

November 14, 1979

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Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held November 14, 1979. The minutes were recorded from 8:20 p.m., after the Executive Session.

CALL TO ORDER

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

Rabbi Weiner noted that a quorum was present and requested that the regular agenda be delayed in order for the Board to interview the attorneys.

INTERVIEWS WITH ATTORNEYS

Jerome Robbins; Robbins, Schwartz, Nicholas and Lifton.

Mr. Robbins gave out information to the trustees regarding his firm's background. He spoke of his involvement in the past with Skokie programs which were mainly with the Fine Arts Commission and School District 72½. He explained that his firm represents many school districts through the Boards of Education and also represents some Junior colleges. He sees no conflict of interest with the Library.

Mrs. Hunter asked Mr. Robbins how he feels at the present time about state funding for libraries. He replied that he does not object to it, he ~~sees~~ does not see (corrected 12/12/79 meeting) a great need for it, but realizes that funding brings controls which would have to be lived with. He doesn't think the individual library's powers would be changed very much.

Rabbi Weiner asked Mr. Robbins who the principles are of his firm, and if the firm were retained would Mr. Robbins be the direct principle to the Library. Mr. Robbins named the four principles who are: Robbins, Schwartz, Nicholas and Lifton. He said the firm maintains offices in Chicago and also in Springfield, is completely computerized, and has a large

staff of associates and clerks in addition to the four principles. He said he would be the principle involved with the Library but in the event of his temporary absense from his office someone else would be assigned to the Library so someone would be available to the Library at all times.

Rabbi Weiner explained to Mr. Robbins what the Library's requirements for an attorney have consisted of in the past - which have been minimal, and that the attorney had been working on a fee per hour basis without a retainer. He asked Mr. Robbins how his firm would want to handle the Library with regard to fees. Mr. Robbins explained his firm's fee schedules with a retainer or strictly on an hourly basis. He recommends that the Library use their retainer schedule, but said that would be up to the Library.

Mr. Flintrup asked Mr. Robbins if his firm has done or is doing any work for the Village. He answered no - there would be no conflict with the Village.

Rabbi Weiner thanked Mr. Robbins for coming and he retired from the meeting.

Donald W. Lyon; Lyon and Warman.

Mr. Lyon informed the Board that he has been a Skokie resident all his life, has been practicing law for 25 years, and has his office on Oakton in Skokie.

Mrs. Zatz asked him if the Library would deal directly with him and he replied that he would want to be completely involved personally.

Mrs. Merritt asked him if he has any experience in working with municipalities and he replied that he had worked with a law firm that had worked with Morton Grove.

Rabbi Weiner asked Mr. Lyon if there would be any conflict of interest with any other municipality and Mr. Lyon replied that he does not represent

any other municipal board. He is a director at the Skokie Trust and Savings Bank, but does not see that as a conflict of interest as long as the Library does not have funds in that bank.

Mrs. Hunter explained to Mr. Lyon that the amount of work generated by the Library for an attorney is minimal and asked him how the fees would be set up by him. Mr. Lyon replied that he would allow the Library to set the figures and would go along with either an hourly fee or retainer.

Mrs. Hunter asked him if the agendas and minutes were sent to him would he look them over and advise us about anything he feels should be looked into. He said he would expect to do that and would also expect phone calls and would stop in from time to time.

Mr. Lyon said the Board could average out the Library's attorney's expenses for the past three years and he would be willing to work on a retainer basis for that amount, which would be outside of any litigation.

Rabbi Weiner thanked Mr. Lyon for coming and he retired from the meeting.

#### APPROVAL OF THE MINUTES OF MEETING OF OCTOBER 10, 1979

Rabbi Weiner asked for a motion to approve the minutes of the last meeting and Mrs. Zatz asked that the following changes be made in wording before the minutes are approved.

On Page #2, the word "questioned" is to be changed to "remarked on" the declining attendance.

On Page #3 the phrase "more unwieldy" is to be changed to "less unwieldy."

Mrs. Zatz then made a motion, seconded by Dr. Wozniak, to approve the minutes as corrected. The motion was approved unanimously.

#### FINANCIAL STATEMENTS - BILLS

Mr. Flintrup made the following motion, seconded by Mr. Lindberg.

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites & Buildings, the Financial Report on Lease-Purchase Photocopying Machines, and the Report on Special Funds for the month of October be accepted, and that the lists of bills for the General Operating Fund in the amounts of \$42,402.01 and \$4,423.26, be approved for payment subject to audit.

