

April 12, 1972

The regular meeting of the Board of Trustees of the Skokie Public Library was held April 12, 1972, 5:30 p. m. in the Lecture Room of the Library.

Members present: Terry Engel, Diana Hunter, Selma Petty, John Wozniak and Rabbi Karl Weiner, Miss Mary Radmacher, Chief Librarian.

Rabbi Weiner, president, opened the meeting at 6:00 p. m. and asked to deviate from the regular order of business, expressed pleasure at seeing Mrs. Petty present and proposed taking up the building program first.

Mrs. Petty, Chairman of the Building Committee, stated the things which must be taken care of at this meeting are: approval of our remodeling contractor and contractor for landscaping, and remodeling alternates which are: No. 10 paint grid baffles, No. 11 glazed aluminum window wall or No. 12 corrective exterior glazing.

There was discussion of the fair employment practices clause and assurance was given that it has been stipulated in the general specifications for bidders.

In discussion of the landscape bids, Mr. Hammond explained his firm checked the lowest bidder, feels he is a responsible man and recommended the Board accept P. S. Landscape Service, Inc. Mrs. Petty made the following motion which was seconded by Dr. Wozniak and, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board accept the contract from P. S. Landscape Service for the landscaping at the bid price of \$21,610.

Mr. Hammond distributed copies of the Building Program Budget Data for review at this meeting and enlarged upon various items. He stated that on the Furniture and Furnishings allowance for various miscellaneous items not included in the furnishings contract and, after getting some prices, recommended that allowance be increased from \$6,000 to \$10,000. Further, the allowance recommendation for audio visual equipment should be increased from \$5,000 to \$25,000.

Bookmobile canopy is a possible addition which could be done right away or some time later. This would be a commuter canopy for the parking for the two bookmobiles which will be parked parallel to the south wall.

Mr. Hammond reported on items included in the remodeling bids.

Rabbi Weiser said action must be taken on the bid for remodeling. The lowest bidder is determined by the Board's decision whether or not to accept alternates. Depending upon the alternates taken the low bidder could be come Frank Stowell by \$5,000 and J. A. Boulton by only \$2,000. Mr. Hammond said if the Board could decide to accept two alternates his recommendation would be alternate No. 11, glazed aluminum window wall and No. 12 corrective exterior glazing with the statement that the successful bidder is to hold his price to see if spraying and painting can be eliminated. Motion by Mrs. Hunter seconded by Mr. Engel which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board accept alternates 11 and 12 on the remodeling bid and alternate 10 be held in abeyance with the price guaranteed for the duration of the contract.

Motion by Mrs. Hunter, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That in accordance with the two accepted alternates Frank Stowell and Sons becomes the lowest responsible bidder and that the Skokie Public Library Board award the contract as such to Frank Stowell and Sons.

Mr. Hammond directed the Board's attention to item f on his list which was originally approved at \$2,000 and now will be \$400 less, or \$1600. This item covers modifications to telephone conduits, directory shelf as required by telephone company; modifications to fire ladders; added heating piping to serve west building. Motion by Dr. Wozniak seconded by Mr. Engel which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board accept the Change Order Item f in the amount of \$1600, as listed on the Building Program Budget Data presented by Mr. Hammond.

Mr. Hammond reported on his talk with Mr. Arnold about the Village Green. Mr. Arnold has Mr. Caldwell's preliminary plan for the Village Green. At present Mr. Arnold plans to ask for a HUD grant.

Miss Radmacher reported about complaints of patrons concerning parking on Oakton Street, especially since the contractor is practically finished and the parking lot on the west side is completed. Miss Radmacher would like an opportunity to take

some action, either to reinstate the parking or to have consistency in ticketing. A recommendation was made to issue a directive to the Police not to ticket cars until the building is completed. Consensus was to keep it restricted in order to discourage permanent parking for a long period of time.

Mrs. Hunter asked about the lighting for the Village Green. Mr. Hammond explained the lighting layout.

