

December 11, 1985

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, December 11, 1985.

CALL TO ORDER

The meeting was called to order at 7:39 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Eva Weiner; Norma L. Zatz; and Carolyn A. Anthony, Director.

Mr. Walter Flintrup arrived later.

APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 13, 1985

Dr. Wozniak moved to accept the minutes as written.

Dr. Bloch requested the following correction:

Page 8, under BLIND AND PHYSICALLY HANDICAPPED PROJECT: second line, third word, change "were" to "was".

Mrs. Weiner then requested the following correction:

Page 6, under MARTIN LUTHER KING, JR. DAY, JANUARY 20, 1986: the last line be corrected to end "with programs", and on Page 7, that the motion also end with the word "programs".

Dr. Wozniak's motion to approve the minutes as corrected was seconded by Mrs. Zatz. The motion passed unanimously.

Mrs. Zatz then made the following motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board approves the following items on the Consent Agenda, subject to audit:

1. Financial Statements
2. Bills

The motion passed unanimously.

Mrs. Zatz then made the following motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library place on file the following items on the Consent Agenda:

1. Circulation Reports
2. Library Use Statistics
3. Reports from Department Heads
4. Correspondence

The motion passed unanimously.

Mrs. Weiner said she would like the Department Head Reports removed from the Consent Agenda permanently and placed on the regular Agenda in order that the reports could be discussed.

Mrs. Hunter stated that the Department Head Reports may be discussed, as is the case with any item on the Consent Agenda, whenever the Board felt so inclined--that discussion could ensue by so requesting.

The Board agreed to keep the Department Head Reports on the Consent Agenda.

PERSONNEL

The appointment of supportive staff member Louisa Fujii, to the Circulation Department, was noted by the Board, as were the resignations of: Arnold Min, Circulation Department; and Adrian Vazquez, Young People and Children's Department.

BANKING

Mrs. Anthony apprised the Board of her findings with regard to banking procedures followed by the Village.

In reference to investments and/or transfer transactions, the Village uses a request form which lists descriptive and pertinent information relative to the specific "order" for investment(s) and/or transfer of funds. With the use of this form no money is drawn out; it can be used for transactions between banks; and requires the signature of the Director on the order.

After brief discussion the Board agreed that the Skokie Public Library adopt the Village's order form as modified for the Library's use and Dr. Wozniak made the following motion, seconded by Mrs. Zatz:

MOTION: That the Director be authorized to send orders for investments and other action, or transfer funds between banks, authorized by the Board.

A roll call vote for approval was unanimous.

Mr. Flintrup entered the meeting at 7:55 p.m.

MEETING ROOM POLICY

Mrs. Anthony recommended that the "Policy Statement Regarding the Skokie Public Library's Meeting Rooms" be updated because Conference Room A is no longer available as a meeting room (now the Special Services Center), and there are other areas in the policy statement which need clarification. She explained that the additions and/or corrections were highlighted on the policy statement mailed to the trustees prior to the meeting for their perusal.

After discussion the Board agreed to the following modifications:

Page 1, paragraph 2 to:

The Skokie Public Library meeting rooms are available (1) for Library activities and functions and (2) for educational, civic, cultural and public information events of Skokie groups. Religious, profit-making, politically partisan or merely social meetings do not ordinarily fall within this category although a member of one of the above groups may be invited to speak or participate in an informational program sponsored by the Library. All meetings must be open to the public.

Page 2, paragraph 1, add after "Announcements of meetings may be posted only...":

Printed material, if approved by the Library, may be set out for optional pick up, but may not be distributed. In introducing a speaker, the speaker's corporate affiliation may be mentioned to help establish credibility, but the business or service may not be promoted in the presentation itself.

Page 2, add to second paragraph as the last sentence:

Advance reserve seating is prohibited.

