

March 12, 1980

*CORRECTED*

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held Wednesday, March 12, 1980. The meeting was called to order at 7:30 p.m.

CALL TO ORDER

Members present: Rabbi Karl Weiner, 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: Mrs. Diana Hunter, Vice President

Rabbi Weiner noted that a quorum was present.

APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 13, 1980

Dr. Wozniak made a motion, seconded by Mrs. Zatz to approve the minutes of the last meeting as written. The motion was approved unanimously.

FINANCIAL STATEMENTS

Mrs. Merritt asked about the miscellaneous charge to Allen Schwartz and Miss Radmacher explained that this is an in and out item since the Illinois Humanities Council sends a check to the Library and the Library then gives a check to Allen Schwartz.

Mrs. Zatz asked Miss Radmacher about the \$3.50 item from Kroch and Brentano's. Miss Radmacher explained that once in a while a situation arises whereby a book is needed immediately and to save the time (if Baker & Taylor doesn't have the book in stock) it is purchased at Kroch and Brentano's. This is almost always a paper back.

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

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites and Buildings, the Year to Date Status on Lease-Purchase of Copying Machines, the Report on the Fine Arts Acquisition Fund, and the Report on the Selma Regan Petty Memorial Fund, be accepted and that the list of bills for the General Operating Fund in the amount of \$29,159.44 and the bill for the NSLS Coordinated Acquisitions Program (CAP) on Literature in the amount of \$1,927.13, be approved for payment, subject to audit.

The motion was approved unanimously.

CIRCULATION REPORTS

The Circulation Reports were duly noted and placed on file. Dr. Wozniak remarked that the figures are very encouraging.

VILLAGE OF SKOKIE/PUBLIC LIBRARY AUDIT

There are differences in the Library appropriation for the 1978-79 fiscal year and in the amounts listed in the audit of approximately \$100,000.00. Miss Radmacher said she will talk with Dan Ryan to get an explanation and report it to the Board next month.

LIBRARY USE STATISTICS

The Library Use Statistics were noted and placed on file.

GIFT OF CITY DIRECTORIES FROM SAM F. ROWE

Miss Radmacher reported that the Library has received a valuable collection of 49 city directories from Mr. Sam Rowe which are a valuable addition to the Illinois Collection. Dr. Wozniak asked if we have some room in the Library where they can be kept under lock and key. Miss Radmacher said that they are now being stored in the Technical Processes Department but it was hoped there will be room in the Reference Room office.

An acknowledgement of receipt and appreciation of the donation has been sent Mr. Rowe.

CORRESPONDENCE

The letter from Mr. and Mrs. Bill Rushakoff regarding the placement of the Skokie Historical Society exhibit was duly noted.

COMMENTS FROM LIBRARY TRUSTEES

Mrs. Merritt commented that the Evanston Library is now charging \$1.00 per month to patrons taking out the art prints and sculpture. Mr. Flintrup said this surprises him since the Evanston Library has always been an advocate of a no charge policy. Rabbi Weiner remarked that it is his feeling that a public library should be totally free.

Mrs. Merritt also commented on the fact that there is still ice on the sidewalks. Miss Radmacher said she would see to it that some sand or salt is put down.

Mrs. Zatz said that since the Canadian government has not gotten in touch with Miss Radmacher regarding an exhibit at the Library, she thinks Miss Radmacher should call Mr. Stone. Miss Radmacher said she will do that.

Dr. Wozniak asked if the parking situation is any better since the Senior Citizen building is completed and occupied. Miss Radmacher said that there are still contractors at that building and at the Village Hall, so there has not been any improvement.

Mr. Lindberg remarked that a stock door handle could be put on the door and we should not try to match them. He doesn't think a mechanical engineer is needed to put it on. Miss Radmacher said she will talk to Earle about this and see if he can do it.

#### NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported that the NSLS didn't meet last month because of bad weather. He explained the problems that the Northbrook Public Library is having with their computer system as outlined in their statement included with the Board materials.

#### REVENUE SHARING REPORT

Since Mrs. Hunter was unable to attend the Board meeting, Rabbi Weiner reported on the details that Mrs. Hunter had given him regarding the Niles Township revenue sharing hearing. Mrs. Hunter told him it was a good hearing and she is somewhat optimistic. The question was raised about the Library receiving a Nortran bus and Mrs. Hunter explained to them that it is still not definite since we are thinking about the bus only as an alternative if we cannot get a Bookmobile.

Mr. Flintrup remarked on the possibility of our getting the revenue

deletions approved 4/9/80  
sharing funds with the stipulation of our getting a ~~new~~ grant,  
which is something we have to be prepared for. Rabbi Weiner said there  
is still a chance of getting the ~~new~~ funds from the Village.

A vote was not taken while Mrs. Hunter was at the hearing and  
Rabbi Weiner said he hasn't heard anything further.

#### SECURITY SYSTEM BID PROPOSALS

Copies of the two bid proposals, one from 3-M and one from KNOGO,  
opened publicly February 25, 1980, were distributed to the Board and  
discussed. Miss Radmacher showed the trustees pictures of the units from  
both companies.

