

July 31, 1974

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held July 31, 1974 at the Library, at 7:30 p. m.

Members present: Diana Hunter, Richard Lindberg, Shirley Merritt, Richard Telingator, John Wozniak and Rabbi Karl Weiner, Miss Mary Radmacher, Chief Librarian.

Also present: Charles Hug, attorney, Bernard Meister, Skokie resident, to observe, and Dr. Ronald Miller.

Meeting was called to order at 7:40 p. m.

Minutes of the regular meeting of June 12 and special meeting of June 26, 1974 were approved and accepted on motion by Dr. Wozniak, seconded by Dr. Telingator. Motion carried.

When questioned about the equalized assessment tax, Mr. Hug said it will apply across the Board for all taxing bodies, libraries as well as schools.

After examination of the financial statements and lists of bills to be paid the following motion was made by Dr. Wozniak, seconded by Dr. Telingator, and, on roll call vote, carried unanimously.

Motion: That the financial statements for the General Operating Fund, Reserve Fund for the Purchase of Sites and Buildings, Library Construction Fund and North Suburban Library System Coordinated Acquisitions Program on Literature be accepted and the lists of bills for the General Operating Fund in the amounts of \$23,158.13 and \$3,783.59, and the Library Construction Fund in the amount of \$7,468.18 be approved for payment.

Discussion of the bookmobile being active and on the street was held and, in connection with this, mention was made that the bookmobile will be in the Park District Parade Sunday, August 4. Rabbi Weiner referred to the previous discussion to have Board members follow in an automobile. Mrs. Hunter was the only Board member who could participate and she asked if a convertible car could be furnished.

Miss Radmacher advised the Board that Skokie Public Library has sent a

request for money due on the RBP imbalances. This amount is \$2,423.00.

Circulation Reports for the month of June, 1974 were examined and ordered to be placed on file.

Dr. Ronald Miller, Ph D, was introduced to the members. He explained in detail the agenda of work he proposes to carry out on the personnel study, much of which is related to the planning of the program. It is essential, in his opinion, that he have an opportunity to meet with the total Board or designated committee of the Board to begin from the point of the objectives of the Library and get basic information as to how the Board reviews manpower plan of what it has now and future needs, and from there move ahead to more specific work with the Library staff. He plans to begin collection of material between the 9th and 13th of September. He wants either a daytime or evening meeting with the Board so they will be involved and plans to submit a final report by October 4.

Phase 2 will be the actual writing of policy and procedures and practices. With this type of outline could look forward to have a complete package of policies by the end of this year. Dr. Miller said he has need of the Board for about a two or three hour block of time. This could be daytime or evening and he would appreciate having the full Board present. Miss Radmacher was asked to make a telephone check to see when the entire Board will be available for this meeting. A suggestion was made to have the meeting start at 5:00 and Dr. Miller asked that it not be on a Tuesday.

Dr. Miller will send extra copies of his proposal for distribution to Board members. Included in it are his work plans. His proposal contains a three-part package, phases 1, 2 and 3. The Library would be able, at the end of any phase, to end at that point and decide whether they wanted an outside source to do the work. The basic intent of the data and analysis is to see in a comprehensive way what areas need to be deleted, refined and added. Based upon this set of projected needs and and priorities, Dr. Miller would shift into phase 2 of the things recommended, and

the Board agrees should be done. By October 3, with the comprehensive report, should be able to move rapidly into implementation of the wording of the policies. One of the features Dr. Miller would like to build into this is the act of participation of the Library staff to his work. He thinks involvement of the staff will leave a residual and give an internal capacity. Data and analysis would cost no more than \$1500 and would be billed at \$200 a day or pro-rated at \$25 per hour. If the work cannot be accomplished under the \$1500, the Board will not be obligated to pay them. If Dr. Miller should find it will cost more, he will ask the Board if it wants to pay the increased cost. If the Board says "no" then he will base the analysis upon the work done up to that amount of money. Where there is a fixed commitment of the lump sum built into the relationship, if the work is unsatisfactory to the Board, it can be eliminated there. This gives a ball park figure of what Dr. Miller thinks it will cost to get done and, with participation of the staff, the figure may be lower.

Rabbi Weiner asked how the staff participates. Dr. Miller suggested the best route is to identify within the supervisory force with one or two individuals most attuned to go with this work. He would not advise a task force. When it comes to a point in phase 2 of actually writing and developing policies then the staff should be involved. The group should be kept down to one or two individuals and they may then become the specialists. He recommended alerting everyone to the program because, in general, once people are knowledgeable of what is taking place, they are usually ready for participation. This is critical in the second phase when approving policies.

