

June 8, 1983

~~CORRECTED~~

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, June 8, 1983.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Shirley Merritt, Secretary; Dr. Herman Bloch; Walter Flintrup; Eva Weiner; Norma Zatz; and Mary Radmacher, Chief Librarian.

Member absent: Dr. John Wozniak, Vice President.

Miss Radmacher announced that Dr. Wozniak was in St. Francis Hospital and she sent flowers to him this afternoon. It was also announced that Shirley Merritt would be arriving a little late for the meeting.

APPROVAL OF THE MINUTES OF THE MEETING OF MAY 11, 1983

On Page 4, under the second motion, "Each of the four Directors shall make..." should read "Each of the four JCPL libraries shall make..."

FINANCIAL STATEMENTS & BILLS

Mrs. Zatz 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 Allocations and Expenditures for the Reserve Fund and the Report on the Fine Arts Acquisition Fund be accepted, and that the lists of bills in the amounts of \$34,046.60 and \$8,831.68, be approved for payment, subject to audit.

The roll was called: Mr. Flintrup, yes; Dr. Bloch, yes; Norma Zatz, yes; Eva Weiner, yes; Shirley Merritt not present as yet.

The motion passed unanimously.

CIRCULATION REPORTS

Mrs. Zatz noted that the bookmobile circulation was up and there was a jump in use by the Blind and Physically Handicapped and asked Miss Radmacher why. Miss Radmacher explained that there are more materials available to those patrons and also that there are more aging patrons in the community.

Mrs. Zatz noted an increase in the circulation of framed art prints since they were hung on the walls.

Mrs. Merritt entered the meeting.

Mr. Flintrup made a motion, seconded by Dr. Bloch, that the Circulation Reports be placed on file. The motion passed unanimously.

ANNUAL REPORTS

Mrs. Hunter asked the board members to peruse the annual reports at home. They will be discussed at the next board meeting.

Miss Radmacher stated that the annual financial reports are arranged in a format that the Village recommends and it is the same format in which the auditors report will appear.

Regarding the annual financial statements for the Reserve Fund for the Purchase of Sites and Buildings, Mr. Flintrup questioned the format. Miss Radmacher explained this is the accountant's accepted format for it. We did not take in any money in the course of the year except interest earned on investments and the Chubb insurance check to offset the cost of the column cladding. Mrs. Hunter added that it is a procedural thing.

Mr. Flintrup would like to know how much we actually spent on the sidewalk.

LIBRARY USE STATISTICS

Mrs. Hunter stated that attendance at the musical programs is phenomenal. Shirley Merritt asked Miss Radmacher what a full house was in the auditorium. Miss Radmacher said it is 211.

Mrs. Hunter thanked Mrs. Zatz and Mrs. Merritt for attending the reception to honor Song Su-nam.

Mrs. Zatz said that the computer statistics (E3) were interestingly done. She noted that no college students use it but more females than males use the microcomputer. Mrs. Weiner said that most colleges have computers available for student use.

CORRESPONDENCE

Mrs. Hunter reported that she wrote to both Senator Alan Dixon and Senator Edward Kennedy requesting the pamphlet, "How to Buy Fresh Vegetables," because in trying to order it through the Library it was reported out of print. Mrs. Hunter said she received 25 copies of the pamphlet from Senator Dixon and hundreds of the pamphlet from Senator Kennedy. She said we can give them out at the Farmers' Market during July and August on the same days the Library has puppet shows.

Mrs. Zatz asked Miss Radmacher to thank Mrs. Hamilton for her letter to the Board. It was greatly appreciated.

Mrs. Hunter commented that as yet she has heard nothing from Shelley Duvall regarding the letter she sent to her.

PERSONNEL

Miss Radmacher reported on the resignation of Evelyn Hurst, a very valuable long standing part-time employee. Both she and her husband are retiring and will be moving to the State of Washington. She will be missed. Because Soong Yi has made some reassignments and because of the OCLC terminals, we will not need to replace Mrs. Hurst at the moment.

