

January 11, 1984

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, January 11, 1984.

CALL TO ORDER

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

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter B. Flintrup; Eva Weiner; Norma L. Zatz; and Miss Mary Radmacher, Chief Librarian.

Staff members present: Tobi Oberman and Arlene Reed, Circulation Department.

APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 14, 1983

Mrs. Hunter requested the following corrections: page 4, under REPORT FROM DIANA HUNTER RE MEETING WITH VILLAGE BOARD ABOUT HOLOCAUST SCULPTURE, the entire sentence should read: Mrs. Hunter reported that she was invited to attend a pre-Village Board Meeting with Mayor Smith, Village of Skokie, in which he reported to her and the trustees on the proposed sculpture most likely to be erected on the south side of the Village Green; and on page 5 under COMMENTS FROM TRUSTEES, change the second paragraph to: Mrs. Zatz thanked Miss Radmacher for following up on requests from Board members such as insurance, and the papers that Dr. Bloch brought back from ALA and the Chief Librarian's job description on the Agenda.

Dr. Bloch noted the following correction needs to be made: under NIPC ENERGY AUDIT, page 5, strike the word "will" second line and insert "the."

Dr. Wozniak made a motion, seconded by Mr. Flintrup to approve the minutes as corrected. The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

Mrs. Hunter asked Miss Radmacher when the North Suburban Library System (NSLS) System Reference Service (SRS) rent is negotiated. Miss Radmacher replied that there has never been a regular annual review, but reviewed at the trustees' discretion.

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

MOTION: That the NSLS System Reference Service (SRS) rental will be reviewed yearly at the February meeting of the Board of Trustees of the Skokie Public Library.

The roll was called: Mrs. Zatz--yes; Dr. Wozniak--yes; Mrs. Weiner--yes; Dr. Bloch--yes; Mrs. Merritt--yes; Mr. Flintrup--yes. The motion passed unanimously.

Mrs. Zatz made the following motion, 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 Year to Date Allocations and Expenditures for the Reserve Fund for the Purchase of Sites and Buildings, the Report on the Fine Arts Acquisitions Fund, and the Reports for Revenue Sharing Fund Received 1982 and 1983 be accepted, and that the lists of bills from the General Operating Fund in the amounts of \$46,567.32 and \$5,690.46, be approved for payment, subject to audit.

The roll was called: Mr. Flintrup--yes; Dr. Bloch--yes; Mrs. Weiner--yes; Dr. Wozniak--yes; Mrs. Zatz--yes; Mrs. Merritt--yes. The motion passed unanimously.

PRESENTATION BY CIRCULATION DEPARTMENT STAFF OF CIRCULATION DEPARTMENT FUNCTIONS

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

MOTION: Because of the presence of two Circulation Department staff members, the Board deviate from the regular Agenda and move to the Presentation by Circulation Department staff.

The motion passed unanimously.

Miss Radmacher introduced Tobi Oberman and Arlene Reed to the trustees.

Arlene Reed's presentation consisted of circulation figures, the switchboard and its functions, reserves and how they are taken, and Bookmobile service. Tobi Oberman's presentation included a description of what is involved in the overdue process, how the Circulation Department services the blind and physically handicapped of Skokie and use of the TTY.

Mrs. Oberman and Miss Reed then asked if the Board had any questions and a question-and-answer period ensued.

Mrs. Hunter thanked Mrs. Oberman and Miss Reed for attending the meeting. Both staff members left the meeting.

The trustees found the presentation very beneficial and would like to see representatives from other departments give presentations. Miss Radmacher informed the trustees that next month Adult Services staff members will give a presentation.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

Mr. Flintrup would like a list to be given to the trustees at the next meeting of all periodicals to which the Library subscribes. The trustees asked if there was a way to learn the usage of a particular magazine. Miss Radmacher explained the process used with the Rutger's Survey which the Library has followed on two separate occasions.

A motion was made by Dr. Wozniak, seconded by Mrs. Zatz, to place the Circulation Reports and Library Use Statistics on file. The motion passed unanimously.

GIFT

Miss Radmacher reported the gift of \$10 from Joseph and Sylvia Greenholtz. Acknowledgement has been made.

CORRESPONDENCE

The correspondence was read by the trustees. They were happy to see the increase in United Way contributions by the staff.

PERSONNEL

Miss Radmacher reported on the appointment of Virginia Voedisch as Assistant in Charge of Special Programs; Marjorie Monaghan's leave of absence as Assistant in Charge of Special Programs; and Anthony Siciliano's resignation as Head of the Circulation Department. The Board was very sorry to hear of Tony's decision to leave.

Dr. Bloch made the following motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board of Directors write a letter to Anthony Siciliano expressing their regrets and deep appreciation for his intelligent devotion to the Library.

The motion passed unanimously. Mrs. Hunter will write the letter to Anthony Siciliano.

