

June 11, 1980

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held Wednesday, June 11, 1980.

In the absence of Rabbi Weiner, Dr. Wozniak noted that a quorum was present.

CALL TO ORDER

Dr. John Wozniak called the meeting to order at 7:35 p.m. Mrs. Hunter then chaired the meeting upon her arrival later.

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

Member absent: Rabbi Karl Weiner, President.

Mrs. Hunter reported that Rabbi Weiner had to go back into the hospital for more tests.

APPROVAL OF MINUTES

Mrs. Zatz requested that the following sentence on page 3 of the May 14, 1980 minutes be corrected as follows:

"Following a discussion with the Board and Mr. Schiewe at which time the Board voiced its dissatisfaction with the report and recommendations of the roof consultant last year..."

Mrs. Zatz also requested that on page 5, under Comments, the wording be changed to read - "...picture of the Swans on the correspondence notes..."

Mrs. Merritt requested that under the list of items of concern on page 1 the following be added:

"PARKING - Already committed for paving and must be included."

Mr. Flintrup made a motion, seconded by Mrs. Zatz to approve the minutes of the meeting of May 14, 1980 as amended. The motion was approved unanimously.

FINANCIAL STATEMENTS

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

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites & Buildings, the Year to Date Status on Lease-Purchase of Copying Machines, and the reports on the Fine Arts Acquisition Fund and the Selma Regan Petty Memorial Fund be accepted, and that the lists of bills for the General Operating Fund in the amounts of \$26,004.84 and \$7,598.03, and the list of bills for the North Suburban Library System Coordinated Acquisitions Program on Literature in the amount of \$186.15, and the bill from the Reserve Fund for the Purchase of Sites & Buildings in the amount of \$15,000.00 be approved for payment, subject to audit.

The motion was approved unanimously.

CIRCULATION REPORTS

Mrs. Hunter asked about the circulation of video cassettes, and Miss Radmacher said that there is a good demand for them. Mr. Flintrup spoke about the NSLS plan to hopefully supply the Betamax to the libraries for borrowers to be able to take out. He will find out what the status of that plan is. A motion was made by Dr. Wozniak, seconded by Mr. Flintrup, to place the Circulation Reports on file, and passed unanimously.

UPDATE OF CORPORATE RESOLUTION AUTHORIZING FACSIMILE SIGNATURES FOR THE CHECKING ACCOUNTS

Forms were completed.

RETROACTIVE IMRF PARTICIPATION FOR SKOKIE PUBLIC LIBRARY EMPLOYEES

Miss Radmacher explained to the Board that some of the Library employees have not been participating in the Illinois Municipal Retirement Fund (IMRF). This is an error on the Library's part. She said the determining factor for contributing to the pension plan is if an employees position requires 600 working hours a year.

The employee would have whatever money he has contributed refunded to him if he would leave his position before he became vested. The Village of Skokie as the governing body contributes the employer's share to the fund.

The Board wants Mr. Lyon to look into retroactive payments by employees, the Library's and the Village's responsibilities.

Motion to adopt the following resolution, subject to the approval of the attorney, was made by Mr. Flintrup, seconded by Dr. Wozniak:

MOTION: WHEREAS, the earnings of nine (9) members of the Skokie Public Library staff were not reported to the Illinois Municipal Retirement Fund (IMRF)

RESOLVED, that it is the finding of this Board of Directors of the Skokie Public Library that these eligible employees filled positions normally requiring performance of duty for 600 or more hours per year and employees for whom the IMRF forms 6.05 have been filed with the Village of Skokie Personnel Department, are currently employed by the Skokie Public Library and contributing to the IMRF:

FURTHER RESOLVED, that the Village of Skokie, authorized agent, is hereby authorized and directed to file all appropriate and pertinent forms and documents with the IMRF in this regard.

Dr. Wozniak called the roll, and the motion passed unanimously.

LIBRARY USE STATISTICS

The Library Use Statistics were noted and placed on file.

TRANSFER OF \$20,000 FROM SALARIES TO DATA-PROCESSING IN THE 1980/81 FISCAL YEAR

Miss Radmacher recommended transferring \$20,000 from salaries to Data-Processing and explained that a salary and a half is being saved in Technical Services Department due to the OCLC. The transfer of the \$20,000 would be a transfer from one line item to another line item within the Operating Fund.

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

MOTION: The Board of Trustees approves the transfer of \$20,000 from Salaries to Data-Processing in the 1980/81 Fiscal Budget.

The roll call was taken by Dr. Wozniak, and the motion passed unanimously.

RESERVE FUND FOR THE PURCHASE OF SITES & BUILDINGS

Miss Radmacher said that a statement is needed from the Board which specifies the uses of the money in the Reserve Fund. Mrs. Zatz made the following motion, seconded by Mr. Flintrup:

MOTION: The Reserve Fund money is to be used for the purchase of the Library Security System; repair of the sidewalks, and the roof; renovation within the Library building when the Village Planning Department vacates area it currently occupies, and all problems that may arise from these priorities.