Mrs. Zatz asked if it is our legal obligation to accept the lowest  
bid. Mr. Lindberg said we should accept the 3-M Company bid since it is  
the lowest and also meets our needs the best.

The trustees walked out to the area being considered for the security  
system in order to get an idea of where it should be placed.

A discussion followed as to the advisability of using the ropes and  
posts. It was decided that Jim Hammond should be called in for his expertise  
as to arranging the system for the most economical and functional use of  
space as well as his opinion as to the esthetics of the arrangements. Mr.  
Lindberg made the following motion, seconded by Mrs. Zatz.

MOTION: That the Board of Trustees of the Skokie Public Library  
accept the bid from the Tattle-Tape 3-M Company for  
the double model security system #1850-2, not to include  
the ropes and posts.

Dr. Wozniak took the roll call and the motion was carried unanimously.

Mr. Flintrup then made the following motion, seconded by Mr. Lindberg:

MOTION: To engage Mr. J. W. Hammond to come in to the Library  
to give us his suggestions as to achieving the best  
arrangement, both functionally and esthetically, for  
the placement of the security system.

Dr. Wozniak took the roll call and the motion was carried unanimously.

Mr. Lindberg, Mr. Flintrup, Rabbi Weiner, and Miss Radmacher formed a committee to meet with Mr. Hammond.

There was a discussion regarding the affixing of the tapes to the books. Mr. Flintrup remarked that there is a CETA program for the handicapped which should be investigated to get people to do this job. He made the following motion, seconded by Mrs. Zatz:

MOTION: To instruct Miss Radmacher to investigate the CETA program to get handicapped personnel to put the tapes into the books.

The motion passed unanimously.

#### SCULPTURE LIGHTING

Miss Radmacher reported that she had talked to Mr. Schiewe and he told her the lights are ordered but the factory has only two of them on hand, so we will have to wait for shipment until they get more.

#### QUESTIONNAIRE RE LSCA FUNDS

The North Suburban Library System was in a rush to receive information regarding the Washington ALA/LSCA Questionnaire, pertaining to funds relative to public library construction. Miss Radmacher explained to the Board how she arrived at the figures submitted by the Skokie Public Library.

#### LETTERHEAD LOGO

We are still waiting to hear from Mr. Sample regarding the logo for the Library stationary.

Mrs. Merritt suggested that a contest be held in the Jr. High and High Schools under the auspices of the schools and the young people would submit their designs to the Library. It was also suggested that the Fine Arts Guild be involved in designing a logo.

Rabbi Weiner suggested that all the trustees look for some talent among their contacts to submit ideas for a logo.

BUILDING

Miss Radmacher reported that Mr. Schiewe recommended that we accept the Johnson Controls proposal for replacement of the defective coils and have them do the whole job at one time.

Mrs. Zatz asked if we have to use Johnson Controls and Mr. Flintrup replied that since this is really a part of the equipment they monitor it is best to let them do it.

Rabbi Weiner asked if legally this has to be put up for bid. It was decided that Miss Radmacher should ask Mr. Lyon to look into the legality of accepting the Johnson Control proposal without putting the job up for bids.

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

MOTION: That the Board of Trustees accept the Johnson Controls proposal for replacement of the coils at a cost of \$6,960.00, and the replacement of the water pump at a cost of \$695.00, subject to the attorney's reply as to the legality of our accepting the proposal. The proposals will be submitted to Mr. Lyon and if he is satisfied, we will proceed immediately with the proposals.

SOIL TESTING

Miss Radmacher said that at the last meeting the Board approved the motion for soil testing which was to cost approximately \$600.00. The proposal received is for double that amount, and if a firm figure is desired another 20% has to be added. Mr. Klein explained that this would have to be a hand done job because the driveway and sidewalks are not in a position whereby a truck could be used. He said he thinks the problem is that soil has gone into the sewer. He thinks it is inadequate compaction and he would be willing to take a look at the plans and go over the area.

After a discussion as to the advisability of spending a great deal of money on the testing, it was decided to have a sub-committee study the situation. Mr. Lindberg and Mr. Flintrup will be the committee; they will report to Mr. Schiewe and make recommendations to the Board at the next meeting.

#### BUDGET RECOMMENDATIONS

Miss Radmacher went over the Budget Recommendations attached hereto explaining the recommendations for the 1981-82 fiscal year budget.

Mr. Flintrup made the following motion, seconded by Mr. Lindberg:

MOTION: That the Board of Trustees approve and accept the recommended appropriations for the fiscal year 1981-82.

Dr. Wozniak called the roll and the vote was as follows; Rabbi Weiner, yes; Walter Flintrup, yes; Richard Lindberg, yes; Shirley Merritt, yes; Dr. Wozniak, yes; Norma Zatz, no.

Rabbi Weiner suggested that Miss Radmacher send a note along with the budget to the Village saying that this is the approved budget and it should not be changed.

#### ALA CONFERENCE

The trustees who plan to attend the ALA Conference discussed their preferences as to the hotels at which they wished to stay. Miss Radmacher said she will find out where the meetings will be held and send a memo with the information and they will then inform her where to make the hotel reservations.

