

September 9, 1981

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library, held Wednesday, September 9, 1981. Dinner was served at 5:45 p.m., at which time the trustees reviewed the résumés of the applicants for the trustee position.

CALL TO ORDER

The regular meeting was called to order at 6:40 p.m. by Mrs. Diana Hunter, President.

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

Since Mr. Joseph Llewellyn was present, Mrs. Hunter set aside the regular order of business so that he could give his report on the roof project.

ROOF

Mr. Llewellyn distributed the roof bid tabulation. He explained the error that had been made by the lowest bidder, Slatile of Valparaiso, Inc., and recommended that the trustees allow Slatile to withdraw its bid. He recommended that the Library take the second lowest bid submitted by Cook Enterprises of Howell, Michigan.

The trustees then questioned Mr. Llewellyn on a number of points regarding the project.

Mrs. Merritt asked if the fact that Cook Enterprises is not an Illinois company will pose any problems. Mr. Llewellyn said he has worked with them on other projects and he does not foresee any problems in that area.

Mr. Flintrup asked what the treatment will be between the two elevations from the old roof to the newer roof and how is leaking prevented.

In responding to this Mr. Llewellyn showed copies of the Library architectural plans and explained the procedures to be followed on the roof.

Mrs. Weiner asked how long the Trocal process has been in use. Mr. Llewellyn said the system has been used in Germany for about 15 years and he has put the system on about 15 buildings since 1976 and has had no problems with any of the installations.

Mrs. Zatz asked about insulation and Mr. Llewellyn said that he is adding insulation to the roof before the system is put on.

Mr. Llewellyn explained the addendum to the specifications, and also explained how spot repairs will be handled.

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

MOTION: That the Board of Directors of the Skokie Public Library, acting upon the recommendation of our consultant, Mr. Llewellyn, the lowest bidder, Slatile of Valparaiso, be allowed to withdraw its bid as requested, because of making an error in bidding and award the roofing contract to the second lowest bidder, Cook Enterprises, Inc., for \$152,000.00.

The roll was called and the motion passed unanimously.

Mr. Llewellyn said he will notify Cook Enterprises that they have been awarded the contract. He said he will be overseeing the whole project and will make up the contract. He figures the project will be done by the middle of November. Also, he will notify Slatile of Valparaiso that the Board is allowing the firm to withdraw its bid.

CHANGE OF NOVEMBER BOARD MEETING

Since the second Wednesday in November, November 11th, is Veterans' Day and the Library is closed, it was decided that the November Board meeting will be held on Tuesday, November 10th.

APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 12, 1981

Mrs. Zatz asked that the wording be changed on Page 6 in the motions at the bottom of the page to read - "be elected to office."

Mr. Flintrup then made a motion, seconded by Dr. Wozniak to approve the minutes as corrected. The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

Mrs. Merritt questioned the Library's dealing with repos. Miss Radmacher said that she had discussed this with Dan Ryan and he advised her that the Village is using them and will continue to do so. Mrs. Merritt said she would like a legal opinion as to whether we should use repos and would like Miss Radmacher to consult with someone knowledgeable as to whether we are doing what is most advantageous for us interest-wise.

Mrs. Zatz questioned what the Library is going to do with the \$189.45 in the Selma Regan Petty Memorial Fund. Mrs. Zatz then made the following motion, seconded by Mrs. Merritt:

MOTION: That Miss Radmacher get in touch with the Petty Family to discuss with them the disbursement of the money in the Petty Memorial Fund, and suggest that it be used for the wall hanging that the Young People and Children's Department has recommended for the YP & CD.

The roll was called and the motion passed unanimously.

The following motion was then made by Mrs. Weiner, seconded by Mrs. Merritt:

MOTION: That all specified memorial and tribute funds be limited to one year, and the funds expended by the conclusion of that year.

The roll was called and the motion passed unanimously.

The following motion was made by Dr. Wozniak, seconded by Mrs.