After a discussion regarding the transfer of \$79,000 (balance in the 1979/80 Operating Budget) to the Reserve Fund for the Purchase of Sites & Buildings, the following motion was made by Dr. Wozniak, seconded by Mrs. Zatz:

MOTION: The Board of Trustees approves the transfer of \$79,000 balance in the 1979/80 Operating Budget to the Reserve Fund for the Purchase of Sites & Buildings.

The roll was called by Dr. Wozniak and the motion passed unanimously.

GIFTS

The trustees thanked Mrs. Zatz for the \$10.00 contribution Mr. & Mrs. Zatz made to the Art Fund.

Miss Radmacher said Gary Newhouse endorsed a check he received from Virginia Snyder over to the Art Fund.

The gift from Mr. & Mrs. David Afton was duly noted.

CORRESPONDENCE

Mrs. Hunter explained the letter from the Office of the County Clerk, Cook County, Illinois regarding changes in local elections. She said local elections will be held on one date, once a year, in order to consolidate elections and reduce the costs of holding elections.

The letter Mrs. Hunter sent to Messrs. David Olan Meeker, Jr. and Randall Vosbeck regarding retrofitting and the thank you letter from Patricia Handzel of the Human Relations Commission, were duly noted.

PERSONNEL

Miss Radmacher announced the appointments of Kerri Erickson and Mindi Custer, the re-appointment of Hal Dickens, and the resignations of Helen Maynard and Judith Franzke.

COMMENTS

Mrs. Merritt commented that she went to one of the Library movies for the first time in a long time and found the sound horrendous and the senior citizens were talking constantly. She would like to see better monitoring at the movies and Miss Radmacher said she will look into it.

Mrs. Zatz reported on the cable TV meeting she attended. She said Morton Grove has already signed with a company and the Morton Grove Library trustees are up in arms because they were not consulted. Mrs. Zatz said that the suggestion has been made that library trustees could form an inter-village committee to provide input for library needs with cable TV.

Mr. Flintrup suggested that the North West Municipal Conference be approached to see if a committee could be formed and he will take this recommendation to the North Suburban Library System.

Mr. Lindberg asked about what had happened to the plan to have a log cabin put up at the back of the Village Green. That plan was turned down and at present the Village is working on a plan for landscaping the Green.

Mr. Lindberg asked the Board to reconsider the motion passed at the last meeting authorizing soil testing. Miss Radmacher said she had called Mr. Klein per the Board's action May 14th, and he was to contact Soil Testing Services to get the work done as soon as possible. Mr. Lindberg maintains the walk is basically sound, and Mr. Flintrup remarked that the sidewalk can be repaired for a lot less than taking in a consultant.

After a discussion, the following motion was made by Mr. Flintrup, seconded by Mr. Lindberg:

MOTION; That the Board of Trustees rescinds the motion made at the Board meeting on May 14, 1980 accepting Mr. Klein's recommendation to do soil testing.

Dr. Wozniak called the roll. The vote was: 3 yes, 1 no, 1 abstention.

The motion was approved.

Miss Radmacher was instructed to advise Mr. Klein of this action.

It was decided that a special meeting will be held at which time the subject of the sidewalk will be discussed. Mr. Lindberg will check out elevations before the meeting.

Dr. Wozniak commented on the exhibit at the Circulation Desk which he commended.

Mrs. Hunter commented that she wants to throw out the idea to the Board for its consideration to rent the house that is standing vacant. She said that this is rentable property and would like to see it used. She suggested that it be offered to a Library employee to rent and would like Miss Radmacher to think about this.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup announced that the new officers of the NSLS Board are: Mr. Richard Frisbie, President; Mr. Lewis Gordon, Vice President; Mrs. Madeleine Grant, Secretary; and Mr. Walter Flintrup, Treasurer. He said that the new budget was submitted with the following proposals: to change auditors at the end of the fiscal year; to bill the libraries involved with the computer for their share of the electrical bills generated by the air conditioning that had to be installed to accommodate the computer and which has to be kept running all year long; and consideration of a possible merger of the Metropolitan Periodical Bank and the system's Central Serials Service to consolidate periodicals and lower the costs. He said there was considerable conversation as to whether CAP should stay in existence or be terminated.

Mr. Flintrup also spoke about his feelings regarding reciprocal borrowing and said he wanted to apprise the Board as to where he stands.

REVENUE SHARING REPORT

Dr. Wozniak reported that Rabbi Weiner, Mrs. Hunter and he attended the Village meeting on May 19, 1980 and came out with \$53,000.00 for the Bookmobile. Mrs. Zatz thanked our committee on behalf of the Board for a job well done.

Dr. Wozniak also reported that the Township revenue sharing amount for the Bookmobile is \$24,000.00.

