

November 13, 1985

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, November 13, 1985.

CALL TO ORDER

The meeting was called to order at 7:33 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter Flintrup; Eva Weiner; Norma L. Zatz; and Carolyn A. Anthony, Director.

APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 9, 1985

Dr. Bloch made a motion to accept the minutes as written with the following corrections:

Page 1, under APPROVAL OF THE MINUTES OF THE MEETING OF SEPTEMBER 12, 1985: second and third paragraphs, first sentence in each paragraph, strike the words "the following" and substitute the word "a".

Page 5, under RETIREMENT BRUNCH, SEPTEMBER 29, 1985: first paragraph, last sentence, correct to "A copy is attached hereto."

Page 6, the spelling of momento in the Motion at the top of the page to be corrected to memento, and the second Motion on the page to be amended to:

MOTION: That of the \$800 received from the Retirement Brunch Fund \$640.96 be put in the Fine Arts Acquisition Fund; and \$159.04 and the \$25.96 overage pay for the photographer and photo album, for a total of \$185.00 as billed.

Dr. Bloch's motion to approve the minutes as corrected was seconded by Dr. Wozniak.

A roll call vote for approval was unanimous.

Dr. Bloch then made a motion that the Report on the Retirement Brunch, and the Year-to-date Budgetary Status Financial Statement be removed from the Consent Agenda and placed on the regular Agenda for discussion. His corrections to the Motion regarding the distribution of the Retirement Brunch Fund monies will then be incorporated into the Retirement Brunch Fund Report.

The motion was seconded by Mr. Flintrup. A roll call vote for approval was unanimous.

Mrs. Zatz made the following motion, seconded by Mr. Flintrup:

MOTION: That the Skokie Public Library Board approves the following items on the Consent Agenda, subject to audit:

1. Financial Statements
2. SLS Unemployment Compensation Group Account, Cash Basis For 3 Months Ending September 30, 1985
3. Bills

A roll call vote for approval was unanimous.

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

MOTION: That the Skokie Public Library place on file the following items on the Consent Agenda:

1. Circulation Reports
2. Library Use Statistics
3. Reports from Department Heads

The motion passed unanimously.

Mrs. Weiner commented that the Adult Services Department Head Report was extremely interesting.

Mrs. Hunter concurred, suggesting that the information contained therein be used in a press release; and to stress that the Skokie Public Library programs given at the Lieberman Geriatric Centre contribute to the high rating given the Centre by the State of Illinois.

The trustees were unanimous in their praise of the report.

Mr. Flintrup suggested the press release information be included in the Village's monthly newsletter to Skokie residents "Newskokie."

YEAR-TO-DATE BUDGETARY STATUS

Mrs. Anthony acknowledged the oversight in placing this financial statement on the Consent Agenda, reiterating the Year-to-date Budgetary Status Financial Statement will be put on the Consent Agenda monthly and on a quarterly basis on the Regular Agenda, i.e., May, August, November, and February.

The Board members agreed the Year-to-date Budgetary Status statement is quite helpful. The concept to see how the money is spent and what amount is left is good and it will be especially useful with budget preparations the following year.

Mrs. Anthony called the trustees attention to the Periodicals line, which is nearly spent, and to the Janitorial Supplies line, which is also low.

Discussion followed.

Mr. Flintrup noted the substantial balance in the Audiovisual line of the budget.

REPORT ON RETIREMENT BRUNCH, SEPTEMBER 29, 1985

Dr. Bloch said that to keep in conformity with the Board's record and the requirement to reimburse the Library in the amount of \$800 as the Board originally moved; and to reflect the action taken today with regard to adjusting the financial statement, it is also necessary to change the motion which was passed at the October 9 meeting of the Library Board.

After discussion Dr. Bloch made the following motion, seconded by Dr. Wozniak:

MOTION: That the Report on the Retirement Brunch be amended to delete the line for the photographer and photo album; to increase the line for the purchase of the rug to \$800; to show a total disbursement of \$4,019.04; a surplus of \$25.96; total receipts of \$4,045.00; and to delete the footnote.

A roll call vote for approval was unanimous.

Further discussion followed and Dr. Bloch then made the following motion, seconded by Dr. Wozniak:

MOTION: That the action taken at the last Board meeting with respect to the disbursement of the \$800 be revised to: \$640.96 be put in the Fine Arts Acquisition Fund; \$185.00 be paid for the photographer and photo album; and that this action supersede that on the same subject which we took at the October 9 Board meeting.

The roll was called: Mr. Flintrup--no; Dr. Bloch--yes; Mrs. Weiner--yes; Dr. Wozniak--yes; Mrs. Zatz--yes; Mrs. Merritt--yes. The motion passed.

BANKING

The materials distributed with reference to banking were reviewed by the trustees.

Mrs. Anthony pointed out the various charges made by local banks and the interest rates paid by them, stating that they are relatively comparable in both areas.

Mrs. Anthony recommended that the General Operating Fund remain in the First National Bank of Skokie; and that the Reserve Fund be transferred in order to have the Library's funds in more than one local bank.

Mrs. Hunter called for a motion to transfer the Reserve Fund account in the amount of \$174,543.16 from the First National Bank of Skokie to the Old Orchard Bank and the Skokie Trust and Savings Bank.

Mr. Flintrup made the following motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board authorizes the Director to transfer the Reserve Fund in the amount of \$174,543.16, at her discretion amount-wise, to the Old Orchard Bank and the Skokie Trust and Savings Bank.

A roll call vote for approval was unanimous.

