

October 9, 1985

-CORRECTED-

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, October 9, 1985.

CALL TO ORDER

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

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter Flintrup; Eva Weiner, Norma L. Zatz; and Carolyn A. Anthony, Director.

Observer present: Cristina Drost, 8150 Keeler, Skokie, IL 60076.

APPROVAL OF THE MINUTES OF THE MEETING OF SEPTEMBER 12, 1985

Mrs. Hunter would like the following corrections: on page 2, under USE OF PER CAPITA GRANT FISCAL 1986 MONIES, first line, last word should be changed from 'said' to "suggested"; same heading, second line down the first 'will' should be changed to "could".

Mr. Flintrup then made ~~the following~~^a motion, seconded by Mrs. Zatz to approve the minutes as corrected. A roll call vote for approval was unanimous.

Mrs. Zatz then made ~~the following~~^a motion, seconded by Mr. Flintrup to take the Year-to-date Budgetary Status Financial Report off the Consent Agenda and put it on the regular Agenda for discussion. The motion passed unanimously.

Mr. Flintrup then made the following motion, seconded by Mrs. Zatz:

MOTION: That the Skokie Public Library Board approves the following items on the Consent Agenda, subject to audit:
1. Financial Statements
2. Bills

A roll call vote for approval was unanimous.

Mrs. Zatz then made the following motion, seconded by Mr. Flintrup:

MOTION: That the Skokie Public Library place on file the following items on the Consent Agenda:

1. Circulation Reports
2. Library Use Statistics
3. Reports from Department Heads

The motion passed unanimously.

Mrs. Merritt entered the meeting.

YEAR-TO-DATE BUDGETARY STATUS

Mrs. Anthony reported the Year-to-date Budget Status Financial Report will give an overview during the year and might be helpful when doing the budget.

Discussion followed. Dr. Bloch would like to see 'Percent of Year Remaining' in addition to 'Percent of Budget Remaining' as a heading on the Report.

Mrs. Hunter said this format could be put on the regular agenda on a quarterly basis and on the Consent Agenda on a monthly basis.

PERSONNEL

Mrs. Anthony reported that on February 19, 1985, the Supreme Court ruled that state and local governments are subject to Federal wage/hour laws as outlined in the Fair Labor Standards Act (FLSA). Three main points were noted in regard to the FLSA:

1. All overtime must be paid monetarily. There will be no compensatory time.
2. Exemptions for professional and executive staff are based on:
 - a. supervisory responsibility
 - b. salary
 - c. whether or not they perform less than 20% clerical work
3. The base period for overtime is each 40-hour work week rather than a two-week pay period.

The federal government will begin to enforce this on October 15. According to Village of Skokie Finance Director, Dan Ryan, the Village will pay time-and-a-half for anything over 40-hours and compensatory time or straight time for anything between 37½ and 40 hours. They do not anticipate significant additional expenditure for overtime pay.

Dr. Bloch asked for an estimate on how much this will cost the Library.

Mrs. Anthony will make specific recommendations to conform with the law.

BUILDING

Johnson Controls

Mrs. Anthony met with Leo Ramirez, Head Custodian, Archie Bragg and Adam Gavin of Johnson Controls. They discussed better maintenance arrangements and a maintenance procedure schedule. Presently, two items need to be repaired:

1. a valve in the ceiling causing water leakage--approximate cost: \$425
2. a warped door inside the Cleaver Brooks boiler--
 - a. replacement of the door would cost \$2,500
 - b. repair of the door temporarily would cost \$1,500

Mrs. Anthony recommended having these two repairs made.

Dr. Wozniak entered the meeting.

Dr. Bloch said Johnson Controls still has not addressed his question about the coldness in the northeast corner offices and what kind of evenness of temperature we can expect.

Mrs. Anthony said the valve that needs to be replaced will take care of inadequate water flow which should help the situation. An impediment to even temperature distribution is the fact that we have two buildings and two

heating systems. The one in the new building can accommodate twice the square footage presently served and is therefore operating at the lower end of the range of its capacity.

Mr. Flintrup then made the following motion, seconded by

Dr. Wozniak:

MOTION: That the Skokie Public Library Board appropriate and have repairs made not to exceed \$3,000 by Johnson Controls.

The motion was withdrawn by Mr. Flintrup and Dr. Wozniak. Mrs. Anthony will handle the situation.

