

April 10, 1974

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held April 10, 1974, at 7:30 p.m., in the Library.

Members present: Howard V. Hummer, Diana Hunter, Richard Lindberg, Shirley Merritt, Richard Telingator, John Wozniak and Rabbi Karl Weiner, also Mary Radmacher, Chief Librarian.

Also Present: James W. Hammond, architect, and Carl Hoglund, his assistant; and Robert J. Di Leonardi, the Board's counsel.

President Weiner presided.

Minutes of the March 6 meeting were approved and accepted on motion by Dr. Wozniak and seconded by Mr. Hummer. Motion carried.

Rabbi Weiner introduced Mr. Walter Flintrup. Mr. Flintrup said he has been considering for a long time the formation of a Friends of the Library and the time is right to do this. He was elected Chairman of the Friends of the Library following passing of the two referendums. He referred to the policy of the Board that any function held at the Library must be free. Any group about to be formed would be without funds and must raise money to get started. As a fund-raising measure it will be necessary to hold functions and charge a fee. All of the money collected by the Friends group would be funnelled back into the Library. He asked the Board to consider changing the policy so that when he does get this organization established, the facilities of the Library could be used for this purpose. Members would be asked to pay nominal dues. He is hopeful at some time in the future enough funds will be accumulated to contribute something of consequence to the Library such as a piece of sculpture for the reflecting pool. Fund-raising would be at a standstill unless the present policy is changed.

In discussion Mr. Di Leonardi said it is a question of policy but legally boils down to whether or not the charging results in some kind of a profit to the Library. All you do is allow the group to recover their cost and the Library to recover its cost for maintenance, overhead, etc. Mrs. Hunter suggested asking the System to do a study to see what other libraries are doing and if the Board will direct her she would be glad to recommend that such a study be made. Miss Radmacher pointed out the Friends will be making money for the Library's use.

Rabbi Weiner offered the Board's help and stated it is a move forward to have Friends of the Library with Mr. Flintrup as Chairman. Mr. Flintrup said he will initiate the mailing as soon as possible but reaffirmed his request for clarification of the policy. Rabbi Weiner thanked Mr. Flintrup for coming to the meeting with the welcome information on the forming of a Friends group, and Mr. Flintrup retired from the meeting.

Miss Radmacher advised the Board of the gift of \$100 from the Junior Women's Club of Skokie. She said it was earmarked for a selection of books in the field of biographies of people from Illinois. Motion by Mrs. Hunter, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board express its thanks by letter to the Junior Women's Club of Skokie for the gift of \$100.00.

The Board was advised of payment of \$57.16 received from the Village of Skokie for its share of the utilities cost for the portion of the Library occupied by the Planning Department of the Village.

Motion by Mr. Hummer seconded by Dr. Telingator 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, Library Construction Fund and North Suburban Library System Coordinated Acquisitions Program on Literature be accepted and the list of bills for the General Operating Fund in the amount of \$16,290.88 and Library Construction Fund in the amount of \$1,657.50 be approved for payment.

Circulation Report for the month of March, 1974 was distributed along with RBP statistics and Library Use statistics. These reports were discussed and ordered to be placed on file.

Personnel appointments and resignations were discussed.

Mrs. Hunter reporting on the North Suburban Library System, emphasized Legislative Day, Wednesday, April 24.

North Suburban Library System Legislative Notes 74-1, dated March 25, 1974 and 74-2, dated April 8, 1974; Legal Advisory 74-1, dated March 4, 1974 and 74-2, dated March 21, 1974 were distributed for the Board's information. A copy of the

contract for the NSLS Reference Service and reports from the System Director pertaining to Inter-Library Loan Service, Central Serials Service, Reciprocal Borrowing Program, Suburban Audio Visual Service and System Reference Service were given each member.

A communique from Robert Maxwell, Chairman, By-laws and Policies Committee, Board of Directors, North Suburban Library System, concerning a change in the by-laws was distributed and discussed. This change concerns voting at elections and will be included as Section 8, to Article VI - Elections.

