

October 12, 1966

Minutes of the meeting of the Board of Directors of the Skokie Public Library, held October 12, 1966 in the Conference Room of the Library.

Members present: Conroy V. Erickson, Mrs. W. C. Griffin, Mrs. Daniel Petty, and Rabbi Karl Weiner, Miss Mary Radmacher, Librarian.

Also present: Mr. Paul Wyer, representative from the Gerstenslager Company, Mr. Ed Simon, Chairman and Mrs. Gladys DuBow, Co-chairman of the Citizens Advisory Committee and Mrs. David Einhorn, representative from the League of Women Voters.

In the absence of the President, L. O. Green, Mr. Erickson moved that Rabbi Weiner be appointed chairman of the meeting. Mrs. Griffin seconded the motion and all votes were affirmative.

Rabbi Weiner requested the Board's permission to set the regular order of the agenda aside temporarily and begin with the purchase of a new bookmobile. The Librarian stated that we have had the present bookmobile since 1957 and it has outlived its usefulness. A new one could be 25 ft. long instead of 18 ft. Mr. Paul Wyer was requested to explain what is available.

Mr. Wyer stated there are two styles available, one is called a parcel delivery type and the other a transit bus style. The main difference is that on the transit bus style the front axle is much wider and the tire being so much farther away from the wall, the bookmobile can turn easier. Another feature is the distance from the back of the driver's seat to the front. On the present bookmobile there is about 7 ft. but on the transit bus type there is about 4' 9". Therefore, it has more workable space for library use. This new style was not available as a stock item when the last bookmobile was purchased but Gerstenslager has since built bodies on this new chassis which is available from International Harvester. When questioned about the height so it would go under

the delivery canopy, Mr. Wyer stated he would measure and make sure of this. Mr. Wyer stated that they have no standard bodies but each job is custom built at no additional cost. The main features in the new chassis are: power steering, non-spin axle, power brakes and ease of handling. There is a choice of design for the roof - either regular or moderaire. Book capacity is 3500 which would be a gain of perhaps 1000 volumes over the amount now carried. The windshield is fiber glass wrap around - no posts. The steps, the fold out style, can be put out by a handle manually or they can be handled by hydraulic control which is more expensive. Price of the bookmobile would be between \$20,000 and \$22,000. Motion by Mr. Erickson seconded by Mrs. Griffin.

Motion: To authorize the Librarian to proceed with the drawing up of detailed specifications and a firm cost for submission to the Board with the understanding that we do intend to authorize the purchase of a new bookmobile unit.

All ayes. Mr. Wyer stated it would take ten months for delivery.

The Chairman thanked Mr. Wyer for his attendance at the meeting for this presentation and turned the matter over to the Librarian.

Financial statements for the General Operating Fund and the Reserve Fund for the Purchase of Sites and Buildings for the months of August and September, 1966 were approved and accepted on motion by Mr. Erickson seconded by Mrs. Griffin. All ayes.

Motion by Mr. Erickson seconded by Mrs. Petty.

Motion: That the lists of bills in the amount of ten thousand one hundred forty-three dollars and thirty-six cents and six thousand six hundred six dollars and thirty-six cents be approved for payment.

All ayes.

Circulation reports for the months of August and September, 1966 were accepted and ordered to be placed on file.

Rabbi Weiner expressing regret for President Green's absence at this meeting and appreciation to Mr. Ed Simon, Chairman of the President's Citizens Advisory Committee on Library Expansion, for submitting their report on the date requested, asked Mr. Simon to make his presentation at this time.

Mr. Simon expressed his pleasure at being able to complete the work by this date, October 12, and stated that he had no reluctance to submit the report to the members of the Board other than bearing in mind that this was a President's committee and he and his committee wished to observe all the rules and protocol. He further stated a covering letter is included as well as survey results and many other things. There is some concern about keeping entirely "mum" until such time as the President of the Board has had an opportunity to review the materials, but he was willing to leave it to the Board's discretion as to how extensively it should be discussed. He also requested that when the report is reproduced a copy would be made for each member of the Committee. He stated that first he wanted to say in a general way, to qualify the reports, this was a Citizens Committee. It had wonderful cooperation from any Board member contacted, from the professional staff and the non-professional staff. In his opinion the exactness of the work has limitations. The Committee did a survey and feel the results are most valid and yet a statistician might say it is only 92 per cent accurate. That kind of criticism the Committee will accept. Nevertheless they feel while these are only general conclusions, the general overall scope of the study is accurate and it is the Committee's hope it will stand up well and serve us all well. He stated that the Committee was an excellent one and as individual members are all ready and willing to serve where they can to lend help wherever possible.

