

February 11, 1981

-CORRECTED-

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held Wednesday, February 11, 1981. Dinner was served at 5:30 p.m.

CALL TO ORDER

The meeting was called to order at 6:40 p.m. by Mrs. Diana Hunter, President. Mrs. Hunter noted that a quorum was present.

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

APPROVAL OF THE MINUTES OF THE MEETING OF JANUARY 14, 1981

The wording on page 6 under "Policy for Adult Feature Film Series," second line is changed to read "...is concerned about safety procedure."

A motion was made by Mr. Flintrup, seconded by Mr. Lindberg to approve the minutes of the January 14th meeting as amended. The motion passed unanimously.

BUDGET

In accordance with Miss Radmacher's recommendations, the following motions were made:

Mr. Flintrup moved, seconded by Mrs. Zatz, to allocate NSLS Reciprocal Borrowing payments to the Book Budget rather than crediting such payments to the General Account. The motion passed unanimously;

Mr. Flintrup moved, seconded by Mrs. Merritt to transfer \$20,000 from unexpended lines of the Budget in the Book Fund to buy books for the Bookmobile. The roll was called and the motion passed unanimously;

Mrs. Merritt moved, seconded by Mr. Flintrup to transfer \$5,000 from unexpended lines of the Budget to Conference Expense and Membership Fees. The roll was called and the motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

Miss Radmacher said that no transfers have been made to date to the Illinois State Fund. Mrs. Hunter suggested that the Board think about hiring a financial consultant on a retainer basis. Mr. Lindberg remarked that he doesn't feel we should hire anybody to do that sort of thing.

Mr. Flintrup made the following motion, seconded by Mrs. Zatz:

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, the Report on the Selma Regan Petty Memorial Fund, and the Interest Statement from FNBOS be accepted, and that the lists of bills for the General Operating Fund in the amounts of \$30,056.41 and \$14,083.70, and the list of bills for the North Suburban Library System (NSLS) Coordinated Acquisitions Program on Literature (CAP) in the amount of \$254.45, be approved for payment, subject to audit.

The motion passed unanimously.

PRESENTATION BY BUSINESS INTERIORS

Mr. Watson reported that he has looked at the carpeting in storage and that it had been tested at a laboratory. He reported that there are 539 sq. yards of usable carpeting, about six inches on all four sides is not usable and would have to be cut off.

A carpeting presentation was distributed to the Board and Mr. Koide explained Business Interior's suggestions of the usage of the old carpeting and new carpeting, as well as alternate usage of the old carpeting, as laid out in the presentation.

Mr. Watson explained that the new carpeting would be carpeting tiles which he suggests because of the flexibility of taking them up. Regular carpeting is very costly to take up. He displayed a sample of the carpet tile made of nylon. There are two weights - a 26 oz. carpet tile and a 40 oz. carpet tile, but he feels the 26 oz. carpet tile is more than adequate.

Mr. Watson said that in view of the wear and tear on carpeting in the Library, he felt the life of the carpet would be about ten years, particularly since worn tiles can be taken up and new ones put in.

A discussion followed as to the best usage of the old carpeting. Miss Radmacher said the staff lounge will need recarpeting within the next couple of years, and perhaps we should hold some of the old carpeting for that area instead of using it in the West Wing (remodeled area).

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

MOTION: That the Board accept Carpet Option #3 which calls for all new carpeting, at a cost of \$104,102.40, for the 26 oz. carpet tiles.

The roll was called: Mrs. Zatz, No; Mrs. Merritt, No; Mr. Flintrup, yes; Dr. Wozniak, Yes; Mr. Lindberg, No. The motion was defeated.

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

MOTION: That the Board accept Carpet Option ^{#3} using new carpeting, except for the 380 sq. yards of old carpeting which will be used for the West Wing former Technical Services area that is being remodeled.

ADDITION
3/11/81 MTEG.

The roll was called: Mr. Lindberg, Yes; Mr. Flintrup, Yes; Dr. Wozniak, yes; Mrs. Zatz, No; Mrs. Merritt, No. The motion passed.

Business Interiors will check the height of the carpeting tile against the old carpeting, but thinks it will be necessary to put binder bars around the carpeting used in the renovated area.

Business Interiors will draw up specs for us to go out for bid on the carpeting, and they will also bid on it.

Miss Radmacher said that the staff would like some area for audio-visual work space and equipment storage and would like to see the area which is the closed men's and women's washrooms and the janitor's closet used for this. Mr. Koide showed the Board the plans Business Interiors made as their recommendation for the remodeling of that area. He said the basic plumbing

lines would not be removed.

Mr. Flintrup then made the following motion, seconded by

Dr. Wozniak:

MOTION: That the men's and women's washrooms and the janitor's closet be broken down to utilize the space for an audio-visual work area.

The roll was called: Mr. Flintrup, Yes; Mrs. Zatz, No; Dr. Wozniak, Yes; Mrs. Merritt, No; Mr. Lindberg, Yes. The motion passed.

