

September 21, 1983

*CORRECTED*

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, September 21, 1983.

CALL TO ORDER

The meeting was called to order at 7:40 p.m. by Diana Hunter, President. It was noted that a quorum was present.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Walter Flintrup; Norma Zatz; and Mary Radmacher, Chief Librarian.

Members absent: Dr. Herman Bloch; Eva Weiner.

APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 10, 1983

The following corrections were made to the minutes of the meeting of August 10, 1983.

Page 5 - Motion: That the Board of Trustees approves the payment of no more than \$300.00 to the Gus Giordano Dance Troupe and the reception following the program. The money is to be taken from the 1982-83 Niles Township Revenue Sharing Grant.

Page 5 - Mrs. Zatz asked that the following statement be recorded in the minutes as part of the committee report.

Page 6 - It was suggested by Dr. Bloch that \$150.00 be appropriated in order to allow for some flexibility. The following motion was made by Dr. Bloch, seconded by Mr. Flintrup:

Motion: That the Board of Trustees approves the appropriation of no more than \$150.00 for the reproduction, matting and framing of Mrs. Hunter's award.

Page 6 - Mrs. Hunter commented that the ALA meetings should address themselves to programs with emphasis on the current exhibits such as automation, microcomputers, etc., and politics and lobbying...

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

FINANCIAL STATEMENTS & BILLS

Mr. Flintrup 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, and the Report on the Fine Arts Acquisition Fund be accepted, and that the lists of bills in the amounts of \$27,787.37 and \$20,011.96, and the list of bills from the Reserve Fund for the Purchase of Sites and Buildings in the amount of \$12,880.25 be approved for payment, subject to audit.

The motion passed unanimously.

Mrs. Hunter questioned whether the stage floor has been paid for in full and Miss Radmacher said that there is a balance outstanding that will be paid upon completion.

Mr. Flintrup asked what the Library plans to do when the deregulation on interest rates becomes effective October 1. Miss Radmacher said that she plans to discuss this with Dan Ryan, Finance Director, Village of Skokie.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

The Circulation Reports and Library Use Statistics were reviewed. Mrs. Zatz made a motion, seconded by Mr. Flintrup to place the Circulation Reports and Library Use Statistics on file. The motion passed unanimously.

GIFT OF MOBILE "RED BOOMERANGS"

Mrs. Hunter expressed the Board's appreciation for the gift of the mobile from Arthur Bauman.

CORRESPONDENCE

Mrs. Hunter read the thank you note (attached hereto) which she received in reply to her letter of condolence to the Pueschel family on behalf of the Board.

The letter from Dolores R. Rosenbaum, and the letter from Shirley Brussel, Alexis Sarkisian and Kristina Johnson-Sadur were duly noted.

PERSONNEL

Miss Radmacher reported the appointments of Anne Marie Eickstadt to full-time Assistant Children's Librarian in the Young People and Children's Department, and Janet Torstensson as part-time Supportive Staff in the Circulation Department. She also reported the resignations of Kathleen Brachmann and Lynn Sager from the Young People and Children's Department.

The trustees suggested that since most of the turnover in personnel is in the Young People and Children's Department, it might be beneficial to send "exit" letters to those resigning in order to ascertain the reasons for this turnover.

PER CAPITA GRANT - FY 1984

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

MOTION: The Board of Trustees recommends that the Per Capita Grant for 1984 be used towards automation in the Skokie Public Library.

The roll was called and the motion passed unanimously.

AUTOMATION PROJECT

There is nothing further to report at this time on the Automation Project except that the meeting of JCPL Board Presidents, appropriate representatives and Librarians is scheduled for September 29, 1983.

BUILDING

Miss Radmacher showed the trustees the swatch of material submitted by Business Interiors that could be used for the apron of the stage. Mrs. Hunter reported that the edge of the stage needs filling in and has to be finished properly. Miss Radmacher said that this will be done as a part of Mr. Feurich's contract.

After discussion the following motion was made by Mrs. Zatz,  
seconded by Mr. Flintrup:

MOTION: The Board of Trustees recommends that the apron  
of the stage in the auditorium be painted.

The motion passed unanimously.

Mr. Flintrup suggested that footlights for the auditorium stage  
be considered, and Mrs. Merritt suggested that extended amplification and/or  
better lighting of the stairs in the auditorium (such as ceiling spotlights)  
should also be considered as the usage for the next grant money the Library  
receives from Niles Township.

