

October 14, 1981

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library, held Wednesday, October 14, 1981. Dinner was served at 5:30 p.m.

CALL TO ORDER

The regular meeting was called to order at 6:30 p.m. by Mrs. Diana Hunter, President.

Members present: Mrs. Diana Hunter, President; Dr. John Wozniak, Vice President; Mr. Walter Flintrup; Mrs. Eva Weiner; Mrs. Norma Zatz; and Miss Mary Radmacher, Chief Librarian.

Member absent: Mrs. Shirley Merritt, Secretary.

APPROVAL OF MINUTES OF THE MEETING OF SEPTEMBER 9, 1981

Mrs. Weiner made a motion, seconded by Mr. Flintrup to approve the minutes of the September 9, 1981 meeting as written. The motion was approved unanimously.

FINANCIAL STATEMENTS & BILLS

Miss Radmacher said that at the last meeting Mrs. Merritt had asked for more information regarding the Library using repurchase agreements and she spoke with Mr. Lyon. Mr. Lyon suggested the Library get a letter from the bank indicating protection for face and market values of the Library's investments which Miss Radmacher got from Mr. James Carlson.

Mr. Flintrup said that the opinion given by Mr. Lyon was very ambiguous and he still questions whether repos are legal for the Library. Miss Radmacher will contact Mr. Lyon to try to get a more definitive answer from him.

Miss Radmacher reported on her conversation with Mr. Edward Gordon, Executive Director of Ravinia, and he will be very happy to share his expertise with us on the purchase of a piano.

The following motion was made by Mrs. Zatz, seconded by Dr.

Wozniak:

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites and Buildings, the Report on the Fine Arts Acquisition Fund, and the Report on the Selma Regan Petty Memorial Fund be accepted, and that the lists of bills for the General Operating Fund in the amounts of \$54,159.76 and \$11,988.60, and the bill from the Reserve Fund for the Purchase of Sites and Buildings in the amount of \$39.96 be approved for payment, subject to audit.

The motion passed unanimously.

CIRCULATION REPORTS

Dr. Wozniak said that he had seen a bulletin board at the Chicago Public Library that reported the circulation figures of that library for the year and he thought it would be a good idea for the Skokie Public Library to do the same thing. The trustees thought it was a good idea and the Library's circulation and attendance at programs and films for the year to date will be publicized in the lobby.

Mrs. Hunter suggested that somebody on the staff should arrange for a "bad weather" display with the Library's plastic book bags. Everyone doesn't know we have the bags and they should be displayed with a sign that could say "Protect Your Books".

Dr. Wozniak made a motion to place the Circulation Reports on file. The motion was seconded by Mrs. Zatz and was passed.

LIBRARY USE STATISTICS

The Library Use Statistics were noted, particularly how well the films were being attended.

GIFT OF \$5.00

The gift of \$5.00 from Mr. and Mrs. David Afton in honor of a friend's 50th birthday was duly noted.

CORRESPONDENCE

The letter from Donald Lyon regarding the Elliott Balter claim, the letter from Judith Krug thanking the Library for the contribution in memory of Richard Lindberg, and the letter from Cornelius O'Shea thanking the Library for a tour, were all duly noted.

COMMENTS FROM TRUSTEES

Mrs. Zatz commented that the information distributed to the trustees on Article 16B to the Criminal Code of 1961 be posted in the Library. Miss Radmacher said that NSLS plans to prepare this in a format for posting and when she receives it will post it.

Mrs. Hunter thanked Mrs. Weiner on behalf of the trustees for the invitation to the dedication of a stained glass window at Temple Judea in memory of Rabbi Weiner.

Mrs. Hunter suggested that Miss Radmacher contact Triodyne, Inc. to see if they would be interested in working with the Library on an exhibit of the miniature scenes they make for varied purposes. She thinks it could be a fascinating exhibit.

Mrs. Hunter apprised the trustees of Evanston Public Library's cutbacks on their branch libraries and their hours.