Questions from the Board were requested. The consensus of the Board

was at this point about all that can be done, within the original intent of the resolution, is to have copies made for the Board and for the President and leave the motion from there up to the President of the Board, assuming that within a period of time he is ready to resume active participation. Otherwise a meeting will have to be set up but this won't be until the Board has had a chance to read the report and ask intelligent questions of the Committee for comments, interpretations, etc. (The Librarian stated copies will be made of the report and copies given to Mr. Simon for distribution to the Committee members.) The first thing will be discussion of the report by the Board of Trustees, after examination of it, but no release of it in part or in total but by the President or decision of the President since it is a report that belongs to him and it is up to him to dispose of it in whatever manner he sees fit. Mr. Simon commented that the Committee's position is they they wish to obtain the most advantageous presentation of the information it contains to the public at large; to be certain it is not misconstrued; and that it does not reach the public until the Library Board has had an opportunity to go over it.

Rabbi Weiner stated that he was personally delighted with the work put into this report and the spirit of giving the Library Board the advantage of looking at it first. The Board is looking forward to reading it with the hope of bringing something to the Village in what ultimate plans will be made.

Mr. Simon requested that the letter accompanying the report be read aloud to the Board at this time. This was done by Rabbi Weiner. A copy of the letter is attached hereto.

The following motion was made by Mr. Erickson seconded by Mrs. Petty.

Motion: That a special Board meeting be called for Wednesday, October 26, 1966 at 7:30 p.m. for the purpose of discussing the report from the President's Citizens Advisory Committee on Library Expansion.

All ayes.

Copies of the by-laws showing the changes to be made were distributed to the Board members. Motion by Mr. Erickson seconded by Mrs. Griffin.

Motion: That the by-laws as corrected by the Secretary be accepted.

All ayes.

The Librarian discussed personnel - appointments, transfers and one leave of absence.

The Librarian advised the Board she had been contacted by Mr. Einhorn of the Village regarding the Village plan for opening up Lincoln Avenue and that he stated the Village wanted a definite statement from the Library Board as to how much land would be needed for the expansion. Miss Radmacher told Mr. Einhorn the Board was in no position to make this sort of commitment pending the report from the Citizens Committee October 12. The opinion of the Board was that the main thing is that there is money in the budget and the Library has a contract with the Village. Although this probably, in terms of the contract, does not constitute a thirty days notice, regardless of what the Citizens Committee report envisions in the way of or manner of expansion the property will be needed if for nothing else than parking. Motion by Mr. Erickson seconded by Mrs. Petty.

Motion: To authorize the Librarian and the Library Board's attorney to proceed with the drawing up of a final purchase contract for 125.07 foot of frontage beginning at the Library's eastern boundary.

All ayes.

The Librarian called to the Board's attention the matter of the purchase of fuel oil for the coming season and advised we have been purchasing oil jointly with the Village. Motion by Mrs. Petty seconded by Mr. Erickson:

Motion: That the Library join with the Village in accepting the bid of the Apex Motor Fuel Company's bid and purchase our requirements of fuel oil from them.

All ayes.

In Mr. Green's absence, the Librarian reported on the North Suburban Library System stating that they are planning to make the selection of a director or administrator at their next meeting. The System now has a \$40,000 establishment grant and is waiting to get started pending the selection of an administrator. Another meeting is scheduled for the end of this month.

A copy of the program for the Annual Conference for New Public Library Trustees to be held at Allerton Park, Monticello, Illinois November 18-20, 1966 was given to each trustee. Mr. Donald Kraft will attend.

A copy of the Young People's and Children's Department programs for 1966-67 and registration form for pre-school story hour was given to each trustee. There was discussion of the announcement of registration for these programs and the suggestion made that there should be more publicity about when the registration will begin. Mr. Simon requested permission to state that his Committee recognized this as one of our problems and suggested the possibility of shortening the length of the whole program and repeating it for those who could not make the first group. Also, an announcement should be made in the papers a month in advance. Other ideas were to use neighborhood park houses; whether there is someone who could train volunteer story tellers; or whether it would be possible to get students from the various schools to take over for the story telling hour as part of the classroom activity. Anything that can be done to include more people is going to be advantageous.

