

May 8, 1974

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held May 8, 1974, at 7:30 p.m., in the Library.

Members present: Diana Hunter, Richard Telingator, John Wozniak and Rabbi Karl Weiner, Miss Mary Radmacher, Chief Librarian.

Also present: Charles Hug, attorney.

Rabbi Weiner presided.

Minutes of the meeting held April 10, 1974 were accepted and approved on motion by Dr. Woznia, seconded by Dr. Telingator. Motion carried.

Motion by Dr. Wozniak, seconded by Dr. Telingator 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, Library Construction Fund and North Suburban Library System Coordinated Acquisitions Program on Literature be accepted and the lists of bills for the General Operating Fund in the amounts of \$19,793.03 and \$16,031.32 and the Library Construction Fund in the amount of \$870 be approved for payment.

Circulation Report for the month of April 1974 and Statistics on Reciprocal Borrowing Program were examined and ordered placed on file.

Annual Reports for the General Operating Fund, Reserve Fund for the Purchase of Sites and Buildings, General Operating Fund Annual Investment Report, Reserve Fund Annual Investment Report and Circulation Report were accepted on motion by Dr. Wozniak, seconded by Dr. Telingator. Motion carried.

Copies of the Library Use Statistics prepared by Adult Services Department and Young People's and Children's Departments were distributed.

In discussion concerning the annual reports Rabbi Weiner mentioned the Library is approaching the end of the building problems and at this time should consider more extensively electronic audio visual equipment.

Miss Radmacher gave a report on National Library Week activities. The program was planned and presented by Young People's and Children's Department

Staff on the theme of Immigrants. All fourth grade students in Skokie were invited to attend. Also during the week a film showing was held for the Young Adults and refreshments followed. The high school participated in this program with the Library.

Mrs. Hunter reported on the Legislative Day trip to Springfield which she attended with Miss Radmacher. The System asked for an analysis of the day and she will reply by letter.

At the last System Board meeting she attended, Mrs. Hunter asked that the Skokie Public Library Board be apprised of legislation which will be coming up in Springfield so this Board can lend its support to it. Her concern was because funds have been cut for many projects, including libraries for prisons, programs for the blind and other educational programs which are very necessary.

Mrs. Hunter mentioned when attending a forum on Intergovernmental Affairs she heard discussion concerning a particular survey done in Arlington Heights in which the Village, Park District and Library consolidated and shared the cost. She suggested Miss Radmacher talk with the Arlington Heights Librarian and see how that study was done.

Miss Radmacher announced receipt of two gifts during the month: \$4.00 from Mrs. Verna Beaver and \$25.00 from the Civic Women's Club of Skokie.

Rabbi Weiner read a letter of resignation received from Board member and Vice President Howard Hummer, copy of which is attached hereto. Mrs. Hunter made the following motion which was seconded by Dr. Wozniak and, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board of Directors accept with regret the resignation of Howard V. Hummer from the Board.

In discussion concerning suitable testimonial for his service it was decided to prepare a scroll and have it framed for presentation to Mr. Hummer at a testimonial brunch to be held at the Library in June. Mrs. Hunter and Miss Radmacher will

be the committee to work out arrangements.

The Board requested an immediate news release announcing Mr. Hummer's resignation, suggesting a statement be added that the Board would entertain applications for new members. The consensus was to actively look around the community and have a small lapse of time to attract people who might be interested in serving. President Weiner informed the members by the next meeting the Board should act as a Nominating Committee and, in the meantime, consideration should be given to possible nominees.

Miss Radmacher presented the recommendations for the budget for the fiscal year 1975-76 in the total amount of \$1,043,500.00. After discussion the following motion was made by Mrs. Hunter, seconded by Dr. Wozniak, which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board accept the budget for the General Operating Fund for the 1975-76 Fiscal Year, in the amount of \$1,043,500.00 as presented.

Miss Radmacher reported the Fine Arts Commission has asked the Library to consider purchasing a piano, cost of which would be shared equally by the Fine Arts Commission and the Library. The estimated cost for a suitable piano has been mentioned at from \$1,500 to \$3,000. The opinion was expressed that shared-ownership could ultimately become a problem. The Board requested the Librarian to have some reputable company examine the room and advise what type of piano should be used and the cost of it. Companies suggested were: Chicago Instrument Company, Lincolnwood; Skokie Music Company, Lincoln Avenue, Skokie; and Lyon and Healy, Chicago. It was suggested Mr. Einstein be told the Library is looking into the possibility of the kind of instrument needed, the cost, and possible purchase by the Library with the hope some donors can be found, and contributions will be welcome.

Mrs. Hunter informed the Board that Mrs. Verna Beaver has contacted her with the idea of forming a group to support the Library in securing a piano.

Mrs. Hunter mentioned that the Library should get involved in doing something for the Bi-Centennial Celebration and perhaps some firm might present a piano to the Library to honor the occasion.

In reporting on the NSLS, Mrs. Hunter referred to the Study on Minimum Wage Law and asked if the Library is complying. Miss Radmacher replied in the affirmative.

Mrs. Hunter was commended on her active term as the Skokie Public Library representative to the North Suburban Library System and her reappointment was discussed. The following motion was made by Dr. Wozniak, seconded by Dr. Telingator and, on roll call vote, carried unanimously.

Motion: That Diana Hunter be reappointed as the Skokie Public Library Board's representative to the North Suburban Library System Board.

