

February 9, 1972

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held February 9, 1972 at 7:30 p. m. in the Library.

Members present: Terry Engel, Howard V. Hummer, Diana Hunter, Selma Petty and Rabbi Karl Weiner, Miss Mary Radmacher, Chief Librarian.

Also present: James Hammond and Ronald Cruock, of Hammond Beeby and Associates; Charles Hug, Assistant to the Board's Counsel, and Mrs. Milton Estes, Observer for the League of Women Voters.

Rabbi Weiner, President, called the meeting to order at 7:40 p. m.

Minutes of the meetings of January 12, 20, and 31st were approved as received on motion by Mr. Hummer seconded by Mrs. Hunter, Motion carried.

Financial statements for the General Operating Budget, Reserve Fund for the Purchase of Sites and Buildings, Construction Fund and North Suburban Library System Coordinated Acquisitions Program on American Literature were accepted and approved on motion by Mr. Hummer seconded by Mrs. Petty. Motion carried.

Motion by Mr. Hummer, seconded by Mrs. Petty which, on roll call vote, carried unanimously.

Motion: That the lists of bills for the General Operating Budget in the amounts of \$16,186.02; Reserve Fund in the amount of \$246.98; Library Construction Fund in the amounts of \$161,939.81 and \$2,053.50; and the North Suburban Library System CAP in the amount of \$1,053.82 be approved for payment.

Circulation Report for the month of January was accepted and ordered placed on file.

Personnel was discussed wherein Miss Radmacher advised the Board of the termination of the maternity leave of Mrs. Yong In Lee, reference librarian and discussed the necessity of thinking in terms of personnel needed when the new building is completed and occupied. She particularly mentioned need for an Administrative Assistant; for additional personnel for general promotional work which is going to take a variety of shapes. With the card catalog near the entrance a staff member will be needed to assist with the card catalog and to direct patrons to the proper area. She mentioned Miss Polly Goodwin who will fit into this bracket and will work on special activities

(programs, etc.)

Rabbi Weiner asked Mr. Hammond for an up-to-date report. Mr. Hammond said that since the last meeting the attorneys have been doing the work. The architects examined and double checked that everything from Slater is in order, gave a list of the subcontractors to Mrs. Petty, and have given assurances everything is in order. The Slater Company has now gotten the insurance coverage to Mr. Hug's satisfaction.

Mr. Hug said his main concern was to draft a contract around everything Mr. Hammond had prepared. That contract covered three things from a legal standpoint: 1) a list of subcontractors; 2) insurance and they have now given certificate of insurance at the rates wanted and more coverage than asked; and 3) performance bond and the material and labor bond which they have purchased and is in Mr. Hug's possession. Everything is ready to be signed and The Slater Company is prepared to sign. Action taken at the special meeting January 20 provided that Rabbi Weiner and Mrs. Petty could sign the contract.

Mr. Engel asked whether or not there has been a further comment from Weber, Hilmer and Johnson. Rabbi Weiner read a letter he received February 3 from Mr. Bernfield. Rabbi Weiner discussed it with Mr. Di Leonardi who replied to the letter on February 4 and advised Rabbi Weiner to consider the matter closed.

Rabbi Weiner briefly summarized all that had transpired following the awarding of the bid and asked if the Board wished to consider the matter with Weber, Hilmer and Johnson closed and execute the contract with The Slater Company by affixing the signatures. The Board concurred.

Mr. Hummer reported on the North Suburban Library System. February 7, he presided over the first of three workshops to discuss public library standards. He recommended each trustee attend one meeting either in North Chicago or Palatine. Miss Radmacher complimented Mr. Hummer on the job he did of presiding at the meeting in Wilmette and discussed briefly the fact that standards for metropolitan libraries cannot be the same as those for rural areas.