Broken Window in Staff Room, August 16, 1985--still not replaced

The glass to replace the broken window in the staff room has been ordered according to our insurance agent. The breakage was not due to spontaneous cracking.

REPORT ON PER CAPITA GRANT APPLICATION FISCAL YEAR 1986

After discussion with department heads, Mrs. Anthony wrote the Per Capita Grant application. This year we will be receiving \$1 per capita. The grant money will continue to be used for automation and linking process; signage; and as matching money for Illinois Arts Council and Skokie Fine Arts Commission programs. The application has been sent in.

AUTOMATION

Mrs. Anthony reported it will be 10 to 12 months before we are online. Linking will begin mid-November and Soong Yi, Head, Technical Services Department estimates 20 items linked per hour using 8 terminals 10 hours a day. The public access catalog can be put out in December or January although current status of holdings will not be available. The acquisitions system will be available in November. Staff will be trained in February and hope to have the system in use by May.

We do not have surge protectors as originally thought. Our power processor takes care of interference only from other electrical equipment; it does not regulate incoming voltage from Commonwealth Edison. Discussion followed regarding this oversight.

JCPL libraries' Boards were all agreeable to shifting to a May to April fiscal year. Waukegan will prepare the formal amendment.

Mrs. Anthony would like to include the ongoing operating costs of automation, such as line charges in the Operating Budget next year, instead of paying out of the Reserve Fund which is capital money.

RETIREMENT BRUNCH, SEPTEMBER 29, 1985

Mrs. Hunter thanked Mrs. Zatz and her committee for the wonderful job they did. The original proclamation declaring September 29 as "Mary Radmacher Day" in Skokie is being sent to Miss Radmacher. Mrs. Hunter read the proclamation aloud. (A copy ~~of which~~ is attached hereto.)

The following motions made in Executive Session need to be put into the official minutes:

Motion made by Mrs. Zatz, seconded by Dr. Wozniak:

MOTION: That the appraisal fee for the rug be paid by the Skokie Public Library.

The motion passed unanimously.

Motion made by Mrs. Zatz, seconded by Mrs. Merritt:

MOTION: The design of the printing of the invitation belongs to the Library and will be used by the Library.

The motion passed unanimously.

Motion made by Dr. Wozniak, seconded by Dr. Bloch:

MOTION: That \$800 of the monies collected be used to purchase the rug from the Library as the gift to Miss Radmacher from her friends.

The motion passed unanimously.

Motion made by Dr. Bloch, seconded by Mrs. Zatz:

MOTION: That \$185 be used for a photographer and the pictures be mounted in an album to be presented to Miss Radmacher as a ~~momento~~ of the occasion, to be paid by the Library. **MEMENTO**

The roll was called: Mr. Flintrup--no; Dr. Bloch--yes; Mrs. Weiner--yes; Mrs. Zatz--yes; Dr. Wozniak--yes; Mrs. Merritt--yes. The motion passed.

Mrs. Zatz presented her written report on the brunch.

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

MOTION: That ~~\$660.96~~ be put in the Fine Arts Acquisition Fund; and ~~\$139.04~~ and the ~~\$45.96~~ overage pay for the photographer and photo album, for a total of \$185 as billed. *amended (see attached)*

The roll was called: Mr. Flintrup--no; Dr. Bloch--yes; Mrs. Weiner--yes; Mrs. Zatz--yes; Dr. Wozniak--yes; Mrs. Merritt--yes. The motion passed.

BLIND AND PHYSICALLY HANDICAPPED PROJECT

It was reported that the first newsletter is about ready to go out.

Mrs. Anthony has been contacted by Preston Levi, Consultant, Illinois State Library, and Bob Bullen, North Suburban Library System, in regard to applying for Year II LSCA funding.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported that CCS (Combined Computer Service) will incorporate. There will be an orientation meeting on October 28 at 8 p.m. at NSLS Headquarters. Mrs. Weiner urged all trustees to attend.

COMMENTS FROM TRUSTEES

Comments from Trustees were waived and Mrs. Anthony was given the floor.

Page 6 October 9, 1985 Board Meeting
AMENDED MOTION AS APPROVED UNANIMOUSLY AT
THE NOVEMBER 13, 1985 REGULARLY SCHEDULED
SKOKIE PUBLIC LIBRARY BOARD MEETING:

MOTION: That of the \$800 received from the Retirement Brunch Fund \$640.96 be put in the Fine Arts Acquisition Fund; and \$159.04 and the \$25.96 overage pay for the photographer and photo album, for a total of \$185.00 as billed.