EXPANSION INTO FORMER TECHNICAL SERVICES DEPARTMENT AREA

Mr. Flintrup suggested that we look into the possibility of the Village being receptive to giving revenue sharing funds for the renovation of the Technical Services Department area. It was decided to postpone discussion on the area for the special meeting.

REPORT ON BOOK DETECTION SECURITY SYSTEM PROGRESS

Miss Radmacher reported that only one bid was received from the legal ad for bids for the railing in conjunction with the security system. This bid was from Frank H. Stowell & Sons (copy of bid attached hereto). After looking over the bid, Dr. Wozniak made the following motion, seconded by Mr. Lindberg:

MOTION; The Board of Trustees accepts Frank H. Stowell & Sons' base bid for \$6,682.00 which includes the glass and glazing for the railing for the Security System.

Dr. Wozniak called the roll and the motion passed unanimously.

So far the Library has been unable to locate an agency to provide people to put the strips in the books. Mr. Flintrup suggested that the Cook County Manpower for Disabled CETA be called and Dr. Wozniak said he would call Mr. Joseph P. Monaghan.

BID FORM

SUBMITTED BY: Frank H. Stowell & Sons, Inc.

DATE: June 4, 1980

The Skokie Public Library
5215 Oakton Street
Skokie, Illinois 60076

Re: Book Detection and Railing Addition to The Skokie Public Library, Skokie, Illinois

The Undersigned, having carefully examined all conditions affecting the Work, hereby proposes to furnish all labor, materials, supplies, equipment, tools and facilities and to render all services and perform all operations necessary to entirely complete all of the CONSTRUCTION WORK in connection with the Book Detection and Railing Addition to The Skokie Public Library in Skokie, Illinois, all in accordance with the Contract Documents prepared by Hammond Beeby and Babka, Incorporated, Architects, INCLUDING ADDENDA NOS. None, for the Base Bid and selected Alternates stipulated below:

A. BID NO. 1 - BASE BID:

For all Construction Work in accordance with the Contract Documents, for the Stipulated Lump Sum of. COMPLETE \$6,682.00

B. ALTERNATIVES

1. State the amount to be deducted from the Base Bid if the glass and glazing are omitted from the gate and railing.
DEDUCT \$965.00

C. ELECTRICAL QUALIFICATIONS:

The above bid (Item A) includes the sum of \$1,200.00 for wiring the book detector unit only with a single circuit. The service is to be brought from nearest panel; above ceiling to column; down column in the calked joint, if joint is large enough to receive conduit, otherwise, exposed wire mold will be required; and chased into floor slab from column to detector equipment where junction box will be supplied for final connection by others. Nothing is included for outlet at circulation desk.

FRANK H. STOWELL & SONS, INC.

Sam W. Stowell, Jr.
By: Sam W. Stowell, Jr.
Vice President

JOHNSON CONTROLS

Miss Radmacher explained the Maintenance Contract Data form prepared by Mr. Schiewe. She said Mr. Schiewe recommended that Option #3 be accepted. Dr. Wozniak made the following motion, seconded by Mr. Flintrup:

MOTION: The Board of Trustees accepts the Johnson Controls Service Contract for \$18,888.00 for 1980 on the same basis as the present contract.

Dr. Wozniak called the roll and the motion passed unanimously.

BOOKMOBILE

Miss Radmacher reported that she talked to Mr. Allan Butts, the Gerstenslager Bookmobile representative in the Midwest, and he would be available to meet with the Board at any time.

SPECIAL MEETING

A special meeting was called for Wednesday, June 18, 1980, at 1:00 p.m. Mr. Butts will be invited to attend.

Also to be discussed at the special meeting will be the sidewalk repairs and what is to be done with the former Technical Services area.

REPORT ON PARTY FOR "THE NEIGHBORS"

Miss Radmacher reported that the party for the people in the Village Center was a great success. She thanked Dr. Wozniak and Mrs. Hunter for attending and said that Rabbi Weiner was also in attendance. The guests also enjoyed the film "The Remembering Eye."

LETTERHEAD

Samples of the different letterhead submitted by William Sample were shown. It was decided that Miss Radmacher will discuss this with Rabbi Weiner and decide on the letterhead.

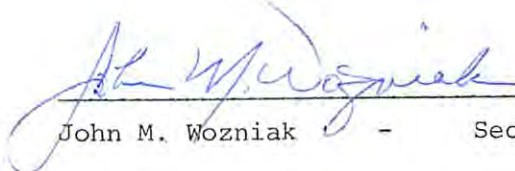
Mrs. Zatz asked that the note cards with the "Swans" be made up and sold by the Library. Miss Radmacher will get costs on this and it was suggested they be packaged 8 or 10 and wrapped in cellophane.

ALA CONFERENCE

Mrs. Merritt said she has not received her room reservation confirmation and Miss Radmacher will look into it. Miss Radmacher will also confirm reservations for the Gala for Mrs. Zatz and Mr. Lindberg.

ADJOURNMENT

The meeting was adjourned at 10:40 p.m.


John M. Wozniak - Secretary