

May 6, 1981

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held Wednesday, May 6, 1981.

CALL TO ORDER

The meeting was called to order at 6:30 p.m., following dinner. Mrs. Diana Hunter, President, noted that a quorum was present and officially welcomed Mrs. Eva Weiner to the Board of Trustees.

Members present: Mrs. Diana Hunter, President; Mr. Richard Lindberg, Vice President; Dr. John Wozniak, Secretary; Mr. Walter Flintrup; Mrs. Shirley Merritt; Mrs. Eva Weiner; Mrs. Norma Zatz; and Miss Mary Radmacher, Chief Librarian.

APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 8, 1981

Mrs. Zatz made a motion, seconded by Dr. Wozniak to approve the minutes of the meeting of April 8, 1981, as written. The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

Because the Board meeting was held a week earlier and the bank statement had not been received the financial statements were the reports which had been approved at the April Board meeting. The lists of bills were current, and Mrs. Zatz made the following motion, seconded by Mr. Flintrup:

MOTION: That the list of bills for the General Operating Fund in the amount of \$28,284.60, and the second list of bills in the amount of \$16,668.81; plus the bills from the Reserve Fund for the Purchase of Sites & Buildings in the amount of \$275.00, and the bills for the North Suburban Library System Coordinated Acquisitions Program on Literature (CAP) in the amount of \$769.33, be approved for payment, subject to audit.

The motion passed unanimously.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

The Circulation Reports were duly noted and placed on file.

Mrs. Hunter asked that the Library Use Statistics be set aside to be looked at later in the meeting.

CORRESPONDENCE

The trustees read the letter from Mrs. Nina Reitz regarding her concern with the dangers for small children at the Library with the glass gates and glass display cases.

The trustees decided that Miss Radmacher should write a letter to Mrs. Reitz explaining that the glass is shatter-proof, but that the Library is contacting our architect to apprise him of Mrs. Reitz' concerns, and ask him what he would suggest to alleviate the situation.

PERSONNEL

Miss Radmacher reported on the appointments of Cristina Drost (part time) and Kathleen Brachmann (full time) to the Young People and Children's Department.

COMMENTS FROM TRUSTEES

Mr. Lindberg commented that he is appalled at the way the gates on the security system look and he would like to see something done to dress them up. Mrs. Hunter suggested we talk to the designer and ask him to come out and take a look at the installation. Miss Radmacher will contact the architect to tell him of everyone's dissatisfaction with the looks of the gates and find out what can be done about it.

Mr. Lindberg explained to the trustees how the sidewalk was built and expressed his concern that it will cost a great deal to reconstruct the sidewalk. Miss Radmacher will inform Mr. Lindberg when Mr. Schiewe comes out to look at the sidewalk so that Mr. Lindberg can meet with him.

Mrs. Merritt commented that she is very impressed with the sculpture exhibit and thinks it is beautiful.

Mrs. Merritt said that it has come to her attention that a group of school librarians in Niles Township who were discussing communication with public libraries had commented that the Skokie Public Library was one of the least cooperative. Mrs. Hunter said we should find out what the problems are and try to build a better relationship with the school librarians.

Dr. Wozniak commented on how beautiful the Village Green looks and would like to have the Board send a letter of commendation to the Village. Miss Radmacher and Mrs. Hunter will send a letter to the Village telling them how pleased the Library is with the Village Green.

Mrs. Weiner said that she thinks it is very dangerous for the children on bikes and the motorists when the children on the bikes ride around the parking lot. She would like the Village and the Village Traffic Department to be notified of the situation. Miss Radmacher will write a letter to the Village about this.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported that NSLS is in a dire financial shape. The administration is now in the process of evaluating a budget for next year. Some major cuts will have to be taken and \$90,000 plus will be removed from savings in order to maintain the System.

Mr. Flintrup asked Miss Radmacher to check information regarding DataPhase light pens. Miss Radmacher will find out about it.

Mr. Flintrup said that a representative from the Evanston Public Library reported at the System's meeting about the Evanston Public Library's Author's Day. The program was for authors who have published to exchange ideas and thoughts and it was a very creative and successful program. He recommended this program for other communities.

Mr. Flintrup reported that the new policy for NSLS is that the Library board representatives will serve two-year terms instead of the one-year term. The maximum number of years that a representative may serve is six, which is the same as it has been.

Mrs. Hunter again thanked Mr. Flintrup for his efforts and the fine job he has done as our representative. Miss Radmacher also thanked him and recognized his six years of service.

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

MOTION: That Mrs. Eva Weiner be the new representative of the Skokie Public Library Board of Trustees to the North Suburban Library System.

The roll was called and the motion passed unanimously.

Mr. Flintrup said that the seating of a new representative will take place in the Fall and in order for Mrs. Weiner to get acquainted with the System he will take her to a couple of meetings.

BUDGET

A copy of the budget approved at the April meeting was distributed showing the increase adopted for books and periodicals which was the only change. (COPY ATTACHED.)

Miss Radmacher said she will try to have salary scale information ready for the Board's next meeting.

REVENUE SHARING REQUEST REPORT

Mrs. Hunter said that the Library is requesting \$25,000 in revenue sharing funds from the Village of Skokie for purchase of books for the Bookmobile. Miss Radmacher will attend the Village Board meeting next Monday night to present the request. Miss Radmacher will also go to the Niles Township Administration meeting that same night to present the Library's request for \$20,000 in revenue sharing funds for a grand piano for the Library.