DISCUSSION OF PROPOSAL FOR LIBRARY CENTER FOR VISUALLY IMPAIRED AND OTHER HANDICAPPED

Mrs. Weiner began her presentation by giving the trustees background on the Kurzweil Reading Machine (KRM) which scans a printed page and transfers the printed word into spoken word. The cost of the KRM is approximately \$30,000 but she already has \$2,000 promised toward its purchase. After much discussion, the trustees agreed that a KRM was a good idea but a 'needs assessment' would be necessary to determine its priority in Skokie Public Library needs.

Dr. Bloch made the following motion, seconded by Dr. Wozniak:

MOTION: That a committee be formulated to collect information in regard to the needs and use of a Kurzweil Reading Machine for the Skokie Public Library.

The motion passed unanimously. Mrs. Hunter appointed Mrs. Weiner, Mrs. Merritt and Mr. Flintrup to the committee. Mrs. Weiner will chair the committee. The trustees would like REPORT FROM COMMITTEE RE: KURZWEIL READING MACHINE to be put on the Agenda every month.

REVENUE SHARING FUNDS

Mrs. Hunter suggested requesting funds from Niles Township for a new or upgraded sound system for the Auditorium and for funds from the Village of Skokie for work on the Bookmobile by the Village for consideration in applying for Revenue Sharing Funds. After discussion the following motion was made by Mr. Flintrup, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library make application to request Revenue Sharing Funds from Niles Township Board in "x" amount to refurbish the sound system in the Petty Auditorium.

The roll was called: Mr. Flintrup--yes; Dr. Bloch--yes; Mrs. Zatz--yes; Mrs. Merritt--yes; Dr. Wozniak--yes. Mrs. Weiner had left the room for a few moments. The motion passed.

A second motion was made by Mr. Flintrup, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library make application for Revenue Sharing Funds from the Village of Skokie to refurbish the Bookmobile.

The roll was called: Mr. Flintrup--yes; Dr. Wozniak--yes; Dr. Bloch--yes; Mrs. Zatz--yes; Mrs. Merritt--yes. Mrs. Weiner was still out of the room. The motion passed.

Mrs. Hunter said that Revenue Sharing Funds requests have to be for a definite amount of money and asked Miss Radmacher to get an estimate from RICH, INC. who initially installed the sound system in the Auditorium as to the cost of repair or replacement of the sound system.

REPORTS FROM DEPARTMENT HEADS

Since the department head reports were so long, Mrs. Hunter asked the trustees to take the reports home and read them, then at the next meeting bring them back and give a five minute or less presentation on what they liked or didn't like about the reports and what they want or don't want to see in them next time.

SKOKIE PUBLIC LIBRARY NEEDS TO ADOPT RESOLUTION FOR DEFERRED COMPENSATION

Miss Radmacher read the Resolution (copy attached hereto) sent to her by Dan Ryan, Finance Director, Village of Skokie, that needs to be approved by the trustees.

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

MOTION: That the Skokie Public Library adopt the Resolution for deferred compensation in accordance with the Village of Skokie's change from Public Employees Benefit Services Corporation (PEBSCO) to International City Manager's Association (ICMA).

The roll was called: Mr. Flintrup--yes; Dr. Bloch--yes; Mrs. Weiner--yes; Dr. Wozniak--yes; Mrs. Zatz--yes; Mrs. Merritt--yes. The motion passed unanimously.

REPORT FROM EVA WEINER RE: "THE FRIENDS"

Mrs. Weiner reported that "The Friends" are a good source for creating good will, getting funds and getting a different kind of public relations. She suggested if we wanted a "Friends" group we should start with one project that they could work on. The trustees feel that the Skokie Public Library is in a unique situation and has no need for a "Friends" group at this time. Mr. Flintrup did make clear that the trustees are not negative to the idea of a "Friends" group. He believes Miss Radmacher and the staff should define the areas which the "Friends" could work on.

Mr. Flintrup does not want the "Friends" to do 'busy' work; they should have something constructive to do. Miss Radmacher made the suggestion of a museum store but said a "Friends" group is usually established by supporting a major project. Dr. Bloch suggested that Mrs. Weiner continuously monitor the situation so if a need arises for a "Friends" group she could apprise the Board of the situation.

INSURANCE

Miss Radmacher informed the Board, as Mr. Flintrup requested, that the Northbrook Property and Casualty Insurance Company has an "A" rating-- which is the highest according to BEST'S.

Boiler/Machinery Policy

In reading the letter from Boyle, Flagg and Seaman, Inc., Dr. Bloch and Mr. Flintrup asked for clarification and an explanation of the recommendation for increased boiler and machinery insurance coverage.

A question was raised re Johnson Controls' responsibility for any of this equipment.

