

November 10, 1982

CORRECTED

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library, held Wednesday, November 10, 1982.

CALL TO ORDER

The meeting was called to order at 7:45 p.m. by Mrs. Diana Hunter, President.

Members present: Mrs. Diana Hunter, President; Dr. John Wozniak, Vice President; Dr. Herman Bloch; Mr. Walter Flintrup; Mrs. Eva Weiner; Mrs. Norma Zatz; and Miss Mary Radmacher, Chief Librarian.

Member absent: Mrs. Shirley Merritt, Secretary.

Visitor present for the early part of the meeting: Mrs. Barbara Heinseimer Parvis. Also present: Mr. Laurence Salasche of London Witte & Company.

REPORT FROM YOUNG PEOPLE AND CHILDREN'S DEPARTMENT STAFF

Mrs. Hunter announced that due to illness among the staff in the Young People and Children's Department, the staff representatives will not attend this meeting and their report is postponed until the next meeting.

APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 13, 1982

A motion was made by Mrs. Zatz, seconded by Dr. Wozniak, to approve the minutes of the October 13, 1982 meeting as written. The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

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

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites and Buildings, and the Report on the Fine Arts Acquisition Fund be accepted, and that the lists of bills from the General Operating Fund in the amounts of \$41,208.25 and \$6,532.14, and the bills from the Reserve Fund for the Purchase of Sites and Buildings in the amount of \$19,858.89, be approved for payment, subject to audit.

The roll was called and the motion passed unanimously.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

In response to a question raised about the Bookmobile usage, Miss Radmacher said that statistics are kept for circulation and the number of patrons using the Bookmobile at each of its stops.

Mrs. Zatz made a motion, seconded by Dr. Wozniak, to place the Circulation Reports and the Library Use Statistics on file. The motion passed unanimously.

AUDITOR'S REPORT

Mr. Laurence Salasche, an auditor with London Witte & Company, reported to the Board that the audit which his firm recently completed shows the Library to have a healthy cash balance.

~~Dr. Bloch explained to Mr. Salasche that the reserve funds are earmarked for capital improvements and once we do what is necessary to maintain the institution we will be on a hand-to-mouth basis. Dr. Bloch said that in terms of long range planning the Library does not go to the people; every dollar cannot be spent immediately and we have to look to the future. He said that it has been through prudent spending and good investments that the Reserve Fund has been built up, and more than likely we will be unable to continue to get the interest rates we have had in the past. He asked Mr. Salasche how the Library can maintain an even keel in light of rising costs and falling interest rates.~~

*See Page 7
for corrected
statements*

Mr. Salasche explained the procedure of the tax collections: that there is always a "catch-up period" from one year into the next year and the collections go into the following year. He said that keeping in mind how the tax money comes in, he would say that a warning point would be at least three months operation funds and probably four, five or six months for cash receipts. He said that all we can do is be as efficient as possible and do the best we can with our investments.

Mr. Flintrup asked Mr. Salasche to comment on our day-to-day procedures in the handling of our funds and if it is being done correctly. Mr. Salasche replied that in their audit they did not find anything wrong and nothing came to their attention that had to be discussed with the Board. He said that next year a management letter will be sent. Mr. Salasche retired from the meeting.

Mrs. Barbara Heinseimer Parvis retired from the meeting shortly thereafter.

CORRESPONDENCE

The letters from Mr. Jack Cantor, Principal, John Middleton School, to Miss Radmacher and Miss Burmeister, in appreciation of the Library's services to the school were duly noted.

After reading Mrs. Gertrude Goodman's beautiful letter thanking the Board of Directors and commending staff members for their assistance to her with the Talking Book Program, Dr. Bloch suggested that Miss Radmacher check with the visually handicapped institutions to find out how the Library can participate in services to the visually handicapped.

The letter sent to Mrs. Hunter from Mr. Charles Panitch was duly noted, and the trustees discussed his suggestion that a bill changing machine be installed in the Library. Miss Radmacher will talk to staff members and report back to the Board as to their thoughts on this.

PERSONNEL

Miss Radmacher reported that Pearl Schwartz has been appointed to the Circulation Department as a Clerical Assistant.

GAS BILL

The letter written by Donald Lyonto Northern Illinois Gas Company, in which he enclosed the Library's check in the amount of \$5,600.00 in full payment of the disputed gas bill, was duly noted.

SIDEWALK PROJECT

Miss Radmacher reported that the sidewalk project is progressing, and the sewer work is completed at a cost of under \$25,000.00. Mrs. Hunter said that hopefully the project will be finished by the end of November, weather permitting.

