

August 11, 1976

Minutes of the regular Board of Directors meeting held August 11, 1976, in the Library.

Members present: Walter Flintrup, Diana Hunter, Richard Lindberg, Shirley Merritt, John Wozniak, Norma Zatz and Rabbi Karl Weiner, also Miss Mary Radmacher, Chief Librarian.

Meeting convened at 6:30 p.m., President Weiner presided.

Copies of the revised and edited Personnel Code were distributed.

When the original Code was prepared, Dr. Miller stated the Fair Labor Standards Act of May, 1974 affected this Library's exempt and non-exempt status. An opinion was asked from Mr. Di Leonardi. In Mr. Di Leonardi's absence, Mr. O'Brien sent information from a ruling covering Municipal employees specifically for firemen working long hours whose work week was hard to fit into 12:01 Sunday to Midnight Saturday. In Mr. O'Brien's opinion, the Library would belong in that category - therefore, making up time or taking off for extra time within that one week time period would not apply to the Library's employees.

On the Personnel Code - Changes will be made in the Table of Contents as indicated.

Miss Radmacher's suggestions for editorial revision were discussed and approved as follows:

Page 4 - Item D - no change is to be made.

Page 6 - First paragraph under Recruitment should be transferred to Page 8 under the title of Promotion and Transfer.

Page 7 - Second paragraph from bottom, wording not to be changed.

Page 8 - The proposed corrections were approved.

Page 9 - The first line of last paragraph to read: In case of death of an employee The Library shall contact the next of kin as listed, etc.

Page 11 - First sub-heading to be Fair Labor and Standards Act and the following should be a paragraph under that heading.  
The Library abides by current ruling and regulations of the Fair Labor Standards Act.

Under Overtime - Last sentence of first paragraph to be a separate paragraph in which the word "pay" will replace "salary".

Minus Time - Last sentence in third paragraph to read: "In no case shall four (4) hours of minus time be made up in more than two (2) periods of time.

Page 12 - All suggested changes approved as follows:  
First sentence under Salaries to read: "Salaries are paid bi-weekly".  
Second paragraph to read: "Full-time salaried employees are paid on 2 week periods - the annual salary divided into 26 equal payments. Hourly employees are paid by the hour for the actual number of hours worked".

Last paragraph under Salary Computation to read:  
"New employees beginning work at some time other than the first day of the pay period, or employees leaving at some time other than at the end of a pay period receive as salary due, the daily rate times the number of days worked, or the hourly rate times the number of hours worked".

Pages 13 and 14 - Suggested changes for those pages approved.

Page 15 - Discussion followed the suggestion of including a Provision for Accrued Sick Leave upon retirement or upon resignation after many years service. One point was The Library has a very fluid employee structure and this provision should be excluded. A contradictory opinion was expressed that this provision should not be discarded and the request made to leave it open-ended. The Board concurred on this latter opinion.

Page 16 - Under Vacations - The Board agreed a fourth paragraph should be inserted to read: "Except in the case of an emergency, a request for vacation time must be submitted at least one month in advance".

At this time Marion Rosen, Observer for the League of Women Voters joined the meeting.

Page 18 - Personal Days - It was the consensus of the Board no time limit or time of the year to be specified for using of the days.

Page 21 - Standards for Personal Conduct - Second sentence in first paragraph shall read, "Proper remedial action shall be taken if necessary".

Complaint and Appeal Procedures - Third sentence in first paragraph shall read: "An employee shall direct complaints to the appropriate supervisor in the order of command. If the complaint is not resolved to the employee's satisfaction, the employee and/or the Supervisor shall discuss it with the Department Head and if still not resolved, then with the Chief Librarian".

Second paragraph to read: "In the event no resolution is reached at this level, an appeal may be made in writing to the Library Board through and with the full knowledge of the Chief Librarian".

The third heading on page 21 will be: Amendments to this Personnel Code as listed on page 22. The entire contents of heading and statement to be transferred to page 21.

The Code as amended and approved will be retyped and copies distributed at the September Board meeting.

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

Motion: That the Board of Directors of the Skokie Public Library adopt the Personnel Code as amended and agreed upon at this meeting.

The desire to have some kind of merit structure created was expressed and Rabbi Weiner asked Miss Radmacher to prepare a draft on such an arrangement.

Minutes of the July 14, 1976 minutes were accepted and approved on motion by Mrs. Hunter, seconded by Mr. Flintrup. Motion carried unanimously.

