idea this is a subject that needs exploration. Miss Radmacher agreed. Rabbi Weiner said the time has come when "selling the Library" should occupy the Board's attention more than it has. If it is discovered books are no longer the thing people need, the present ideas must be changed. He referred to the large variety of people in the community. He asked the Board to find time to do some kind of exploring on community needs.

The Policy Statement and Application for use of meeting rooms, as revised, was distributed and Miss Radmacher asked for discussion. Motion by Mrs. Hunter, seconded by Mr. Hummer which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board adopt the Policy Statement with the Application for use of meeting rooms.

Miss Radmacher reported the Library had a bomb threat several weeks prior to this meeting. She contacted the Fire Department and they advised in the future the building should be evacuated immediately. A statement of procedure for evacuation of the building was prepared by Miss Radmacher and approved by the Fire Department. This statement will be distributed to personnel in all departments. Board members received a copy.

Copies of various news releases to the newspapers were distributed to the members along with February Calendar of Events, Great Books Newsletter and booklist "New Ways to New Worlds."

Miss Radmacher informed the Board a Pre-Conference Building Program will be held at the ALA Conference in New York City. She has been contacted to present Skokie Public Library's building program to represent medium-sized public libraries.

LACONI Librarians-Trustees Dinner will be held April 26, 1974. Attendance was urged.

National Library Week will be April 23-27, 1974.

Meeting adjourned at 10:25 p. m. on motion by Mr. Hummer.



Diana Hunter

Secretary