AMENDMENT OF THE REPORT "REPORT ON THE RETIREMENT BRUNCH, SEPTEMBER 29, 1985"

MOTION: That the Report on the Retirement Brunch be amended to delete the line for the photographer and photo album; to increase the line for the purchase of the rug to \$800; to show a total disbursement of \$4,019.04; a surplus of \$25.96; total receipts of \$4,045.00; and to delete the footnote.

Mrs. Anthony explained that she purchased a house in School District 68 and her daughter is presently attending Devonshire School in that District. Because the Anthonys will not be moving into their home until February, the school has requested a \$520 per month tuition fee for the time the family is residing out of District 68.

After discussion, the following motion was made by Dr. Wozniak, seconded by Mrs. Merritt:

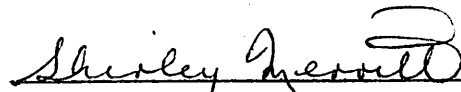
MOTION: That a letter be sent to School District 68 Board outlining the situation and asking them to waive the fee.

A roll call vote in favor of the motion passed unanimously.

Mrs. Anthony discussed what she has accomplished during the past few weeks. She has instituted regular Monday morning department heads meetings; developed new page hiring guidelines and procedures; and a new memorandum system; has met with some Village officials; and has reorganized a variety of procedures since September 19, 1985.

ADJOURNMENT

The meeting adjourned at 10:09 p.m.



Shirley Merritt, Secretary

STATE OF ILLINOIS
EIGHTY FOURTH GENERAL ASSEMBLY
HOUSE OF REPRESENTATIVES

House Resolution No. 711

Offered by Representative Greiman

WHEREAS, Mary Radamacher served as librarian for the Skokie Library for 29 years and brought the library from a storefront to the second largest library in the state; and

WHEREAS, She has been instrumental in making the Skokie Public Library a leader in governmental affairs on the local, state, and national level and in making the library the reference center of the North Suburban Library System; and

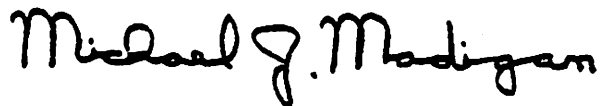
WHEREAS, She instituted innovative cultural programming such as the library's concert series and exciting children's activities; and

WHEREAS, She is now retiring; therefore, be it

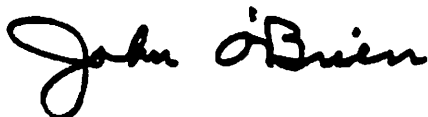
RESOLVED, BY THE HOUSE OF REPRESENTATIVES OF THE EIGHTY FOURTH GENERAL ASSEMBLY OF THE STATE OF ILLINOIS, that the House of Representatives congratulate her on her retirement and wish her many more productive years; and that it be further

RESOLVED, That a suitable copy of this Preamble and Resolution be presented to Mary Radamacher and the Skokie Library.

Adopted by the House of Representatives on October 2, 1985.



Michael J. Madigan, Speaker of the House



John F. O'Brien, Clerk of the House



9300 NORTH KENTON AVENUE
SKOKIE, ILLINOIS 60076
Area Code 312—676-9000

ADMINISTRATIVE OFFICES • BOARD OF EDUCATION • SKOKIE DISTRICT 68

October 22, 1985

Diana Hunter, President
Board of Directors
Skokie Public Library
5215 Oakton
Skokie, IL 60077

Dear Ms. Hunter:

The District 68 Board of Education, at its October 15 meeting, began the process of reconsideration of its policy governing tuition charged to non-residents during the period between conclusion of a home purchase contract or lease and the actual establishment of residency in the District. The Board is sympathetic to the financial burden that befalls our new residents, if for reasons beyond their control, they are unable to occupy their new home in a reasonable period of time after closing. The rewriting of our policy to reflect this concern is quite complicated. The administration is drafting a policy revision for our Board's consideration. The Anthony's situation is presently within the grace period permitted under our present policy.

We will keep you apprised of further developments after our Board's November 12 meeting. Meanwhile, no tuition bill will be issued to the Anthony's for the present.

Sincerely yours,

James B. Fritts
Assistant Superintendent for Business and Evaluation

JBF:ad

cc: Carolyn Anthony