

October 10, 1984

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, October 10, 1984.

CALL TO ORDER

The meeting was called to order at 7:37 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 B. Flintrup; Norma L. Zatz; and Mary Radmacher, Chief Librarian.

Member absent: Eva D. Weiner.

APPROVAL OF THE MINUTES OF THE MEETING OF SEPTEMBER 12, 1984

Mrs. Hunter requested the following corrections: page 1, last paragraph, the sentence, "Mrs. Hunter suggested checking with our attorney..." should be deleted; and on page 4, second paragraph from the bottom of the page, the sentence, "Miss Radmacher reported that independents can't talk to clusters." should be changed to "Miss Radmacher reported the CLSI independents can't talk to CLSI clusters."

Mr. Flintrup then moved and Dr. Bloch seconded to approve the minutes as corrected. The motion passed unanimously.

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

MOTION: That the Skokie Public Library Board moves that the following items on the Consent Agenda be approved subject to audit:

1. Financial Statements
2. Bills

The motion passed unanimously.

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

- MOTION: That the Skokie Public Library Board moves that the following items be placed on file:
1. Suburban Library System Unemployment Compensation Fund, Financial Statements June 30, 1984 (with Accountants' Report Thereon)
 2. Circulation Reports
 3. Library Use Statistics
 4. Correspondence
 5. Reports from Department Heads

The motion passed unanimously.

GIFT OF \$63 FROM ADULT SERVICES DEPARTMENT STAFF FOR BOOKS IN MEMORY OF
CECELIA STURM

The gift from Adult Services Department staff members in memory of Cecelia Sturm, mother of Coralie Ginsburg, a librarian, Adult Services Department was noted with grateful appreciation.

SKOKIE PUBLIC LIBRARY FINANCIAL STATEMENTS AND SCHEDULE, APRIL 30, 1984 (WITH
ACCOUNTANTS' REPORT THEREON FROM PEAT, MARWICK, MITCHELL AND COMPANY

The trustees received these statements prior to the meeting. There was no discussion.

RECOMMEND RECOGNITION FOR 20 YEAR AND OVER EMPLOYEES

Miss Radmacher reported that there are a few staff members who have been at the Skokie Public Library for 20 years or more and she believes that the Library should recognize these employees in some way.

Dr. Wozniak entered the meeting.

Much discussion followed as to which years of an employee's anniversary dates to recognize; what kind of recognition to give.

The suggestion was made to form a committee and possibly to plan something for the holiday season or some time in early December.

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

MOTION: That the Skokie Public Library Board appoints a committee to investigate recognition of service consisting of Board members with input from staff.

The motion passed unanimously.

Mrs. Hunter appointed Mr. Flintrup, herself, Mrs. Weiner, Miss Radmacher and a staff member (to be chosen by Miss Radmacher) to the committee.

Dr. Wozniak moved and Mr. Flintrup seconded sending a resolution to Dorothy Rasmussen extending the Board's congratulations on her 25 years of service as of October 1, 1984. It was the consensus of the Board to do so.

INSURANCE

The letter from Warren English, Boyle, Flagg and Seaman, Inc., needs clarification re the question of what the Errors and Omissions Insurance covers and what it means to the trustees.

Also, the phrase "Occurrence Basis" needs clarification.

After much discussion, regarding employees using their cars for Library business, and coverage for employees and the Library, Mr. Flintrup made the following motion, seconded by Mrs. Zatz:

MOTION: That the Skokie Public Library Board instructs Miss Radmacher to talk to Warren English regarding employees who we use on a regular basis for Library business and adjust our policy and that we, as an institution, buy the necessary coverage to provide us and them.

A roll call vote was unanimous.

REPORT ON AUTOMATION

Miss Radmacher reported that the Agreement for Turnkey Development, Installation and Sale of An Automated Integrated Library System; the Letter Agreement between Geac Computers, Inc. and JCPL; and the System Maintenance and Enhancement Agreement have been signed by the four libraries and the JCPL attorney, Ned Griffin has sent them to Geac for their signatures. Joe Matthews (JCPL consultant) thought that JCPL signing the contracts before Geac signing was most irregular. The question of when Geac would sign the

contracts and return them to JCPL arose. It was agreed that a letter would be sent to Mr. Griffin with regard to expediting Geac's signatures on the contracts. Copies of this letter should go to the other three JCPL libraries. A cut-off date was suggested for how long the signatures on the contracts would be valid.

