

February 9, 1983

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, February 9, 1983.

CALL TO ORDER

The meeting was called to order at 7:40 p.m. by Mrs. Diana Hunter, President.

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

Member absent: Mrs. Eva Weiner.

APPROVAL OF THE MINUTES OF THE MEETING OF JANUARY 19, 1983

Dr. Bloch requested that the last paragraph, page 2, read as follows: "Mr. Lambajian said that he would get a price for the cost of treating other walls and columns on the face of the building with Chemtret."

Mrs. Hunter requested that the first paragraph under Financial Statements & Bills read as follows: "Mrs. Hunter suggested that the trustees, after looking over the financial statements and lists of bills they receive at home, call Miss Radmacher regarding any questions they may have, or come in and examine the original bills, since this would save time at board meetings."

Mrs. Zatz requested that the first sentence in the second paragraph under Financial Statements & Bills read as follows: "Mrs. Zatz asked why the Fine Arts Acquisition Fund never had interest added to its balance."

Mr. Flintrup made a motion, seconded by Dr. Wozniak to approve the minutes as corrected. The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

Dr. Wozniak 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, 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 \$31,487.43 and \$10,367.86, and the lists of bills from the Reserve Fund for the Purchase of Sites and Buildings in the amount of \$35,042.75, be approved for payment subject to audit.

Upon roll call the motion passed unanimously.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

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

CORRESPONDENCE

Two letters of appreciation and two letters suggesting additional equipment were duly noted.

REVENUE SHARING

The letter from Mrs. Hunter to Mr. Thomas J. McElligott, Supervisor of Niles Township Administration thanking him for the extension to January 15, 1983, for applying for revenue sharing funds was duly noted.

ELLIOTT BALTER VS. SKOKIE PUBLIC LIBRARY CASE SETTLEMENT

A letter from Don Lyon notifying the Library that the Elliott Balter vs. Skokie Public Library case was settled by agreement of the parties and the suit was dismissed without costs was duly noted.

PER CAPITA GRANT

The letter from Jim Edgar, Secretary of State and State Librarian, regarding approval of the Skokie Public Library's per capita grant in the amount of \$30,424.04 was duly noted.

CONSIDERATION OF PARKING IN RECESSED AREA AT ENTRANCE

Because the Skokie Public Library driveway is private property, the police would not patrol it regularly nor ticket cars parked at the entrance unless requested by the Library. The Skokie Traffic Department advises changing the no parking signs from black and white to red and white if "no parking" is desired.

Following discussion, Dr. Bloch made the following suggestions to be implemented on a three month trial basis:

1. The no parking signs to be changed to red and white.
2. The police to be called and asked to come out and give a "warning" when there is a violation.
3. Advise the Library patrons in the Village Newsletter of all the parking areas available to them.

AUTOMATION PROJECT

A meeting of the Deerfield, Morton Grove and Skokie Public Library Board Presidents and Librarians will be held on March 7 with the Waukegan Public Library representatives to explore the Waukegan Public Library's interest in automation, their time table and the feasibility of the Waukegan Public Library joining the JCPL.

BUILDING

The stage and theatre lighting system in the auditorium is deteriorating. Four of the 17 units have been replaced within the last few months. Dimatronics, the company that has been servicing the system, suggests replacing the other 13 units.

A committee was formed to look into the matter of the control panel and dimming devices and will come back to the board at the next meeting with

their recommendation and report. The committee consists of Dr. Wozniak, Chairman, Dr. Bloch and Mr. Flintrup.

Following a discussion of the condition of the draperies, Mrs. Zatz made the following motion, seconded by Dr. Wozniak:

MOTION: The trustees request that Miss Radmacher, After she decides which draperies need replacement and what type of drapery fabric to use, put out for bid for appropriate draperies.

Upon roll call the motion passed unanimously.

#### PLA BALTIMORE CONFERENCE

Miss Radmacher, Mrs. Eva Weiner and another board member to be designated by the trustees will attend the Public Library Association First National Conference in Baltimore, Maryland, on March 23-26, 1983.

Mr. Flintrup said that the Board should establish a procedure whereby different representatives are sent from year to year in order to give all the board members the opportunity for exposure to the conference.

#### PERSONNEL POLICIES AND BENEFITS DISCUSSION

The trustees decided that a special meeting was needed to discuss the personnel policies and benefits thoroughly. The special meeting will be held Wednesday, March 2, for dinner at 5:30 p.m. The meeting will adjourn at 9:30 p.m.

Miss Radmacher was asked to set up a list of personnel and benefit concerns and to list them in order of priority. The trustees also asked that Miss Radmacher give them a set of guidelines as to the methods used for pay increases.

#### RESERVING CONFERENCE ROOMS

Miss Radmacher reported that after checking with the Library staff regarding the advisability of reserving conference rooms, the consensus was

that is would be too complicated and should not be done.

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

MOTION: That a system be set up whereby rooms be made available by advance reservation for two or more people, to be booked a week in advance depending on needs and availability, for a maximum of two hours.

The roll was called: Mr. Flintrup-Yes; Dr. Bloch-Yes; Dr. Wozniak-No;

Mrs. Zatz-No; Mrs. Merritt-No. The motion did not pass.

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

MOTION: That the conference room in the reference section of the Library be reserved for a group of four or more people, if not in conflict with the normal usage, with reservations to be requested in writing, by telephone or in person.

The roll was called and the motion passed unanimously.

NORTH SUBURBAN LIBRARY SYSTEM

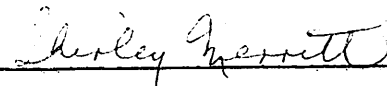
In Mrs. Weiner's absense, Miss Radmacher reported that Mrs. Weiner has requested a meeting with Robert McClarren regarding NSLS activites.

COMMENTS FROM TRUSTEES

Dr. Wozniak wants to congratulate Charlene Louis on behalf of the Board for the fine job she did on the Village Report.

ADJOURNMENT

The meeting adjourned at 10:10 p.m.



Shirley Merritt - Secretary