Dr. Miller submitted an agreement for the Board's consideration which can be modified and changed as the Board feels appropriate. If the Board wishes to proceed without an agreement that would be all right, too. Rabbi Weiner asked for time for the Board to look the agreement over.

Rabbi Weiner mentioned the Board has a feeling of being in very good hands and knows it is a very helpful stage in the history of this Library. He promised the the Board would be available as much as possible. It was agreed that a time for

meeting with Dr. Miller would be set at the August Board meeting.

Dr. Miller thanked the Board and retired from the meeting.

Personnel changes were discussed.

A letter received from Mr. Howard Hummer was read.

Mrs. Hunter reporting on the North Suburban Library System announced she attended the ground breaking for the new System building held at 12:30 this day.

The System Board will not meet in August. Mrs. Hunter has been re-elected Vice President of the System Board. The idea of the System becoming part of the Suburban Printing System was voted down. The RLAC has been appointed to study the Coordinated Acquisitions Programs with an existing CAP Committee of Reference Librarians. Mrs. Hunter suggested sending another letter to the System in reference to the balance due on the prior CAP Program, with a copy to her so she can bring it up at the September System Board meeting.

Rabbi Weiner congratulated Mrs. Hunter on her re-election and expressed the Skokie Public Library's appreciation for her services.

Miss Radmacher reported on the glass situation and expressed appreciation for Chief Burke's and the Skokie Fire Department's cooperation with the cracked window lights. Some time ago Rabbi Weiner, Mr. Di Leonardi, Mr. Matthews from Libby-Owens-Ford, Mr. Hammond and Miss Radmacher had a meeting. Mr. Matthews was very anxious to get a copy of the report made by Wiss, Janney and Elstner. Mr. Di Leonardi advised against releasing the complete report because it contains facts the Library paid for but he did agree it would be fair to give LOF a condensed statement from the entire report. A copy of the statement furnished Mr. Matthews was distributed.

Mr. Hug advised there was nothing for the moment to report as far as arbitration is concerned. They are still waiting for dates. The question was asked if the insurance company had been notified of the liability of glass falling from the cracked windows. Mr. Lindberg brought up the question of the Library bringing

in the insurance people because of a question of privity.

Final payment to the Slater Company for the furnishings and accessories contract is being made this month. Mr. Sabin is having the two missing cushions for the Children's Department made.

Miss Radmacher mentioned there will be NSLS book collections coming into Skokie Public Library. She explained that the Federal Reserve Bank downtown gave a large collection of materials to the System many of which this Library is delighted to have. All of these require shelving. In addition, in the room used for System Reference Service there are rows and rows of books which were originally housed in our basement. Because of needed space these were moved to the Data Processing Room. This collection of books was purchased with the Enrichment Grant Fund to use for initial collections for additional CAP collections. Because so much time has elapsed before making a decision for the establishment of new CAP's, the System has decided they are not obligated to assign these books to any CAP. They have decided now to create a Miscellaneous Coordinated Acquisitions Program collection and assign these books to the Skokie Public Library. Although these books were processed by the Processing Center, the classification in some cases is not compatible with our system and we will reclassify and process these in our collection. More shelving will be required. A range could be placed against the north wall at the far west end of the Reference area and two free-standing ranges located in the non-fiction area on the east side of the room. The logical move would be to buy Estey shelving.

Miss Radmacher reported the Library needs to get a larger Card Catalog for recordings. There are some drawers from the old Adult card catalog that could be made into a catalog for the recordings. Mr. Warner of Business Interiors gave Miss Radmacher an estimate of \$190 per section. A total of four would be needed, bringing the overall cost to \$760. She has not checked with Woodwork Corporation of America. The question arose of the necessity of going out for bids. Mr. Hug said definitely this must be done for the shelving but as to the catalog, it is a specialty and two estimates on doing the work should be sufficient. Motion by

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

Motion: That the Skokie Public Library secure two written estimates for adapting the necessary card catalog drawers into a unit for recordings card catalog unit, not to exceed \$1,000, and the job be awarded to the lowest bidder.

Motion by Mrs. Hunter, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That the contract for the purchase of the needed additional shelving for the Skokie Public Library specifications be drawn up and invitations for bids be advertised.

