

January 30, 1978

Minutes of the special meeting of the Board of Directors of the Skokie Public Library held at 7:30 p.m., Monday, January 30, 1978 in the Library.

Members present: Diana Hunter, Richard Lindberg, Shirley Merritt and Norma Zatz, also Mary Radmacher, Chief Librarian. Walter Flintrup and Karl Weiner joined the meeting at a later time.

The meeting was called to order at 7:45 p.m. with Vice President Diana Hunter presiding.

Mr. Walter Flintrup joined the meeting at 7:50 p.m.

Mr. Lindberg suggested setting aside the subject for discussion this evening, which is security systems, until the regular Board meeting, at which time a full complement of the Board should be present. The following motion was made by Mr. Lindberg and seconded by Mrs. Merritt.

Motion: That the subject for discussion is far too important to be acted upon by less than the full Board and that the agenda for this meeting be included in the regular February 8 meeting.

In discussion Mr. Lindberg mentioned his visitations to libraries to check on the security systems and his reaction. Libraries visited were Arlington Heights, Park Forest and Woodson Branch of Chicago Public Library.

Voting on the motion was as follows: Mr. Flintrup, no; Mr. Lindberg, yes; Mrs. Merritt, no; Mrs. Zatz, no and Mrs. Hunter, no. Motion was defeated.

Mr. Lindberg retired from the meeting at 7:55 p.m.

Discussion was opened on the subject of purchase of a security system. Miss Radmacher furnished a cost analysis for withdrawn material incorporating fiscal years 1975-76, 1976-77 and May 1, 1977 through January 23, 1978. Mrs. Hunter said she was advised by the State Library there is a rule of thumb that approximately 9 o/o of library collections are unaccounted for because the material is mis-shelved. Miss Radmacher said that Skokie Public Library spends a lot of money employing pages to shelf books and to read the shelves, etc, and in this

Library, mis-shelving is at a minimum, far below 9 o/o. The Illinois State Library does not have that kind of page help. An inventory would be difficult to take because the circulation charges are on microfilm. Discussion of the cost analysis followed. Miss Radmacher explained the price is no longer being put on the book pocket because the replacement cost is taken from the current BOOKS IN PRINT. The "lost in circulation" represents books that have been checked out and have not been returned. The calculation for volumes withdrawn as missing is based on reserves placed on books that cannot be filled because the books have not been returned and after six months the books are withdrawn as missing.

Some of the "lost in circulation" material the Library hopes to recover with the new Village Ordinance. Much of the withdrawn as missing would be apprehended by the security system.

Mrs. Hunter said tonight the only concern is with "missing" materials rather than with those "lost in circulation." Miss Radmacher explained the only way to take a complete inventory is to close and that would be doing our patrons an injustice. The disadvantages far outweigh the advantages.

Rabbi Weiner joined the meeting at 8:15 p.m.

Mr. Flintrup observed that the book is considered missing only if a reserve is placed on it and it is not available. The total missing could be much greater than that.

Reference was made to the CETA grant, 10 o/o or \$4500 to \$5000 of which can be allocated to the cost of the targets used in any security system. It was observed that the security system would be paid for in two years with the cost of missing volumes. Rabbi Weiner said to base it on that, it must be presumed all that is missing is stolen and with security system nothing further will be lost. That is impossible.

Mrs. Zatz mentioned the statistics issue of LIBRARIES quotes the largest amount of circulation in the State belongs to NSLS, etc. Most of the libraries in the same category with the Skokie Public Library are working into security systems.

This must have some bearing on this Board's thinking because if these libraries are on the same level and others have found the need, Skokie is fooling itself if it does not look into this. Mr. Flintrup said Skokie is one of the few major libraries without a security system.

Mrs. Hunter mentioned the difficulty of installing a security system in this Library's lobby. Rabbi Weiner said at the time the Library was built security system was discussed and the objection was philosophical. The general rule has changed and there is a greater acceptance that you cannot trust anybody and are well served by having security. Another objection was the aesthetics. Most of all the Library cannot lose its investment. Protection against the loss will return the investment in four years. At this point, if the philosophy of reluctance is discarded then the argument must be for security.

Mrs. Hunter feels adopting this kind of protection requires salesmanship. Mr. Flintrup said that during installation several position statements could be issued explaining why the Library is going into security.