Page 2, correct the third paragraph to:

Auditorium (First Floor) and Lecture Room (Second Floor) are available generally 9 a.m. to 9:30 p.m. Monday through Friday, 9 a.m. to 5 p.m. Saturday, and 1 to 5 p.m. Sunday*. Audiences have access to the entrance, public telephones and toilets without getting into book areas of the Library. No charge is made for the use of the Library's meeting room facilities except for a flat charge of \$15.00 per hour, or any part thereof, beyond 9:30 p.m. Monday through Friday, to cover the services of a security guard. In no case may a meeting last beyond 11:00 p.m.

Page 3, paragraph 2, add to the second sentence:

or other audiovisual equipment.

Page 3, paragraph 3 shall begin with the sentence:

Smoking shall not be permitted.

Mr. Flintrup made the following motion, seconded by Mrs. Weiner:

MOTION: That the Skokie Public Library Board of Trustees accepts the revisions as recommended by the Director, with the Board's modifications, relative to the "Policy Statement Regarding the Skokie Public Library's Meeting Rooms".
(A copy, as revised, is attached hereto.)

A roll call vote for approval was unanimous.

Mrs. Hunter suggested that each group currently meeting in the Library receive this amended policy statement so that they are aware of the revisions.

8MM FILMS--DISCONTINUATION OF SERVICE

The trustees reviewed the statistics on 8mm film circulation.

Mrs. Anthony stated that the emergence of videocassettes has decimated the circulation of 8mm films, and that it is her recommendation

to discontinue this service.

After discussion the Board agreed to remove the 8mm films from the Skokie Public Library Young People and Children's Department collection due to the lack of their circulation.

AUTOMATION

The trustees reviewed the Automation Report prepared by Mrs. Anthony in which she highlighted the proceedings and developments of the December 6, 1985 JCPL Governing Board meeting.

Mrs. Anthony reported that she and Gary Newhouse attended the Public Access Cable Commission meeting December 10, at 8 p.m., in the Village Hall.

Discussion followed regarding plans of Group W Cable for public access channels.

It was the consensus of the Board that the Library develop programming for the Library Access Channel and that it would be wise for representatives of the Skokie Public Library to attend the next Public Access Cable Commission meeting scheduled for some time in January, 1986.

INSURANCE

Mrs. Anthony apprised the Board; Mr. English of Boyle, Flagg and Seaman, Inc. received a bid from another insurance company, Northbrook Casualty; that he was in error when he said the renewal date for our "package" was December 10--it is December 17; and Marshall and Stevens, Inc. expects to send their final appraisal next week. Also, the emergency lights are being installed by Mau Electric Company.

The comparison figures were discussed. The Board expressed concern with the high cost of insurance.

Mrs. Hunter stated that the greatly increased cost of insurance is a governmental problem upon which the Illinois Legislature has established a

Commission.

BLIND AND PHYSICALLY HANDICAPPED PROJECT

Mrs. Weiner elaborated on the success of the users meeting held in the Library, and mentioned the strides made with the Special Services Center. She praised Project Manager, Liene Sorenson, for her expertise in relating to patrons of the Center, adding that Mrs. Sorenson has done a fabulous job.

Mrs. Anthony reported on the progress with preparations for the LSCA Grant application for second year funding.

LIBRARY VEHICLE

The trustees had reviewed the materials mailed to them prior to the Board meeting in regard to Mrs. Anthony's recommendation to purchase a 1986 Dodge Aries Station Wagon for use by the staff to attend meetings and workshops; and in making visits to nursing homes, schools and other community agencies. The vehicle would be used in running errands for the Library to the Post Office, bank, grocery, etc., and could also be used to deliver reserve books, pick up returns, and to post a notice when the Bookmobile is not in operation.

Discussion followed.

Mrs. Hunter suggested the addition of a roof rack to the options recommended by Mrs. Anthony, including larger engine, heavier suspension and wide tires to equip the car for carrying heavy loads.