The trustees read the letter from Sgt. James Dahlman to Tony  
Siciliano regarding the problem of patrons circumventing the security gate  
and his suggestions as to how this can be eliminated. Miss Radmacher said that  
ropes and ~~stanchions~~ <sup>STANCHIONS</sup> have been ordered and will be used in vital areas as the  
needs arise.

The trustees suggested that the Morton Grove, Lincolnwood and  
Evanston Police Departments and Fire Departments be approached in order to try  
to get security guards for the Library.

#### RESULTS OF AMNESTY DAY

Miss Radmacher reported that she was disappointed with the results  
of Amnesty Day. There were not as many of the "hard core" overdue books  
returned as she had hoped.

#### POLICIES

The Board of Trustees adopted the following policy.

That the Skokie Public Library Board of Trustees adopt policies  
of behavior in compliance with the Village of Skokie Ordinances  
and the State of Illinois Statutes and that there shall be no  
eating, smoking or drinking in the book and library materials  
areas and in the study and conference rooms.

After much discussion as to the best way of handling family tragedy by the Board and the Library personnel, it was decided that each situation will be considered individually.

REPORT ON SCOTTISH FESTIVAL

Miss Radmacher reported that she had received some unfavorable comments about the Scottish Festival because these people felt that too much emphasis had been put on the televising of the program. Mrs. Hunter explained that although the televising was not done by Group W people, the cable company wanted this recorded for its community programming. Mrs. Zatz said that the cable company should be apprised of the problems that were caused.

It was decided that in the future each program will be evaluated separately as to whether or not televising should be allowed.

DEDICATION OF THE NEW STAGE FLOOR

The dedication of the new stage floor in the auditorium will be held on Sunday, October 9, 1983. The Gus Giordano Dance Troupe will perform and the program will be followed by a reception.

EUNICE LEE, VIOLINIST

Clippings regarding the spectacular recognition given Eunice Lee's performance with the Pittsburgh Symphony were duly noted.

"ANSWERING SERVICE" ARTICLE

The clipping regarding the article in the Skokie Life, "Answering Service..." was duly noted.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Due to Mrs. Weiner's absence a NSLS Board Meeting report was not given, but her trustee comments which she submitted in writing included information on NSLS affairs.

COMMENTS

Miss Radmacher read the trustee comments sent to her by Mrs. Weiner for her to read to the trustees. Mrs. Weiner reported that no NSLS meeting was held in August. She attended her first meeting of the Management Affairs Committee, and she reported on the discussions at that meeting on the Compliance Audit directive and its implications for NSLS; and the report given by an insurance agent regarding insurance programs as related to groups such as NSLS.

Miss Radmacher reported on the incident of verbal abuse by a patron to a staff member issuing tickets for a Thursday night film showing. The Board said it will not tolerate this type of behavior to an employee and that the employees should contact their department head as soon as a problem arises. The department head, when alerted of a problem, should immediately take the responsibility of handling the problem.

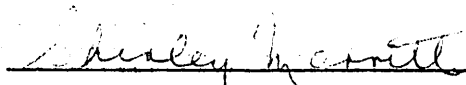
Mrs. Merritt passed around a leaflet sent out by the Lincolnwood Library showing information data, their annual report, and a calendar of events. She said she would like to see the Skokie Public Library put out something like this.

Mrs. Merritt commented that she felt that not enough publicity was given to Allen Schwartz's 25th anniversary as head of the Great Books programs. She would like to see more publicity in the newspapers given to the Library and wants the topic of publicity put on the agenda for a more thorough discussion of this topic by the trustees.

Mrs. Merritt commented that she had received a few complaints from patrons that they had been disturbed by the loud talking of staff members. Miss Radmacher said she will look into that.

Mrs. Merritt said she would be willing to attend the winter ALA meeting to be held January 7 - 12, 1984. Miss Radmacher explained that unless there are committee responsibilities there is little else of interest for trustees at the ALA Midwinter Conference. Midwinter does not have the programs that the annual summer conference does.

The meeting adjourned at 10:25 p.m.



Shirley Merritt

Secretary

Mrs. H. Hunter  
and all Skehic Public  
Library Board of Directors

Sept. 1983

Dear Friends,

Thank you all for your  
letter of condolence. The  
caring, sympathy and concern  
given to us has been and  
continues to be overwhelming.

A friend said to me  
"Their pain is over and now  
you have yours." For some  
reason that got through to me  
in the first week of shock. The  
hardest part to endure is  
knowing they had pain.



Again, my heartfelt  
thanks for the support  
and understanding you have  
given me.

Sincerely,

Judy Puschel