

April 8, 1981

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held Wednesday, April 8, 1981.

CALL TO ORDER

The meeting was called to order at 7:40 p.m. by Mrs. Diana Hunter, President. Mrs. Hunter noted that a quorum was present.

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

Member absent: Mr. Richard Lindberg, Vice President.

APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 11, 1981.

Mr. Flintrup made a motion, seconded by Mrs. Zatz to approve the minutes of the meeting of March 11, 1981 as written. The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

Mrs. Zatz made the following motion, seconded by Mrs. Merritt:

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites and 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 \$28,633.92 and \$14,125.79, the list of bills for the Reserve Fund for the Purchase of Sites and Buildings in the amount of \$1,650.00 and the list of bills for the North Suburban Library System Coordinated Acquisitions Program on Literature (CAP) in the amount of \$868.52 be approved for payment, subject to audit.

The motion passed unanimously.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

Mrs. Zatz noted that there has been an increase in the circulation of fiction books and a decrease in non-fiction. The Circulation Reports and Library Use Statistics were noted and placed on file.

CORRESPONDENCE

The letter from Yale Saffro complimenting the Library on its good service was duly noted.

PERSONNEL

Miss Radmacher reported the appointments of Cheryl Feldman full-time and Scott Saffro part-time to the Young People and Children's Department and the resignation of Susan Biedron from the Young People's and Children's Department.

COMMENTS FROM TRUSTEES

Mrs. Zatz commented that the response to the survey taken regarding libraries had been very favorable to the libraries. She also commented that she had heard that the Morton Grove Public Library is removing a book from their shelves that they had complaints about.

Dr. Wozniak commented that he had noted that three of the trustees at the Oak Lawn Public Library who had voted to retain the book in question at that library had been re-elected and that was a good sign.

Mrs. Merrit in referring to a Lincolnwood Public Library lecture said that she was under the assumption that libraries cannot charge for their functions. Miss Radmacher said that it is the Skokie Public Library's policy not to charge, but each library makes its own policy.

Mrs. Zatz commented on the beautiful layout and publicity on the Skokie Public Library that was in the Skokie Review.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the three articles that ran for three days in the Daily Herald regarding library funding. He said the articles were very complimentary to libraries.

Mr. Flintrup told the Board that since he has been the NSLS representative for the past six years he cannot take the position again.

The Board will have to appoint a new representative to the North Suburban Library System.

The Board praised Mr. Flintrup for the fine job he has done as our representative to the NSLS and thanked him very much.

BUDGET RECOMMENDATIONS

The trustees looked over the Recommended Budget Expenditure Sheet, 1982-1983, that Mrs. Radmacher had set up. She said that she had tried to deal with the inflationary spiral in her figures.

Mr. Flintrup said he feels that the book and periodical budget should be raised by more than 10%. He made the following motion, seconded by Dr. Wozniak:

MOTION: That the book and periodical budget for 1982-1983 be increased 20%, instead of the 10% as in the budget recommendations.

The roll was called and the motion passed unanimously.

The trustees discussed the list of some metropolitan area salaries for beginning professional librarians. Miss Radmacher said that at this time a librarian with a master's degree from an accredited library school and without experience is being paid \$10,920.00 by the Skokie Public Library. In order to prepare a salary scale some input is necessary regarding a starting professional salary.

Dr. Wozniak said that he would like to know what the mean salary of the staff is in order to work out starting salaries in relation to the salaries of those who have been with the Library for many years. Miss Radmacher will make up a salary chart of the personnel for the trustees to look over at the next meeting.

A motion was made by Mrs. Zatz, seconded by Mr. Flintrup to give the Skokie Public Library personnel a 9% salary increase retroactive to April 1, 1981. The motion passed unanimously.

REPORT ON TRUSTEE MEETING

Mrs. Hunter reported that she had met with Mrs. Gesterfield and spoke with her regarding our concern about receiving state funds for automation if we do not use CLSI. Mrs. Hunter was told that the NSLS makes the decision as to who gets funds and the State of Illinois would be satisfied if they got a statement from the System as to the fact that the libraries are able to communicate (even if it is by telephone).

Mrs. Hunter reported on the meeting with the Deerfield and Morton Grove Public Libraries' representatives discussing future automation plans. Joe Matthews' proposal was accepted by this group and each representative will recommend to his respective library retaining Mr. Matthews as the automation consultant.