Miss Radmacher distributed copies of the proposals from Amis, \$3,300; and Conway, \$2,885, for the work on the cottage. Amis is higher than Conway and \$2,885 becomes the lowest estimate. Suggestion was made to get a written commitment that neither the new walks nor parking lot will be disturbed. Mrs. Hunter made the following motion which was seconded by Dr. Wozniak and, on roll call vote, carried unanimously

Motion: That the Skokie Public Library award the contract to Conway Plumbing Company, not to exceed \$2,885, provided the Library is given a written guarantee that the new paving and walks will not be disturbed.

Miss Radmacher reported on her visit to Niles Township High School, North Division, to see the audio visual installation there. Mrs. Hunter recommended that a special meeting be held for nothing else but to discuss audio visual. Miss Radmacher explained about taping some of our recordings on cassettes. The special meeting is set for May 10 at 5:30 p. m. in the Library for audio visual only.

At this time Mr. Hammond and his associates retired from the meeting.

Minutes of the March meeting were accepted and approved on motion by Dr. Wozniak seconded by Mr. Engel. Motion carried unanimously.

A note received from Mr. Hummer was read in which he recommended Mrs. Hunter be appointed as the representative from the Skokie Public Library to the North Suburban Library System Board. Dr. Wozniak moved that the Board unanimously appoint Mrs. Hunter as its representative to the NSLS Board. Mr. Engel seconded the motion and it carried. Mrs. Hunter graciously accepted the appointment and asked the minutes to include her thanks to Mr. Hummer for his recommendation. Rabbi Weiner congratulated the Board on having had Mr. Howard V. Hummer as its representative and on the excellent job he had done.

Financial statements for the General Operating Fund, Reserve Fund for the Purchase of Sites and Buildings, Library Construction Fund and North Suburban Library System Coordinated Acquisitions Program on American Literature were accepted and approved as submitted.

Motion by Dr. Wozniak, seconded by Mr. Engel which, on roll call vote, carried unanimously.

Motion: That the lists of bills for the General Operating Fund in the amounts of \$110.50 and \$16,370.16; Reserve Fund, \$2,749.50; Library Construction Fund, \$95,698.86; and NSLS CAP, \$1,124.38 be approved for payment.

Circulation Report and NSLS-RBP and Chicago-Skokie Reciprocal Borrowing Statistics were accepted and placed on file. A request was made that the NSLS Report on books borrowed and books loaned be included in the Board members papers each month.

The progress in the search for a Business Manager for the Library which had been recommended previously was discussed.

The Librarian informed the Board of receipt of a gift of \$100 from the Civic Woman's Club of Skokie.

Miss Radmacher reported the electrical repairs have been completed on the cottage at 5219 Oakton Street and Mr. Taff will do the roof repairs.

Rabbi Weiner reported on the Lincolnwood situation. When he returned from his vacation he was called by a reporter from the Lerner paper to discuss the defeat of the Lincolnwood referendum. He reviewed the situation that Skokie was the first library to enter into a mutual borrowing agreement with Chicago Public Library and, at that time, explicitly stipulated only residents of the City of Chicago had the right to use this library. In the meantime the North Suburban Library System entered into negotiations with the Chicago System for reciprocal borrowing arrangements but Skokie did not sign that agreement. Rabbi Weiner reviewed all efforts to safeguard the position of the local taxpayer. Mrs. Hunter suggested Skokie try again to offer Lincolnwood a contractual agreement. Rabbi Weiner will send Mayor Proesel a letter again inviting discussion of a contractual agreement for library service to Lincolnwood and a press release will be sent to all the local newspapers explaining the Library's position.

Mr. Di Leonardi expressed his opinion that before Lincolnwood could levy a tax for the establishment and maintenance of a library they would have to elect a Board but contractual service would come under general maintenance.

Mrs. Hunter expressed her interest in this area and that she would welcome serving on any committee appointed by the North Suburban Library System for this purpose.

