

May 12, 1976

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held May 12, 1976 at 5:30 p.m., in the Library.

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

Also present: Sculptor John Mooney and his Business Manager Mrs. Barbara Jones.

The purpose of the early meeting was to view slides of Mr. Mooney's sculptures, particularly regarding that contemplated for possible placement on the Village Green. Following the viewing, discussion covered the following points: At this time a definite location has not been chosen; An application for a grant has been filed with National Endowment; The Skokie Fine Arts Commission may attempt to raise funds for the sculpture purchase; and Mr. Mooney could give no definite time schedule on construction because of economics of getting materials. In some cases a maintenance contract takes care of replacing the lights which are programmed to go on and off.

Rabbi Weiner stated his understanding is if the Skokie Public Library will accept the sculpture being placed on the Village Green, the Board of Trustees of the Village would make the landscaping much smaller than formerly proposed and, especially if this Board feels the sculpture would be a compliment to the Library it would hasten the Village action. It was the consensus of the Board a preliminary sketch should be submitted so the Library would know the size and where the sculpture will be located in relation to this building. Mr. Flintrup made the following motion which was seconded by Mrs. Hunter.

Motion: That the Skokie Public Library Board of Directors inform the Village Board of Trustees it finds the Mooney's Arches sculpture acceptable and would like to participate in the plans of where it is placed but the Library is not prepared to participate financially in the purchase of the sculpture.

In discussion Mr. Lindberg expressed his disapproval of this form of sculpture. He feels it is a pair of bends, lacking beauty, honesty and has no usefulness. Voting on the motion was as follows: Richard Lindberg, no; Norma Zatz, yes; Walter Flintrup, yes; John Wozniak, yes; Diana Hunter, yes; Shirley Merritt, yes. Motion carried.

Minutes of the April 12, 1976 meeting were approved on motion by Mrs. Zatz, seconded by Mr. Flintrup. Rabbi Weiner asked that the last statement be stricken from the minutes. Minutes were approved with the change made.

Approval was given for purchase of plastic bags for books.

The following motion was made by Mrs. Zatz, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That the financial statements for April, 1976 for the General Operating Budget, Reserve Fund for the Purchase of Sites and Buildings, Library Construction Fund be accepted and the lists of bills for the General Operating Fund in the amounts of \$21,567.06 and \$14,781.03 and the Library Construction Fund in the amount of \$100.00 be approved for payment.

Circulation Report and Report on Reciprocal Borrowing for the month of April, 1976 were accepted and ordered placed on file.

The Board's attention was called to two gifts received during April of \$100 from the Junior Woman's Club and \$25 from the Civic Womens Club. Receipt of the gifts has been acknowledged with appreciation.

A letter of appreciation from Mrs. Frances Goldberg to Rabbi Weiner was read to the Board.

Miss Radmacher reported current changes in personnel and a new appointment.

Library Use Statistics report was examined and ordered placed on file.

Miss Radmacher recommended transferring the excess of funds from the 1975-76 General Operating Fund to the Reserve Fund for the Purchase of Sites and Buildings. Mrs. Hunter made the following motion which was seconded by Mr. Lindberg and, on roll call vote, carried unanimously.

Motion: That \$17,850 be transferred from the General Fund to the Reserve Fund for the Purchase of Sites and Buildings.

Discussion was held concerning the investment of funds. The value of a five-year investment was mentioned. The suggestion was made to divide the Library funds for deposit in more than one community bank so as many banks as possible will be handling the Library's tax money. Miss Radmacher has consulted Mr. Hibner on investments. He recommended consulting Mrs. Oberlander, an investment advisor for the First National Bank of Skokie. Her recent advice was to establish a savings account which is presently bearing the best interest available and allows for quick and easy transfer to the checking account as needed. The legality of using a Savings and loan Company and a five-year investment plan was questioned. Recommendation was made to contact Mr. Lewis Kahn, former Village Finance Director, for his opinion on both questions. Miss Radmacher will do this and report back to the Board.

