

May 10, 1978

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held May 10, 1978, at 7:30 p.m. in the Library.

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

Also present: Mr. Harold Schiewe, Engineer, and Mr. Patrick Williams, from Rosary College Graduate School of Library Science.

Meeting was called to order at 7:45 p.m. by President Karl Weiner with a quorum present.

Minutes of the meeting held April 22, 1978 were approved and accepted on motion by Mrs. Hunter, seconded by Mr. Flintrup. Motion carried.

Mr. Harold Schiewe was asked to review the situation with Johnson Controls on monitoring and maintenance contracts on which an increase has been requested. Mr. Schiewe recalled at the last Board meeting Johnson had submitted a proposal with a tremendous increase over last year's contract and, today, another proposal was received. Skokie Public Library has two contracts. One is T.A.B.S. which includes operating the building equipment by Johnson's computer in Milwaukee. This is not up for discussion. The other contract the Library has had on the new addition was for \$787.00 per month which, in addition to service, acted as an insurance policy. Johnson became liable to replace anything under that contract. The old building has not been included under any of that. The new proposal received last month for service contract for the new building is \$1,175.00 per month. To contract for the old building on the same basis with replacing equipment would cost \$720.00 or a total contract of \$1,895.00 per month or \$22,740.00 per year. As of today Johnson came through with one more service agreement that proposed pro-

viding service in the building, to start up the systems, make repairs and adjustments as necessary and, if there is any requirement for replacement of equipment, Johnson would notify the Library to have it replaced at the Library's expense. Under this quotation, Johnson would just come in and clean out cooling towers, etc. The contract for doing this limited service would amount to \$715.00 for the new building and \$434.00 for the old building. The contract received tonight would mean an expenditure of \$13,788.00 per year as opposed to \$22,740 for the other contract. How much the Library is getting for its money is hard to say because there is no record of the exact time Johnson has spent here in their years of the other contract. The Library is asked to let a contract for \$22,740.00 or \$13,788.00 or scrap all of it and do nothing. Mr. Schiewe's advice would be to: (1) let the contract to Johnson for one year for maintenance only for \$13,788.00; (2) have contract amended to include changing filters; (3) ask Johnson to define calls for service and define minimum time to expend for service; and (4) would put \$8,952.00 into an equipment replacement fund each year which is the difference between the \$22,740.00 and \$13,788.00. Mr. Schiewe also recommended keeping a detailed record of this annual service such as how many hours Johnson's man spends here and what he does. At the end of next year the Library will be in a good spot to discuss renewing the service. At the moment the Library does not have that kind of information. The reason for setting up the equipment fund, as equipment wears out there will be money to replace it. Money could be accumulated for 5 or 10 years. The question was asked of how the Library could determine the cost per part. Answer, the information would come from Johnson and the Library would be billed for major parts. Before doing anything, the Library would be advised on the cost and what would be done. This would give the Library the option of doing it themselves, calling Carrier or others. Mr. Schiewe said the major equipment is in fairly good shape right now. Generally should not have to consider major repairs in the near future and an equipment replacement fund could take care

of future repairs.

Mr. Schiewe said the only other thing the Library can do right now would be to issue a set of specifications to service companies to do its work and this would include Johnson, Honeywell and Advance Heating. The other thing would be to attempt to engage permanent work force who are capable of doing all this and that is a lost cause. Answering question whether \$8,950.00 is enough to put aside, Mr. Schiewe figures this on an average cost and if this is done for five years it would be fairly near to covering replacement expenses.

Mr. Schiewe said Johnson did not make any money due to the pump burning out when the electricity was not shut off during the black out. Johnson did not make the calls they should have and were to blame for the burned out pump. They are now trying to recoup some of their losses. When the Library does not have service, it shows on the computer and Johnson should call the Library and advise that the service is gone. The Library should have been told to turn off the electricity in all areas. That was the fault of the monitoring. Rabbi Weiner asked what would happen if repairs should deplete the fund. Mr. Schiewe cannot foresee a replacement of any major equipment because it is all in good shape right now. The following motion was made by Mrs. Hunter which, was seconded by Mrs. Zatz.