Miss Radmacher mentioned the Library can buy directly from Estey Company and also through a jobber. The present shelving came through The Slater Company, but Estey has a Mr. Terry Triggs who can do the work.

Mrs. Hunter reported the North Suburban Library System will package sample copies of the best children's books so librarians can go and look them over and for a specified time will take to the individual libraries. Miss Radmacher said this library is familiar with the program.

Miss Radmacher reported the Library has been looking at advertisements for pianos for sale and has made a list. Rabbi Weiner reviewed the Fine Arts Commission's offer of paying 1/3 of the cost. Looking for ads was one source to pursue and now the Library should take the initiative and find a piano for Mr. Krakow to look at. Another problem involved is for the Fine Arts Commission to get the willingness from its Board to pay the 1/3 of cost but, to do so, there must be a definite figure. Suggestion was made that the Library place a want ad in the newspapers. Mrs. Hunter suggested sending a copy of Lyon & Healy's letter to the Fine Arts Commission stating this is what we can do in order to get a good instrument and not proceed unless a written letter is received from the Commission saying they will pay 1/3 of the cost. Mrs. Hunter felt nothing should be overlooked or decided until an ad is run, if Mr. Krakow is willing to go out and look at the pianos. She thinks all possibilities should be exhausted before outright purchase of an instrument.

Question was asked whether it would be out of order to write the various companies saying we are building a cultural center in Skokie and are looking for a piano for the Library, or see if a donation could be solicited as a gesture for the Bicentennial celebration. Mr. Walter Flintrup would be excellent to pursue this solicitation and Rabbi Weiner requested tabling this discussion until the next Board meeting when Mr. Flintrup will be present.

Miss Radmacher recommended the non-resident fees be increased from \$25 to \$30 commensurate with the Library taxes paid locally. Motion by Mrs. Hunter, seconded by Dr. Wozniak.

Motion: That the Skokie Public Library increase non-resident fees from \$25.00 to \$30.00.

Voting was as follows: Diana Hunter, yes; Richard Lindberg, yes; Shirley Merritt, yes; Richard Telingator, no; John Wozniak, yes. Motion carried.

Report from the ALA Conference was made by Rabbi Weiner who was proud to take note of the fact that Miss Radmacher presented the Skokie Public Library Building Program in a pre-conference seminar. Mrs. Hunter suggested a reprint of that presentation might be a nice thing for Welcome Wagon to pass out, if not too expensive. Rabbi Weiner suggested the members read their copies of the report and see if there is any use along the lines Mrs. Hunter suggested.

Dr. Telingator reported since this was the first conference he has attended he enjoyed it but the next time will get more out of it.

Dr. Wozniak attended the meeting about foundations and felt he had received some excellent information, including some handy hints to make it easy to apply to foundations.

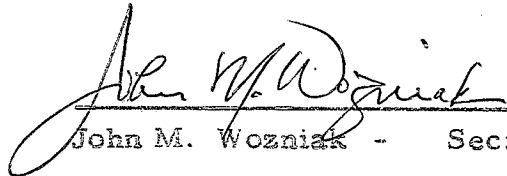
Rabbi Weiner attended Sessions on Intellectual Freedom. He is a member of ALA's Intellectual Freedom Committee. At the Conference, discussion continued on the Supreme Court's disastrous decision of last year. The standards of obscenity are established by each community but the Supreme Court can supersede the local or community standards. An effort was made to get a ruling that libraries, schools

and other cultural centers be exempt from possibility of being prosecuted for criminal acts. When the Supreme Court established that one can be indicted for a criminal act without foreknowledge, when a book is denoted obscene, the library then is guilty of a criminal act by circulating it.

Miss Radmacher announced that in line with the Intellectual Freedom situation mentioned by Rabbi Weiner she has secured David Goldberger to speak at the Library on Intellectual Freedom on September 9. Letters of invitation to attend have been sent to North Suburban Library System member libraries.

Miss Radmacher reported LACONI has decided to have all-day meetings this year. Skokie Public Library has been asked to have two meetings and about the possibility of serving a cocktail with the catered lunch. After discussion the Board saw no objection if the cost of the refreshment is part of the cover charge assessed by the caterers. The Board's counsel will be asked if there are any legal restrictions.

Meeting adjourned at 10:25 p.m. on motion by Dr. Wozniak.

  
John M. Wozniak - Secretary



## AGREEMENT

This AGREEMENT is made and entered into by and between the SKOKIE PUBLIC LIBRARY, 5215 Oakton, Skokie, Illinois, 60076, and RONALD L. MILLER, Ph.D., 804 South Lincoln, Hinsdale, Illinois, 60521.