Miss Radmacher informed the Board that the Women's International League for Peace and Freedom sponsored a program on September 17 in the Lecture Room which was very well attended. Peggy Lipschutz gave a chalk talk on Jane Addams and the Library was presented with two books.

Announcement of the schedules for the Great Books Discussion Groups and Contemporary Literature Discussion Group was made.

The Librarian reported that Miss Dorothy Rasmussen and Mrs. Jane Bell

are leading a book discussion program for the Park District on the second Wednesday of each month, in the Laramie Center.

The Librarian asked for the Board's opinion about dividing the Boiler Room to accommodate additional shelving. The Fire Department agrees that we have a lot of space but advised us that we must have a partition before putting anything in the west half of the boiler room. This does not have to be a fire wall but can be built of concrete blocks. There must be a door wide enough for a boiler to go through since access to the basement entrance is necessary. The Board has no objection to this excepting to be assured of the safety of it and the approval of the Fire Department and insurance people. Motion by Mrs. Griffin seconded by Mrs. Petty.

Motion: That the Librarian be authorized to proceed with the erection of a partition in the boiler room.

All ayes.

The Librarian called the Board's attention to the exhibit of paintings by William Rubin currently being shown in the Lecture Room.

The Librarian reminded the Board of the Illinois Library Association Conference to be held in Rockford October 20-22, 1966.

The Librarian reported she had received a suggestion that the Library join the Council on Foreign Relations to avail itself of any benefits to be derived and receive early information on a variety of programs they offer. Motion by Mrs. Petty seconded by Mr. Erickson.

Motion: That the Skokie Public Library join the Council on Foreign Relations.

All ayes.

Mr. Erickson reported he had been approached by Mrs. Joseph Beaver who had requested a meeting with some representatives from the League of Women Voters for discussion of questions that have been raised concerning

the responsibilities of the Library Board. In a letter addressed to the Board of Directors Mrs. Beaver requested the meeting be held Wednesday, October 19, at 2 p. m. in the Conference Room. Mr. Erickson will attend this meeting and any other member who can conveniently do so.

The meeting was adjourned at 9:30 p. m. on motion by Mr. Erickson.

Selma Petty sec -

Selma Petty - Secretary

LEAGUE OF WOMEN VOTERS OF SKOKIE

SKOKIE, ILLINOIS

October 9, 1966

Board of Directors
Skokie Public Library
Skokie, Illinois

Dear Members of the Board:

The Local Government Workshop of the Skokie League has been studying the Skokie Library this year. We have reached the point in our study where we are concerned with the responsibilities of the Library Board. We have read the enabling legislation that concerns libraries in villages over 50,000 population and many questions have been raised that we hope you will answer for us.

In an informal conversation on the matter with Mr. Erickson, he suggested that a few of us might meet him, and any other Board members who would be able to join us, in the conference room at the library on Wednesday, October 19th, at 2 p.m.

If this is agreeable with the Board, a few of us will plan to come on that date. I enclose copies of the kinds of questions we have, inasmuch as a few of them involve information that one might not remember offhand.

Sincerely yours,

Verna Beaver

Chairman, Local Government Workshop

*7818 Babb Avenue
Skokie, Illinois*

What are the basic objectives of our library?

What is the library's responsibility to the schools?

How does the library board handle the awkward situation created by 4 year elections but 6 year terms.

Is geographical representation on the board an important consideration?

Who has served on the Library Board?

What qualifications have you found essential for a board member?

What interests or professions should be represented on the board?

What is the library's book selection policy? Is it printed?

How do you deal with absence or erratic performance on the part of Board members?

Do you have by-laws embodying above policies and practices?

Are our staff salaries, and conditions competitive? Is there a grievance procedure? Are the personnel organized?

Has the library adopted a written statement of clear and specific objectives which serves as the basis of services and activities? If so, is it revised periodically?

Is there a step by step plan for the future growth of the library?

Do staff members offer suggestions for improving library services and procedures?

How does the library board keep in touch with the community?

Do you feel a need for more participation of the public in library affairs? I.e., publicity, fund raising, soliciting gifts, etc.