Mrs. Hunter reported on the selection and proposed purchase of framed posters for hanging in various areas in the Library. She submitted an estimate received dated March 15 for four posters framed in metal stripping at a gross cost of \$221.25 less 20 c/o or \$179.41 net cost. Mrs. Hunter made the following motion which was seconded by Mrs. Merritt and, on roll call vote, carried unanimously.

Motion: To recommend the purchase of the four posters covered by the estimate in the amount of \$179.41 to be used on trial to see how they will be enjoyed and purchase of such other posters as may seem appropriate in the future.

Rabbi Weiner explained that two years ago the recommendation was made to have maintenance service in the Library on heating and ventilating systems. Mr. Hammond's mechanical engineers outlined items that need to be covered. At this time the bids submitted for maintenance contracts were opened. The bids were as follows:

James W. Hardy, Inc. - (Hardy Service Company Division) covered thirteen items of inspection and maintenance for \$4,872, figures on a basis of \$19.50 an hour for one year and includes no material other than grease. 75 ton carrier in the west building at \$372.

Kroeschell Engineering Company \$179 per month. There was no specifying whether the basis of the charge was annual or monthly.

Advance Heating and Air Conditioning Corporation, Elk Grove Village, \$275. per visit, anticipating possibly four visits per year.

Resco, of Chicago, quoted a net sum annually of \$6,996 comprised of twelve monthly payment of \$583.

Mr. Lindberg stated his contention the specifications should be a little more tightly drawn. He recommended at this time the bids be rejected and reopened after writing tighter specifications. Specifications should be sent to interested bidders for

a precise type of proposal. Mr. Lindberg then suggested tabling this for a while. Mr. Hammond offered to have all the proposals reviewed and see to what extent they are parallel. Mr. Di Leonardi suggested when the specifications are ironed out that his office participate.

Mrs. Hunter suggested checking with the Better Business Bureau in Chicago to be sure there is nothing against the bidder. Mr. Di Leonardi said the Performance Bond would cover that.

Mr. Di Leonardi suggested a motion be made to cover rejection of all the bids. Mr. Lindberg made the following motion:

Motion: That all the bids be rejected and new specifications be written after consultation with architects, engineers and Counsel Robert Di Leonardi.

After discussion Mr. Di Leonardi withdrew his suggestion on making the motion and the motion was not seconded.

Discussion continued concerning the bids and Mr. Lindberg mentioned his conviction that the bids should be dropped and invitations to bid reopened based upon the proper specifications. He made the following motion:

Motion: To reconsider the motion previously placed on the floor to reject all bids.

Dr. Wozniak seconded the motion and voting was as follows: Mr. Hummer, abstain; Mrs. Hunter, yes; Mr. Lindberg, yes; Mrs. Merritt, abstain; Dr. Telingator, yes; and Dr. Wozniak, yes.

Dr. Wozniak offered a second to the motion originally made to reject all the bids. Rabbi Weiner called the question on the motion to reject all of the bids that have been submitted and voting was as follows: Mr. Hummer, yes; Mrs. Hunter, yes; Mr. Lindberg, yes; Mrs. Merritt, yes; Dr. Telingator, no; and Dr. Wozniak, yes. Motion carried.

All bids were rejected and the next step will be preparation of an instrument that will be wholly satisfactory and on the same basis. Mr. Lindberg asked Counsel to send him a copy of the proposal when completed. Rabbi Weiner expressed concern for the delay in turning on the air conditioning. Miss Radmacher was instructed to proceed with having Advance take care of the west building and Hardy the addition.