In discussion of the proposed budget, Mrs. Hunter said the Village is approving a 6% salary increase across the board. Miss Radmacher said the increase in the new salary budget represents a 9% and since the Board has expressed its desire for merit increases that can be contained within that percentage. The across the board increases were figured at 5½ to 6%. The opinion was expressed that since the Village is giving 6% across the board, the Library should do the same. Objection was made to having the Library get locked into the Village approach. The informative congratulatory letter Miss Radmacher sends to each employee was highly approved. The feeling was indicated that the Library's philosophy is to give the best living wage it can afford to the employees. Rabbi Weiner said in the letter indicate we, as a Board, want to be a leader in all fields but one of the fields most necessary is to have fine personnel. This costs money and, as the money is available, we shall take care of this.

There was a lengthy discussion concerning merit increases of which Dr. Ronald Miller did not approve. The mechanics of using a rating form and how to implement the procedure were touched upon. Approval and disapproval was expressed. Rabbi Weiner said he feels uncomfortable with the concept.

Increases must be implemented within two weeks. Board's decision was to rely on Miss Radmacher's judgment.

The Board's attention was directed to the <sup>1977-78</sup>~~1976-1977~~ Budget on which a hearing will be held in the near future. A figure for the anticipated assessed valuation should be available from Mr. Matzer, Village Manager of Mr. Tulley's office. The question was asked if, with the increased cost of books, the Library could have a problem with the budget amount of \$118,000. Miss Radmacher said it is possible, but that some monies may be picked up from unexpended monies in other library materials items of the budget. The Board will not increase the total budget in order to accommodate an increased book budget but will depend upon Miss Radmacher's usual watchfulness. Mrs. Hunter made the following motion which was seconded by Dr. Wozniak and, on roll call vote, carried unanimously.

<sup>1977-78</sup>  
Motion: That the Skokie Public Library approve the recommended Budget for ~~1976-77~~ with the instructions given to the Chief Librarian to adopt any variance within it according to the needs.

The controversy over the film showing of "Birth of a Nation" was discussed. The Library ran into delivery trouble and the scheduled program was cancelled.

Three silent movies were substituted. Mr. Jones of the Human Relations Commission, and Mr. Weinman have been in contact with Miss Radmacher. Her basis of defense is it is a classic. Mr. Jones was quite upset that we had scheduled a film showing the black population as depicted in the film. The film will be shown at another date and it has been rescheduled for July 12. Rabbi Weiner said obviously the Library is not going to let anyone censor it, but selection should be made with discernment. The Library finds itself in an uncomfortable situation. No action is called for but if there are technical reasons then the Library would accept the cancellation of the film and that would be the only justifiable reason to cancel the showing. The situation should be dealt with as the Library faces it. The Library has adopted a policy that it will not accept censorship and it is bound by that statement.

Mrs. Merritt suggested on a controversial issue group discussion afterward or an introduction to the issue might eliminate problems. Mrs. Hunter's thinking was the Library has a printed policy on censorship and that statement should be given to anyone raising this type of issue. The Human Relations Commission should be sent his policy statement. Miss Radmacher asked what might be done if problems develop on the July 12 showing. Suggestions: a group discussion afterward, disagreement on this because realistically speaking, the Human Relations Commission could not say pro or con, and if this Library reacts or over-reacts, it is letting itself open and it should carry on as always. Question asked whether there is an obligation to present the opposite side. Dr. Wozniak's opinion is this Library is replete with books that take opposite stands. Rabbi Weiner said in agreeing on the basic principle censorship is wrong in this Library, we can recognize the sensitivity of the situation. While we know the film is a classic, it is also known as a basis of early prejudice and, perhaps at the beginning of the film, put in writing that a selection of this film was on the merit of its being a classic movie. We realize it relates a prejudice of the days in which we lived and we do not accept this.

On the appointment of a representative to the North Suburban Library System Board, the following motion was made by Dr. Wozniak, seconded by Mrs. Hunter, which, on roll call vote, carried unanimously.

Motion: That Walter J. Flintrup be reappointed as Skokie Public Library Representative to the North Suburban Library System Board.

Miss Radmacher will so notify Mr. Robert McClarren.