Miss Radmacher reported the location for the NSLS reference service is being reconsidered. Miss Keefe has reported the difficulty in using Chicago Public Library facilities. At an RLAC meeting held this day Miss Radmacher repeated the offer Skokie made some time ago to handle the reference service for the NSLS.

Mr. Di Leonardi gave a report on the Ethics Act. The important provision is contained in that section of the bill which reads, "Persons who are elected to an office in a School District or Unit of Local Government as defined by the Constitution. In the official commentary on this section of the Constitution there was no specific mention of the Library Board of Trustees being included or not included in the meaning. In checking the Library Act he found no stipulation the Library Board is a unit of government. It is an agent of the Village and not a separate unit of government. Therefore, it is not covered by the Ethics Act. It is possible to ask for the kind of advisory opinion which is available through the Secretary of the State by putting the question to him directly and get his reply. The attorney proposes to handle it in that manner.

Mr. Di Leonardi further reported in checking the Statutes he finds specific exclusion of any obligation for libraries to pay unemployment tax. Conclusion the unemployment tax cards should be disregarded.

His next discussion was concerning the extent the Library would participate in the State Income Tax which would go to the Village. The Village might be reminded it can be directed to the Library and this might take care of their failure to levy for the right amount of the budget for the coming year. When Miss Radmacher asked if we are eligible Mr. Di Leonardi said there are no strings attached and it can be given anywhere although the Library does not participate directly.

Miss Radmacher distributed copies of the budget recommendations for 1973-74

in the amount of \$823,500 and copies of the Revised Budget for 1972-73 Fiscal Year which had been prepared originally at \$780,350 and revised to \$766,000. Rabbi Weiner announced the Library Board has been requested to appear at the budget meetings of the Village Monday, April 17. Mr. Di Leonardi recommended the Board attend. Regarding the failure of the Village to levy for the right amount for the Library, Mr. Di Leonardi was asked to write a letter about a portion of the income tax being given to the Library to offset the deficit. It was suggested that when the Appropriation Ordinance is submitted, which can be determined by checking the Agendas when they come out, to get a copy and see that it reflects what the Library wants. Further discussion of the budget continued and the following motion was made by Mr. Engel seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board accept the Corrected Budget Recommendations for the May 1, 1973 - April 30, 1974 Fiscal Year, as submitted April 12, 1972, in the amount of \$823,500.

Miss Radmacher reminded the Board that this year's budget had in it a provision for automotive equipment and nothing has been done although discussion was held in terms of buying a station wagon. She had specifications from the System for the type of vehicle the System has. If this conveyance is to be purchased it should come out of this year's budget because next year would be quite tight because of revisions made in it. The Board's consensus was for this year to continue reimbursing employees for personal use of their cars and consider doing something at a later date.

Regarding moving plans, Mr. Di Leonardi advised by letter that he found nothing in the Statutes that says it is mandatory to advertise for bids. The Library can simply invite bids. He recommended getting at least a written maximum charge out of the estimates and then work out the best deal possible.

Miss Radmacher said the question arose as to what extent the Library should change its existing policy of photocopying. As everyone knows it is customary practice to allow copying of books and if you restrict it a question of policing arises plus vandalism and possible cutting of books. Mr. Lindberg raised the question of the legality and quoted the decision on the Williams and Wilkens case. Because of that

decision he wondered whether the Board should change its position. Mr. Jergensmeyer, the System attorney, gave an opinion on that in October, 1971 stating that "yes, it is a technical violation but nobody prosecutes."

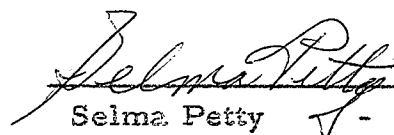
Miss Radmacher announced the LACONI Annual Trustees Dinner to be held April 21 and the "Dollar Decisions" Program by Illinois Library Association and offered to make reservations for anyone wishing to attend.

The Schedule of Fine Arts in Focus, Great Books Newsletter and two booklists were distributed to the members.

