

June 14, 1972

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held June 14, 1972 at 7:30 p.m. in the Library.

Members present: Terry Engel, Howard Hummer, Diana Hunter, Selma Petty, and John Wozniak, Miss Mary Radmacher, Chief Librarian. Mr. Richard Lindberg excused himself prior to the opening of the meeting because of illness.

Also present: Mr. James Hammond and Mr. George Getty, from Hammond Beeby and Associates; Mr. Harboe and Mr. Sabin, from The Slater Company; Mr. Charles Hug, assistant to the Board's counsel; and Mrs. Milton Estes, observer for the League of Women Voters.

Mr. Howard Hummer, Vice President, presided in President Weiner's absence.

Minutes of the May 10, 1972 meeting were accepted on motion by Mrs. Hunter, seconded by Dr. Wozniak.

Miss Radmacher reported although it was included on the agenda for the May 10 meeting, no mention had been made of the \$200.00 gift to the Library by the Junior Women's Club of Skokie. Mr. Hummer asked that this be recorded in the minutes of this meeting.

Mrs. Petty made the following motion which was seconded by Dr. Wozniak 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 in American Literature, both monthly and annual, be accepted as submitted and the lists of bills for the General Operating Fund, Reserve Fund for the Purchase of Sites and Buildings, Library Construction Fund and NSLS CAP be approved for payment.

Mr. Sabin and Mr. Harboe, of the Slater Company, were present to answer any questions the Board might have, and give a routine report on the schedule.

Mr. Hammond reported things have worked better than expected and the Library staff has shown a great deal of spirit in meeting difficult situations. As of now, it is possible to be open for the ALA tour on the 28th of June. To facilitate this there are two possibilities of action the Board can take. One, to authorize overtime work by the carpet layers for the weekend of June 17 and 18. The Slater Company will pay the straight time and the Library only the overtime. Stacks are being erected on straight time, not

overtime. Four men are needed each day and the cost would be \$700 for the two days of overtime. Also, it is necessary to have some overtime for Mr. Stowell's painters which is estimated at about \$150. There have been glazers and lathers strikes with several unions going out in sympathy. There will still be punch list items in the building that will have to be followed through on. Although the air conditioning system is working it is not balanced yet. There will be a breaking-in season, but the contractors are responsible for a one year period. After that some maintenance will have to be considered. Total for the extra work would be between \$850 and \$1000. Motion by Mrs. Petty, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That on the recommendation of Mr. Hammond and Mr. Getty Skokie Public Library Board authorize the overtime work to complete the library building to facilitate the opening by June 28 in behalf of the Skokie citizenry.

Mr. Hammond distributed copies of the Building Budget Data prepared for the meeting, a copy of which is attached. Mr. Hammond covered all items recommended for change, including levellers for seven existing tables and 48 levellers under the base of the tables that go over the carpet, work needed on the credenzas, three cabinet drawers with locking devices, change in the book stacks, and in the book trucks that fit into the Circulation desk. The net addition to the Slater contract is \$948.52. Motion by Dr. Wozniak seconded by Mrs. Hunter which, on roll call vote carried unanimously.

Motion: The Skokie Public Library Board approve the payment of \$948.52 for additions to The Slater Company contract.

Mr. Hammond has been in contact with Mr. Arnold, the Beautification Committee, and Rabbi Weiner and several comments have been made on the Village Green plan. He conveyed their questions to Mr. Caldwell, following which he set up an appointment with Mr. Arnold for the 20th of June at which the Beautification Committee will have a joint meeting with the Library Board and Mr. Caldwell. The meeting will be held in the new building, and the Committee will be given a walking tour of the landscaping. The Library will finalize arrangements.

Landscape contract as signed is \$21,610. A suggestion has been made to do some trimming and replanting around the small cottage for about \$300. Removal of some shrubbery

and a few trees also could be done at a cost of \$175, per Mr. Getty.

