

February 14, 1979

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held on February 14, 1979 at 7:30 p.m.

Members present: Rabbi Karl Weiner, President; Diana Hunter; Dr. John Wozniak; Walter B. Flintrup; Shirley Merritt and Mary Radmacher, Chief Librarian.

Members absent: Richard C. Lindberg and Mrs. Norma Zatz.

The meeting was called to order by President Karl Weiner with a quorum present.

Miss Radmacher commented on typographical errors in the minutes of January 10, 1979 meeting. Subsequently, on motion Mr. Flintrup, seconded by Mrs. Hunter, the minutes of the January 10, 1979 meeting were unanimously approved.

Rabbi Weiner set aside the regular order of business in order that the members could next hear Mr. H. W. Schiewe, Vice President of Samuel R. Lewis Associates, Inc., consulting mechanical and electrical engineers, report on the Johnson Controls, Inc. proposal for 1979/80. Mr. Schiewe reviewed the background of the new proposal for the service agreement covering both the old and new building systems. He said the working arrangement falls into two parts: (1) to manage the buildings; and (2) to provide service (which has not been satisfactory so far). He reviewed the history of negotiations for the new contract. The contract agreed upon a year ago was to maintain service only with no repairs included for a charge of \$13,788 yearly. This proved to be an unsatisfactory arrangement for the Library. A meeting was held to discuss the new proposal and the letter dated January 9, 1979 from Mr. Guderyahn and contract were the outcome of that meeting. The sum asked by the company for the new contract is \$19,650.

Mr. Schiewe suggested that the members consider whether the service is worth being renewed. He gave an in-depth view of past services and repair work and suggested that the Library is paying \$60 an hour for services plus the cost of repairs. He recommended providing a complete breakdown of all past data so the members could have a clear picture of how the money was spent. The service contract runs out in April or May which gives the Board time to consider the matter.

Mr. Schiewe proposed three alternatives for consideration:

(1) to hire a capable, trained man to operate the buildings; (2) to issue competitive bids for the contract; and (3) to go with Johnson Controls. Mr. Schiewe felt the first alternative was the best, although it is very difficult to find such a person. He described the pro's and con's of the 2nd option. He said if the Board decides to go with the third alternative, the contract should be tightly written and policed well. He observed that there are other good firms which unfortunately do not have management personnel. One advantage of the Johnson contract is the alarm system for protection of machinery in the building. All things considered, Mr. Schiewe recommended sending the contract out for competitive bids. He will prepare the breakdown of past costs and report to the Library Board.

Rabbi Weiner pointed out that hiring by bidding brings additional expenses since a new company would have to put in its own system. Mrs. Merritt and Mrs. Hunter commented that the Library would be bound to take the lowest bidder meeting specifications. Mr. Schiewe explained that the Board could set its own standards on price re maintenance and monitoring and could break down the bids into two parts. Messrs. Flintrup and Schiewe

discussed the probability of Johnson's removing their equipment if they didn't get the contract and Mr. Schiewe pointed out that if Johnson were rehired on a bid basis it might cut their costs. The members discussed the entire concept of competitive bidding. Miss Radmacher suggested hiring a certain maintenance man. The pro's and con's of this idea were discussed.

Mr. Schiewe discussed the advantages and disadvantages of a 5 year contract. He also discussed the advantages of renewing the lease for one year at \$19,000 in order to give the Library Board time to review more closely all the facts involved. He favored the 5 year contract. Rabbi Weiner and Miss Radmacher thanked Mr. Schiewe for his report, and he left the meeting.

Rabbi Weiner returned the meeting to the regular order of the agenda. Miss Radmacher commented on the interest statement sent by the bank. The Library made \$50,135.83 during the past year. The Board members discussed the possibility of investing in saving and loan institutions that pay better interest rates. Possible illegalities involved were discussed. Mr. Flintrup offered to research the matter and Rabbi Weiner offered to ask the Library counsel about it.

Motion by Dr. Wozniak, seconded by Mr. Flintrup, was unanimously adopted:

MOTION: That the financial statements for the General Operating Fund, Reserve Fund for the Purchase of Sites and Building and the Library Construction Fund for the month of January, 1979 be accepted and the lists of bills for the General Operating Fund in the amounts of \$46,773.22 and \$9,108.52 be approved for payment, subject to audit.