Motion: Based on Mr. Schiewe's four points, that the Skokie Public Library let the contract to Johnson Controls for one year of maintenance only for the old and the new building at a yearly cost of \$13,788; and (2) that the contract should be amended to include changing the filters, definition of "calls for service"; (3) a discussion of minimum time to be expended and the Skokie Public Library Board would instruct the Chief Librarian to set aside a yearly sum of \$8,950. to be considered an equipment replacement fund to be carried out for six to ten years at the Library's discretion and allocated only to be expended as necessary; and (4) that the Library would keep a detailed record of the coming year's service in which they would record the hours spent, a log of things done, and the parts purchased.

Voting was as follows: Diana Hunter, yes; Norma Zatz, yes; Shirley Merritt, yes; Walter Flintrup, yes; and John Wozniak, yes. Motion carried unanimously.

Mr. Harold Schiewe retired from the meeting.

The following motion was made by Mrs. Zatz, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That the financial statements for the General Operating Fund, Reserve Fund for the Purchase of Sites and Buildings and the Library Construction Fund for the month of April, 1978 be accepted and the lists of bills for the General Operating Fund in the amounts of \$53,398.88, \$1,140.89 and \$9,484.40 be approved for payment.

Circulation Reports, Status of Book Bag Sales and Library Use Statistics were accepted and ordered placed on file.

Regarding the Young People and Children's Department Teen Scene, on the program for children sixth to eighth grade children which are held from 4:00 to 5:00 for an attendance of only four people, the value of this program was questioned. Miss Radmacher said this is a very difficult age group for libraries to arrange programs and it would be negligent to do nothing. It appears a little wasteful to present the program for only four children, but if the program is adapted for use in other groups, depending upon how many hours of staff is required, it would be worth the time and effort. Suggestion was made to have this group every other week rather than every week. Mrs. Merritt asked if there ever had been some type of survey to see what the children would like and that might necessitate going to the schools to find out. Mrs. Merritt suggested going directly to the children. Miss Radmacher will look into this suggestion of Mrs. Merritt's of making up some kind of a checklist for the children themselves to answer.

Mrs. Merritt, after expressing appreciation for the list of libraries to check out cassettes, stated she is curious about carrying budget items over from year to year such as the money designated for cassettes which has not been

expended. Where does it go? Miss Radmacher answered that the total for all library materials such as books, recordings, framed art prints, 8 mm films, etc. gets spent. The book budget gets over-expended and, in this way, absorbs money remaining in other categories. Funds are not transferred from one line of the budget to another except by Board action, but transferring within library materials is accepted. Mrs. Merritt asked why Skokie does not have the cassettes? The answer was Skokie did a mini-survey asking patrons what they wanted and they did not specify cassettes. It might be time to ask the patrons again. Library Journals have published articles pertaining to the trouble with buying and lending cassettes and the tremendous amount of breakage. Mrs. Hunter referred to this Library's attempt to get some reliable advice regarding AV equipment in the early 1970's but there was no acceptable answer. Players must be available and that was a problem.

Miss Radmacher recommended transferring \$150,000 remaining in the Operating Budget to the Reserve Fund for the Purchase of Sites and Buildings. Mr. Flintrup suggested asking Mr. Di Leonardi to confirm there has been a change in the law which allows municipalities the option to invest in a savings and loan association and, under these new circumstances, it is possible to double the money in six years.

The following motion was made by Mr. Flintrup, seconded by Mrs. Hunter which, on roll call vote, carried unanimously.

Motion: That \$150,000 be transferred from the General Operating Fund to the Reserve Fund for the Purchase of Sites and Buildings.

Miss Radmacher said in line with the auditor's request, a plan for use of the Reserve Fund should be indicated. Motion by Mrs. Hunter which was seconded by Mr. Flintrup and, on roll call vote, carried unanimously.

Motion: That the balance of funds in the Reserve Fund for the Purchase of Sites and Buildings show a plan of possible use for replacement of major mechanical equipment, major maintenance of buildings, security system and possible circulation control system.

Copies of the annual reports were examined and ordered placed on file.

A copy of the approved 1979-80 budget was distributed.

Changes in personnel were reported to the Board.

Under comments from the Trustees, Mrs. Merritt recommended all members read the article on Money - General Revenue Sharing in the last part of PUBLIC LIBRARIES.