Several items have been reviewed and brought to the attention of the Building Committee. Village Fire Department required the Library to have more protection if the Fine Arts occupy the area on the west side of the building. In working out the hardware in the Business Service Department some changes were made in the way of mechanical electrical work in the two small typing rooms. The entire existing building walls are cleaned including the brick walls. Former wooden hook strips were removed and walls patched. The additional net cost is \$2970. More public address speakers had been specified than necessary and a credit has been received of \$2960.00. Erroneously, clear glass was specified instead of tinted glass for the glass wall between the old and new building. This will make an additional charge of \$67.00. Basement floor drain was clogged and it had to be cleaned. The elevator in the existing building has been causing some trouble. A different company was called in to examine it. They reported the hydraulic line needed repairs, and other items to be done, etc. at a cost of \$2,057, including labor and material. If this is done, Mr. Getty will get some guarantees on the work.

An automatic controller for the condensor at the east building air-conditioning has been added at a cost of \$400.

Because of the traffic on the new carpet, a professional cleaning job was recommended. Estimated cost for this rug cleaning \$750. Suggestion was made to investigate an alternative of getting a new cleaner with sufficient power to do the job. Mr. Hammond suggested consulting with The Slater Company for their recommendation. Motion by Mrs. Hunter, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board authorize the expenditure of \$2,124 for certain changes which are necessary and recommended by the architects, subject to the investigation of Item g (2) (gg).

Mr. Hammond reported the balance left for contingencies at this time is \$43,000 and to that would be added any other revenue. He recommended that money be held until the very end.

Mrs. Hunter referred to the Highland Park Public Library brochure which had been prepared by Friends of the Library. One section of this leaflet contained a question-

naire to the citizenry inquiring about their wishes in the line of audio visual. She recommended a similar questionnaire be prepared by this library and the Village of Skokie be asked to include it in the next mailing of YOUR VILLAGE REPORT. The answers could assist in the selection of audio visual equipment. Miss Radmacher was asked to handle this.

Mr. Hammond said Miss Radmacher and architects have started work on directional signs and labels such as toilet rooms, adult section, etc. Miss Radmacher has been working with Mr. Schrapla of the Village Traffic Department. Placement of signs is very important. Traffic engineer is in favor of using as few signs as possible. A drawing of the placement of signs made by the Village Traffic Manager was presented by Mr. Hammond. The Village will paint the line of the curb drive yellow to indicate no parking and thus eliminate use of signs. Recommendation was made of putting "no parking - fire lane" signs on main driveway for people coming from the west. Also "no parking" signs must be put along the back fence and "truck loading zone" signs must be used. There was discussion concerning the elimination of parking restriction on Oakton Street but the necessity for time control. Consensus of Board 60 minutes parking should be allowed and the signs on Oakton Street should read "60 minute parking only." Mr. Hammond asked if the Board would agree that a member of the Building Committee, Miss Radmacher and the architects work this out. Board was in agreement. Motion by Mrs. Hunter seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board recommend to the Village Board that an ordinance be passed for a "60 minute parking" sign be initiated on both sides of Oakton Street in front of the Library proper.

At this time Mr. Hammond and Mr. Getty retired from the meeting.

Copies of the regular monthly Circulation Report and the NSLS Reciprocal Borrowing Report were distributed and the Board ordered the reports to be placed on file.

Mr. Hummer reported on the North Suburban Library System. As a member of the Nominating Committee, Mr. Hummer recommended Mrs. Hunter for the office of Vice President. This slate listing her as Vice President will be submitted to the Board of Directors at its June 19 meeting. Mr. Hummer referred again to the Skokie Public Library providing the reference service for the System. Miss Radmacher pointed out our ideal arrangement

spatially.

In reviewing the Lincolnwood situation, Miss Radmacher reported Mr. Trezza would not be available for a meeting until June 20.

Discussion was held on the letter from Mayor Smith to Rabbi Weiner concerning Illinois Veterans Commission's use of space in the Skokie Public Library. Motion by Selma Petty seconded by Dr. Wozniak.


Motion: That the Skokie Public Library Board grant the request from the Illinois Veterans Commission for space in the Skokie Public Library.

In discussion the following points were mentioned: Type of operation, amount of space needed, length of time required, and the legality of such use. Suggestion was made by Mrs. Hunter recommending the use of a small office in the Township Building. Mrs. Petty withdrew the motion until such time as the idea could be pursued further. Mr. Hummer agreed to get further information. Mr. Hummer requested the records show the Board's inclination to favor this request.

Miss Radmacher reported on personnel and progress in securing a business manager for the Library.

No action was taken at this time on the policy of circulation of framed prints.

Presiding Officer Mr. Hummer adjourned the meeting at 10:09 p.m.

