

March 9, 1983

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, March 9, 1983.

CALL TO ORDER

The meeting was called to order at 7:40 p.m. by Mrs. Diana Hunter, President.

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

Mrs. Hunter read the letter she received from the American Library Trustee Association (ALTA) informing her that she has been chosen to receive the ALTA Trustee Citation at the ALA Conference on Saturday, June 25. She thanked the Board and is elated to receive the honor.

APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 9, 1983

Dr. Wozniak made a motion seconded by Mrs. Zatz to approve the minutes of the February 9, 1983 Board meeting and the minutes of the March 2, 1983 special Board meeting, as written. The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

Mrs. Zatz made the following motion, 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 the Fine Arts Acquisition Fund be accepted, and that the lists of bills from the General Operating Fund in the amounts of \$54,089.70 and \$11,859.65, and the list of bills from the Reserve Fund for the Purchase of Sites and Buildings in the amount of \$11,333.54, be approved for payment, subject to audit.

Upon roll call the motion passed unanimously.

Mr. Flintrup suggested that the Library insurance be reviewed and it was decided that an independent insurance broker should be brought in to appraise our insurance and see if we have the best coverage at the best costs.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

Mrs. Merritt noted that the adult usage of the microcomputer has risen dramatically and shows the need for a second Apple II.

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

CORRESPONDENCE

Letters from Esther Sizer and Toby Goldstein were duly noted.

PER CAPITA GRANT

The "thank you" letters written by Miss Radmacher to Jim Edgar, Aaron Jaffe and Alan Greiman regarding the per capita grant were duly noted.

REPORT ON AUTOMATION PROJECT

Mrs. Hunter reported that a meeting was held Monday, March 7, of the Deerfield, Morton Grove and Skokie Public Libraries' representatives with the Waukegan Public Library representatives to discuss the Waukegan Public Library joining the JCPL. Mrs. Hunter said that she had the feeling Waukegan was extremely interested and that the JCPL should get an answer from them within the next two months.

LUNCHEON FOR KATHRYN GESTERFIELD

The invitation for the luncheon being given for Kathryn Gesterfield was duly noted and a number of the trustees will attend.

PARKING

Miss Radmacher reported that the Traffic Department suggested that the Library put up signs with green lettering which would state that 15-minute parking would be allowed in front of the Library. After considerable discussion, Mr. Flintrup made the following motion, seconded by Mrs Weiner:

MOTION: That the "No Parking" signs remain as they are in black and white.

The roll was called: Mr. Flintrup, Yes; Mrs. Weiner, yes; Dr. Bloch, abstain; Dr. Wozniak, abstain; Mrs. Zatz, abstain; Mrs. Merritt, abstain. The vote passed.

BUILDING

The committee that was to look into the auditorium lighting was unable to meet. They will meet before the next meeting and bring in their report.

Miss Radmacher reported to the trustees on the information she had received from Mr. Feurich regarding the laying of a new stage floor. The trustees asked that Miss Radmacher check with a few dance companies as to their opinion regarding resiliency and with Don Lyon regarding the necessity for going out for bid on the stage floor since the money for this project has been earmarked by the grant from Niles Township.

We will have written confirmation next month of Johnson Controls rates for their TABS and Maintenance contracts for the 1983-84 year.

PERSONNEL POLICIES & BENEFITS

The following statements were approved by the Board of Trustees for the Personnel Code of the Skokie Public Library.

Page 4/ LIBRARY ORGANIZATION

E. EMPLOYEES

1. Professional

Persons who by education and/or experience, are skilled in Library Science or other disciplines required for library operations.

2. Supportive

b. Clerical - persons holding positions where the primary duties relate to common practices of The Library.

3. Custodial (Added)

Persons responsible for maintenance of buildings and grounds.

Page 5/ LIBRARY ORGANIZATION

F. EMPLOYMENT TYPES

3. Hourly employee (Wording changed)

Temporary employees or those regularly scheduled to work less than 37½ hours in the normal workweek or less than 52 consecutive weeks. Paid an hourly wage. Eligible for IMRF benefits when applicable.

Page 7/ EMPLOYMENT ADMINISTRATION

Probation (Two new paragraphs under Probation)

In special cases, a supervisor, with the approval of the Chief Librarian, may extend the probationary period at the end of the six (6) months up to an additional three (3) months.

(added to top of Page 7)

Probationary employees are not eligible for benefits. However, upon the successful completion of the probationary period vacation and sick leave credits accrue to the employee's benefit.

(added as last paragraph in Probation section)

Page 10/ COMPENSATION ADMINISTRATION

Hours of Work (Wording changed)

A regular workweek is defined as 37½ hours of work exclusive of non-paid meal periods, performed within seven (7) consecutive 24-hour periods. The regular workweek shall begin at 12:01 a.m. Monday and shall end 12:00 midnight the following Sunday night.