AUTOMATION PROJECT

Dr. Bloch reported on his visit to Northwestern University Library. Dr. Bloch said that he was very impressed with what he saw. They have an automation system which centralizes the cataloging of the four libraries which they have scattered about campus. They have worked out a system of instructions and signs in the computer which are very simple which even freshmen can use without fear of the computer--the system is widely used. Dr. Bloch suggested that when we have the new revision of the RFP we should send it to Northwestern University to see how they feel their system would fulfill our requirements. They are committed. The computer is very handy (Evanston) in that it is close for training our employees. Northwestern is also willing to pretrain JCPL employees on their equipment before our system goes into operation. Dr. Bloch said the disadvantage of this system is that it has been used only in university libraries. Needs may not be exactly the same, but they did provide useful information in scanning and their record of performance for on time is 99.5 plus percent. Dr. Bloch also stated the university has committed its resources to this venture.

Mrs. Weiner was also impressed by Northwestern's system. She said it was different from DataPhase. She said an advantage was that the big computer has been reduced in size so much.

Miss Radmacher reported that she attended a meeting at Northwestern with Sue Whetstone, Joan Stewart, Head Librarians of Deerfield and Morton Grove Public Libraries; and Jack Hicks, Head of Adult Services at the Deerfield Public Library yesterday. She said that the system has not been programmed for cross references, yet, only subject headings, authors and titles.

NOTIS will have an exhibit in Los Angeles during ALA at one of the hotels.

Mrs. Hunter then read the following part of a report on Montgomery County in Maryland and asked it be added to the minutes:

"We are in favor of the capital expenditure of \$45,000, provided in the FY 83 budget, for portable data entry terminals as a temporary improvement to the computerized circulation system. That system was installed to provide better service to the public as well as to the library staff, but it fails to operate properly too much of the time. When the system is down, books have to be checked out in handwriting, causing delays to borrowers, and loan records must be entered by hand on terminals later, causing much extra work for the staff. The computer system has turned out to be the sorest point with library users when it fails, under pressure, at peak borrowing times. We hope that you will permit the earliest purchase of the new terminals as an emergency measure to reduce the circulation downtime to a minimum.

You have doubtless read (in the Montgomery Journal of March 18, 1982) how close the computer system came to destruction of its records through the contractor's programming a destruction date into the system. We know now that the system is both input and output limited, with a computer and its memories which are too small, that the software packages cannot all be used together, but must be used in certain priorities, and that the software is so slow and so overlaid with patches that efforts at correction adversely affect daily operations.

Since SCI, the contractor, has never met the specifications and is now bankrupt, we recommend that the county speed up legal processes to resolve matters so that library staff or another contractor can be employed to make the system work properly."

Mrs. Hunter feels this is an important article. All the fears of going with a small company that is under capitalized and falls apart are shown here.

Dr. Bloch made a proposal in order to expedite all the steps that have to be gone through we should select contractors to carry out the subsequent steps. He thinks we should look for the manager right now and hire a person to follow ~~this thing~~ through. Otherwise, little will be done month by month. Mrs. Hunter thinks this is a good idea and a meeting of JCPL trustees, representatives and librarians is in order but a decision to get a manager is not only up to the Skokie Public Library Board. Thus, no motion was made.

Mrs. Hunter will make a suggestion for the agenda when the presidents and librarians meet as to the progress of JCPL and getting a manager.

Mr. Flintrup asked Miss Radmacher why we need a manager if we already have Joe Matthews. Miss Radmacher explained that Joe Matthews writes the specifications and helps evaluate the bids. He provides guidelines for the four libraries' evaluation teams; he also does the negotiating with the vendor. Mr. Flintrup then commented that we were back to square one. Mrs. Zatz said to Mr. Flintrup that we have to reevaluate. Dr. Bloch said that we are going through the same motions, but they will be done more quickly. The question arose at what point should this person (manager) be hired to participate in the selection process. Mrs. Merritt asked if the manager would be a library person with computer experience. Miss Radmacher answered in the affirmative and added that the manager must have some background in technical services and business management. Mrs. Hunter said that this person is going to be very difficult to come by. Dr. Bloch said that with so many contractors the burden shouldn't be on Miss Radmacher but on the manager. Mrs. Weiner said that the manager should take the heat and be the unifying force.

Miss Radmacher said the manager would be ~~a long~~ ^{AN ON} going employee. He/she would have the time and expertise to settle problems. For example, the manager would work with the technical services department head in establishing authority files and criteria for data entry. At present there are differences of opinion. Miss Radmacher said the earlier we get the manager the earlier the problems would be settled.