Motion by Dr. Wozniak, seconded by Mrs. Zatz which, 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, and Library Construction Fund be accepted and the lists of bills for the General Operating Fund in the amounts of \$512.91 and \$18,260.87 be approved for payment.

The Circulation Report, Report on Reciprocal Borrowing with NSLS and Chicago Public Library were approved and ordered placed on file.

Report on Library Use Statistics was examined, accepted and ordered placed on file.

A correction in the minutes for May 12, 1976, page 3 for formal adoption of the 1977-78 Fiscal Year Budget was requested to change the year from 1976-77 to 1977-78. Motion by Mrs. Hunter, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: To correct the minutes of the May 12, 1976 meeting, changing 1976-77 to 1977-78 library budget for the fiscal year as intended in the earlier motion.

A request was received to increase Sunday hours by having the Library open from 1:00 to 6:00 p.m. Miss Radmacher examined the cost for 1975-76. The two hour increase (over the present 2-5 p.m.) would amount to 2/3 increase in hours and salaries, plus requiring an additional shift for five hours. Five consecutive hours at a public service desk is too long for staff to work and everyone working Sunday is at a desk. Department Heads object to having someone serve longer than four hours at a desk. A second shift for Sunday would be difficult and costly. On the question of taking these Sunday hours from the work week, Department Heads said if Sunday hours are to be made a part of the overall week more staff would be needed. The idea was presented of changing the Library hours and closing at some time during the week to compensate for the Sunday hours. Miss Radmacher has considered such an idea but could find

no "good" time to do this and feels the idea of changing the total picture of library hours is unfair to the patrons. In discussion these points were mentioned:

(1) Monday morning the Reference Staff is especially busy with phone calls from business and industry. Suggestions were made to have the Library closed except for the telephone.

(2) The seven days in the week should be changed to serve the patrons.

(3) The business of the Library has to be compared with hospitals and museums and Sundays are important in that category.

(4) All days of the week are important but Friday would be the quietest.

(5) Some libraries have tried to close one morning a week and have cancelled that arrangement.

(6) Put a questionnaire to the patrons with several proposals - not only expanding Sunday hours but week days to 10:00 p.m.

(7) A study be made over a month of the work load on each day to find out how many books are checked out between 9 - 12:00 noon and other segments of the day and to include phone calls to reference service at those times.

(8) Another aspect was mentioned that if time and a half pay is terminated for Sunday hours, and the Library is open 1:00 - 5:00 on Sunday it might turn out the Library would be paying more than now but not at time and a half. If someone worked more than 37-1/2 hours they should be getting overtime.

Motion by Mrs. Hunter, seconded by Mrs. Zatz.

Motion: As of September 19, 1976 when the Library resumes Sunday hours, it shall be open from 1:00 - 5:00 p.m.

After some discussion the following addendum was made to the motion by Mr. Flintrup.

Addendum: The Board would like to see the staff work toward the implementation of Sunday hours with the elimination of overtime and if this is impossible then we must take the consequence.

Voting on the motion and addendum was as follows: Mrs. Hunter, yes; Mrs. Merritt, yes; Mrs. Zatz, yes; Mr. Lindberg, yes; Mr. Flintrup, yes; and Dr. Wozniak, yes. Motion carried.

On the call for eliminating Sunday overtime pay, it was mentioned the size of the staff is such that Sunday hours must be added to the 37-1/2 hours worked per week. At present, there is not enough staff to include Sundays as part of the week. When the full work week includes Sunday, then the decision can be made whether Sunday should be rated different from the rest of the week.

Changes in running the Library should be included in the Personnel Code.

It was suggested it is a matter of scheduling and if there are certain hours in the week the Library is not used, open later that day. Suggestion was made to contact Cliff Wells who is expert at scheduling and might have some ideas.

Miss Radmacher mentioned the number of service points in the Adult, Young People and Children's and Circulation Department. According to law, if a person works four consecutive hours you must provide a break period. Those break periods must be covered.

Rabbi Weiner mentioned the Personnel Code does not have any special treatment for Sunday hours, so it is no issue. The next issue is how to deal with taking away something that has been given for a period of time. This must be spelled out and a rational reason given.

Miss Radmacher explained at the initiation of Sunday hours the decision was made to pay time and a half for Sunday. In summarizing the situation,

Rabbi Weiner said it was difficult adopting Sunday hours and this was an incentive. Now the Board wants the Library to be open four hours and spread the week hours so additional personnel is not necessary and time and a half will not have to be paid for Sunday. In fact, asking for more and taking away more. The Board must face the fact that it will be resented. Mrs. Hunter stated her feeling that she did not think you can add an hour to Sunday and, at the same time, change the pay structure. If this is going to be tried at this time, the hours must be restructured and the staff told 37-1/2 hours will be spread over seven days a week and if necessary to have people working beyond 40 hours a week, they will receive overtime. Miss Radmacher told the Board it would be impossible to do this with the present staff working their current schedules. Presently, we have a five day - 37-1/2 hour week and no one is asked to work a split shift.