1. The SKOKIE PUBLIC LIBRARY agrees that RONALD L. MILLER, Ph.D., is to provide the following services:

### Personnel Administration Audit and Analysis:

Examine all aspects of personnel administration within the SKOKIE PUBLIC LIBRARY and recommend components to be retained, revised, created or eliminated, with applicable priorities for action. This audit and analysis shall not include the research, development or writing of applicable policies, procedures or practices. Whenever feasible and desirable, as determined by RONALD L. MILLER, Ph.D., staff of the SKOKIE PUBLIC LIBRARY shall be utilized in the planning and implementation of the audit and analysis. This audit and analysis would cover the following personnel administration components applicable to supervisory, non-supervisory and part-time employees:

- (a) Utilization of personnel administration resources in Board of Trustees planning and policy making
- (b) Structure, staffing and operation of personnel administration function, including physical facilities for the function
- (c) Written personnel policies and procedures
- (d) Staffing:
  - . recruitment
  - . selection
  - . placement
  - . orientation
  - . follow-through evaluation of placement during employment probation period
  - . forecasting of and planning for future employment needs
- (e) Fair employment practices and affirmative action program
- (f) Position control:
  - . job descriptions for job classifications
  - . job classification structure
  - . control/maintenance system for job classification structure, including procedures for budgeting and approving positions
- (g) Compensation administration:
  - . salary and benefit data base
  - . salary structure
  - . control/maintenance system for salary structure, including procedures for job evaluation

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- . salary administration (work day, work week, pay period determinations; record keeping, etc.)
- . benefits administration (holiday, vacation, insurance, retirement, etc.)
- . statutory benefit administration (workmen's compensation, safety, wage and hour, etc.)

(h) Employee utilization:

- . employment probation
- . transfer
- . promotion
- . layoff/recall
- . separation
- . overtime assignment
- . shift assignment

(i) Employee performance evaluation

(j) Employee records management

(k) Due process:

- . rules for personal conduct
- . procedures for invoking discipline
- . appeal procedures

(l) Employee training and development

(m) Employee communications

2. Mary Radmacher shall supervise and coordinate these services for the SKOKIE PUBLIC LIBRARY.
3. These services shall be rendered by RONALD L. MILLER, Ph.D., to the SKOKIE PUBLIC LIBRARY at the rate of \$200 per day/\$25 per hour. Partial days shall be prorated to the nearest hour. Direct out-of-pocket expenses shall be billed at cost. Specific approval by SKOKIE PUBLIC LIBRARY shall be required for payment of fees in excess of a total of \$1,500 for the Personnel Administration Audit and Analysis. Statement of fees and services shall be submitted monthly. Payment shall be made within sixty (60) calendar days from the date of statement.
4. The SKOKIE PUBLIC LIBRARY or its representative shall have the right to examine the records of RONALD L. MILLER, Ph.D., for the purpose of auditing the same with reference to all charges made to the SKOKIE PUBLIC LIBRARY.
5. The relationship of RONALD L. MILLER, Ph.D., and the SKOKIE PUBLIC LIBRARY shall be that of an independent contractor, and RONALD L. MILLER, Ph.D., shall defend, indemnify and save forever harmless the SKOKIE PUBLIC LIBRARY from any and all claims or damages of any kind or nature which may be made against the SKOKIE PUBLIC LIBRARY resulting from RONALD L. MILLER, Ph.D., operations in performing this AGREEMENT.

6. The parties hereto hereby covenant that they do not discriminate against any employee or applicant for employment, employed in the performance of this AGREEMENT or otherwise, with respect to his or her hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment because of his or her race, age, color, religion, sex, national origin or ancestry.
7. RONALD L. MILLER, Ph.D. agrees to provide services under this AGREEMENT until the AGREEMENT is terminated by the SKOKIE PUBLIC LIBRARY or RONALD L. MILLER, Ph.D. This AGREEMENT may be terminated by written notice and payment of all outstanding fees and expenses.

The parties hereto have caused this AGREEMENT to be executed by their respective duly authorized officers as of the day and year written below.

SKOKIE PUBLIC LIBRARY

BY \_\_\_\_\_

DATE \_\_\_\_\_

RONALD L. MILLER, Ph.D.

BY \_\_\_\_\_

DATE \_\_\_\_\_