The Board agreed to apply the \$5,874, one time only interest payment from Cook County on delayed tax revenue disbursement toward the purchase of the automobile, and to include a roof rack.

The cost of automobile insurance was raised. Mrs. Anthony was advised the approximate cost would be \$800.

After further discussion, Mr. Flintrup made the following motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board of Trustees approves the purchase of a 1986 Dodge Aries Station Wagon, in this fiscal year, as recommended by the Director, with the addition of a roof rack, at a cost not to exceed \$9,000.

A roll call vote for approval was unanimous.

It was further recommended that the vehicle not remain in the Library parking lot over night--that it be driven home by the Director each evening.

The Board concurred.

MEMORANDUM AND INFORMATION RE FULL-TIME JOB DESCRIPTIONS

Copies of the memorandum and information distributed to Department Heads November 21 were to be sent to the trustees before the meeting for their review; however, these materials were inadvertently omitted from the envelope.

Mrs. Anthony stated that each Department Head will be responsible for drafting job descriptions for full-time positions within their department and will have a role in developing the classification system and performance review form.

The trustees reviewed the memorandum, timetable, and sample position description forms for exempt and nonexempt personnel with Mrs. Anthony.

Dr. Bloch complimented Mrs. Anthony on her expeditious and productive three months at the Library and other Board members also took the opportunity to congratulate her,

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner's report was reviewed by the Board.

Due to Mrs. Weiner's illness she was not able to attend the regular North Suburban Library System Board meeting, however, she did attend the special Management Affairs meeting.

The main topics of discussion at the Management Affairs meeting were insurance for the computer room, and the rental agreement between CCS and NSLS.

Mrs. Weiner said that the January NSLS Board meeting should be of interest to Skokie Public Library Trustees.

COMMENTS FROM TRUSTEES

Mrs. Hunter suggested Mrs. Anthony speak to Dan Ryan, Village Finance Director, with regard to tax anticipation.

Mr. Flintrup was emphatic in his request that Mr. English make a presentation to the Board, explaining the coverages the Skokie Public Library insurance policies include; and the cost of each; that the Board should definitely know exactly what we carry, and the cost of each premium.

Mrs. Merritt asked if there were statistics for the "Easy Reading for Adults". Mrs. Anthony did not have them at hand, but will get the figures.

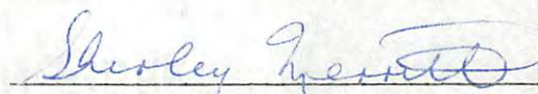
Mrs. Merritt then asked why it appears so difficult for the Library to obtain enough copies of titles for Skokie Public Library sponsored book discussions to provide copies for participants who do not want to own the book that is being discussed.

Mrs. Anthony will review the Library's policy.

Mrs. Anthony then read to the Board Mary Radmacher's letter which appeared in the Sunday Life, December 8, 1985. (A copy is attached hereto.)

ADJOURNMENT

The meeting adjourned at 10:04 p.m.



Shirley Merritt, Secretary

SKOKIE PUBLIC LIBRARY

5215 Oakton Street / Skokie, Illinois 60077 / Telephone (312) 673-7774

Carolyn A. Anthony, Director

POLICY STATEMENT REGARDING THE SKOKIE PUBLIC LIBRARY'S MEETING ROOMS

The policies governing use of the Skokie Public Library meeting rooms are in accordance with Article Five (5) of the Library Bill of Rights: As an institution of education for democratic living, the Library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members.

The Skokie Public Library meeting rooms are available (1) for Library activities and functions and (2) for educational, civic, cultural and public information events of Skokie groups. Religious, profit-making, politically partisan or merely social meetings do not ordinarily fall within this category although a member of one of the above groups may be invited to speak or participate in an informational program sponsored by the Library. All meetings must be open to the public.

The scheduling of a meeting in the Library does not constitute in any way an endorsement by the Library of the organization nor its activities.