Mrs. Weiner commented that she feels it is important to make the community aware of what the Library has to offer and she would like to work toward organizing a "Friends of the Library" with that aim in mind.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported that she was unable to attend the NSLS meeting because it was scheduled the same date as the Jewish holiday.

PERSONNEL

The trustees read over the letter to Mrs. Hunter from Jane Beederman questioning benefits for part-time workers at the Library. Miss Radmacher reported on the benefits the part-time personnel receive now. The following motion was made by Mr. Flintrup, seconded by Mrs. Zatz:

MOTION: The Board of Trustees of the Skokie Public Library, after reviewing the existing personnel code, has decided that the code remain as it is now structured.

The roll was called and the motion passed unanimously.

ALA LIBRARIES' ERRORS & OMISSIONS INSURANCE PLAN

After some discussion as to the merits of the Errors and Omissions Insurance Plan, it was decided to table this until next month in order to get more information and a sample policy for the trustees to look over.

MEMORIALS

Although the subject of memorials was tabled from last month to this month, the trustees decided to table it further so that more thought can be given to a policy for memorials.

BUILDING PROJECT

Miss Radmacher reported that the roofing is going along well and is likely to be completed ahead of schedule.

The remodeling has not started as yet but the contract has been let. Miss Radmacher will report to the Board next month as to the costs of major repairs on the appliances in the kitchen.

Miss Radmacher reported that Mr. Koide discovered a discrepancy in the amount of carpeting tiles due and in those delivered to the Library.

AUTOMATION

Miss Radmacher reported that Joe Matthews has said that the computer must go into a room by itself. Because the North Suburban Library System Reference Service is using the data processing room that service will be relocated to the south end of the Technical Services Department. She explained to the trustees the three options for providing a partition in the existing Technical Services Area. The following motion was then made by Mr. Flintrup, seconded by Mrs. Weiner:

MOTION: That the Board of Trustees accepts Alternate "C" from Business Interiors Inc. for a Storage Cabinet Wall, for a maximum of \$5,820. All the hardware of this partition will belong to the Skokie Public Library.

The roll was called and the motion passed unanimously.

There was a discussion regarding the amount of rent paid by NSLS to the Skokie Public Library. The System's rental is \$375.00 per month, the same as eight years ago when they moved here. The following motion was made by Mrs. Weiner, seconded by Dr. Wozniak:

MOTION: Because of the increased costs of utilities and services, the monthly rental of the space occupied by the North Suburban Library System will be raised to \$475.00 per month, commencing January 1, 1982.

The roll was called and the vote was as follows: Mr. Flintrup-Yes; Dr. Wozniak-Yes; Mrs. Zatz-No; Mrs. Weiner-Yes. The motion passed.

3-M SECURITY SYSTEM

Miss Radmacher reported that the 3-M company has decided to replace our tattle tape security gate at no cost to the Library.

JOHNSON CONTROLS

The Johnson Controls TABS estimate of annual increases for monitoring fees was tabled to the next meeting.

REPORT ON YOUNG PEOPLE'S & CHILDREN'S DEPARTMENT ACTIVITIES

Miss Radmacher reported that the Young People & Children's Department would like to have a film projector and a world globe. It was suggested that Rand McNally be contacted for a globe. Mr. Flintrup made a motion, seconded by Dr. Wozniak:

MOTION: The Board of Trustees authorizes the expenditure of up to \$500.00 for a film projector for the Young People and Children's Department.

The motion passed unanimously.

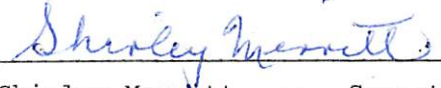
Miss Radmacher said that the micro-computer project is under way and that Eric Telingator, a staff member in Technical Services Department and interested in YP&CD's needs recommends Apple II. The trustees would like some feedback on the Apple II as to its capabilities and the cost.

LIBERTY MUTUAL INSURANCE COMPANY

Miss Radmacher reported that the Liberty Mutual Insurance Company expressed interest in the Skokie Public Library insurance business.

ADJOURNMENT

The meeting adjourned at 10:30 p.m.


Shirley Merritt - Secretary