Mr. Di Leonardi reporting on the glass situation said the matter came to a legalized formalized head when Corrigan sued the Board. Mr. Di Leonardi filed for arbitration proceedings to settle both the glass and other questions of minor importance. The chain of events has been Corrigan suing the Library, filing for Arbitration Proceedings and the motion to stay court proceedings pending the outcome of arbitration. The court granted this. Arbitrators are being chosen as called for in the contract and suitable dates selected for the arbitration hearings, possibly late May or early June. There appears to be no other way to settle the lingering question of the glass. Other items which remain are also involved in arbitration proceedings but are of minor importance. The decision will evolve around whose fault are the defects and what is the dollar damage to the Library. The arbitrator would then arrive at an award of arbitration and would assess a dollar assessment and award judgment. If it is an award in excess of \$25,000 we can then collect the difference and, if less, then can make it as a deduction from the \$25,000. In the meantime there is no discounting the efforts that Mr. Hammond's office has expended with LOF in the hope they would replace the glass or guarantee replacement as breakage occurs. Mr. Di Leonardi suggested Mr. Hammond's office outline each of the defects chargeable to Corrigan and which not, so when this Board authorizes anything to be repaired it is understood that some things may be recovered and some not. Mr. Hammond said there is a slight hope LOF would make concessions with Corrigan and arrive at some arrangements on the glass. If this can be done the only other outstanding items amount to \$2,500.

Mr. Hammond said there are quite a few items annoying Miss Radmacher. Mr. Hoglund prepared a memorandum of things that could be ascribed to Corrigan and things that should be fixed and suggested he could have these done at a cost of \$2,559. A copy of the memo is attached hereto. These items appear on page four, item B-6. Items d and e, costing \$1,117 of the \$2,559, he will attempt to retrieve from Corrigan. Motion by Mr. Hummer, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library approve the expenditure of \$2,559 to take care of all of the items in Item B-6 (two out of five to be repaired) to be done in the hope we can reclaim them from Corrigan. If, however, the judgment should go against the Library it will assume payment for them.

Mr. Hammond referred to the landscaping and the necessity for P. S. Landscape to replace the birch trees with hawthorn trees which have a better history of survival.

As for interiors, with a few items to be finished, Slater is almost done.

Miss Radmacher mentioned the sprinkler system needs attention and Oughten is out of business. The problem seems to be in the sprinkler heads and there is a possibility there are too many on the line.

Mr. Hoglund reported he is getting an estimate from Brod Electric Company on receptacles for bookmobile outlets. Mr. Hammond explained it was discovered the electrical outlets for the bookmobile have a fault in that the grounding in the conduit is not right and is giving difficulty in the bookmobile. The electrical contractor found that the Library did not have the proper type of outlet or proper type of wiring to accommodate the bookmobile. The wiring panel must be taken out, wires taken out, new wires pulled in, and whatever else is required. If wires can be pulled in, the expense could be approximately \$500. If this cannot be done easily and there is a dislocation he would then be able to estimate the cost of taking up the sidewalks and complete the job. Mr. Brod will do this examination for \$18.00 per hour. Motion by Mr. Lindberg seconded by Mr. Hummer which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library spend up to \$500 for the necessary reconstruction and repair of the bookmobile supply circuit.

Reporting on the development of the Village Green, Rabbi Weiner stated a number of complications not of this Library's making have developed and our Board needs to take no action at this time.

Miss Radmacher reporting progress on the Book Sale said the Library is collecting quite a few books and has a promise of the Popcorn Machine from the First National Bank for May 25. If it rains the sale will be held the following Saturday. She reported contacting the Free Street Theatre but no reply has been received. She has been trying

to make some arrangements with Studio 7. The big umbrella for story-telling areas has not been located and the use of a parachute is being pursued.

A copy of a memo from Mr. Robert Molumby about the contract renewal for the Planning Department to Mr. Matzer was read and discussed. Motion by Dr. Wozniak, seconded by Mr. Lindberg which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library renew the contract with the Village of Skokie for the space for the Planning Department under the same conditions as previously agreed upon.

Miss Radmacher submitted Budget Recommendations for the Fiscal Year 1975 - 1976. She called the Board's attention to a new line to separate rental of equipment from library supplies. After a short discussion Mrs. Hunter moved to table approval of the Budget for action until next month. Mr. Lindberg seconded the motion and it carried unanimously.

The Board decided to postpone discussion and action on Miss Radmacher's recommendation to consider strengthening means of recovering overdue materials.

A dinner for Lewis Kahn, former Finance Director for the Village is to be held April 21, 6 p.m., at the North Shore Hotel, Evanston. Mayor Smith suggested the Library might make up a table and possibly would make a contribution. The Board recommended a Resolution from Rabbi Weiner, similar to the ones given Mrs. Griffin and Mrs. Petty, should be prepared and given to Mr. Kahn.

