

February 11, 1976

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held February 11, 1976 at 5:30 p.m., in the Library.

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

Also present: Robert J. Di Leonardi, Counsel for the Library Board.

Meeting was called to order at 7:30 p.m. with a quorum present.

Minutes of the meeting held January 14, 1976 were approved and accepted on motion by Mr. Flintrup, seconded by Mrs. Zatz. Motion carried.

Motion by Mr. Flintrup, seconded by Mrs. Zatz which, on roll call vote, carried unanimously.

Motion: That the financial statements for the General Operating Budget, Reserve Fund for the Purchase of Sites and Buildings, and Library Construction Fund be approved and accepted and the lists of bills for the General Operating Budget in the amounts of \$446.87 and \$26,453.79; Library Construction Fund in the amount of \$37.50; and NSLS CAP in the amount of \$11.04 be approved for payment.

Circulation Report for the month of January and Reciprocal Borrowing Program reports were accepted and ordered placed on file.

A gift in the amount of \$35.00 was received from Mrs. Grace Harmening in memory of her father.

The Board was informed of resignations and transfers in personnel during the past month.

Excerpts from the Annual Financial Report for the Village of Skokie were given to the Board members in lieu of the audit report formerly furnished by the auditors covering only the Skokie Public Library's financial activities.

A letter of appreciation from Ms. Lori Velco was read.

Another window has broken on the east elevation.

Copies of the revised settlement agreement were distributed indicating the changes which have been made. The Board questioned who is going to decide if

the glass break is a 50/50 responsibility. Counsel answered if it is broken by hailstones or somebody hitting it, the Library is responsible. How is the Library going to know Libby-Owens-Ford and National Hamilton are going to accept its explanation? The answer was there is a certain amount of reasonableness and good faith but there always could be a disagreement on this and the assumption could be made that most of the breaks in the future would be obvious as to the cause. No one has claimed the broken windows on the east have been anything but non-impact. If there is an unusual event that would be something the Library would not dispute. In the case of a dispute, should the Library bring in a glass consultant? Mr. Di Leonardi answered if it becomes necessary but it is hoped as they come down to particular panes of glass both sides would not be in dispute. Miss Radmacher informed Mr. Hammond about the glass breakage and discussed the mechanics of how to proceed with him and Mr. Hoglund. Mr. Di Leonardi said the agreement could be concluded with a letter of understanding, outlining the suggested procedure and request National Hamilton to sign the letter and return it. If National Hamilton does not immediately respond to confirm that it is not storm damage, there might be a time lag, and Mr. Di Leonardi suggested notifying the firms in the time form set out in the first paragraph of the agreement but state they have 48 hours to examine the break and, in the absence of their coming within that time, it will be assumed they agree it is not an impact break. Mr. Di Leonardi thinks it is unlikely they will incur the expense of sending a man out to examine the glass each time. The Board concurred. Mr. Flintrup made the following motion:

Motion: That the President and Secretary of the Skokie Public Library Board are authorized and directed to execute and deliver four copies of the settlement agreement.

In discussion, Mr. Di Leonardi mentioned that Corrigan has no application with respect to the glass, that is between National Hamilton, Libby-Owens-Ford and the Library. Corrigan will be paid only when he furnishes the waivers to show he has paid the sub-contractors and suppliers. Even if the effective date had been

January 1, 1976, the new breakage would have been under the 50/50 plan. Miss Radmacher mentioned the last pane broke before the Board had settled the agreement. Mr. Di Leonardi suggested it would be only reasonable to go on the half and half basis and, from the standpoint of fairness, the Library should not insist on 100 o/o replacement. Counsel will do whatever the Board wants. Mr. Flintrup agreed with Mr. Di Leonardi. The motion was seconded by Mrs. Merritt and, on roll call vote, the voting was as follows: Mrs. Zatz, yes; Mrs. Hunter, yes; Mrs. Merritt, yes; Mr. Flintrup, yes; Rabbi Weiner, yes.