Use of the Library for Library-sponsored programs shall have priority over all other requests. Reservations are made when rooms are available. Applications for room use should be made as much in advance as possible, but cannot be accepted more than one (1) year in advance. Application for use of the facilities does not guarantee approval of its use. The agent signing the application must be responsible to the Library for facilities.

Skokie Public Library

Meetings which would interfere with the functions of the Library and its patrons because of noise or other factors will not be permitted. Classes involving the use of hazardous materials such as chemicals are not permitted. Neither the name, address, nor telephone number of the Skokie Public Library may be used as the address or headquarters for any group using the Library for meeting purposes. Groups using the Library for meeting room purposes shall not post signs. Announcements of meetings may be posted only on the Library Bulletin Board by and with the approval of the Library. Printed material, if approved by the Library, may be set out for optional pick up, but may not be distributed. In introducing a speaker, the speaker's corporate affiliation may be mentioned to help establish credibility, but the business or service may not be promoted in the presentation itself.

No admission fee may be charged or donations collected for programs. Solicitation of funds, whether implied or expressed through direct appeal, is prohibited. Advance reserve seating is prohibited.

Auditorium (First Floor) and Lecture Room (Second Floor) are available generally 9 a.m. to 9:30 p.m. Monday through Friday, 9 a.m. to 5 p.m. Saturday, and 1 to 5 p.m. Sunday*. Audiences have access to the entrance, public telephones and toilets without getting into book areas of the Library. No charge is made for the use of the Library's meeting room facilities except for a flat charge of \$15.00 per hour, or any part thereof, beyond 9:30 p.m. Monday through Friday, to cover the services of a security guard. In no case may a meeting last beyond 11:00 p.m.

Book and reading areas are closed to the public at 9 p.m. Monday through Friday and 5 p.m. Saturday and Sunday.* People must leave those areas at these times. Patrons wishing to borrow library materials must check them out before 9 p.m. Monday through Friday and 5 p.m. Saturday and Sunday*.

* The Library is open the Sunday after Labor Day until the Sunday before Memorial Day weekend.

Skokie Public Library

The entrance will be locked at the regular Library closing time (9 p.m. Monday through Friday, 5 p.m. Saturday and Sunday*). The Library cannot provide personnel to admit anyone to a meeting or program after Library closing time.

The Library cannot provide porter service to carry supplies to the meeting rooms and custodial help is not available for other than normal maintenance of the rooms. The Library does not have personnel to assist with meetings or programs, to run the projectors or other audiovisual equipment. The Library will not provide storage for property of organizations meeting in the Library building and assumes no responsibility for property before or after the program. Groups or organizations requiring equipment such as projectors, record players, equipment for food and beverages for their programs must provide them. Groups using the Library are required to leave it in the same condition as they found it.

Smoking shall not be permitted. Groups wishing to serve food may offer nonalcoholic beverages and dessert-type refreshments only. Groups serving beverage and/or food are required to leave a \$25 deposit which will be refunded if the room is left in the same condition as they found it.

The Library reserves the right to rescind an organization's privilege of future use of meeting rooms if privileges are abused.

- * The Library is open the Sunday after Labor Day until the Sunday before Memorial Day weekend.

Adopted February 13, 1974

Revised: January 10, 1979; April 8, 1981;
December 11, 1985

Retirement memories sweet

A huge thank-you to all participating in the beautiful party Sunday, Sept. 29, to celebrate my retirement from the Skokie Public Library. Each of you contributed in making a thrilling and memorable occasion for me.

I am most appreciative of all the beautiful tributes paid me that day. Your outpouring of love and kindnesses will remain in my memory forever and I will cherish all your

friendships as long as I live.

May I take this opportunity to thank the entire community for the magnificent cooperation given me in leading and directing the Skokie Public Library for the past 29 years.

**Mary Radmacher
Retired chief librarian
Skokie Public Library**

SUNDAY LIFE, December 8, 1985