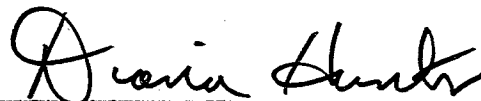
Miss Radmacher called the Board's attention to the LACONI Librarians-Trustees Dinner to be held April 26, at the Sheraton Oak Brook.

The program for the Illinois Libraries Association Pass 2 Conference was distributed.

The Board received copies of: Great Books Newsletter, April 1974; Press Releases; one each of four book marks made up by the Library staff; April Calendar of Events; List of National Library Week Activities and Current Exhibits; and List of Recent Acquisitions, February, 1974.

Miss Radmacher again reminded the Board of the ALA Annual Conference to be held in New York July 7 - 13, 1974.

Meeting adjourned at 10:45 p.m. on motion by Mr. Hammer.



Diana Hunter

Secretary

March 28, 1974

A. STATUS OF CORRIGAN'S CONTRACT

On March 19, 1974, Miss Radmacher, Carl Hoglund and James W. Hammond met and reviewed the status of all work remaining to be completed or resolved with respect to the E.W. Corrigan Contract. Our conclusions on each item together and costs, where assignable to Corrigan and as noted in headings where applicable, are as follows:

1. KEYING SYSTEM, LOCKSETS AND HARDWARE

- a. Providing keys for locks which had none and changing the keying of lock cylinders which were duplicated elsewhere cannot be traced back by documentation to Corrigan or Clark and Barlow Hardware Company. A change in keying from a submaster system to a master system was requested by the Owner in late 1972, and subsequently new cylinders supplied and installed, but how this was done was not recorded. Corrigan now contends they had nothing to do with this change and that all locks and keying were done properly in compliance with their contract. The information from our field representative in the summer of 1972 tends to confirm this statement. (Accordingly, it is not considered that the \$300.00 cost for the keying work can be charged to Corrigan).
- b. Correction of improperly specified locks for Lecture Rooms No. 127 and No. 224.
The work can not be charged to Corrigan. (Cost is included in separate listing.)
- c. Proper anchorage of door closers for doors 132 A of Circulation Room No. 132
The cost for this work is a maximum of \$22.00 and not assignable to Corrigan, since hardware was supplied as called for in the schedule.
- d. Repair and modify door in Librarian's Office (\$575.00).
Remove the door from the Librarian's office to the toilet room vestibule which is pulling out of the frame; modify

- d. the hinges to provide better anchorage and rehang the door, patch cut-outs from previous hinge locations; and touch-up door finish to match the existing. The cost for this work as bid by Brian Doherty is \$575.00 and assignable to Corrigan.

2. EXTERIOR TERRAZZO SIDEWALKS (\$775.00)

Seven sections of the sidewalks with rustic terrazzo topping are cracked and/or not bonding to the concrete underbed. This count was made in December 1973. The cost for this work as bid by the Owner is \$775.00. The drum-like sound which indicates the lack of bond or hollow area between the terrazzo and concrete can vary with the weather and accordingly the section count.

3. PAINTING OF SHOWER AREAS

In the men's lockers No. 134 and women's lockers No. 136, painting of the showers was completed in a satisfactory manner on or about October 26, 1973.

4. HYDRAULIC PASSENGER ELEVATORS

The three outstanding bills for elevator service were incurred after the 90-day guarantee period had elapsed. We have recommended that the Owner pay the \$80.30 involved. The current difficulty with Car No. 1 should be corrected as a maintenance item.

5. EXTERIOR GLAZING AND RELATED PARTS (Costs not determinate; total replacement could exceed \$50,000 to \$60,000.00)

See reports by Wiss, Janney & Elstner.

6. BUILT-UP BITUMINOUS ROOFING

It has been established that the roof leak problem is at the juncture between the old and new buildings and the method of installing the metal flashing. The flashing has not been installed in accordance with the specifications; however, considering the circumstances, it cannot be said that no problem

would exist if work had been done as detailed and specified. Roofing at junction of two building structures such as these is a frequent and typically difficult problem as to both engineering design and construction.

