

July 11, 1984

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, July 11, 1984.

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter Flintrup; Eva Weiner; Norma L. Zatz and Mary Radmacher, Chief Librarian.

APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 13, 1984

Mrs. Zatz pointed out that on page 5, paragraph 4, the name of the school is Brown not Horner.

Dr. Bloch requested that on page 3, after both motions, when a roll is called and the vote is unanimous the sentence should read: "A roll call vote was unanimous." The trustees agreed with Dr. Bloch. This will be the precedent now.

Mrs. Weiner pointed out that on page 11, last paragraph, she was using the Kurzweil Reading Machine (KRM) as an example and would like the first sentence to read: "Mrs. Weiner used her project, the KRM, as an example for publicity projects originated by trustees."

Mrs. Zatz questioned the sentence following Mrs. Weiner's and it was changed to: "The Board was apprised of Mrs. Louis' availability for special events publicity."

A motion was made by Mr. Flintrup, seconded by Mrs. Zatz to approve the minutes as corrected. The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

Mrs. Merritt questioned why "Fee for Vandalism" is listed on the General Operating Fund Report. Miss Radmacher reported that a Niles North teacher found Skokie Public Library book pages on a desk between two students

during an exam; the Skokie Police were apprised of this; and just prior to the meeting of the police detective, the principal of Niles North and the two suspects, \$15.00 was left anonymously at the Readers' Advisory Desk with an unsigned note admitting damage. Replacement cost of the three books in question would be \$42. At the meeting the two suspects were informed that it would cost \$42 and within fifteen minutes the two suspects returned with \$42 to the meeting with school officials and the police. Later, the person committing the vandalism confessed to the teacher,

Mrs. Merritt asked about the Memorial Fund for Oswald Lowery which was also listed on the General Operating Fund Report. Miss Radmacher said that after Oswald Lowery, a former staff member, died a few months ago, friends established a fund for books in his memory. The staff will select titles Oswald enjoyed reading.

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

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites and Buildings, and the Report on Fine Arts Acquisition Fund be accepted, and that the lists of bills from the General Operating Fund in the amounts of \$56,542.57 and \$12,952.55, and that the bill from the Reserve Fund for the Purchase of Sites and Buildings in the amount of \$1,500.00, be approved for payment subject to audit.

A roll call vote was unanimous.

LETTER FROM LESTER L. STOFFEL, EXECUTIVE DIRECTOR, SUBURBAN LIBRARY SYSTEM RE FUNDS FOR UNEMPLOYMENT INSURANCE

The trustees read the letter from Lester L. Stoffel. Mr. Flintrup thanked Miss Radmacher for this information.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

Mrs. Weiner questioned if we are going to stay with the new way of reporting the circulation statistics. Mrs. Zatz stated that they are much more interesting this way. The consensus was to retain this new format.

Mrs. Zatz made a motion to place the Circulation Reports and the Library Use Statistics on file, seconded by Dr. Wozniak. The motion passed unanimously.

#### CORRESPONDENCE

The letter from Operation ABLE/WMAQ-TV thanked us for participating in the Job Fair. Mrs. Merritt asked Miss Radmacher if we were able to use anyone from the Job Fair. Miss Radmacher explained the Library's role in the Fair was to inform citizens of what the Library can do for them re jobs and careers, and how to pursue them.

The letter from Reed, Roberts Associates, Inc. introduced the new management.

#### PERSONNEL

Miss Radmacher announced the appointment of Karen Miller to the Adult Services Department staff, effective July 7, as a part-time reference librarian. She is filling a position which has been vacant for some time.

#### REPORTS FROM DEPARTMENT HEADS

Miss Radmacher explained to the Board that due to illness and the ALA Conference, it was impossible to send the Department Head reports in advance with the financial statements.

Mrs. Zatz inquired about getting Cub tickets for children participating in YP&CD summer programs. Mrs. Zatz made the suggestion of calling Jim Edgar's office. She said that the Hild Library got tickets through the System. Miss Radmacher will investigate this.

#### CONSENT AGENDA

Consent Agenda was discussed at the request of Mrs. Hunter. Information was obtained by Miss Radmacher and distributed to the Board. Mrs. Hunter stated that the Park District and Village Boards use a Consent Agenda. Items of a noncontroversial nature are included in a Consent Agenda.

Mr. Flintrup said a Consent Agenda would greatly expedite proceedings.

Any trustee may request an item be removed from the Consent Agenda if he/she wishes discussion of it.