Miss Radmacher spoke about the Unemployment Compensation moneys expended by the Library. She and Mr. Flintrup discussed the new Unemployment Compensation law relating to claims and the return of money contributed into

the fund. The two options open to the Library were discussed.

Mr. Flintrup reported that the North Suburban Library System is looking into public liability and directors' liability insurance. He said the System didn't meet this month so there will be no report.

The Circulation Report for January, 1979 was accepted and ordered placed on file.

The Library Use Statistics reports were ordered placed on file.

The statistics of the book bag sale were reviewed.

A gift of \$5 was received from Mr. & Mrs. David Afton, 9053 Ewing. Miss Radmacher reported she sent flowers to Selma Petty in honor of her birthday. A copy of a letter sent to Representative Penny Pullen and a copy of a letter from Selma Petty were reviewed.

Miss Radmacher reviewed personnel resignations, transfers and appointments. She commented that the Library is still short of staff.

Rabbi Weiner spoke about a special meeting called for February 28 at 7:30 p.m. and suggested asking certain staff members to attend it along with the Directors.

Rabbi Weiner lauded the security systems statement. Mrs. Hunter asked to set up a meeting to resolve the security question. A time was fixed to meet at 6 p.m. on the evening of the Board meeting which will be held on March 7 instead of March 14. At that time a commitment will be made.

Rabbi Weiner commented on his experiences at the White House Conference. Miss Radmacher suggested taking "Education" away from Health and Welfare of HEW, since she believes this would benefit libraries all over the country.

Rabbi Weiner opened the floor for comments about the parking problem. The snow clearing problem was discussed. Mrs. Hunter suggested buying better snow fighting equipment. Mr. Flintrup suggested again asking the Village to clear the snow. Dr. Wozniak spoke about the Village's use of Community Development Block Grant money for snow fighting expenses.

Rabbi Weiner observed that lines of communications with the Village have broken down and suggested that the turnover in the Village might be the reason for it. The new staff is not aware of the Library's contribution to the Village Green, etc. Past meetings relating to the Village Hall addition drew no response from the Trustees to the needs of the Library. Mr. Flintrup pointed out that the Library contributes to the Skokie Spirit concept and should be helped with their parking problems.

The construction site for the Elderly Housing building has deleted more parking spaces and has added to the parking difficulties encountered by the Library. The only parking area owned by the Library is on the west side of the Library. Options of having the neighbors' cars towed away if left in the lot all night, or asking Planning to use Village parking places were discussed. Mrs. Hunter suggested making the west lot into a permit parking lot for Library employees only. Rabbi Weiner suggested asking Mr. Epply to include the Library in its permit parking sticker program. Mrs. Hunter said she felt the public is being hurt because of insufficient parking and feels the Village should revise its parking plans so that more spaces are available for Library patrons. She also opted for the Library's use only of the west end parking lot. She discussed the tremendous problem to the public that the new Village Hall addition construction will pose. Rabbi Weiner said he would make an appoint-

ment with Mayor Smith to discuss the entire matter.

The following lists, etc. were distributed to the Board members:

Great Books Newsletter, February, 1979

"News In the Uni-Corner"

Press Releases (11)

"Community Development Funds for Snow" clipping, The Life,  
Feb. 1, 1979

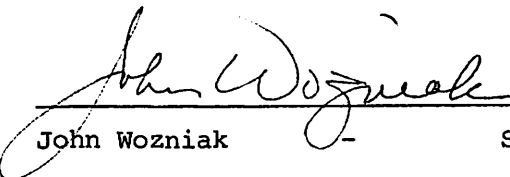
Clipping re: delinquent borrower jailed, "Overdue Books Land Him  
In Jail," Chicago Tribune, Feb. 4, 1979

"Allen Schwartz Presents..."

Selected List of Recent Acquisitions, January, 1979.

The meeting adjourned at 9:40 p.m.

The next meeting of the Skokie Public Library Board of Directors  
will be held on March 7, 1979 at 6:00 p.m.

  
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John Wozniak                      Secretary