The roofer has proposed that the metal flashing be removed and a neoprene sheet material be installed, and that the approximate \$1,000 cost be shared equally by the roofer, Norton, Corrigan and the Owner. We agree with this approach. Repair of the ceiling and floor areas damaged by the leakage into the Librarian's office and toilet room plus the Board Room is estimated at \$300.00.

In addition, a leak on the roof near Column F-4 above Technical Processing No. 225 must be patched.

7. TOILET PARTITION LOCKS

Attempts are being made to obtain the partition locks at no cost through the local representative for Robert Mfg. Company, who acknowledges the originals to have been of faulty construction. It has been agreed that the Library's maintenance can fasten them. Cost of locks (if incurred) and the time spent by the Owner in installing the locks will be backcharged to Corrigan. It is estimated that the total cost will not exceed \$150.00.

8. SUMMARY OF COST ESTIMATE (section A)

These items are considered to be E.W. Corrigan's responsibility as discussed above.

a. Door to Librarian's Office.....	\$ 575.00
b. Terrazzo Sidewalks.....	775.00
c. Glass and Glazing	\$50,000.00---\$60,000.00
d. Built-up Roofing (E.W. Corrigan, sub- contractor and interior damage).....	967.00
e. Toilet Partition Locks.....	<u>150.00</u>

TOTAL

\$52,467.00 to \$62,467.00

B. WORK RECOMMENDED TO PROCEED AT THIS TIME

1. Coat Hooks

Remove existing coat hooks from walls at first and second floor lecture rooms. Provide new 1" x 4" wood stripe and replace hooks at the cost of \$205.00 by Brian Doherty Construction Company. An additional \$40.00 is required for painting unless the Library maintenance staff can do this work.

2. Providing key for locks (A 1a above)

Change the keying of locks which are duplicates and provide new keys for locks without keys at the cost of \$300.00 by Anderson Locksmiths. A competitive price is being pursued from Martin's Locksmith Service of Skokie.

3. Correction of lock for Lecture Rooms (A 1b Above)

Change the locks for the first floor Lecture Rooms permitting emergency exit when the doors are locked at the total cost of \$937.00. The locksmith work from Anderson is \$337.00 while the patching and repainting of the doors is by Frank Stowell & Sons at approximately \$600.00. A competing price is being pursued from Martin's and Doherty.

4. Built-up Bituminous Roofing (A.6 above)

Repair juncture between buildings and other work as previously described for \$967.00

5. Toilet Partition Locks (A.7 above)

Repair as previously described for about \$150.00.

6. Summary of Cost Estimate (Section B)

a. Coat Hooks	\$ 205.00
b. Provide keying for locks.....	300.00
c. Correct locks of Lecture Rooms.....	<u>937.00</u>
LIBRARY TOTAL	\$1,442.00
d. Built-up Roofing	\$ 967.00
e. Toilet Partition Locks	<u>150.00</u>
E. W. CORRIGAN TOTAL	<u>1,117.00</u>
GRAND TOTAL	<u>\$2,559.00</u>

SPL 3-2

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C. OTHER WORK OUTSTANDING -- ORIGINAL CONTRACTS

1. Furniture and Furnishings and Accessories -- See separate lists of Slater Company responsibility.
2. Landscaping
Replacement items to meet contract.

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D. ADDITIONAL SCOPE

Items not included on original contracts which are or may be considered desirable for addition are being investigated as to feasibility and cost. They include but may not be limited to:

1. Added or modified bookdrop
2. Flagstone walks at custodian cottage
3. Replacement of toilet paper holders
4. Storm mats at entries--especially main public
5. Front Entrance Door Astragal
6. Glass vases

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E. MAINTENANCE AND REPAIR

1. Mechanical Services Contracts especially
Air Conditioning --Owner in Progress--
2. Senior Maintenance Engineer full or
part time --Owner in Process--
3. Lawn sprinkler system --Owner, Architect--
investigation
4. Elevator Service Contractor --Owner in Process--
5. Village Green Landscaping Plus cleanup
of neighborhood mall area