The suggestion was made to appoint a sub-committee to get a statement or policy outlined that the staff can accept with some degree of grace that can be used starting September 12. Rabbi Weiner agreed this is the way to do it, but in the meantime the Library will be open from 1 to 5 this fall and the staff will be paid time and a half for the time being. The Board is saying it is rejecting the grandfather's clause, and is determined that across the board there will be an elimination of the Sunday time and a half. Mrs. Hunter objected to its being done in this manner and Dr. Wozniak felt timing was important and should be done in a normal sequence. It was argued that Sunday is not special and is part and parcel of library service today. Therefore, no premium should be paid.

The idea was expressed that to proceed too fast might cause trouble. A motion was passed to be open another hour and for the time being the

Library will pay for it until it can re-evaluate the whole structure.

Mr. Flintrup asked for a motion of a time for discontinuing overtime pay as a bonus for working Sunday, stating effective January 1, 1977 there will be no special bonus pay for Sunday. Rabbi Weiner suggested not dealing with the Sunday issue separately but to create a new work week which is a seven day work week on the basis of 37-1/2 hours including Sunday instead of automatically making it overtime.

Miss Radmacher expressed her reaction to this by stating there will be a problem in being open longer hours on Sunday. There are some religious objections to working Sunday. She agreed Sunday could be a part of the regular work week but it cannot be done over night. She is concerned that the disappointment of part-time people when they realize the Personnel Code includes no benefits for vacation and sick leave for them, will have some people upset. She thinks the best thing to do is to start being open from 1 to 5 p.m., pay for it and prepare the statement for a few months in the future. It is possible the statement may not be necessary if the work week has been restructured and Sunday is part of the 37-1/2 hours rather than overtime.

Rabbi Weiner agreed that if the Library is open Monday through Friday 9-9 and Saturday 9-5 and 4 hours are added for Sunday, more personnel is needed. Perhaps by closing four hours during the week the 4 hours on Sunday can be included as part of the regular work week. Miss Radmacher said then Sunday must be considered a 7-1/2 hour day or some other days must be longer than 7-1/2 hours or we no longer say employees work a 5 day week. If the week contains two half days, they are no longer working a five day week. This presents a real issue



that must be faced. Our Code states that the full time people are not required to work a split shift.

It was the feeling of the Board to go to committee and Rabbi Weiner appointed a committee of Walter Flintrup, Richard Lindberg and Shirley Merritt and asked Mrs. Merritt to call the meeting together.

There was discussion of the Library remaining open until 10:00 p.m. due to a request from Mrs. Merritt. Consensus of the Board to leave this for discussion at another time.

Mr. Eric Thurman, a minister of a non-denominational church, protested by letter June 29, 1976 to the Village Board concerning what he believed was an infraction of the church-state separation because of activities in the Library he referred to "as clearly religious in nature". Mayor Smith replied under date of July 28, sending copies to Rabbi Weiner and Miss Radmacher. Rabbi Weiner arranged for a meeting with Mr. Thurman and Miss Radmacher for Friday, August 6. Mr. Thurman's opinion is the Library is part of the State and should not dabble in religious matters. He took particular exception to the program "The Spirit World" presented by two staff members. His opinion was spirits belonged to religion and the Library has no business in this. The question was put to Mr. Thurman whether the Library should remove from our shelves all the books in the 200 classification. His reply was that what people read is one thing but the spoken word is different. It was pointed out to Mr. Thurman he is making a difference between the printed and spoken word and Rabbi Weiner remained adamant that libraries are not only using the printed word but any means available to keep the reading public informed on all sides of a subject. The real meaning of separation of church and state means government cannot make any laws establishing a religion. When Mr. Thurman inquired about the Library's plans for future programs, he was

informed the Library could not accept anyone dictating its choice of programs. He raised some other issues one of which concerned Trancendental Meditation. T. M. group from time to time asked for and has been given permission to use a room at the Library.

It was pointed out by Rabbi Weiner, the Library has certain rules and points of policy about the use of its rooms that certainly can be considered in regard to Trancendental Meditation, namely, any meeting has to be open to the public and there shall be no commercialism connected with it. In some instances the lecturer makes an appeal to join the group for additional class work for a fee. This is promoting a particular organization and, in effect, is a financial scheme.