Zatz:

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites & Buildings, the Report on the Fine Arts Acquisition Fund, and the Report on the Selma Regan Petty Memorial Fund be accepted, and that the lists of bills for the General Operating Fund in the amounts of \$35,411.08, and \$4,344.94, the bills to be paid from the Reserve Fund for the purchase of Sites and Buildings in the amount of \$25,016.36, and the list of bills for the North Suburban Library System (NSLS) Coordinated Acquisitons Program on Literature (CAP) in the amount of \$330.61 be approved for payment, subject to audit.

The motion passed unanimously.

CIRCULATION REPORTS

Mrs. Zatz asked if we are getting video cassettes, and Miss Radmacher said we have a few and are buying a few more. Mrs. Hunter recommended expanding our video cassette program and would like this put on next month's agenda so the Board can discuss what should be done.

Dr. Wozniak made a motion, seconded by Mr. Flintrup that the Circulation Reports be placed on file. The motion passed unanimously.

REMODELING

Upon recommendation of Den Koide from Business Interiors regarding the bid for the remodeling project, the following motion was made by Mrs. Merritt, seconded by Mrs. Zatz:

MOTION: The Board of Trustees accepts the bid of \$35,400.00 from Feurich Construction Co., lowest bidder, for the general remodeling, but is holding in abeyance until next month the alternate #1 for providing a new kitchen unit in the amount of \$3,520.00.

The roll was called and the motion passed unanimously.

CORRESPONDENCE

The letters to and from Teleprompter were duly noted.

PERSONNEL

Angelica Spataro's letter of resignation was duly noted. Jane Beederman's letter to Mrs. Hunter was tabled until next month.

COMMENTS FROM TRUSTEES

Mrs. Merritt asked about the security system and Miss Radmacher said that she is expecting a letter very soon from Mr. Ron Tworek regarding what can be done.

Mr. Flintrup suggested that some of the board members as well as staff people attend a computer show. Miss Radmacher said some of the staff will attend.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported that there was no August meeting of the North Suburban Library System Board.

ROSEMARIE LINDBERG'S REQUEST

Miss Radmacher reported that Mrs. Rosemarie Lindberg had contacted her requesting the Bookmobile be named in Richard Lindberg's memory. The trustees discussed this request and it was decided the idea of tributes for deceased trustees be discussed further next month. Miss Radmacher will call Mrs. Lindberg and tell her that the Board is exploring a number of ideas for a tribute.

YOUNG PEOPLE AND CHILDREN'S DEPARTMENT

Miss Radmacher read a note she received from Miss Burmeister recommending the purchase of a particular wall hanging for the Young People and Children's Department.

Miss Radmacher will talk to the Petty Family about using the Selma Regan Petty Fund for this.

Mrs. Merritt asked that the Board continue to be informed as to what the Young People & Children's Department is doing and Miss Radmacher said she will make a report each month updating their projects and activities.

A copy of a proposed Newsletter for children from the Young People & Children's Department was distributed.

Mrs. Hunter said she thinks the Newsletter is very exciting and should stimulate a lot of interest. The staff will proceed with it and the project to name it.

Mrs. Merritt showed the trustees a letter from the Lincolnwood Library to schools in their area regarding what is available to the schools and she suggested that our Young People & Children's Department could do something similar.

AUTOMATION PROJECT

Miss Radmacher reported that the Library will need the Data Processing Room currently occupied by NSLS Reference Service and recommended relocating NSLS to the south end of the Technical Services area. She will meet with Bob McClarren regarding the change.

JOHNSON CONTROLS

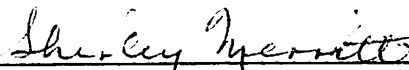
Miss Radmacher distributed the letter regarding TABS estimate of annual increases for monitoring fees. She said that Mr. Schiewe thinks this should be studied and discussed long before next April.

ALA LIBRARIES' ERRORS & OMISSIONS INSURANCE PLAN

The booklet on errors and omissions insurance was distributed for trustees to read prior to discussion at a future meeting.

ADJOURNMENT

The meeting adjourned at 10:10 p.m.


Shirley Merritt - Secretary