Mrs. Weiner then asked about pay for the manager. Who would take a job six months before the system would be operational, ² and ^W who would quit a job they already have ~~to come here~~ [?]

BUILDING

Stage Floor

Mrs. Hunter reported that only one bid for the wood flooring was received - that one from Feurich Construction. Mrs. Merritt asked if he can get the materials in time to ~~start it and~~ complete it before the 26th of this month. Miss Radmacher reported we hope so, but the Board must accept the bid before the contractor will order the material. Dr. Bloch asked if the stage size had handicapped any programs. Mrs. Hunter said the size is adequate and we don't need to consider enlarging the floor.

Dr. Bloch made the following motion, seconded by Mrs. Merritt.

MOTION: That the Skokie Public Library Board of Trustees accepts the bid from Peter Feurich, Feurich Construction Company, in the amount of \$11,250 to install a wooden stage floor in the Auditorium.

The roll was called: Mr. Flintrup, yes; Dr. Bloch, yes; Mrs. Zatz, yes; Mrs. Weiner, yes; and Shirley Merritt, yes. The motion passed unanimously.

Lighting

Miss Radmacher reported that Jack Brod of Brod Electric and Mr. Koga of Dimatronics met this morning but could not get back to us with a cost figure before tonight. We will have a cost of electrical work necessary to replace the stage lighting equipment by next meeting.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner said there are all kinds of trouble with SAVS. She said she was ~~the only one who~~ voted against the proposal on videocassettes because it would not fulfill the things that we would like it to fulfill.

Mrs. Weiner then read "Policy 3" to the members of the Board:

"The NSLS-CCCS Database is the official and principal database for the North Suburban Library System in its interlibrary loan and cooperative resource sharing activity; therefore, the NSLS has a financial responsibility for the provision to that database of management, housing, utilities, and maintenance of environment."

This is a poor situation and makes "second class citizens" of libraries not included.

COMMENTS FROM TRUSTEES

Mrs. Merritt commented on the posters in the Library. She especially likes the ALA poster with the cross-stitch and the one with the quilt. She also brought in an article from the Chicago Sun-Times which says that the Downers Grove Public Library has a computer that can be checked out by its patrons.

Mrs. Zatz said the newspapers have been giving Mrs. Hunter exceptionally good coverage. She proposes an enlarged picture of Mrs. Hunter getting her trustee citation award be put in the front vestibule display case.

Mrs. Hunter mentioned seeing a plaque at the Botanical Gardens and feels it is time we get one for the Library. The Botanical Gardens bought their plaque from Marsh Bank Service, 1322 Main Street, Melrose Park, Illinois 60160. The contact person is Shanon Bard. Miss Radmacher will look into this matter and receive a cost estimate from them. Mrs. Weiner commented that maybe the presidents with their dates of service could have a star, or be set off in some way from the rest of the trustees.

Mrs. Weiner said she attended a microcomputer workshop at the Schaumburg Public Library. They just opened a new audio visual center which has 2,500 cassettes. The display cabinets have plastic containers that move along the wall. We do not have the space to accommodate this equipment. Schaumburg also has a very professional art department. ~~Ours is also very professional, but in a different way.~~

Mrs. Weiner also mentioned that she attended a conference in Tallahassee, Florida, for Library Service to Disabled Students. About 25 percent of the world population is disabled in some way. She also discussed an ^AApple computer with a large screen and other equipment for the sight impaired.

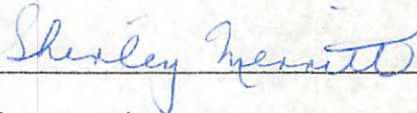
Dr. Bloch said that he was very unhappy with the publicity headline that read, "Hunter Calls For Library Funding." He said the headline reflects adversely on the Village. Mrs. Hunter said that she was interviewed by the reporter and had no say over what he put into the article.

Miss Radmacher said the TTY/TDD telecommunications device arrived today. It permits telephone communications for the deaf. Mrs. Weiner said we should give really good PR to this. Mr. Flintrup said that we should put the TDY number on everything we put out.

Mrs. Hunter announced that Will Norman will perform at the Library's Scottish Festival on September 18, 1983.

ADJOURNMENT

The meeting adjourned at 9:21 p.m.



Shirley Merritt

- Secretary