 *S. P.*
Selma Petty - Secretary

SKOKIE PUBLIC LIBRARY

BUILDING PROGRAM BUDGET DATA FOR REVIEW AT BOARD MEETING OF
JUNE 14, 1972

A. Funds Available

Bond Issue.....\$2,960,000.00

Library Services and Construc-
tion Act..... 97,000.00

Interest on Investment of
Bond Issue Funds through
April 30, 1972..... 373,913.16
\$3,430,913.16

B. Funds Committed and Other Obligations to Satisfy
Bond Issue

1. Committed to date - actual
and/or estimated

a. Costs of referendum,
professional services
and related expenses,
bond sale, legal, in-
surance, land, reim-
bursements to general
fund and miscellaneous;
actual through June 14,
1972..... \$482,186.63

b. Construction Contracts-
Net Amount through
June 14, 1972 for E.W.
Corrigan Construction
(\$2,335,669.15), Frank
H. Stowell & Sons
(\$54,437.00) and Con-
crete Products (\$2,298.00)
\$2,393,086.15.

c. Caldwell Landscape fee-
balance 1,000.00

- d. Furniture and Furnishings,
including Change Orders
No. 1 and No. 2..... \$429,073.77
- e. Landscaping - P & S Land-
scape Service contract.... 21,610.00
- f. (1) Building Construction:
Modifications as pre-
viously approved by
the Board - to be incor-
porated in forthcoming
change orders:
 - (a) "T" brackets to
suspend furniture,
estimate..... 3,000.00
 - (b) West building
changes to satisfy
Village Fire Depart-
ment-contractor's
proposal..... 1,960.00
 - (c) Carpet nosing at
main stair-contrac-
tor's proposal... 513.00
 - (d) Glass-Safety Glass
at sidelights - in-
terior..... 3,000.00
 - (e) Add floor and tele-
phone outlets at busi-
ness and secretarial
offices..... 1,200.00
 - (f) Refinish parquet
floors..... 1,000.00
 - (g) Pedestal at Circu-
lation desk mock up
by Slater..... 148.50

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- (2) Furnishings: Additional case-work* and modifications to details of construction plus approved addition of shelving and desk pedestals - net addition..... *\$1,614.02

(g) Modifications in Process:

- (1) Modifications approved as necessary for work flow in interim since May 10, 1972.

Added supplementary fire prevention devices as further required by Village Fire Department, increase in service capacity for future duplicating machines, new hardware for doors at business service department, added mechanical and electrical at typing rooms, additional cost for furniture supports, cleaning of existing interior brick walls.

Summary - net addition..... \$2,970.00

- (2) Modifications as estimated and proposed as follows:

	<u>Deduct</u>	<u>Add</u>
**(aa) Reduction in quantity of public address speakers and in fin tube radiation.....	\$2,960.00	
**(bb) Revise glass at east/west building partition-bronze in lieu of clear.....		\$67.00
**(cc) Rod out west building basement floor drain.		60.00

* Previously approved as \$1,550.00 by Board on May 12, 1972

** Contractors' firm proposals

Deduct Add

* (dd)	Correct leveling and repair pump and line of existing west building elevator.....		\$2,057.00
** (ee)	Add automatic controller for condensor at east build- ing air conditioning-estimate		400.00
** (ff)	Relocate and patch miscella- neous equipment.....		750.00
(gg)	Commercial cleaning due to moving and construction pro- cesses.....		750.00
(hh)	Carpet laying overtime...		700.00
(ii)	Painting-overtime.....		300.00
		\$2,960.00	\$5,084.00
			<u>-2,960.00</u>
			\$2,124.00
TOTAL COMMITMENTS \$3,344,486.07			

C. Contingencies, estimated fees and related
expenses of construction account..... \$43,000.00

D. Other committments to be Satisfied and
Desirable Additions:

(a)	Book Drop.....	\$800.00
(b)	Bicycle Racks.....	\$1,000.00
(c)	Furniture and fur- nishings - Allowance.	7,000.00
(d)	Watch Service - 1 month.....	2,000.00

* Contractors' firm proposals
** Estimate

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- (e) Glass-sidelights at exterior if thermopane does not qualify..... \$4,000.00
- (f) Audio-Visual Equipment.. \$25,000.00
- (f) Janitorial Shelving..... 3,000.00