Mr. Flintrup reporting on the North Suburban Library System Board meeting said the main thing of interest to Skokie was that the Friends of the Lincolnwood Library appeared at the System Board meeting and urged that Board to earnestly request the State to grant the monies for the Project Plus. Lincolnwood made the pitch it was a large community and they would have \$180,000 to operate a Library. Several of the representatives appeared to be in agreement. Mr. Flintrup was asked to respond and he did. He felt his response nullified the request to a degree. It is very close to the decision making and Mr. Flintrup made the following suggestions. The Skokie Public Library Board should establish a strong position paper relative to this Library's concern about Lincolnwood and have that position paper circulated in advance to members of the Illinois State Library Advisory Committee who would approve the grant so they understand our concern. One big reason for doing this is when the request goes to Springfield, Mr. McClarren will be speaking for the grant. He is very desirous of having 100% library service in this System with every community having a library. Mr. Flintrup would also like to see one member of this Board and perhaps Miss Radmacher attend that meeting to verbalize Skokie's position and thus enable Skokie to have discourse with those people. Mr. Flintrup would like a statement he can make at the System Board to instigate a motion from the System Board. If this fails, at least we have made an attempt and will know if the System Board can see it our way. The three points of his recommendation were: (1) Position paper, (2) Recommendation of attendance at the Illinois State Library Advisory Committee meeting, and (3) Statement or Resolution from this Board addressed to the System Board with the understanding that these three points have been made. Motion by Mrs. Hunter, seconded by Dr. Wozniak, which, on roll call vote carried unanimously.

Motion: That the Skokie Public Library Board of Trustees should write the Position Paper recommended by Mr. Walter Flintrup relative to the Lincolnwood Library situation.

The following Editorial Committee was appointed: Mr. Flintrup, Mr. Lindberg, Mrs. Hunter and Rabbi Weiner. This Committee will meet Friday, May 15, 1976 at 1:00 p.m. Miss Radmacher will get the date of the meeting in Springfield of the Illinois State Library Advisory Committee.

On May 10, 1976, a meeting was held at this library for discussion of reciprocal borrowing with Chicago Public Library. Representatives from the

Park Ridge Public Library, the Evanston Public Library, the Skokie Public Library, the Chicago Public Library and the North Suburban Library System were in attendance. Many problems have arisen because of this reciprocal borrowing and in an attempt at solving these problems the following ideas were offered: continue service with Chicago but not allow current fiction, non-fiction or records to be taken by anyone who is not a Skokie card holder; individual libraries temporarily suspend reciprocal borrowing with Chicago; for the System to suspend RBP with Chicago; and Chicago to keep statistics and the imbalance with Chicago to be paid on a System basis. Since Chicago is a System, Rabbi Weiner asked why Chicago could not make its own payment for imbalances. Mr. Reich said they cannot keep figures and the situation as it is now is not reciprocal borrowing - it is charity. He said the change in people's life style of leaving the city for suburban living has made a difference. The feeling is that Evanston and possibly Park Ridge will definitely suspend agreements with Chicago Public Library for reciprocal borrowing. Consensus was individual Boards would make their own judgments. At one point Mr. McClarren said individual libraries could not suspend their RBP with Chicago and later said it could be done without jeopardizing individual membership in the System.

Miss Radmacher was informed this day Park Ridge has had their meeting and have decided to withdraw from RBP with Chicago, It appears Mr. McClarren has decided the whole contract between the System and the Chicago Public Library should be cancelled. Mrs. Zatz expressed her opinion against cancellation of RBP with Chicago by Skokie because many residents of Skokie do use the Chicago Public Library, with the exception that reserves or new books can be checked out by Skokie residents only and the same to apply to seven day loans. Motion by Mrs. Zatz, seconded by Mr. Lindberg.

Motion: That the Skokie Public Library continue Reciprocal Borrowing with Chicago with the elimination of all our reserves, seven day loans and recent books.

Voting was as follows: Mrs. Hunter, no; Mrs. Merritt, no; Mr. Flintrup, no. Mrs. Zatz, yes; Mr. Lindberg, yes; Dr. Wozniak, no; Rabbi Weiner, no. Motion did not pass. Mr. Flintrup was asked to inform the System Board that the Skokie Public Library has taken no action.

Miss Radmacher reported on Mr. Hibner's request for the Skokie Public Library Board's consideration of going to a bi-weekly payroll (consistent with the Village) to make IMRF payments as promptly as needed. This change would a little more than double the Library's current payroll cost (\$25 per month/\$300 annually). Mrs. Sarver estimates from four (4) to seven and one-half (7½) hours of her time per payroll period. The \$25 monthly charge to the Library by the data processing service, May and Speh, is low because the Village is bearing some of the cost. The supposition is if the Library remains on a monthly schedule and the Village goes to a bi-weekly period, that May and Speh would increase the charge to the Library.