Consent Agenda items would be mailed the Friday before the Board meeting and so noted on the Wednesday night Agenda.

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

MOTION: That the Skokie Public Library Board of Trustees adopt the Consent Agenda for a trial period.

The motion passed unanimously.

#### INSURANCE

The insurance packet was sent in advance with the financial statements. Mr. Flintrup said this packet gives us a better idea of what we have.

Mr. Flintrup suggested our insurance broker attend a Board meeting. Mrs. Merritt said when he comes he should have figures available for us to see.

Miss Radmacher reported the last building appraisal was made five or six years ago and that the insurance is based on replacement cost.

After discussion, Mr. Flintrup made the following motion, seconded by Dr. Wozniak;

MOTION: That 90 days prior to renewal time we investigate insurance coverage.

The motion passed unanimously.

There was discussion of means of lighting and identifying the Petty Auditorium steps. At present yellow tape is used on the edge of each step. Mrs. Merritt said that Wisdom Bridge Theatre uses a metal edging on stairs.

Dr. Bloch suggested a ramp. Mr. Flintrup suggested putting reflective tape on the walls. Mrs. Weiner suggested brighter lights and having an usher assist with seating.

BUILDING

Miss Radmacher reported that the carpets have been cleaned.

SIGNAGE

Mrs. Hunter appointed the committee of Dr. Wozniak, Mrs. Zatz, Dorothy Rasmussen and Miss Radmacher to investigate signage for the Library. This committee to report to the Board in October.

RECOMMEND CLARIFICATION OF PERSONNEL CODE

After brief discussion, re inclusion of the sentence "The probationary period for a new employee; an employee hired after a break in continuous service; or an employee changing from hourly or temporary to full-time or part-time salaried status shall be six (6) consecutive months," Mr. Flintrup made the following motion, seconded by Mrs. Zatz:

MOTION;        That the Skokie Public Library Board of  
                 Trustees adopt the recommended revision  
                 in the Personnel Code as made by the  
                 by the Chief Librarian.

A roll call vote was unanimous.

REPORT ON AUTOMATION

The JCPL attorney is still working toward getting the GEAC contract signed. Our retrospective conversion project is progressing well and our records in the OCLC database are compatible with the GEAC system. Other JCPL libraries are going to use REMARC for retroconversion.

Dr. Bloch asked if the date of delivery is still the same. Miss Radmacher said the GEAC representative insists the computer is on order.

Mrs. Zatz reported on her visit to the GEAC booth during the ALA Conference. Both gentlemen with whom she spoke assured her that the computer would be here by September 1.

REPORT FROM EVA WEINER RE KURZWEIL READING MACHINE (KRM)

Mrs. Weiner reported on the negative response from the Carl and Lily Pforzheimer Foundation, Inc.

REPORT FROM EVA WEINER RE ALA CONFERENCE

Mrs. Weiner presented her written ALA Conference report. Mrs. Hunter and Mrs. Zatz left reports which will be photocopied and sent to the trustees. The reports will be filed with materials from the July meeting.

Dr. Wozniak gave a brief overview of some of the meetings he attended at the ALA Conference as did Mrs. Hunter and Mrs. Zatz.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported that she has been elected Secretary of the North Suburban Library System Board of Directors. She extended an invitation to all trustees to attend an NSLS Board meeting - held on the fourth Monday of each month with the exception of August and December.

REPORT ON SKOKIE PUBLIC LIBRARY PARTICIPATION IN THE VILLAGE 4TH OF JULY PARADE

Mrs. Hunter was pleased with the fine job the staff did with the "Bookworm" in the 4th of July parade. Miss Radmacher thanked Mrs. Hunter and added that the staff enjoyed participating.

COMMENTS FROM TRUSTEES


Mrs. Zatz praised the Teddy Bear Picnic flyer and Mrs. Hunter was delighted with the "Salute to France" brochure. Mrs. Zatz asked who will be invited to the Open House July 14, Miss Radmacher said the newcomers to Skokie included in a list of names received from the Village were invited.

Mrs. Zatz asked if the list of the Reader's Pursuit contest winners had been posted, Mrs. Hunter replied that she had seen the list in the Lobby.

Mr. Flintrup asked if there is a bicycle rack near the Library. He sees bicycles parked against the building quite often. Miss Radmacher said we have a bike rack on the Village Green.

ADJOURNMENT

Mr. Flintrup made a motion and the meeting adjourned at 9:23 p.m.

  
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Shirley Mervitt      -      Secretary