Miss Radmacher asked about disposal of the exhibits of broken glass. Counsel suggested since replacement of the attic stock is part of the agreement keeping the broken pieces until replacement of the attic stock.

Mrs. Hunter expressed concern over the date for filing of the Ethics Statements. Miss Radmacher has taken care of the preliminaries and will follow through.

Notice of claim for personal injury was contained in a letter received February 10, 1975. Miss Radmacher explained a claim filed by this person last summer with the insurance company had been denied. Consensus of the Board and Mr. Di Leonardi was to forward the letter to the insurance company and let them handle it.

Mr. Di Leonardi advised Miss Radmacher when all four copies of the agreement are signed they should be notarized. The check should then be made out and sent to him and Mr. Hammond will let Mr. Di Leonardi know when all the waivers are in his hand.

Mr. Di Leonardi retired from the meeting at 7:55 p. m.

The bill from Hammond Beeby and Associates in the amount of \$11,668 was presented for the Board's approval for payment. Mrs. Hunter asked to have a more complete or itemized invoice (not a log) of how the basis of \$11,668 was reached. This should be in the form of stating the number of hours at the rate per hour per individual for each separate consultation. This would give a more concrete

reason as to what makes up the total. In the future if this Library has something needing the architectural firm's consultation it will have some idea of the cost of either Mr. Hammond or Mr. Hoglund's time.

The piano has been delivered to the Library. Keylard, Baldwin and Lyon and Healy have been contacted for estimates on repairing it. Saturday, February 7, Dr. Beaver came to the Library and looked at the piano. There is a crack in the sound board, all of the strings need to be removed and new ones put on. Dr. Beaver knows it is going to cost more to get this piano in good condition than he originally thought and is very sorry about it. He did not know if the sound board was on the fringe of cracking and moving might have triggered it. Under the circumstances, Dr. Beaver will buy the piano from the Library plus the cost of having it moved and will make his offer by letter to Rabbi Weiner. It was suggested the estimates for repairs should be considered before making any decision.

Concerning the Lincolnwood Library situation, Kay Gesterfield, Director of the Illinois State Library called a meeting of Skokie Public Library, people from Lincolnwood, the Vice-President of the Chicago Public Library Board, Mr. Lerner, North Suburban Library System, and League of Women Voters. Mrs. Hunter reported the following, "Mr. Lerner announced Chicago would withdraw its offer of any service to Lincolnwood. Mrs. Gesterfield suggested there might be a whole new way - maybe something could be designed to give Lincolnwood a demonstration project but Lincolnwood would have to pay toward it. In that way maybe the Advisory Board can be induced to pass on the Project Plus. The Advisory Board was reluctant to do this because of the affluence of the Lincolnwood community. A project might be designed to appeal to Skokie whose interest is acknowledged, not only in setting up the demonstration but, once it is set up, because of reciprocal borrowing, because of no non-resident fees being collected, would Skokie get reimbursed for its reciprocal borrowing? During the trial period there might be a greater load on Skokie than before and there should be reimbursement to compensate for this. The Advisory Board was aware of Skokie's position in this, and

the idea will be to draw up the Project in some way so Skokie will feel it is not being taken advantage of during the trial period. Skokie will be part of the consultations in developing this particular project. There is a possibility Skokie could be administrator of the project which is paid by the System. It may be necessary to assign a staff member to do this and such an arrangement could be explored. "

Mr. Flintrup mentioned the suggestion at the end of that meeting for Skokie representatives to sit with Mayor Proesel and Lincolnwood Board and explore ways to pursue contractual service. Rabbi Weiner said contractual service should be charged at what the Skokie people pay.

Evanston Public Library announced an increase in overdue fines, increase in replacement costs for books and published a statement of its policy on fines - copy distributed to this Board.

A recapitulation of reserves for patrons as of February 11, 1976 was given to the members so they could see the drain Chicago patrons are making on Skokie. Some libraries will not take reserves for members of another community but Skokie has taken reserves since the inception of the Reciprocal Borrowing Program. As for films, Skokie follows the NSLS policy. In view of the increase in the price of books, there might come a time when this Library might need to accommodate Skokie residents only.