Miss Radmacher reported that Waukegan Public Library is handling the budgeting for JCPL and as of now the Skokie Public Library owes JCPL \$27,139.45. This invoice would be paid from money in the Reserve Fund. Mrs. Merritt left the meeting.

Miss Radmacher reported that barcoding is the most pressing item. Dr. Bloch left the meeting. Waukegan Public Library closed for three or four days to work on this project. It is very tedious work and must be accurate.

Mrs. Merritt and Dr. Bloch returned to the meeting.

Closing the Library for three days (9-5:30) and having it open nights was recommended.

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

MOTION: That the Skokie Public Library Board moves that the Chief Librarian examine the period of time feasible to close the Library for barcoding and do so and inform the trustees of her decision.

The motion passed unanimously.

POLICY RE CLOTHING AND EATING IN THE LIBRARY

Discussion re patron attire was followed by Mr. Flintrup moving and Dr. Wozniak seconding the following motion:

MOTION: That the Skokie Public Library Board moves that policy be set for requiring patrons to wear footwear in the Library.

The motion passed unanimously.

Mr. Flintrup questioned if we had an eating and drinking policy for Library patrons. Miss Radmacher thought it has been established but will verify it.

SIGNAGE COMMITTEE REPORT FROM DR. JOHN WOZNIAK

Dr. Wozniak reported that on October 24, 1984, the signage committee meeting was held. It was the consensus of the committee that additional signs are needed for ease and use of the Library and a professional graphic artist is needed for making and placing signs in the Library. The suggestion of the committee was to have the signs made in various stages; location of departments or services of the Library, telephones and rest rooms, seemed to be the most frequently asked directional questions. It was the consensus of the committee that an exterior sign with the Library's name needed to be placed on the Oakton Street side of the building. A floor plan near the card catalog or in the lobby and additional or larger signs listing Library hours outside the front door also seems necessary.

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

MOTION: That the Skokie Public Library Board moves that the Chief Librarian enlist the resources of Board or staff to locate a professional graphic person within the range of \$2,500.

The roll was called: Mr. Flintrup--no; Dr. Bloch--yes; Dr. Wozniak--yes; Mrs. Zatz--no; Mrs. Merritt--abstain; Mrs. Hunter--no. The motion did not pass. It was agreed to postpone discussion of signage until after the Library is automated.

PROPOSAL FROM IMPERIAL LIGHTING MAINTENANCE COMPANY RE INSTALLATION OF LOW VOLTAGE TRIVOLI LIGHTING STRIPS ON AUDITORIUM STEPS

Miss Radmacher reported on discussion with Imperial Lighting Maintenance Company re installation of lights for the auditorium steps.

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

MOTION: That the Skokie Public Library Board accepts the proposal from Imperial Lighting Maintenance Company for \$1,126.

A roll call vote was unanimous.

REPORT FROM EVA WEINER RE KURZWEIL READING MACHINE (KRM)

In Mrs. Weiner's absence, Miss Radmacher reported on Mrs. Weiner's continued work on a proposal to the Illinois State Library for equipment for special needs' patrons.

The letter from Representative Paul Simon was noted.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Due to Mrs. Weiner's absence, there was no report on North Suburban Library System.

COMMENTS FROM TRUSTEES

Mrs. Zatz reported that last week in the Sun-Times Business Section there was a letter from Skokie resident, Shirley Gould. In the letter, Mrs. Gould mentions why she loves her community and there was a lot of praise for the Library.

Mrs. Merritt would like the possibility of getting a coke machine for the staff room investigated.

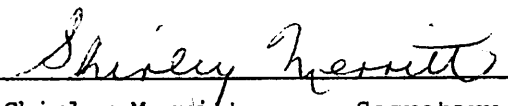
Mrs. Zatz expressed appreciation on behalf of Brown School principal, teachers, children and their parents for getting books which had been withdrawn from the Skokie Public Library collection.

Dr. Wozniak questioned if the damaged pillar will be replaced soon. Miss Radmacher reported that she received a proposal today and replacement should start in the near future.

Mrs. Weiner asked Miss Radmacher to urge trustees to attend the "Trustees--Do You Have a Severe Budget Control Headache?" on October 29 at the North Suburban Library System Center, a brochure of the program included in board materials.

ADJOURNMENT

The meeting adjourned at 10:15 p.m.


Shirley Merritt - Secretary