SKOKIE PUBLIC LIBRARY

BUDGET

For the Fiscal Year May 1, 1982 - April 30, 1983

As Adopted April 8, 1981

Personal Services

Salaries	\$1,299,342
Professional Services	5,000

Contractual Services

Binding	16,000
Services to Maintain Equipment	13,000
Services to Maintain Buildings and Grounds including monitoring & maintenance service contract	120,000
Insurance	52,800
Utilities	59,000
Conference Expense and Membership Fees	19,000
Services to Maintain Automotive Equipment	4,000
Postage	12,000
Printing and Publicity	10,000
Data Processing	35,000
Audit Expense	1,500
Reception and Entertainment	5,000
Rental of Equipment and Material	14,000

Commodities

Books	204,000
Periodicals	36,000
Audio Visual	
Recordings, Discs	7,200
Films	8,500
Microforms	12,000
Cassettes, Video & Audio	8,000
Art Prints	3,300
Library Supplies	52,000
Janitorial Supplies	12,000
Office Expense and Transportation	5,000

Other Charges

Contingency	22,000
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Capital Outlay

Furniture and Equipment	30,000
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T O T A L \$2,065,642

BOOKMOBILE

The telegram from the Gerstenslager Company was duly noted. Mr. Lindberg said he feels that a number of questions are still unanswered regarding the condition of the Bookmobile motor. Mrs. Merritt suggested that we have Mr. Lyon, our attorney contact the Gerstenslager Company and it was decided that if we don't hear within a week from them as to their decision regarding the extension of the warranty, our next step will be to have Mr. Lyon contact them.

BUILDING

The Johnson Controls contract was duly noted. Mrs. Zatz made the following motion, seconded by Dr. Wozniak:

MOTION: That the Johnson Controls Contract re Custom Programmed Maintenance, effective May 1, 1981 be approved.

The motion passed unanimously.

Miss Radmacher reported that the elevator specifications will be ready next Monday, and the legal ad has been sent to the papers.

AUTOMATED CIRCULATION CONTROL SYSTEM

Mrs. Hunter reported on the meeting held April 30 with Deerfield and Morton Grove Public Library representatives regarding the automated circulation control systems. Mr. Joseph Matthews, consultant and Ned Griffin, attorney, were also in attendance at that meeting. Mrs. Hunter reported on the discussion to work out a fair formula among the three libraries for paying the consultant and the attorney, and it was decided that each library will pay an equal share, one-third.

Miss Radmacher showed the trustees a copy of an agreement that Mr. Matthews has made with other cluster groups as a model of the type of arrangement to use for this cluster.

The contract will also cover the question of another library joining

this cluster at a later date - even six months from now. Mr. Matthews will address this question. Mr. Griffin, the attorney, will also submit a letter of agreement to the group.

CHANGING TIME OF BOARD MEETING

The discussion on changing the time of the board meetings was tabled for discussion at the Annual Meeting to be held following the regular meeting.

UPDATE ON SENATE BILL 164 AND HOUSE BILL 462

A copy of information regarding the status of the bills was distributed to each trustee.

RECEPTION FOR FEL-PRO

The reception for the Fel-Pro exhibit will be held October 25th. Party Makers needs to know the time of the reception. The trustees decided the reception will be held from 2:00 to 4:00 p.m.

RECOMMEND PURCHASE OF A MINI-COMPUTER FOR YOUNG PEOPLE & CHILDREN'S DEPARTMENT

Miss Radmacher reported that after hearing the discussion and presentation at the University of Illinois Data Processing Clinic she would like to see the mini-computers made available in our Young People & Children's Department for educational and recreational use, and recommended the purchase of one at approximately \$1,000.00. Mrs. Merritt commented that she feels the Children's Department should be jazzed up. The following motion was made by Mr. Flintrup, seconded by Dr. Wozniak:

MOTION: The Board of Trustees authorizes the expenditure of no more than \$1,200 to buy some mini-computer equipment for the Young People's & Children's Department.

The roll was called: Mr. Lindberg-No; Mrs. Merritt-Yes; Mr. Flintrup-Yes; Mrs. Zatz-Yes; Mrs. Weiner-No; Dr. Wozniak-Yes.

The motion was carried.

There was a discussion as to the type of mini-computer equipment that we should buy and it was decided to look into a number of different pieces of equipment. Mrs. Merritt made the following motion, seconded by Mr. Lindberg:

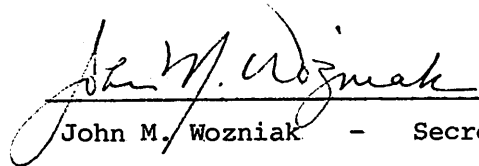
MOTION: The trustees will solicit the advice of a knowledgeable person in the purchase of a piece of mini-computer equipment.

The roll was called and the motion passed unanimously.

Mrs. Hunter appointed a committee to look into the purchase of the mini-computer equipment. The committee consists of Mrs. Merritt, Mrs. Weiner and Dr. Wozniak.

ADJOURNMENT

The meeting adjourned at 8:45 p.m. at which time the Annual Meeting began.


John M. Wozniak - Secretary