Business Interiors will prepare specs for this remodeling project.

Miss Radmacher said that some furnishings to be included in the remodeling package will be needed for that area, but a separate bid will be made up at a later date for that.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

Mrs. Zatz commented that she noticed an increase in the circulation of the framed prints and Miss Radmacher said it was due to their being on display. Mr. Lindberg made a motion, seconded by Mr. Flintrup to put the Circulation Reports and the Library Use Statistics on record. The motion passed unanimously.

CORRESPONDENCE

The letter in the Lerner Life from James K. Genden was duly noted.

PERSONNEL

The appointments of Lucy Drews, Young People & Children's Department, and Judy Peterson, Circulation Department were duly noted.

COMMENTS FROM TRUSTEES

Mrs. Merritt asked that the subject of changing the meeting night of the Board meetings to other than the second Wednesday of the month be put on next month's Agenda.

Mrs. Zatz commented on the resignation of Judith Czyzewicz, from the Niles Public Library District Board and said that the library community is going to miss her contribution to it.

Dr. Wozniak commented that the location of the book drops is very good and wants to commend whoever decided on the location. He also said he thinks the trustees should have a list of the names of the staff and Miss Radmacher said she will see that the Board gets a list.

Mrs. Hunter reported on the luncheon meeting she and Miss Radmacher had with Lewis Weinberg of Fel-Pro Manufacturing Company. She said they went through the Fel-Pro plant and saw the sculpture done by their resident sculptor, Ted Gall. Mr. Weinberg discussed doing a one-man show in the Library of Mr. Gall's work and include lectures and a slide presentation, and he would like to plan it for September or October. Mrs. Hunter said she is very excited about the plans and that the Skokie Public Library could get some very positive publicity from this show. She also suggested that the show could be coordinated with the opening of our remodeled area.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported that he discussed the subject of reciprocal borrowing at the NSLS meeting and told them that reciprocal borrowing should be the same for everyone, including Arlington Heights.

Mr. Flintrup also said that Mr. Frisbee had passed a motion that asked that the state law be changed "because reciprocal borrowing is detrimental to the system." Mr. Flintrup said he is going to work towards having that motion reconsidered.

RESERVE FUND FOR THE PURCHASE OF SITES & BUILDINGS

Mrs. Hunter said she would like to see a 5-year capital improvement program set up. The following expenditures and their priority were discussed:

The first priority is for an expenditure of approximately \$100,000 for the carpeting (which is now in the works) and approximately \$100,000 for the remodeling and furnishing of the expanded area.

The second priority is for an expenditure of approximately \$200,000

for a circulation control system.

The third priority is for the expenditure of approximately \$200,000 for a complete roofing job.

Mrs. Hunter said that she will ask the Village for revenue sharing funds to cover the cost of the new sidewalk needed in the Library area.

The painting of the Library is part of maintenance and will not be included in the improvement program budget.

REPORT ON PHOTOCOPIERS

Mr. Flintrup reported that a commitment has been made to Cook County Photocopy Company for five (5) photocopiers at a cost of \$4,600 each. He is going to the First National Bank of Skokie for a loan of \$24,000 which will be paid over a two-year period for the purchase of the copiers.

He said he is sure the Cook County Photocopy Company will buy the paper now on hand for the old copiers. He said the machines will be in the Library by the end of the month.

HEALTH INSURANCE PROGRAM

Miss Radmacher reported that due to the Village receiving a very large increase in life insurance rates from the Fort Dearborn Insurance Company, Mr. Ryan reports the Village has changed to The Standard of America Life Insurance Company.

REPORT ON MEETING RE JOE MATTHEWS SURVEY FOR NSLS

Miss Radmacher reported that Joe Matthews' survey draft is unfavorable to CLSI and she read parts of the preliminary report to the trustees. When the final report is sent, she will give a copy to each of the trustees.

Miss Radmacher suggested Joe Matthews be used as a consultant by the libraries we are working with on automated circulation control.

AUTOMATED CIRCULATION CONTROL

Miss Radmacher reported that she has been in contact with the Deerfield and Morton Grove libraries regarding an automated circulation control system. A meeting has been set up for March 4, 1981.

BOOK SALE

Miss Radmacher said the Book Sale is scheduled for March 21st and March 22nd.

BOOKMOBILE

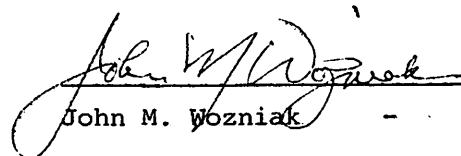
The new Bookmobile is scheduled to arrive the week of February 16th and it should be out on the street by the second week in March.

LACONI ANNUAL LIBRARIAN/TRUSTEE DINNER

Miss Radmacher distributed reservation forms for the LACONI Annual Librarian/Trustee dinner being held at the Arlington Park Hilton on Friday, April 3, 1981.

ADJOURNMENT

The meeting adjourned at 10:00 p.m.


John M. Wozniak - Secretary