PERSONNEL CODE REVISION

Miss Radmacher recommended a revision in the personnel code for use of accrued sick leave for pregnancy to comply with Illinois Municipal Retirement Fund (IMRF) regulations. Mr. Flintrup asked Miss Radmacher to call Reed, Roberts and find out what their suggestion is. Dr. Bloch stated that no two pregnancies are alike and the language would have to be flexible and we would have to exercise discretion on each specific case.

EVALUATING LIBRARY DIRECTOR

Mrs. Hunter appointed a committee consisting of Mrs. Zatz, Dr. Bloch and Dr. Wozniak to work on readjusting the current job description of the Chief Librarian. Mrs. Zatz will chair the committee. The committee's report is due at the April Board meeting.

PLAQUE REPORT

Miss Radmacher showed the trustees the rubbing of the plaque that Mr. Bard made. Mr. Bard said it is possible to put a small gavel next to each president's name. The trustees were all very pleased with the progress on the plaque.

AUTOMATION PROJECT

Miss Radmacher reported on the meeting on January 5 and 6 in which negotiations with GEAC began for the JCPL project. She said the decision was made to pay 10% after the first successful Quality Acceptance Test and to put an additional 20% in escrow to be paid to GEAC after the second Acceptance Test. If the equipment meets the second test on schedule GEAC will receive the 20% amount plus the interest. If GEAC defaults at the time of the next test the money still belongs to JCPL. The maintenance service contract is still being worked on. The trustees seemed pleased with the progress of JCPL.

LEGAL COUNSEL

Mr. Flintrup asked if Legal Counsel could be discussed next month in Executive Session. The trustees agreed. This will be put on the February Agenda.

PARTY OR RECEPTION TO RECOGNIZE CONTINUOUS USERS OF THE SKOKIE PUBLIC LIBRARY

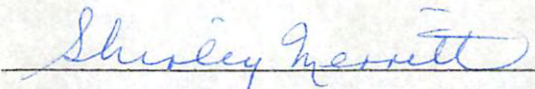
Miss Radmacher made the suggestion of a party or reception to recognize continuous users of the Skokie Public Library. The trustees feel it would be difficult to find all the continuous users. Staff will work on this project.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported that there was no North Suburban Library System meeting yet; it will be the fourth Monday in January.

ADJOURNMENT

Dr. Wozniak made a motion at 10:05 p.m., seconded by Dr. Bloch,
to adjourn the meeting.


Shirley Merritt - Secretary

SKOKIE PUBLIC LIBRARY

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

Mary Radmacher, Librarian

RESOLUTION OF THE SKOKIE PUBLIC LIBRARY BOARD OF DIRECTORS

WHEREAS, the Skokie Public Library has employees rendering valuable services;
and

WHEREAS, the establishment of a deferred compensation plan for such employees will serve the interests of the Skokie Public Library by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Skokie Public Library has determined that the establishment of a deferred compensation plan to be administered by the ICMA Retirement Corporation will serve the above objectives, and

WHEREAS, the Skokie Public Library desires that the investment of funds held under its deferred compensation plan be administered by the ICMA Retirement Corporation, as Trustee, with the understanding that such funds will be held by the ICMA Retirement Trust, a trust established by public employers for the purpose of representing the interests of such employers with respect to the collective investment of funds held under their deferred compensation plans:

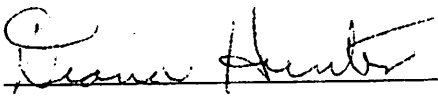
NOW THEREFORE BE IT RESOLVED that the Skokie Public Library adopts the deferred compensation plan, attached hereto as Appendix A, and appoints the ICMA Retirement Corporation to serve as Administrator thereunder; and

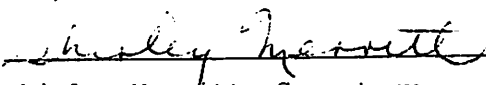
BE IT FURTHER RESOLVED that the Skokie Public Library hereby executes the ICMA Retirement Trust, attached hereto as Appendix B; and

BE IT FURTHER RESOLVED that the Skokie Public Library hereby adopts the trust agreement attached hereto as Appendix C, and appoints the ICMA Retirement Corporation as Trustee thereunder, and directs the ICMA Retirement Corporation, as Trustee, to invest all funds held under the deferred compensation plan through the ICMA Retirement Trust as soon as is practicable;
and

Page 2
Resolution
Adopted January 11, 1984

BE IT FURTHER RESOLVED that the Chief Librarian shall be the coordinator for this program and shall receive necessary reports, notices, etc. from the ICMA Retirement Corporation as Administrator, and shall cast, on behalf of the Skokie Public Library, any required votes under the program. Administrative duties to carry out the plan may be assigned to the appropriate departments.

I,  President, Board of Directors of the Skokie Public Library, do hereby certify that the foregoing resolution, proposed by the Village of Skokie, was duly passed and adopted unanimously by the Board of Directors at its regularly scheduled meeting this 11th day of January, 1984.


Shirley Merritt, Secretary
Board of Directors
Skokie Public Library