For many years the Library and the Village have used the same data processing service to simplify IMRF payments which the Village handles for the Library as well as for other Village employees. The consensus was to wait a month to see what May and Speh will do.

The Personnel Code in compliance with the Fair Labor Standards Act requires employees to make up time within a work week except for an exempt status group. Recommendation was made that Department Heads are the only staff eligible for the exempt status. Motion by Mr. Flintrup, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That a policy be established that only Department Heads have the exempt status.

Regarding the roof leaks, Mr. DiLeonardi was contacted because the guarantee is about to expire. Mr. Hoglund with Mr. DiLeonardi's concurrence, wrote the company to get an extension on the guarantee. A response from Norton (the roofer) has been received stating the extension was allowed. New leaks have developed but Mr. Hoglund is confident Norton will take care of them.

In the near future, before another year, the space in the Old Technical Processes Room will be needed. The consensus of the Board was, since the lease on that space is from month to month, when the space is needed advise the Village accordingly.

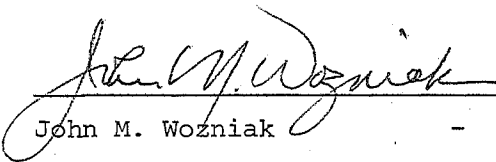
In line with the disposition of books in the Lecture Room, there are books left over from book sales and gifts received which the Library cannot use. Dorothy Rasmussen would like to have some of those books. Authorization to

dispose of these books was granted. Mr. Lindberg made the following motion which was seconded by Mrs. Merritt and, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library sell the books at ten cents (10¢) each, or approximately \$40.00 to Dorothy Rasmussen.

Miss Radmacher again called the Board's attention to Library Legislative Days in Springfield, Illinois May 24 and 25.

Meeting adjourned by Rabbi Weiner at 11:20 p.m.



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John M. Wozniak

Secretary



SKOKIE PUBLIC LIBRARY

March 1976  
 DISTRIBUTED  
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	Appropriated 1975 - 76	Expenditures to 3/10/76	Adopted 1976 - 77	Proposed Recommendation 1977 - 78
<b>Personal Services</b>				
Salaries	\$696,000	\$540,423.30	\$795,000	\$ 874,500
Legal Counsel	4,000	1,000.00	4,800	4,500
<b>Contractual Services</b>				
Binding	8,000	4,768.07	8,500	8,500
Serv. to Maint. Equipment	5,500	1,408.22	5,500	5,500
Serv. to Maint. Bldgs. & Grds.	40,000	29,046.00	37,000	44,000
Insurance	24,000	13,832.39	25,000	26,500
Utilities	36,000	31,185.74	35,000	40,000
Conf. Exp. & Member. Fees	7,000	6,019.32	5,500	7,500
Serv. to Maint. Auto. Equip.	2,500	951.07	2,500	2,500
Postage	5,500	3,507.96	6,800	7,400
Printing	4,500	793.25	4,500	4,500
Data Proc. Serv.	500	500.00	1,000	800
Audit	1,000	1,000.00	1,000	1,000
Reception & Entertainment	2,200	871.79	2,200	2,200
Rental of Equip. & Material	6,300	4,205.48	7,000	7,500
<b>Commodities</b>				
Books	110,000	107,277.80	118,000	120,000
Periodicals	15,000	13,011.15	18,000	20,000
Audio Visual - Recordings	4,800	3,147.40	5,300	5,800
Films	6,000	2,416.71	6,000	6,000
Microfilms	4,500	1,455.81	4,500	4,500
Cassettes	3,000	0	3,300	3,500
Framed Prts.	2,000	921.23	2,800	3,100
Library Supplies	26,400	19,040.19	29,000	30,000
Janitorial Supplies	7,500	5,037.70	7,500	7,500
Office Expense	2,800	3,011.54	3,100	3,400
Transportation		274.16		
<b>Other Charges</b>				
Contingency	20,000	0	20,000	20,000
<b>Capital Outlay</b>				
Furniture and Equipment	13,000	3,316.76	15,000	17,000
	<u>\$1,058,000</u>	<u>\$798,423.04</u>	<u>\$1,173,800</u>	<u>\$1,277,700</u>