The trustees asked that Miss Radmacher ask Mr. Klein to send a summary of what was done upon completion of the project.

MEMORANDUM RE CORPORATE PERSONAL PROPERTY TAX REPLACEMENT FUND LAWSUIT

The Board discussed the memorandum from Deborah Miller asking for financial support for the Corporate Personal Property Tax Replacement Fund proposed lawsuit. Dr. Bloch made the following motion, seconded by Mr. Flintrup:

MOTION: That the Skokie Public Library should not contribute money to the Corporate Personal Property Tax Replacement Fund lawsuit.

The roll was called: Mrs. Zatz-No; Dr. Bloch-Yes; Mr. Flintrup-Yes; Mrs. Weiner-Abstain; Dr. Wozniak-No; Mrs. Hunter-No. The motion did not pass.

Dr. Wozniak made the following motion, seconded by Mrs. Weiner:

MOTION: That the Skokie Public Library send a \$100.00 contribution to the Illinois Library Association (ILA) to help our fellow members with their Corporate Personal Property Tax Replacement Fund lawsuit.

The roll was called: Mrs. Zatz-Yes; Mr. Flintrup-No; Dr. Bloch-No; Mrs. Weiner-Yes; Dr. Wozniak-Yes. The motion passed.

RECOMMEND CLOSING THE SKOKIE PUBLIC LIBRARY SUNDAY, DECEMBER 26, 1982

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

MOTION: The Board of Trustees accepts the recommendation of Miss Radmacher to close the Skokie Public Library on Sunday, December 26, 1982.

The roll was called and the motion passed unanimously.

INTEREST RATES

The trustees looked over the charts that Miss Radmacher had prepared showing the responses she had received from different banks when she made inquiries as to their interest rates for Library investments.

Dr. Bloch suggested that Miss Radmacher talk to someone at one of the large banks in Evanston. Mrs. Zatz commented that after looking over the charts she thinks we are in the best position we can be in at the First National Bank of Skokie. Miss Radmacher said that the official to whom she spoke at the First National Bank of Skokie knew that the Library was looking at the interest rates of other banks.

Mr. Flintrup suggested that Miss Radmacher make appointments to talk with the different bank officials in person about the Library's investments: the total investment picture and to find out if better interest rates would be available than just the weekly published rates. Miss Radmacher will get in touch with two, three or four banks.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner asked Dr. Bloch to attend the next NSLS meeting since she will be unable to attend.

Mrs. Weiner read the list of NSLS service cutbacks with which she is very concerned. She will get a copy of the NSLS budget which shows that the allocation of money is being made differently than it was previously. ~~She would like the trustees to hold a special meeting in order to discuss their concerns regarding this issue.~~

Miss Radmacher asked the trustees to look over the memo from the Suburban Library System regarding continuation of Umbrella Insurance renewal under the SLS Unemployment Compensation Joint Account. The following motion was made by Mr. Flintrup, seconded by Mrs. Zatz:

MOTION: The Board of Trustees of the Skokie Public Library wishes to continue the Umbrella Insurance coverage of the SLS Unemployment Compensation Joint Account.

The roll was called and the motion passed unanimously.

COMMENTS FROM TRUSTEES

Mr. Flintrup commented that he is amazed at the statistics of the Reciprocal Borrowing Activities Summary and would like this investigated.

Mrs. Hunter reported that she and Miss Radmacher have discussed holding an open-house at the Library on a Sunday between Thanksgiving and Christmas for new residents of Skokie.

Dr. Wozniak commented that he was very pleased with how quickly he could get a translation of something he needed from one of the Skokie Public Library staff.

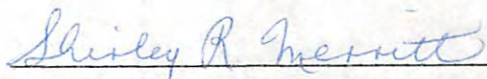
AUTOMATION PROJECT

The Highland Park Library Board has not made a decision on how they will proceed with automation.

There will be a meeting of the other three libraries very soon.

ADJOURNMENT

The meeting adjourned at 10:10 p.m.


Shirley Merritt - Secretary

Correction, Page 2, AUDITOR'S REPORT, second paragraph:

Dr. Bloch pointed out to Mr. Salasche that the reserve funds earmarked for capital improvements will be largely depleted when we have done what is necessary to maintain the institution. Since our reserves have been built up through prudent spending and investments in high-interest notes, which are not likely to be available in the near future, he asked Mr. Salasche's opinion regarding the level of operating funds which a prudent Library Board should try to maintain as a cushion.