The staff is 100 o/o in favor of a security system. The public service departments are very much concerned over losses. They know the figures are very small compared to what is really missing.

Mr. Flintrup asked the Board's opinion of contacting Mr. Hammond relative to handling a security system in the lobby. That could be done with a minimal amount of structure. Rabbi Weiner agreed to the idea of spending a little more money to protect the appearance of the lobby. Mr. Flintrup made the following motion:

Motion: That the Skokie Public Library install a security system with the aid of our architect in designing and implementing the ingress and egress flow at the lobby. The choice of system will be made at the regular meeting.

Motion was seconded by Mrs. Zatz and voting was as follows: Rabbi Weiner, yes; Mr. Flintrup, yes; Norma Zatz, yes; Shirley Merritt, no; and Diana Hunter, yes.

Motion carried.

Mr. Flintrup feels the security system is somewhat secondary to the aesthetics of the building and would be willing to spend as much on the aesthetics as the installation of the system.

On financing, Rabbi Weiner said the system must go out on public bids. Mr. Flintrup suggested at this particular time could assign \$28,000 to lease-purchase and borrow the money for a period of five years. The monies in the Building Fund are for hardware or improvements to this building. Rabbi Weiner mentioned the Library has funds that are expendable for this and asked whether the Board wanted to make a decision at this meeting. Mr. Flintrup said if the Library did not want to take \$28,000 from the Reserve Fund or Construction Fund, it could be borrowed at 4 o/o interest, an option open to municipalities. Discussion about financing continued and Rabbi Weiner asked the Board to prepare to make a decision and if a committee should be appointed to consider the financing for the purchase of the security system. The opinion was expressed this would not be necessary and no committee was appointed. Mr. Flintrup made the following motion:

Motion: That the staff review the systems that have been presented to the Board and formulate some recommendations as to what they think would be the best systems applicable to Skokie Public Library.

Motion was seconded by Mrs. Zatz. In discussion the following points were mentioned. Mr. Hammond's suggestions could influence the type of system purchased, whether one system would lend itself better to the aesthetic features of the Library, and the staff "lives" there and will work with the system and should be consulted. The staff has seen all four systems presented to the Board. Mr. Lindberg prepared a list of questions to be answered by the vendors. A copy of that list is attached and copies were distributed to Board members. Rabbi Weiner suggested this list be used in the study of the security systems and the Board's recommendation for its choice of system. Rabbi Weiner said Mr. Lindberg did a remarkable job and his list of questions should be included in the process of the study. Also,

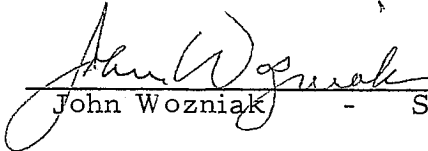
it might be worthwhile to follow Mr. Lindberg's suggestions and ask each representative to answer these questions.

Voting on the motion was unanimously affirmative and the motion carried.

Motion by Mr. Flintrup, seconded by Mrs. Hunter which, on roll call vote, carried unanimously.

Motion: That the Librarian be instructed to contact Mr. Hammond with the idea in view that Skokie Public Library is considering the installation of a security system and the Board has serious concern as to the aesthetic ramifications to the building and would ask him to give us his suggestions as to the correct aesthetic flow at the lobby.

Meeting adjourned at 9:30 p. m.

  
John Wozniak - Secretary

QUERY LIST

1. Effect on pacemakers?
2. Wiping off of cassettes or sound film with magnetic sound track -  
8 track cartridges.
3. False alarm incidents - percentage.
4. Time for sensitizing and de-sensitizing.  
Where done?  
Separate units?
5. How and where is target placed?  
Ease of removal?  
Ease of application?  
Can target be jammed?  
Is there any way in which a book can be de-sensitized while on the shelf?
6. How long to deliver.
7. Warranties.
8. Financing? Lease/Purchase?
9. Service contracts?
10. How much is sensitizing unit?
11. What is the field?  
Frequency?
12. Carefully drawn specifications?
13. Hardware?
14. Layout for traffic?
15. Proper clearances from the FCC received?
16. How can system be by-passed?
17. State ways in which a non-sensitized volume can go through the checking  
gate without triggering the signal.