

April 13, 1983

*CONNECTED-*

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, April 13, 1983.

CALL TO ORDER

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

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

Member absent: Herman Bloch.

Mrs. Hunter congratulated Shirley Merritt, Norma Zatz, and Herman Bloch (in absentia) on their election to the Skokie Public Library's Board of Trustees.

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

Mr. Flintrup made a motion, seconded by Dr. Wozniak to approve the minutes of the March 9, 1983 Board meeting as written. The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

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

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites and Buildings, the Year to Date Contract Amount and Expenditures for the Sidewalk and Driveway Project, and the Report on the Fine Arts Acquisition Fund be accepted, and that the lists of bills in the amounts of \$52,685.02 and \$5,764.87, and the bill from the Reserve Fund for the Purchase of Sites and Buildings in the amount of \$865.00, be approved for payment, subject to audit.

The roll was called and the motion passed unanimously.



CIRCULATION REPORTS & LIBRARY USE STATISTICS

Miss Radmacher reported that the Bookmobile had to be repaired. This accounts for the drop in the Circulation Report. Mrs. Zatz made a motion, seconded by Mr. Flintrup to place the Circulation Reports and the Library Use Statistics on file. The motion passed unanimously.

CORRESPONDENCE

All the letters were duly noted.

PERSONNEL

Miss Radmacher announced the appointment of Cathleen A. Santizo as a full-time Clerical Assistant in the Young People and Children's Department.

OPTIONS FOR SWEARING IN NEW TRUSTEES

Regarding the swearing in ceremony the <sup>NEWLY ELECTED</sup> trustees' preference is for Marlene Williams, Village Clerk, to come to the Library and swear them in immediately preceding the next Board meeting.

RECEPTION FOR ARTIST SONG SU-NAM

Miss Radmacher announced the reception to be held at the Library for Song Su-nam on Sunday, May 15, 1983, from 2:30 to 4:30 p.m.

REPORT ON AUTOMATION PROJECT

Miss Radmacher reported that Joe Matthews' letter to the Waukegan Public Library recommended that the Waukegan Public Library join JCPL.

INSURANCE

The trustees read over the letter sent by Mr. Warren English of Boyle, Flagg and Seaman, Inc., in which Mr. English lists the bids that he received and the reasons that the broker selected Northbrook Property and Casualty.



Mr. Flintrup said that he would like Miss Radmacher to check with Don Lyon regarding the legality of an insurance broker getting bids. He would like to know if this is the adequate way to handle this situation.

BUDGET RECOMMENDATIONS

The trustees reviewed the budget revisions for the 1983-84 budget as recommended and explained by Miss Radmacher. The revisions are as follow:

<u>Line Category</u>	<u>Approved 1983-84</u>	<u>Recommended Revisions 1983-84</u>	
Salaries	\$1,421,500	\$1,394,500	Decreased
Professional Services	5,000	6,000	Increased
Services to Maintain Equipment	17,000	20,000	Increased
Services to Maintain Buildings & Grounds	132,000	122,000	Decreased
Insurance	58,000	67,000	Increased
Services to Maintain Automotive Equipment	4,000	5,000	Increased
Rental of Equipment and Materials	15,000	25,000	Increased
Audio Visual Microforms	17,000	16,000	Decreased
Computer Software		12,500	Added
Library Supplies	55,000	50,000	Decreased
Janitorial Supplies	13,500	15,000	Increased
Furniture & Equipment	30,000	35,000	Increased

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

MOTION: The Board of Trustees of the Skokie Public Library accepts the recommended revisions of the 1983-84 budget as outlined by the Chief Librarian, Miss Radmacher.

The roll was called and the motion passed unanimously.

Mr. Flintrup asked Miss Radmacher to check with Dan Ryan to find out what the Village's procedure is when there are budget transfers - do the trustees approve each transfer individually or are all the transfers approved ~~together?~~ **COLLECTIVELY**

The recommended 1984-85 Budget will be studied by the trustees at home and will be worked on at the next Board meeting.