Page 11/COMPENSATION ADMINISTRATION

Overtime (Added)

Equivalent time off is defined as equal time off for hours worked in excess of 37½ hours in a regular workweek. All such time shall be taken off in the present pay period or in the one immediately following, as requested by the Supervisor in keeping with the needs of The Library and in accordance with State and Federal regulations covering same.

Page 12/COMPENSATION ADMINISTRATION

Minus Time (Added)

All such time shall be made up in the present pay period or in the one following as requested by the Supervisor in keeping with the needs of The Library and in accordance with State and Federal regulations covering same in compliance with the following schedule:

- | | |
|----------|---|
| 7½ hours | One 7½ hour day
One 4 hour and one 3½ hour period
(A whole day (7½ hours) cannot be made up in more than two periods) |
| 6 hours | One 6 hour period
Two 3 hour periods
One 4 hour period and one 2 hour period |
| 4 hours | One 4 hour period
Two 2 hour periods
(Four hours cannot be made up in more than two periods of 2 hours each) |
| 2 hours | May be made up on lunch hours or in four (4) 1/2 hour segments with the consent of the Supervisor |

Time Sheets (Wording changed)

Time sheets provide the basic record for each employee's hours worked and for sick leave, holiday, personal days and vacation time when applicable. They should be filled in daily by the employee and are approved by the Supervisor at the end of the pay period.

Page 14/EMPLOYEE BENEFITS

Health and Life Insurance (Addition)

A group life insurance policy in the amount of \$5,000.00 is available to all eligible salaried full-time employees and to part-time employees participating in the Health Insurance Plan. The cost of the group life insurance premium is borne by The Library.

Page 15/EMPLOYEE BENEFITS

Sick Leave (Additions and wording changes)

Sick leave pay is intended to provide uninterrupted pay during a bonafide illness.

Eligible salaried employees shall begin to accrue sick pay credits from the first day of the month following the date of employment, or of most recent employment in the case of a previous employee who has returned to The Library.

Although eligible employees accrue sick pay credit during the six (6) month probation period, sick leave with pay is not allowed during that period.

Sick pay credit for part-time salaried employees shall be earned at the rate of 50% of the sick leave allowed to full-time salaried employees.

DELETION; Sick pay credits are paid only up to regularly scheduled hours. An employee shall not receive sick pay for hours in excess of a regular workweek: 37½ hours for full-time employees and the normally scheduled hours for part-time salaried employees.

Page 16/EMPLOYEE BENEFITS

Sick Leave (Additions continued)

The maximum accumulation of sick pay credit for part-time salaried employees is sixty (60) working days or four hundred and fifty (450) hours.

Doctors and dentists appointments shall not be considered sick leave.

Sick pay is not paid for time periods compensable under any applicable Workmen's Compensation Law.

Page 17/EMPLOYEE BENEFITS

Vacations

Vacation allowance for part-time salaried professional staff is two (2) weeks annually after one (1) year of service; for part-time salaried supportive staff one (1) week annually after one (1) year of service and two (2) weeks annually after ten (10) years of service.

Page 20/EMPLOYEE BENEFITS

Personal Days or Floating Holidays

Employees do not accrue personal leave credit during the six (6) month probation period.

If an employee has taken more than the eligible number of floating holidays upon termination, the advanced floating holiday time will be deducted from the final paycheck.

Page 21/LEAVE OF ABSENCE - Maternity (Addition)

Accrued sick leave may be used during periods of disability due to pregnancy.

The Board asked Miss Radmacher to put together a tuition policy with a cost estimate in order to appropriate an amount in the budget for next year.

OTHER RECOMMENDATIONS / FROM SPECIAL MEETING MARCH 2, 1983

Miss Radmacher will confer with Dan Ryan regarding the availability of group health and life insurance for employees upon retirement and also if it is possible for employees to take out more than \$5,000.00 in life insurance.

The "catastrophic illness" and/or disability insurance and the "package plan benefits" will be looked into further.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

There was no NSLS Board meeting report.

COMMENTS FROM TRUSTEES

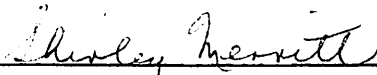
Mr. Flintrup announced that William Siegel, former Village Clerk, had died. Mrs. Hunter said that she will write letters of condolence to both Mr. Siegel's family and to Mr. Norman Schack's family on behalf of the Board of Trustees.

PUBLIC LIBRARY ASSOCIATION (PLA) FIRST NATIONAL CONFERENCE, BALTIMORE, MD.

If any trustees can attend the PLA Conference in Baltimore, please contact Miss Radmacher.

ADJOURNMENT

The meeting adjourned at 11:30 p.m.



Shirley Merritt - Secretary