Skokie Valley Post No. 3854 and the Village of Skokie are petitioning the Department of the Navy to designate "an appropriate vessel" of the U. S. Navy as the U. S. S. Skokie and asked the Skokie Public Library's support of the request which was presented in the form of a resolution. Motion by Mrs. Hunter, seconded by Mr. Flintrup which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library send a letter to the Skokie Valley Post No. 3854 expressing its support of the Resolution passed by the Post requesting a Navy vessel be named the U. S. S. Skokie.

Mr. Flintrup reporting on the January North Suburban Library System

Board meeting said it was a catch-up type of meeting. The only significant piece of business presented was the revamping of benefit programs for employees such as pension and life insurance.

A corrected copy of Memorandum 76-3, January 12, 1976, from Mr. Bullen of NSLS was distributed. Mr. Flintrup observed in some Systems there is a standing rule that any non-resident card holder pays the highest fee assessed by any member library in the district, regardless of where they are situated. This would mean that Lincolnwood would pay \$75 for our card. This was very seriously discussed at the System meeting.

Regarding the reimbursement of loans as listed in memo of January 27, 1976 from Mr. McClarren showing Skokie's imbalance to be \$7,409, Miss Radmacher reported Skokie has already been reimbursed for this.

A copy of Legal Advisory No. 76-1, dated February 1, 1976, from the System was distributed to each member for his information.

In regard to the sculpture by John David Mooney, it was suggested scheduling a presentation of his work at the next Board meeting.

Regarding bookmobile service, Mr. Flintrup reported the bus from Northbrook is available at no cost to us. The \$1.00 fee was waived. The vehicle operates and, if Skokie were involved with Lincolnwood, it is a vehicle that moves and could give service. This bus could be converted for far less than the \$59,000 Des Plaines paid for a new bookmobile. Miss Radmacher has names of carpenters and men who could convert the bus to a bookmobile. The first question was would library service be improved by the addition of this bus. Answer was it could be taken to the parks in the summertime and have a story hour. The Children's Department does this now, but cannot take many books with them. Mrs. Hunter suggested to just wait and see if it can be used, if not, within six months ask them to dispose of it.

A list of bookmobile stops and circulation at each stop was distributed. Mrs. Zatz requested consideration of a permanent stop at Emerson and Lawler. Consensus of the Board was this location merits a permanent stop, not just a

summer stop and Miss Radmacher thought it could be fit into the schedule. Motion by Mrs. Zatz, seconded by Mr. Flintrup which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library definitely arrange for a permanent bookmobile stop at Emerson and Lawler or as near to that location as possible.

Miss Radmacher said because of declining bookmobile circulation, the schedule should be re-examined and adjusted with the stops that merit the service.

Miss Radmacher asked the Board to give consideration to security covering the times when films are shown. Some people want to wait in the lobby until the conclusion of the film. Mr. Hippenmeyer is not here every night and there are times when our custodians, unless they make a point of staying in the lobby, are not on hand to provide surveillance. This leaves the lobby entirely unguarded. Doors can be locked in some areas, but Circulation Department cannot be blocked off and there is no way to protect the card catalog. Security in general is something this Library needs to take a good look at. Miss Radmacher's suggestion is to have somebody on guard the nights when programs are scheduled and suggested David Ingesson's wife might be interested in doing this. Consensus of the Board was Miss Radmacher should see if this arrangement could be worked out.

Johnson Controls have requested the Library to furnish them with a key. To allay any concern it was recommended to check with the Library's insurance company for their reaction and check Johnson's bonding company. If the Library expects Johnson to come in and investigate trouble, a key must be available and Rabbi Weiner instructed Miss Radmacher to furnish a key to Johnson Controls after checking with insurance and bonding companies.

ALA Conference for 1976 will be held July 18 - 24, 1976 in Chicago.

Mrs. Hunter mentioned the deadline is April 1 on applications for a grant from the Illinois Artists Council to purchase an art object by an Illinois artist. It is her understanding the maximum amount of the grant is \$6,000 and the recipient must match the fund. Perhaps some local contributor might be found to do this. The Illinois Artists Council in Chicago is sending a grant application and Mrs. Hunter

will work with Miss Radmacher on this project.