The motion was approved unanimously.

Mrs. Merritt asked Miss Radmacher what is done about checks that bounce. Miss Radmacher said that the party is called, and in most cases the Library is told to redeposit the check. Mrs. Merritt suggested that the Library's policy should be changed either that no checks should be accepted or if there is an NSF check, the party should be charged for reprocessing.

Dr. Wozniak asked Miss Radmacher what the frequency of NSF checks is, and Miss Radmacher said she would judge that there were no more than one a month. Miss Radmacher does not feel it is a problem, and it was decided that if the number of NSF checks becomes a problem the Board will review it again.

Mrs. Hunter asked if the Piano Fund could be transferred into another fund. Mrs. Zatz said that the Piano Fund should be dissolved and the money earmarked for the Art Fund.

Mrs. Hunter made the following motion, which was seconded by Dr. Wozniak:

MOTION: That the Piano Fund, in the amount of \$5.00 be dissolved, and the \$5.00 Piano Fund be transferred to the Fine Arts Acquisition Fund unless otherwise earmarked.

The motion was approved unanimously.

#### CIRCULATION REPORTS

The Circulation Reports for October, 1979, were accepted and placed on file.

#### LIBRARY USE STATISTICS

The Library Use Statistics were noted and placed on file.

#### GIFTS

The correction on the Selma Regan Petty Memorial Fund was noted.

#### CORRESPONDENCE

The letters distributed were noted and Miss Radmacher remarked that she thought the letter from Representative Alan Greiman was very interesting. Mr. Flintrup suggested that all trustees could sign individual letters to support matters pertinent to the Library.

#### PERSONNEL

Miss Radmacher commented on the two new appointments to the Young People & Children's Department and said she is pleased with both of them.

#### COMMENTS

Mrs. Zatz commented that she had received a number of comments on how lovely the dedication of the Balter sculpture was - that it was a beautiful afternoon and that the sculpture is magnificent.

Mrs. Merritt remarked that it was uncomfortably hot in the meeting room and asked Miss Radmacher how the temperature is controlled. Miss Radmacher said that Johnson Controls is called and they are supposed to take care of it.

Rabbi Weiner reported on his meeting with Mayor Smith on November 13. Rabbi Weiner said they discussed cable TV, and Mayor Smith said that after the eight presentations have been made and the Village is down to the couple of companies they feel are in the running, and the bargaining becomes serious, the Village will then call in the Library, schools and park boards to participate in the negotiations.

Mayor Smith also told Rabbi Weiner that he had been told by the contractor for the Senior Citizen's building that he has agreed to have his workers park in the building's parking grounds and that in a couple of weeks the workers working on the Village building will park on the Village grounds and he feels this should make the parking situation a little better before the holidays.

Mayor Smith also spoke to Rabbi Weiner regarding a culminating program for the Israel Culturfest to be held at the Library on Thursday, November 29, at 4:00 p.m., and Mayor Smith told Rabbi Weiner that he would receive a call from the Israeli Consul General who wants to make the program into a more formal affair and invite the Diplomatic Corps, community officials, etc.

The Consul General discussed the affair with Rabbi Weiner and Rabbi Weiner asked the trustees for their comments on it.

Mrs. Hunter remarked that the Library's policy has been one of open attendance at Library functions and she asked Rabbi Weiner who is going to host this function. He replied that the Consulate, the Village and the Library are to be the hosts.

Dr. Wozniak commented that he feels this affair seems to be a natural follow up for the Israel Culturfest.

Mr. Flintrup said he would like to see the Library given more recognition in the program since the event is taking place through the courtesy of the Board.

Rabbi Weiner commented that he can see this as an exciting event with media coverage, and the Library in the mainstream of the affair.

The program will be held in the auditorium and a section can be roped off for the dignitaries. The function would in no way inconvenience the Library patrons or limit the Library in serving its patrons.

Mrs. Hunter remarked that she would like to see the Library Trustees' names on the program.

Miss Radmacher asked the trustees to call her and give her names of the people they would like invited. Miss Radmacher also commented that the Library could not have afforded this exhibit without the Consulate.

Mr. Flintrup feels that the Village is not handling the cable TV proposals in the best interests of the Library or other community institutions who would be involved with it. He cited the example of Evanston having established a citizen's committee to look into the particular needs of all the community's cultural agencies and this was fed back to the companies before any decisions were made. He feels that all the cultural agencies should be brought into the planning, particularly in a community the size of Skokie, and some criteria should be set up. Our selections from just a couple of companies is too limited.