Mrs. Zatz mentioned sitting in the auditorium last week for an interesting program and becoming very distracted by the lights getting dimmer and wavering during the entire program. Miss Radmacher will look into this.

Mrs. Merritt mentioned the summer reading program for children and her wish to see a reward system for reading books during the summer - whether it be a bulletin board in Young People and Children's Department with their names on it or a certificate to take home. She would like to have a different meeting date for the Board so she can attend Great Books Discussion Group. When Board members expressed inability to re-arrange schedules, Miss Radmacher suggested the Library should try to re-arrange Allan Schwartz' time for Great Books program.

Mrs. Hunter made the suggestion that Skokie Public Library send a comment to the American Library Association concerning holding its Conference in Chicago or anywhere in Illinois because this state has not passed the Equal Rights Amendment. Many conventions have been cancelled out of Chicago because of this. Shee feels the consciousness of ALA should be aroused to the point where at least one library in the state wonders about the lack of consideration. ALA is on the national organizations of women's lists of organizations that are refusing to deal with non-ratifying states. The following motion was made by Mrs. Hunter.

Motion: That a note be sent to the American Library Association stating Skokie Public Library's displeasure with the convention being held in a non-ratified state and this be a consideration for both winter and summer conventions and if we profess, as an organization, to go along we now spearhead the idea they should consider Mid-Winter Conference to be held elsewhere.

Mrs. Hunter asked Miss Radmacher to make a draft of such a letter for the Board's consideration. The motion was seconded by Mrs. Merritt and voting was as follows: Diana Hunter, yes; Norma Zatz, yes; Walter Flintrup, yes; and John Wozniak, yes. Motion carried.

Mr. Flintrup said he noted with dismay and some concern that this Library has no handicapped parking available for this building with the exception of the dip in front of the building. This should be of real concern or the Library will be open to criticism. Miss Radmacher said with the tapered ramp a person can park and, if he can get his wheel chair out of his car, go down the sidewalk using the ramp. Although this is a long way to go, it can be done. There is a little plaque for permission for a disabled person to park in that indented area for an unlimited time. The drawback is if there are one or two cars parked in that area there is no space to be had. If, of the three spaces at the entrance, one or two were designated for the handicapped and the other for discharging people, both types could be accommodated. To avoid public criticism, it would behoove the Library to have such space.

The doors had not been opening easily but that has been adjusted, although the carpet needs to be cut down to improve the situation.

Rabbi Weiner suggested putting a sign on the west side for use by the handicapped. The wheel chair could be brought around the building with ease. The sign in the front could announce "Handicapped parking at the west side of the Library". Other suggestions were: (1) narrowing of the sidewalks past the entrance to accommodate another car or two at the side of the building; (2)

contacting Mr. Schrapla to erect a sign and ask him for suggestions; (3) the entrance door possibly being wired to alert the Circulation desk personnel to open the door remotely. This should be listed on the agenda for the June meeting because it is a vital thing and imperative that something be done. The Library has adequate washroom facilities for the handicapped.

Regarding the addition to the Village Hall, Mr. Flintrup spoke of the Library's cooperation with the Village regarding the establishment of the Village Green and without the Library the Village would not be where it is. The parking at the rear should be blocked so it would not be used as a parking lot for the residents of the apartments on Galitz. A certain portion should be reserved for library use. Library parking is bad and Library employees have no place to park. Let's put the Village on notice we are displeased with the way this parking is arranged and feel the Library is not being considered. He thinks Rabbi Weiner should write a letter stating the Library would like to see more parking available specifically for this building's use.

Miss Radmacher called Mr. Matzer immediately after the March Board meeting and told him this Board wanted to meet with the Village Board. Mr. Mulumby and the Village's architect are gathering statistics to determine parking needs. At the April Board meeting the Board approved sending to Mr. Matzer that portion of the minutes on parking. This was done and at the same time Skokie Public Library thanked Mr. Matzer for letting this Board give some input on parking capacity. No reply has been received. Mr. Flintrup feels the Library should be very explicit with the elected officials regarding the parking on Galitz. Each elected official should be handed a letter containing statistics on the small amount of parking available and that it should not be used by the apartments on Galitz. The Village Hall reserves a percentage of space for its employees and if the Library does not state its case no consideration will be given to it.