Through his involvement with the Intellectual Freedom Committee, Rabbi Weiner called Judy Krug, Executive Secretary at the Intellectual Freedom office at ALA to get her views. She told him one of the libraries had that issue and they solved it by saying that Trancendental Meditation is a commercial group and does not belong in the library. She felt that was the most likely position our Board could consider and recommended studying our rules and policies to determine whether it will be necessary to improve what we have. She also suggested the Library monitor programs from time to time. Recommendation was made that it be listed on the agenda to review and discuss the Library's policy on use of the meeting rooms and what ALA recommendations are. At present, our policy provides for educational groups which are non-religious, non-political and non-profit making.

In line with this discussion, the Library received a request from the Spiritual Assembly of Baha'is for the first Saturday of every month, beginning August 7. Even though the topics for discussion are non-religious, there might be a religious influence expressed.

Another request was received by a group called Eckankar for July 30 which was not possible. They then requested any date that could be granted.

Rabbi Weiner recalled once on a Sunday afternoon, the Library had a program where all the religious communities in Skokie represented themselves and each had its presentation. Use by one group on a regular basis is another thing.

In discussion concerning granting the requests from these groups, the point was made that there are no specifics as to what is meant by long term commitment and the Library cannot accept long term under these circumstances. Motion by Mr. Flintrup, seconded by Mr. Lindberg, which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library turn down the request from Spiritual Assembly of Baha'is of Skokie for use of the meeting room on the basis that the Library does not know what is meant by long term commitment and cannot pledge itself to such an arrangement.

On the request from Eckonkar for use of a meeting room at a future date, Mr. Flintrup made the following motion which was seconded by Dr. Wozniak, and, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library refuse the request from Eckonkar on the policy that any group using the Library for meetings must be non-religious, non-political and non-commercial.

Trancendental Meditation, a group which has been meeting at the Library for about four years has requested use of the second floor meeting room for September 30. The Board was asked for an opinion. Discussion centered around whether this group has a religious background and to request more specific information from the group on the purpose

of the lectures. If the September 30 meeting is allowed, some members of the Board should attend the meeting to monitor what they are doing. The Board agreed to this for that meeting but a decision will be made on future requests.

Mr. Flintrup reported on the July NSLS Board meeting. Election was held for new officers. The System is no longer going to reimburse libraries for books lost under reciprocal borrowing and have set a deadline for notification for reimbursement for the number of books and dollar value on the delinquencies. Recommendation was made that a list be compiled as soon as possible so Skokie Public Library will be protected from any financial loss when the cut-off date is announced.

Mr. Flintrup talked with Mr. Nordenberg regarding the meeting held with the Friends of Lincolnwood and the System Staff. Skokie Public Library was asked to restate a dollar amount as to what it would deem a meaningful contribution from the Village of Lincolnwood for a demonstration program. Informally, Mr. Flintrup said that if the Village had found a means to enter into conversation of contractual agreement with the City of Chicago in the terms of \$60,000 or \$70,000 that is what Skokie would consider a meaningful contribution. Mr. Flintrup asked for a written communication from this Board to the System, stating that Skokie believes a meaningful contribution from the administration of the Village of Lincolnwood would be \$60,000 or \$70,000. It was brought out in conversation the Friends of Lincolnwood had the misconception this money would flow to Skokie. They have straightened out this thinking and understand this is not money that will come to Skokie Public Library but money pledged from the Village of Lincolnwood toward this particular program and will stay within the confines of their village and have nothing to do with Skokie.

Rabbi Weiner expressed his concern for the Skokie Public Library being involved in planning with the System when the proposal is prepared by the System.

A letter from Mrs. Gesterfield to Mr. McClarren, a copy of which was sent to Rabbi Weiner, was read. This letter stated the Advisory Committee recommended the Lincolnwood Project Plus proposal not be funded, and further stated a demonstration project would be considered contingent upon receipt of a proposal from the Friends of Lincolnwood and the willingness of the Village Board of Lincolnwood to levy the minimum tax rate of .15, before the demonstration project could be approved. Mr. Flintrup made the following motion, which was seconded by Dr. Wozniak, and, on roll call vote, carried unanimously.

Motion: That Rabbi Weiner, as President of the Skokie Public Library Board send a letter to Mr. McClarren outlining the dollar amount considered meaningful and whatever else is deemed necessary in the way of commitments from the System as relevant to the Lincolnwood situation.