77-79 recommended  
 budget approved  
 5/12/76  
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BUDGET RECOMMENDATIONS FOR 1977-78 FISCAL YEAR

showing previous years expenditures and approved budget for 1976-77 Fiscal Year  
(Amounts listed are to the nearest dollar)

INCLUDED IN 4/12/76  
BOARD MTG. MINUTES

	<u>1970-1971</u>	<u>1971-1972</u>	<u>1972-1973</u>	<u>1973-1974</u>	<u>1974-1975</u>	<u>Appropriated for 1975-76 Fiscal Year</u>	<u>Expenditures through 3/31/76</u>	<u>Approved for 1976-77 Fiscal Year</u>	<u>Recommended for 1977-78 Fiscal Year</u>
<u>Personal Services</u>									
Salaries	\$346,417	\$408,839	\$492,491	\$534,714	\$583,786	\$ 696,000	\$593,769	\$ 795,000	\$ 874,500
Professional Services	1,250	1,541	1,433	1,785	3,777	4,000	1,000	4,800	4,500
<u>Contractual Services</u>									
Binding	2,321	6,355	3,601	5,729	7,347	8,000	4,768	8,500	8,500
Serv. to Maint. Equip.	1,474	1,391	662	606	1,404	5,500	1,408	5,500	5,500
Serv. to Maint. Bldgs. & Grds. inc. monitoring and building maint. serv. cont. 76-77	7,169	3,146	1,640	5,985	10,811	40,000	29,046	37,000	44,000
Insurance	4,843	12,515	11,695	10,258	13,113	24,000	13,832	25,000	26,500
Utilities	7,040	7,153	26,135	27,055	27,559	36,000	31,186	35,000	40,000
Conf. Exp. & Member. Fees	2,282	3,899	2,080	5,259	7,458	7,000	6,027	5,500	7,500
Serv. to Maint. Auto Equip.	581	1,325	1,215	982	977	2,500	951	2,500	2,500
Postage	2,271	2,803	2,452	2,952	3,927	5,500	3,528	6,800	7,400
Printing	370	810	2,076	1,107	1,943	4,500	793	4,500	4,500
Data Processing	375	225	375	400	515	500	500	1,000	800
Audit	400	600	600	700	-	1,000	1,000	1,000	1,000
Recept. & Entertainment	588	1,040	1,158	1,434	677	2,200	872	2,200	2,200
Rental of Equip. & Material	-	-	-	-	4,226	6,300	4,205	7,000	7,500
<u>Commodities</u>									
Books	60,575	96,501	102,980	110,612	115,190	110,000	107,768	118,000	120,000
Periodicals	9,077	9,598	9,640	12,059	13,282	15,000	13,011	38,000	20,000
<u>Audio Visual</u>									
Recordings	2,271	3,632	4,553	4,290	4,571	4,800	3,147	5,300	5,800
Films	348	157	1,532	1,850	1,010	6,000	2,417	6,000	6,000
Microforms	735	1,222	2,426	1,095	2,632	4,500	1,456	4,500	4,500
Cassettes	-	-	-	5	-	3,000	-	2,300	3,500
Art Prints	-	24	891	1,408	1,854	2,000	921	2,800	3,100
Library Supplies	11,480	15,066	20,111	21,213	24,985	26,400	19,040	29,000	30,000
Janitorial Supplies	2,403	2,260	3,731	3,964	4,116	7,500	5,038	7,500	7,500
Office Expense & Transport.	249	83	676	1,702	3,362	2,800	3,286	3,100	3,400
<u>Other Charges</u>									
Contingency	12,357	-	175	-	65	20,000	-	20,000	20,000
<u>Capital Outlay</u>									
Furniture and Equipment	7,960	9,194	12,367	3,163	6,442	13,000	4,217	15,000	17,000
<b>TOTAL</b>	<b>\$484,836</b>	<b>\$589,379</b>	<b>\$706,695</b>	<b>\$760,327</b>	<b>\$845,576</b>	<b>\$1,058,000</b>	<b>\$853,186</b>	<b>\$1,173,800</b>	<b>\$1,277,700</b>

accepted 5/12/76