It was decided that the consultant fee of \$14,200.00 should be shared equally among the three libraries, and the following motion was made by Mr. Flintrup, seconded by Mrs. Zatz:

MOTION: That the Skokie Public Library will sign a commitment for \$5,000 as its share of the consultant fee to J. Matthews & Associates, for the services of Mr. Matthews as a consultant to the Skokie, Deerfield and Morton Grove Public Libraries for alternative approaches for a cost-sharing agreement and formula to be developed as well as an evaluation and data processing needs of each library.

The roll was called and the motion passed unanimously.

BOOKMOBILE

The trustees read the letter from Mr. Ronald J. Lino, Automotive Equipment Superintendent, Village of Skokie, regarding his findings when he performed an inspection of the new bookmobile, and the Nortran report on the oil test that was taken.

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

MOTION: That Miss Radmacher write the Gerstenslager Company telling them that the Skokie Public Library was not properly dealt with by not being told in advance of purchase that the Bookmobile would be one that they had in storage, not a brand new one. Therefore, the the Skokie Public Library wants the warranty on the Bookmobile extended from 12 months to 24 months.

The motion passed unanimously.

BUILDING

Miss Radmacher reported that a test was run on the elevator to determine what needs to be replaced. All electrical and mechanical parts do have to be replaced, but the car will not be replaced.

We are waiting for the specs on the remodeling.

BOOK SALE

Miss Radmacher reported that the Book Sale held March 21 and 22 was extremely successful and brought in \$2,792.70.

Mrs. Hunter said she would like to see this money used for something special that the Library would not buy out of the general funds.

DISCUSSION REGARDING CHANGING TIME OF THE BOARD MEETING

Mrs. Hunter said that the discussion regarding the changing of the Board meeting should be done at the Annual Meeting which will be the May meeting, and the discussion was put off until the next meeting.

CHANGE OF MAY MEETING

Mrs. Hunter asked the trustees how many of them planned to attend Legislative Day on May 6th. Since no one planned to go, the May Board meeting was changed to Wednesday, May 6th, and it will be a dinner meeting in honor of Mrs. Weiner's election as a trustee.

SENATE BILL 0164 & HOUSE BILL 0462

The synopses of Senate Bill 0164 & House Bill 0462, and Mr. McClarren's memo regarding these bills were duly noted.

RECOMMENDED INCREASED CHARGE ON RESERVE POSTAL CARDS

Miss Radmacher recommended an increase in the charge made for postal reserves from 10¢ to 15¢. A list of area libraries' charges was distributed.

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

MOTION: The trustees approve the raise of the
 charge of the Reserve Postal Cards to 15¢

The roll was called and the motion passed unanimously.

ADOPTION OF POLICY RE LIBRARY OWNED VIDEO CASSETTES

Miss Radmacher presented policy recommendations for the Skokie Public Library owned video cassettes as developed by the Library staff. Mr. Flintrup made a motion, seconded by Dr. Wozniak to accept this policy. (copy attached). The motion passed.

ADOPTION OF POLICY RE USE OF MEETING ROOMS

The Board approved the adoption of the following additions to the Policy Statement re use of meeting rooms:

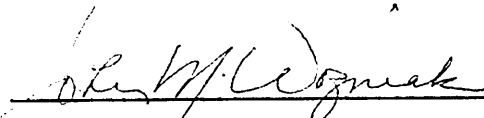
"Solicitation of funds, whether implied or through direct appeal, is prohibited."

AND

"Announcements of meetings may be posted ONLY on the Library Announcement Board by and with the approval of the Library."

ADJOURNMENT

The meeting adjourned at 9:45 p.m.


John M. Wozniak - Secretary

SKOKIE PUBLIC LIBRARY

5215 Oakton Street / Skokie, Illinois 60077 / Telephone (312) 673-7774

Mary Radmacher, Librarian

POLICY AND PROCEDURES FOR LENDING SKOKIE PUBLIC LIBRARY OWNED VIDEOCASSETTES

Registration for such material will be taken at the Readers' Advisory Desk, with the patron indicating the format of his equipment, BETA or VHS.

Selection, acquisition, processing and housing conform to established policy. Circulation policies are in line with policies for comparable materials, and are as follow:

1. Circulate to holders of valid Skokie Public Library Adult borrowers' cards
2. Loan period three (3) days
3. Limit of one (1) videocassette title to a family
4. No reserves
5. No holds
6. Non-refundable insurance fee of \$1.00 per title (SAVS charge 50¢)
7. Overdue fine \$2.00 per day (no limit)
(Same as SAVS)
8. Videocassettes to circulate from the Adult Services Department Readers' Advisory Desk

Adopted April 8, 1981