#### SALARIES

Miss Radmacher told the Board that she needs their approval in order to put through salary increases at the end of April.

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

SKOKIE PUBLIC LIBRARY

EXPENDITURES 1977-1978, 1978-1979, 1979-1980 through Feb. and APPROVED BUDGET 1980-1981

RECOMMENDED BUDGET 1981-1982 FISCAL YEAR

(Amounts listed are to the nearest dollar)

	<u>Appropriated 1977-1978</u>	<u>Expenditures 1977-1978</u>	<u>Appropriated 1978-1979</u>	<u>Expenditures 1978-1979</u>	<u>Appropriated 1979-1980</u>	<u>Expenditures thru 2/29/80</u>	<u>Approved for 1980-1981 Fiscal Year</u>	<u>Recommended for 1981-1982 Fiscal Year</u>
<u>Personal Services</u>								
Salaries	\$ 874,500	\$ 701,720	\$ 961,950	\$ 745,702	\$1,038,900	\$ 681,329	\$1,118,900	\$1,230,800
Professional Services	4,500	690	4,000	1,846	2,500	2,370	3,000	5,000
<u>Contractual Services</u>								
Binding	8,500	9,095	9,000	9,030	11,000	5,918	13,000	14,560
Serv. to Maint. Equip.	5,500	2,374	6,500	6,912	7,000	3,727	7,700	11,625
Serv. to Maint. Bldgs. & Grds. including monitoring & build- ing maint. contract	44,000	32,486	49,000	24,704	60,000	27,550	66,000	79,200
Insurance	26,500	23,704	27,500	40,138	29,000	29,064	40,000	48,000
Utilities	40,000	36,500	42,000	31,177	42,000	27,412	42,000	53,560
Conf. Exp. & Member. Fees	7,500	7,277	6,000	5,215	10,000	9,264	11,000	16,000
Serv. to Maint. Auto Equip.	2,500	1,857	3,500	2,502	3,500	212	4,000	4,000
Postage	7,400	6,475	7,600	4,670	7,000	5,473	7,000	8,000
Printing & Publicity	4,500	1,804	4,500	2,405	5,000	7,805	5,000	10,000
Data Processing	800	2,250	2,500	1,421	2,500	1,089	2,500	17,500
Audit	1,000	1,000	1,500	1,000	1,500	--	1,500	1,500
Recpt. & Entertainment	2,200	1,978	2,200	2,296	2,500	2,983	2,700	5,000
Rental of Equip. & Material	7,500	5,908	7,000	8,137	7,000	7,862	8,500	12,500
<u>Commodities</u>								
Books	120,000	138,881	132,500	133,297	138,500	142,474	145,000	160,000
Periodicals	20,000	16,045	21,000	17,866	23,000	23,071	25,300	28,500
<u>Audio Visual</u>								
Recordings	5,800	4,062	6,000	3,340	6,000	6,341	6,000	6,720
Films	6,000	451	6,000	8,426	6,000	1,761	8,500	8,500
Microforms	4,500	2,451	4,900	8,100	5,000	2,739	6,000	6,720
Cassettes	3,500	--	3,300	--	3,500	148	3,500	3,500
Art Prints	3,100	2,494	3,000	1,714	3,000	910	3,000	3,000
Library Supplies	30,000	19,512	30,000	28,853	28,000	36,733	30,000	48,000
Janitorial Supplies	7,500	6,992	7,500	7,100	9,500	5,698	9,500	10,000
Office Exp. & Transport.	3,400	4,758	3,800	2,389	4,500	1,416	4,500	4,500
<u>Other Charges</u>								
Contingency	20,000	2,010	22,000	--	22,000	--	22,000	22,000
<u>Capital Outlay</u>								
Furniture and Equipment	17,000	18,240	20,000	15,622	22,000	10,789	24,500	30,000
<b>T O T A L</b>	<b>\$ 277,700</b>	<b>\$ 1,051,024</b>	<b>\$ 1,394,750</b>	<b>\$ 1,113,862</b>	<b>\$ 1,500,400</b>	<b>\$ 1,044,138</b>	<b>\$ 1,620,600</b>	<b>\$ 1,848,685</b>



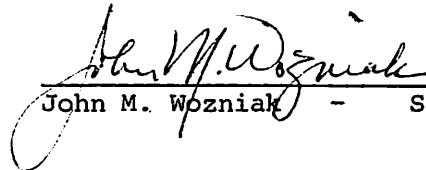
MOTION: That the Board of Trustees approves a salary increase of 9% plus 1% for the staff of the Skokie Public Library.

Dr. Wozniak called the roll and the motion was approved unanimously.

Mr. Flintrup asked if an increase for Miss Radmacher can be made later. Miss Radmacher said yes, of course.

Miss Radmacher announced that the Library will be holding the Great Decisions seminars starting April 15th on consecutive Tuesday nights.

The meeting was adjourned at 11:10 p.m.

  
John M. Wozniak - Secretary