Mrs. Hunter said, after giving the idea a great deal of thought, she is recommending consideration be given to extending Sunday hours at least from 1:00 to 5:00 year round. To balance the additional hours, the Library might open at noon one day. Her suggestion was the Library could be closed until 1:00 or 2:00 Monday to offset salaries that have to be paid out. Miss Radmacher agreed 1:00 to 5:00 Sunday is a good idea but closing in the morning might be harmful to the local business men. The Library does a lot of telephone business. Question was asked if the idea is to consider Sunday as part of the work week. Rabbi Weiner asked the Board to consider the two phases of the recommendation (1) to respond to the obvious desire of the public to have increased Sunday hours, and (2) the Library's concern about the financing as to cost and where it can be saved during the week. If the Library opened on Monday at 12:00 or 1:00 it would not be a problem and this can be done before finalizing the personnel code by virtue of saying the regular work week will be of a certain duration. Rabbi Weiner asked Miss Radmacher to work out the system as to how the money can be saved to make this budgetarily feasible. There is no intention of asking people to work a split shift, but to fit Sunday into their schedule. Miss Radmacher was asked to give her recommendations facing the two years for Sunday hours and the Library's budgetary pinch.

Rabbi Weiner directed the Board's attention to the Personnel Code, the purpose of which is to create and make available to this Library's personnel the rules that would give them the guarantee there is no wilfulness in anything that happens to them as individuals but rights are clearly and equally defined for everybody in an attempt to head off complaints and grievances that would hurt if confrontation would happen. The Board wishes to establish for management clear claims it has on personnel and stating what it expects but, at the same time, be sure this kind of an instrument would not arouse grievances but provide the Library personnel with a greater sense of guarantees.

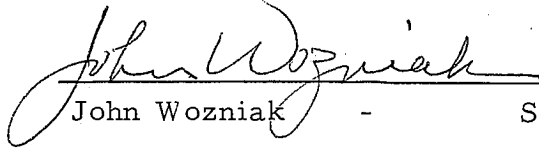


Under the Statement of Objectives and the Affirmative Action Statement, Mr. Lindberg's editorial suggestions were accepted.

Under Employment Types on page 4, second paragraph "Part-time salaried" (25 hour workweek) the Board conducted quite a discussion as to what would constitute part-time salaried employees. Mr. Flintrup was emphatic in his conviction there should be no such classification as Part-time Salaried. An employee is on the job full time with benefits or part-time with no benefits. He repeatedly stated part-time employees have the privilege of working the hours and days convenient for them and should be paid on an hourly basis only with no benefits. The greatest point of discussion was how do you total 25 hours to come to a reasonable working schedule. Three full days at 7-1/2 hours would equal 22-1/2 hours and require an additional 2-1/2 hours to make up the work week. Five days a week at four hours per day equals 20 hours. According to law, if a person works five consecutive hours, a lunch time must be included. Five days at 5 hours equals 25 hours per week but the employee would be required to stay longer because of the necessity of taking a lunch period. Attention was called to the fact that there are now only four employees working under the "salaried part-time" and one of those will be leaving. One of the remaining three is a professional librarian. It was discussed whether to make 22-1/2 hours considered as part-time salaried, but this was negated by the fear of the Board that this would cause a large clamoring for part-time salaried jobs. Discussion about the grandfather clause resulted in suggestions to: revoke this clause, or, if it is continued for those persons currently benefitting by it, an explanation must be made. Because of the implications, it was decided to make no decision until a full Board is present.

Under the listing Library Organization, item F - Probationary Employees, this will be deleted as a classification and G - Miscellaneous Definitions (on next page) will be changed to F - Employment Types. Probationary Employees will be No. 4 under F.

The date for the March Board meeting was tentatively set for March 31, subject to confirmation by Rabbi Weiner with Miss Radmacher.

  
John Wozniak - Secretary