Miss Radmacher reported publicity has been sent to the newspapers, posters printed and distributed for placement on the public building bulletin boards, advertising the Book Sale to be held Saturday, May 25. There has been an effort to get publicity into CHICAGO GUIDE and all publicity will be repeated the week end before the book sale. Suggestions were made to have bookmarks made up for pass out at Circulation Desk and to see if super markets would cooperate in having their cashiers drop one in each customer's bag of groceries. It was also suggested contacting Mr. Donald Perkins, Jewel Food Stores, at Melrose Park, to see if they will contribute paper bags and for permission to distribute the flyers. In the event additional workers are needed, the League of Women Voters and the High School Service Clubs should be contacted for volunteer workers. There should be some effort made to get news photographers here.

Copies of the Personnel Policies were distributed. Miss Radmacher mentioned receiving a resume from Barry Simon who is interested in personnel management. His degree which was received in 1970 is in Personnel Management/Industrial Relations. He does not have a Library degree. Mr. Simon called Miss Radmacher several weeks ago and expressed his interest in doing a survey of personnel, salaries,

benefits, etc. In addition, Miss Radmacher reported having contacted Mrs. Shirley Ellis who may be interested in conducting the same type of survey. The Board requested that Mrs. Ellis be asked to submit a full resume.

Mrs. Hunter recommended exploring the possibility of a joint effort with the Village and Park Board to conduct such a survey with a shared cost, such as Arlington Heights conducted.

Rabbi Weiner appointed Mrs. Hunter and Dr. Wozniak a small committee to investigate this and report back as to cost, etc.

Pursuing the subject of personnel policies, Miss Radmacher reported receiving a request for benefits to part-time employees recommended by the Department Heads. She asked the Board for its opinion as to whether she should wait until the survey is made before taking any action. A copy of the request and a copy of Miss Radmacher's recommendations were given to each member.

Rabbi Weiner read a letter received from a part-time professional employee concerning the matter of vacation, referring to what appeared to be an unfair situation. Miss Radmacher explained in this case the employment date was after the policy had been established that part-time employees would be considered hourly and not salaried. In discussion, the Board asked that a search be made to discover whether ALA has information on surveys that have been made on this subject. The necessity of having a category of hourly employees with no benefits because of the irregularity of some schedules was pointed out. Consensus was to make this point a part of the survey study and inform that particular employee the study is being conducted and the result will be made known.

Miss Radmacher reported receiving a written proposal from Mr. Brod of \$600 for the electric work that must be done for the bookmobile circuit. His original estimate of \$500 was approved by the Board at the April meeting. After discussion concerning the importance of the work the following motion was made by Dr. Telingator seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board accept the proposal of Brod Electric at the price of \$600 as quoted.

In reference to the building program, Miss Radmacher reported hearing from Mr. Hoglund who advised no progress has been made in getting the roofer to share the cost of fixing the leaks.

Mr. Hug reported that no progress has taken place concerning the arbitration proceedings but Corrigan has been trying to get the glazing contractor involved. This could be beneficial to the Library.

Miss Radmacher reported receiving a call from Mr. Brady reminding her that the Finance Director of the Village is the one who signs the checks with the President of this Board. He thought the Board would want to make formal approval of the new Finance Director as the Library Treasurer. If this is not obligatory, perhaps the Board might want to discuss it. After discussion Mr. Hug was instructed by Rabbi Weiner to investigate whether legally the Village Finance Director is the Treasurer of the Library or not and report back so action can be taken at the next Board meeting.

Miss Radmacher apprised the Board of the "Rutgers Survey" which was being conducted by most member libraries of the North Suburban Library System. The object is to get some meaningful measurement of use of public libraries by the people who come to the Library and what they are seeking. Miss Radmacher explained how the survey is being conducted and reported on the first day 1,497 people came through the front door, 566 people checked out 2,001 books. At one point of counting, there were 512 users in the Adult Department, 193 in Young People's and Children's Department and 81 in the lobby and meeting rooms.

The Village Health Department investigated permission from the Skokie Public Library to install a pollution recording meter on the roof of this building. The meter is now installed on the Village Hall roof. This will cause no damage to the roof. After discussion the following motion was made by Dr. Wozniak, seconded by Mrs. Hunter which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board grant permission to the Village Health Department to install the meter recording pollution on the roof of the Library if the request is made.

Consensus of the Board for the Library not to volunteer permission but to be ready if this is pursued.

An invitation to the Tinley Park Public Library Open House Sunday, May 19, 1974 was called to the Board's attention.

Copies of six press releases were distributed to each member along with the Great Books Newsletter for May, 1974 and the May Calendar of Events. Booklists distributed were "The Good Life After...", "Jews in Chicago", Selected List of Recent Acquisitions, March, 1974, and Selected List of Recent Acquisitions, April, 1974.

ALA Annual Conference will be held in New York July 7 - 13, 1974 and Miss Radmacher asked the Board members wishing to attend to advise her within the next week so reservations could be processed at the Library.

Meeting adjourned at 10:30 p.m. on motion by Dr. Telingator.



Diana Hunter - Secretary



INTERNATIONAL MINERALS & CHEMICAL CORPORATION

April 15, 1974

The Board of Trustees
Skokie Public Library
Skokie, Illinois 60076

Ladies and Gentlemen:

For very personal reasons, and with a deep sense of regret, I am compelled to submit my resignation as a Trustee of the Skokie Public Library effective now.

These years of service have been indescribably rewarding to me personally. Not only the close associations I have enjoyed with some of Skokie's more outstanding people, but to have been a part of the construction of the finest library in Illinois is an experience which defies adequate appreciation.

I would be remiss if in resigning, I didn't extend a very special and deep appreciation to Karl Weiner and Mary, both of whom have gone that extra mile to make my tenure pleasant and fruitful.

In a remote way, I came on the Board prior to the referendum and essentially it is now consummated; so the job is accomplished. Nonetheless, to the other Board members, I extend my most sincere thanks and good wishes in your efforts to keep the best library progressing toward still greater accomplishments.

Sincerely,

Howard V. Hummer

HVH:h