Mr. Elliott Balter called Mr. Flintrup expressing his concern that there is no provision in the Village budgeting for his piece of sculpture and Fine Arts Commission has made no plans toward it. He feels a year will have gone by and nothing accomplished. Mr. Matzer yesterday confirmed this to Mr. Flintrup. Fine Arts has made no provision to finance this sculpture and Mr. Balter is concerned and disturbed that Fine Arts has taken no action. The Library has made application to the Illinois Arts Council but no reply has been received. Skokie Public Library's chances of getting the piece of sculpture hinge upon receiving the grant from Illinois Arts Council. The Library is in a bind because of the additional \$3500 needed. Fine Arts Commission informed Rabbi Weiner they are not going to do anything. Mr. Flintrup explained to Mr. Balter the Library contribution would be the \$3500 grant, if received, and any additional funds would have to come from public solicitation or Village funds. He does not want to mislead Mr. Balter that \$3500 would be supplied from Library funds. Mr. Flintrup will call Mr. Balter and explain what he had heard from the Village and reinforce what he has already said to him.

Reporting on the North Suburban Library System Board meeting, Mr. Flintrup said an interesting item was the fact that Lincolnwood applied for membership in the System, was accepted and is now a member of the System. At that particular time Lincolnwood stated it was concerned with acquisition of property in the Village for a permanent home for the Library. The piece of property presently owned by Pier 1 is in the throes of going through rezoning for purchase by McDonald's. The Village has not acceded to the changes of the zoning from commercial. Statements were made the Lincolnwood Library would condemn and acquire. Prior to condemnation, it is necessary to have the money for acquisition. Otherwise you cannot condemn. Later Mr. Flintrup learned Lincolnwood is thinking of having some kind of a lease-purchase arrangement with an annual payment of \$50,000. That money would come out of the next year's budget and money for the staff, etc. would be reduced. Plans are not finalized.

The contract between the System and CLSI was finalized. Mr. McClarren reported a loan arrangement had been negotiated with the Bank of Winnetka for \$200,000 at 4-1/4 o/o interest. The \$200,000 is almost totally committed. Lincolnwood and 4 or 5 other libraries are putting in the computer system. NSLS has a commitment from Winnetka for 4-1/4 o/o interest but for the \$200,000 only. Rates of 5 o/o and 5.1 o/o were quoted by Skokie and Northern Trust to apply for the year.

There was conversation about problems of libraries throughout the system. Mr. Flintrup commented this Library seems to be going along well and it is a tribute to Miss Radmacher and the present Board for how well the Library is conducted. It shows continued interest in the Library.

Mrs. Hunter made the following motion which was seconded by Mrs. Zatz and, on roll call vote, carried unanimously.

Motion: To reappoint Walter Flintrup as the Skokie Public Library representative to the North Suburban Library System Board.

Rabbi Weiner complimented Mr. Flintrup on the excellent job he has done.

Mr. Bud Hohns informed Miss Radmacher the lighting fixtures on the Green are to be removed. They were erected as a sample lighting. Some lighting is needed on the Green and the staff complain it is dark at the southeast end of the Library lot. Miss Radmacher inquired about the Library purchasing those lights to have one erected on its property. Mr. Hohns will talk with Mr. Matzer and give her a reply. No reply has been received. The Library has no jurisdiction over the Village Green. Her recommendation is if those poles become available one might be purchased for setting up at the southeast area of the Library's lot. What the Village plans for replacement is not known. The importance of lighting was mentioned. Also, if the Village is in the advanced stage of the building program some lighting must be used and the best thing would be to call the Engineering Department and perhaps the Library can get the same type of lighting the Village will use. The Board agreed that if the Library can

get the lights do so and, if that cannot be done, get something complimentary to this building. Question was asked if the Village has anticipated lighting, would Miss Radmacher want to go along or would she want to go along with a good light? The reply was she would want lights compatible with those on the west side. Recommendation was made that both parking and lighting should be discussed with the Village Board.

Miss Radmacher was asked to get information regarding choice of security systems by some libraries. She called Northwestern University and, although she did not talk with John McGowan, was informed Tattle Tape was installed in the Science and Engineering Library and this was their choice for the Core Library. Tattle Tape was selected because they felt it was the least likely to be detectable and caused the least damage to the books. They did not have Checkpoint.