In discussion Mr. Lindberg expressed his concern about the use of the Skokie Public Library by the people of Lincolnwood without reimbursement. Rabbi Weiner explained we are now dealing with the North Suburban Library System providing a demonstration library in Lincolnwood. We are no longer speaking of the Skokie Public Library serving the people of Lincolnwood. This is a limited time project similar to the Project Plus programs where the people of Lincolnwood are to experiment with their own library on a temporary basis. At the end of nine months there will be a referendum. If Lincolnwood approves, that town will have its own library and Skokie

will have the problem that it is a superior library and will be used by Lincolnwood residents. We have no control over this project except to say it is inequitable since the Project will furnish to the people of Lincolnwood a demonstration library and we will be involved during the time of the experiment. We want to be involved in the planning and insist that the System cannot make any plans without considering us.

Mr. Flintrup recommended that Miss Radmacher write Mrs. Gesterfield for clarification of what is meant explicitly by "contingent upon". Does she mean the Village Board of Lincolnwood approve a tax levy prior to the demonstration taking place or is it dormant for the nine month period.

Mrs. Hunter mentioned her idea for acquisition of a piece of sculpture for the water court. Her idea is for subscription contributions being launched by the Library to get the money from industry, and the goal being a piece of sculpture. To make it exciting some kind of a physical barometer within the Library might be planned. Dr. Koehline who had his own art exhibit here was asked if he could make some thing to be used. A miniature model of a barometer which would show the growth of the sum of money was exhibited. Mrs. Hunter has received a subscription of \$250 and solicited funds by phone. Her idea is to go directly to people in industry to see if she could interest them in contributing money for a piece of sculpture for the Library. Motion by Mrs. Hunter, seconded by Mrs. Zatz which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library launch a subscription drive for a major piece of sculpture for the water court of the Library.

Miss Radmacher asked for the Board's idea as to amount of the increments on the scale of the barometer for recording subscriptions to tell Dr. Koehline. This will be discussed and decided upon later.

Reporting on the ALA Conference, the Board was <sup>INTERESTED IN</sup> ~~impressed by~~ the reputation Skokie Public Library has from people all over the country. From the session Mrs. Zatz attended she received a Manual of Public Relations which she thought so good she asked that copies be made and distributed to the Board for its perusal.

With the termination of reciprocal borrowing with Chicago, a question has come up concerning people living in Chicago who teach in Niles Township. In the past Skokie Public Library has given courtesy cards to teachers but after reciprocal borrowing it was unnecessary to issue these cards. Now, teachers living in Chicago will not have a card and if they wish to purchase a non-resident fee card must do so fast to get in for \$30. A decision should be made with regards to issuing a free card to people teaching in Skokie not living there. This would have to be a nine-month card. After discussion, Mr. Flintrup made the following motion:

Motion:       The courtesy of a library card shall not be given to a non-resident teacher in the Skokie schools who resides in a community whose library is not a member of NSLS.

Mr. Lindberg seconded the motion and voting was as follows: Walter Flintrup, yes; Diana Hunter, yes; Richard Lindberg, yes; Shirley Merritt, abstained; Dr. Wozniak, yes; and Mrs. Zatz, yes. Motion passed.

The plastic book bags will have a line drawing of the Skokie Public Library. The Library will charge 15¢ each. The Board discussed the possibility of arranging to pass out the first bags.

Mrs. Zatz asked about replacing bookmobile cushions which are worn out. Mr. Flintrup offered to try to get replacements.

Miss Radmacher explained certificates accompanied by a letter from Miss Burmeister are going out to those who participated in the summer reading program. The request was made to keep annual statistics or records to enable the children to get some reward for continuity.

Meeting adjourned at 10:50 on motion by Mr. Flintrup who asked for an executive session for the Board.

The meeting reconvened at 11:15 p.m. with all members present.


Mr. Flintrup made the following motion which was seconded by Dr. Wozniak and, on roll call vote, carried unanimously.

Motion: That the Chief Librarian's salary be increased to \$28,600 annually, retroactive to the date of the general increase for this fiscal year.

The Board announced to Miss Radmacher its desire to take notice of the fact that they have had her with this Library for twenty years and would like to have this a matter of community interest by starting the Sunday opening one week later on September 19 so a brunch or reception could be held at the Library September 12. The invitations will be sent to people in the community with whom Miss Radmacher may have special contact, people in her profession and friends to give the community reason to take note of that spirit who is responsible for the greatest building Skokie has.

The Library will open for Sunday hours on the 19th of September.

Meeting adjourned at 11:30 p.m.

  
John Wozniak - Secretary