It was recommended by the trustees that "Tuition" and "Workshops" be added as separate items in the 1984-85 Budget.

BUILDING

Johnson Controls proposals for TABS and monthly maintenance fees for the 1983-84 year were studied by the trustees. The following motion was made by Dr. Wozniak and seconded by Mr. Flintrup.

MOTION: The Board of Trustees of the Skokie Public Library accepts Johnson Controls TABS increase from \$1,053 to \$1,137 and the maintenance increase from \$1,889 to \$1,925.

The roll was called and the motion passed unanimously.

The trustees accepted the proposal from Business Interiors to write specifications, etc., for the installation of wood flooring to the stage area of the Petty Auditorium. The following motion was made by Mr. Flintrup, seconded by Mrs. Zatz.

MOTION: The trustees accept Business Interior's proposal for the preparation of architectural specifications and bid package for the proposed addition of wood flooring to the stage area of the Petty Auditorium.

The roll was called and the motion passed unanimously.

Dr. Wozniak and his committee will meet soon and bring back their recommendations regarding the lighting problems in the auditorium at the next Board meeting.

REVISED PERSONNEL CODE

Copies of the Revised Personnel Code as approved March 9, 1983 were distributed to the trustees.

REPORT ON NORTH SUBRUBAN LIBRARY SYSTEM

Mrs. Weiner reported that she was unable to attend the last meeting of NSLS because it was held on the second night of Passover but she wanted the trustees to be aware that the Illinois Library Association (ILA) has proposed an "affirmative defense" for libraries in House Bill 539.

Miss Radmacher reported on SAVS plan to phase out 16mm film service. She wants the trustees to be aware of this, as she feels this will cause hardship to the libraries and their patrons who use this film.

COMMENTS FROM TRUSTEES

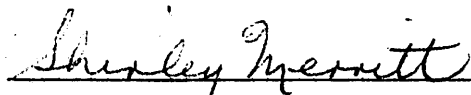
Mrs. Merritt asked if something other than tape can be used on the auditorium carpeted steps and what is being done about lighting up the steps. Miss Radmacher will try to get some alternative solutions as to what is available and report at the next meeting.

Mrs. Merritt said she would like the Library to have a better system for servicing the shut-ins and senior citizens. Miss Radmacher will try again to make contacts with the recipients of the "Meals on Wheels" program to see if something else can be arranged through this program.

Dr. Wozniak wants the Library staff to be commended on the Shakespeare Festival programs.

ADJOURNMENT

The meeting was adjourned at 10:25 p.m.

  
Shirley Merritt - Secretary

SKOKIE PUBLIC LIBRARY

REVISED BUDGET

For the Fiscal Year May 1, 1983 - April 30, 1984

As Adopted April 13, 1983

Personal Services

Salaries	\$1,394,500
Professional Services	6,000

Contractual Services

Binding	18,000
Services to Maintain Equipment	20,000
Services to Maintain Buildings and Grounds including monitoring & maintenance service contract	122,000
Insurance	67,000
Utilities	70,000
Conference Expense and Membership Fees	17,000
Workshops and Tuition	3,000
Services to Maintain Automotive Equipment	5,000
Postage	14,000
Printing and Publicity	11,000
Data Processing	70,000
Audit Expense	1,500
Reception and Entertainment	5,000
Rental of Equipment and Material	25,000

Commodities

Books	227,400
Periodicals	39,000
Audio Visual	
Recordings, Discs	7,900
Films	8,500
Microforms	16,000
Cassettes, Video and Audio	12,000
Art Prints	4,000
Computer Software	12,500
Library Supplies	50,000
Janitorial Supplies	15,000
Office Expense and Transportation	5,000

Other Charges

Contingency	22,000
-------------	--------

Capital Outlay

Furniture and Equipment	<u>35,000</u>
-------------------------	---------------

T O T A L . . . . . \$2,303,300