Elmhurst College Library installed Tattle Tape and when their librarian, Mel George, went to Northeastern he put it in there. He was familiar with Checkpoint from Rosary and said its performance was not what it should be. Checkpoint System needs a card as a detuner. Card put in the pocket of the book to deactivate the books is the biggest problem, because of the ease with which the system can be beat. He felt their use of Tattle Tape has been very successful and the down time has been of no more duration than 1/2 day at a time. That library was closed for two days to install the targets. There was a problem created by the National Notebook Company when its three-ring notebook triggered some times. This was corrected. Their mutilation rate has gone up since installation.

Mr. Pete Bury of Glenview Public Library reported they investigated Sentronic along with Knogo, Tattle Tape, Gaylord Magnavox and Checkpoint. Glenview eliminated Checkpoint immediately for two reasons: the easiest system to beat and necessitates a pocket in the book. He thinks probably that library will

go with Knogo or Tattle Tape. They liked Gaylord for a variety of reasons but there were no opportunities to see it. He mentioned the security of the company and that Magnavox is in business to stay and 3M also.

Evanston Public Library felt that Checkpoint was the one they could not "live" with because of the detuning card. They had eliminated their first system because of that principle. They have had very good service from Knogo and were given a good price. Alarms have not been a problem.

Chicago Circle Campus uses Tattle Tape. They considered Checkpoint and Tattle Tape. Mr. William Ernst was in charge of Circle Campus Library when Tattle Tape was installed. He and his staff felt it preferable because it is more difficult to fool. Being locked into using the pocket is something they did not like and he felt Checkpoint did not provide security.

Miss Radmacher heard semi-officially that Niles North High School has problems with students taking the cards with their Checkpoint system.

Mr. Flintrup said, as representative to the System, it is his guess eight out of ten are using Knogo. Mrs. Hunter thought Knogo was selected because it is cheaper, but everyone likes Tattle Tape.

Mrs. Zatz read a recap from AMERICAN LIBRARIES about security systems and Sentronic is mentioned.

The Board has been discussing this subject so long but there has been no opportunity of observing various installations. Now the Board would know what to look for and Rabbi Weiner suggested waiting one month or so until July to see the systems again at the ALA Conference. Mrs. Merritt asked to have a recap prepared with two columns, one of pluses and one of minuses for each system. Rabbi Weiner wondered if it is possible to locate some libraries that have Sentronic installed and get their opinion. Miss Radmacher asked if the Board would like to have a presentation of the Sentronic at the June Board meeting but no response was made.

Under Unemployment Compensation insurance, this Library chose the Reimbursement Program.

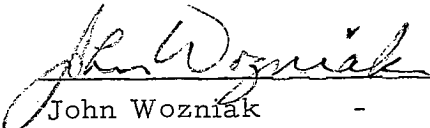
The broken window has not been replaced.

The following were distributed to the Board: May Calendar of Events; list of Exhibits, "Aspects of the Japanese," copy of program; Skokie Great Books Newsletter, May, 1978; copies of seven press releases; Selected List of Books About the Holocaust in the Young People and Children's Department; bookmark "The Holocaust - Personal Perspectives;" newspaper clipping "Age a Sore Subject for Many Library Users;" notice of Illinois Public Library Trustees Workshop, May 19 - 20, 1978, Urbana, Illinois; announcement of Legislation Day, Springfield, Illinois, Wednesday, May 24, 1978; and announcement of ALA Annual Conference, Chicago, June 25 - July, 1978.

Miss Radmacher informed the Board she will make reservations for any sessions or programs at ALA Conference Board members wish to attend.

Miss Radmacher asked if CLSI should be put back on the agenda for the Board's further consideration. Mr. Flintrup thinks if this Library is going into security, computerized circulation service should be considered. Information from CLSI is that phase 2 is almost operational and will be in place the end of July. Phase 2 gives additional options for the use of the equipment - more use for the same computer. He thinks this Library should seriously be giving consideration to it. Present prices are available for a year and then they will go up.

Meeting adjourned at 10:45 p. m. on motion by Mr. Flintrup seconded by Mrs. Zatz.


John Wozniak - Secretary