Miss Radmacher will find out who the eight companies are who are being interviewed.

Rabbi Weiner appointed Mr. Flintrup and Dr. Wozniak as the committee to be available if the need arises for the trustees to <sup>respond</sup> ~~be involved~~ to the Library's prerequisites regarding cable TV. (corrected 12/12/79 meeting) ~~in emergency situations~~

Miss Radmacher told the Board that we have to readvertise for the Security System since there has been no response, and the bids will be sent directly to the companies this time.

Mrs. Hunter asked the Board to hold March 3rd or 4th, 1980 for their attendance at the Automation discussion to be held at the ILTA Seminar at the Regency Hyatt House, Chicago.

#### LIBRARY EVALUATION COMMITTEE REPORT

Mrs. Hunter said she had nothing to report this month.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup said he had nothing further to report than is encompassed in the materials distributed.

REPORT ON FEE CARDS

The report on fee cards for 74/75 to 79/80 fiscal year to date as listed on the agenda was noted.

REPORT FROM MC DONALD'S

Miss Radmacher reported that she spoke to the person in charge of the Skokie McDonald's who told her that he could not discuss the project with her until after he meets with his promotional people on November 15th. She will get back to him after that date.

Mrs. Merritt said that the Board should decide if we really want this project if it becomes available. This will be put on next month's agenda.

REPORT ON LIBRARY BROCHURE

The list of invoices for the Library brochure issued in September, 1979, was noted. Mrs. Hunter remarked that she has heard a number of compliments and praise for the brochure.

PER CAPITA GRANT APPLICATION

The per capita grant application was noted.

PARKING

Miss Radmacher reported that we are still waiting for the changes on the west side of the Library adding the parking spaces.

LIBRARY ATTORNEY

The Board will try to hold a special meeting at 2:30 p.m. on November 29th to discuss whether they should make their decision on an attorney from the two interviews held this evening or whether other attorneys should be interviewed. Mrs. Merritt and Dr. Wozniak cannot attend that meeting but were put on record that they both favor going



along with making their decision between the two men interviewed.

REPORT ON MIDWEST FEDERATION CONFERENCE

Mrs. Hunter passed out materials she received at the Conference that she felt would be of interest to all the trustees.

Mr. Flintrup commented on an Art Fair that had been held at a library and said it might be a good idea for the Skokie Public Library to think about having an Art Fair to stimulate interest in the circulation of our prints.

BOOKMOBILE

The letter to Leonard Eisenberg, NORTRAN, was noted. Mr. Flintrup reported that the letter was read to the NORTRAN Board. He informed our Board that NORTRAN owns their buses and does not need permission from RTA to sell them. He said that NORTRAN will be holding a meeting next week, and the outlook is favorable for the Library to buy one.

LETTERHEAD LOGO REPORT

Mrs. Hunter reported that she had contacted William Sample, an art designer, to make up a new design logo for the Library. She made the following motion which was seconded by Mrs. Merritt.

MOTION: That William Sample be hired to make up a new design logo for the Skokie Public Library with camera-ready art work, for a fee not to exceed \$300.00

The motion was approved unanimously.

RECOMMEND CLOSING LIBRARY, SUNDAY, DECEMBER 23, 1979

A motion was made by Mr. Lindberg, seconded by Mrs. Zatz, as follows:

MOTION: That the Skokie Public Library will be closed on Sunday, December 23, 1979, due to the Christmas holiday.

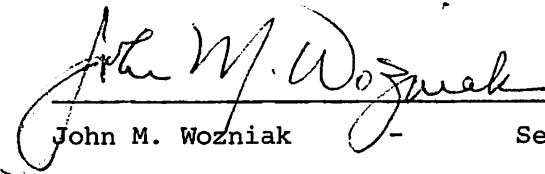
The motion was approved unanimously.

SET DATE FOR SPECIAL MEETING RE SIDEWALK

Miss Radmacher reported that she had spoken with Mr. Schiewe who wishes to attend the special meeting regarding the sidewalk and prefers a daytime meeting.

It was decided by the trustees that this meeting will be held at 3:00 p.m. on Thursday, November 29th.

The meeting was adjourned at 11:05 p.m.

  
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John M. Wozniak      -      Secretary