Reference was made to the need for closing the Library to move. Mr. Engel expressed his concern about the loss of use of the Library by students who rely on it for the purpose of study and whether adequate notice will be given. Miss Radmacher said a letter has been prepared to go to the superintendents and principals of all school districts including parochial schools and a notice will be sent to the papers very soon.

Miss Radmacher said another item is the disposition of the old bookmobile which gets to be a bigger problem all the time. Mr. Engel suggested an ad be run for the sale of the bookmobile.

Meeting adjourned at 11:05 p. m.


Selma Petty - Secretary

SKOKIE PUBLIC LIBRARY

BUILDING PROGRAM BUDGET DATA FOR REVIEW AT BOARD MEETING OF
APRIL 12, 1972

Funds Available

Bond Issue.....	\$2,960,000.00
Library Services and Construction Act...	97,000.00
Interest on Investment of Bond Issue	
Funds through March 31, 1972.....	<u>387,607.20</u>
	\$3,444,607.20

A. Funds Committed and Other Obligations to Satisfy
Bond Issue

1. Committed to date - actual and/or estimated
 - a. Costs of referendum, professional services and related expenses, bond sale, legal, insurance, land, reimbursements to general fund and miscellaneous; actual through April 12, 1972..... \$452,165.98
 - b. Construction cost through Certificate for Payment No. 14 plus Change Order No. 12..... \$2,345,669.15
 - c. Precast concrete benches including installation (Calderone letter of April 12, 1972) \$2,980.00
 - d. Caldwell landscape fee \$3,000.00
 - e. Furniture and furnishings, including deductive change orders in process as approved (\$209.75) \$429,027.25

Skokie Public Library

April 12, 1972

Page Two.

f. Forthcoming change order items-
 E. W. Corrigan Contract: modifi-
 cations to telephone conduits,
 directory shelf as required by
 telephone company; modifications
 to fire ladders; added heating
 piping to serve west building
 (including this added amount, net
 change order items since Board
 review of February remain \$400.00
 less than authorized in February) \$1,600.00

\$3,234,442.38

2. Contingencies, estimated fees and
 related expenses of construction \$110,000.00
 account

3. Other commitments to be satisfied
 and desirable additions:

	<u>Committed</u>	<u>Desirable Addition</u>	<u>Total</u>
(a) Landscaping (Library land only- Village Green by Village)	\$5,000	\$16,610	\$21,610 ✓
(b) Book drop	\$3,000 ✓		\$3,000 ✓
(c) Bicycle Racks	\$1,000 ✓		\$1,000
(d) Furniture and furnishings-allow- ance including special supports		\$10,000	10,000
(e) Audio-Visual Equipment	\$5,000	\$20,000	\$25,000

Skokie Public Library

April 12, 1972

Page Three.

	<u>Committed</u>	<u>Desirable Addition</u>	<u>Total</u>
(f) Bookmobile canopy		\$4,000	\$4,000
(g) Watch service-2 months at \$2,000			\$4,000
(h) Modifications to west building	*	\$40,000**	\$40,000

* -\$16,148.00 alternate already included in Corrigan contract; negotiation for credit indicates \$11,000 offered by Corrigan-architects are negotiating for more credit.

** -Assumes anticipated savings by deletion after low bidder is established.

SKOKIE PUBLIC LIBRARY
 LANDSCAPING
 APRIL 7, 1972

CONTRACTOR	ADDENDUM RECEIVED	BID SECURITY	NON-COLLUSIVE AFFIDAVIT	LUMP SUM BID
CARREN & CARREN-NO BID SENT IN				
CLAUSS BROTHERS INC. NO BID SENT IN				
OTTO DAMGAARD & SONS INC.	X	X	X	\$26,492.00
GRUNDSTROM CO. INC.	X	X	X	\$23,640.70
JOHN JOHNSON LANDSCAPE CONTRACT. NO BID SENT IN				
P. S. LANDSCAPE SERVICE, INC.	X	X	X	\$21,610.00
LAWRENCE & AHLMAN, INC.	X	X	X	\$30,724.50