At this point Mr. Harboe, the representative from The Slater Company, joined

the meeting. Rabbi Weiner explained the Board was ready to sign the contract but wanted to ask questions relating to it. First question was length of time to do the job. He said will try to meet the deadline that this will all be ready for June 1. In every job there is always something that does not get there on time and they will promise 90 percent will be ready. Ninety percent will be here by May 31 - that is 126 days. He also stated that, of course, they are in the hands of the manufacturer. He stated several weeks ago they got a promise the book stacks will be ready and not delayed, but with the new ends there is a possibility of a delay on this item. Several weeks ago Slater gave Estey and Woodwork Corporation of America a letter of intent. They felt regardless of who was awarded the contract these companies would be taking no chance. All that is needed now is a formal order. They have specifications which they used as a basis of their original bid to Slater. Mrs. Petty said it must be ready for June 20 for the open house. There was a correction that it was to be ready by May 31, as specified. Mr. Harboe will be the liaison man.

Mr. Harboe and the architects retired from the meeting. The Board concurred that the contract with The Slater Company should be executed immediately.

The meeting returned to Mr. Hummer's report on the North Suburban Library System. He is serving on the Building Committee and reported briefly on its work. Four sites have been submitted, one of which was a site in Wheeling adjacent to the post office for \$90,000. The Board turned down all the sites and returned the matter to the Committee for further study advising the Committee to increase the radius another two miles. That matter is tabled.

He mentioned the Enrichment Grant based on population, on which questionnaires have been sent out. Miss Radmacher advised she has returned the one from Skokie Public Library.

The Reciprocal Borrowing Program between CPL and NSLS was discussed and Skokie Public Library's contract with Chicago Public Library is still in effect.

Mr. Hummer, who is Chairman of the Deferred Compensation Plan for the System, reported on the plan prepared which he will present to the System Board for approval soon.

Miss Radmacher, reporting on the progress at 5219 Oakton Street, said Mr. Zar has put in new windows, has cleaned up the debris, has hung new doors, repaired the heating system, ordered the counter tops and tile for kitchen, done cabinetry work in the kitchen but before doing the interior painting he recommends the roof be inspected because of some flaking in the paint on the ceiling in the living room and kitchen. When the Village was asked to turn on the water it was discovered there was none. The water supply and sewer lines were connected to the two flat which was razed. Discussion on costs followed. The Board agreed to ask Mr. Zar to stop all work until costs of the roof repair, water supply installation and sewer connections can be determined. Demolition costs should also be secured in case the house should be razed and added parking space provided.

Mr. Hug reported that before leaving his office he was contacted by a representative from Federal Insurance Company who wanted to know if the Board had reconsidered giving the names of the boys who had done the vandalism because they want to file the subrogation suit against them. The Board agreed to maintain its position.

Miss Radmacher asked how the Board wished to handle insurance when the new addition is completed since at the expiration of the present contract it seems an appropriate time to go out for bids. If specifications are to be written would they recommend someone to do this job. Board decided to leave this up to Miss Radmacher.

A special meeting will be held Thursday, February 17 for discussion of action on the house at 5219 Oakton Street.

Rabbi Weiner asked Miss Radmacher to give an up-to-date report on the Lincolnwood situation. This was reported on and discussed. The Skokie Public Library hopes Lincolnwood will contract with Skokie for library service because regardless of where Lincolnwood residents buy a card they will use the Skokie facilities and collection. With System reciprocal borrowing in effect, Skokie would necessarily honor a card from the other member libraries. Hopefully, the North Suburban Library System will establish some minimum standards before admitting Lincolnwood.

In Mr. Lindberg's absence, Mr. Terry Engel reported on Security Systems. He had visited the two exhibits at the ALA Midwinter Conference - Checkpoint, marketed

by Gaylord, and Tattle Tape, a 3M product. He described the equipment and mechanics of the systems.

Miss Radmacher reported on her meeting with Chief Burke and Deputy Chief Poitrus who could not recommend any of these systems for installation at the entrance to our Library.

Meeting adjourned at 10:15 p. m.

Selma Petty Sec
Selma Petty - Secretary