Mrs. Anthony reported on the receipt of a check in the amount of \$5,874--a one-time windfall which is the interest on property taxes on taxes collected by Cook County between the time of collection and disbursement. She suggested that the Board might want to consider dedicating this money toward the purchase of a Library vehicle.

The trustees discussed the variety of possible uses: book purchase, signage, purchasing a mini-van or station wagon, and it was decided to table discussion until the December meeting at which time Mrs. Anthony can provide more information with regard to the cost of a mini-van.

AUDITORS' REPORT

The auditors' report, which was distributed at the October Board meeting and reviewed at home by the trustees, was discussed.

Dr. Bloch suggested we ask Peat, Marwick, Mitchell and Company, Certified Public Accountants, for their comments and suggestions.

The trustees concurred.

FAIR LABOR STANDARDS ACT

In regard to the Supreme Court ruling 2/19/85 that state and local governments are subject to Federal wage/hour laws as outlined in the Fair Labor Standards Act (FLSA) Mrs. Anthony reported that because of the many cases of retroactive liability involved in regard to compensatory time and overtime, and due to the financial hardship, the date of enforcement was moved to April 15, 1986.

The Skokie Public Library would have no problem in complying with this aspect.

Lengthy discussion followed regarding overtime and compensatory time, and the categories of exempt and non-exempt from the requirements of the Act.

During discussion the trustees reaffirmed that Mrs. Anthony is to prepare a completely new personnel packet for the Skokie Public Library, to include updated job descriptions and salary scales, and that the first step must be taken to institute these changes.

One recommendation at this time is that Department Heads should not be eligible to receive overtime because they are salaried managerial employees.

After further discussion Mr. Flintrup made the following motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board accepts the Director's recommendations with regard to the Fair Labor Standards Act exempt employees-- that all professionals and the administrative secretary, assistant administrative secretary and the bookkeeper should be exempt, but may be eligible for overtime with the exception of the Director and Department Heads.

The roll was called: Mr. Flintrup--yes; Dr. Bloch--no; Mrs. Weiner--no; Dr. Wozniak--yes; Mrs. Zatz--yes; Mrs. Merritt--no; Mrs. Hunter--yes.
The motion passed.

INDEMNIFICATION STATEMENT

After brief discussion Dr. Wozniak moved and Mr. Flintrup seconded that the Indemnification Statement be adopted as corrected and amended.

(A copy is attached hereto.)

A roll call vote for approval was unanimous.

MARTIN LUTHER KING, JR. DAY, JANUARY 20, 1986

Mrs. Anthony recommended that the Skokie Public Library not close, that it be a working day with special recognition given to Martin Luther King, Jr., with a program.

INDEMNIFICATION STATEMENT

If any claim or action not covered by insurance or State Statute is instituted against a trustee, officer, or employee of the Skokie Public Library arising out of an act or omission by a trustee, officer, or employee acting in good faith for a purpose considered to be in the best interest of the Library; or if any claim or action not covered by insurance or State Statute is instituted against a trustee, officer, or employee allegedly arising out of an act or omission occurring within the scope of his/her duties as such a trustee, officer, or employee; the Library will at the request of the trustee, officer, or employee;

- a) appear and defend against the claim or action; and
- b) pay or indemnify the trustee, officer, or employee for a judgement and court costs, based on such claim or action; and
- c) pay or indemnify the trustee, officer, or employee for a compromise or settlement of such claim or action, providing the settlement is approved by the Board of Trustees.

Decision as to whether the Library shall retain its own attorney or reimburse the trustee, officer, or employee expenses for their own legal counsel shall rest with the Board of Trustees and shall be determined by the nature of the claim or action.

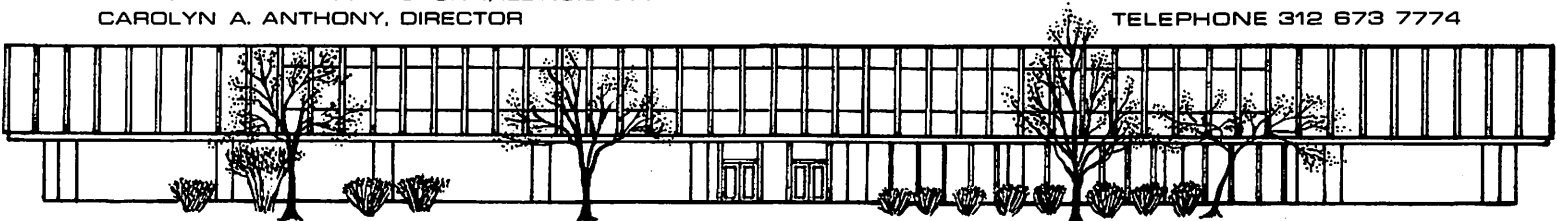
For the purpose of this article, the term trustee, officer, or employee shall include any former trustee, officer, or employee of the Skokie Public Library with reference to actions performed while associated with the Skokie Public Library.

Adopted November 13, 1985

SKOKIE PUBLIC LIBRARY

5215 OAKTON STREET • SKOKIE, ILLINOIS 60077
CAROLYN A. ANTHONY, DIRECTOR

TELEPHONE 312 673 7774



After some discussion Dr. Bloch made the following motion, seconded by Mr. Flintrup:

MOTION: That the Skokie Public Library remain open on January 20, 1986, but that we recognize that day as Martin Luther King, Jr. Day with an appropriate display and program.

A roll call vote for approval was unanimous.

AUTOMATION

The trustees reviewed the letter and analysis from Zonatherm Products, Inc. with regard to electrical power sags, transients, spikes and impulses. GEAC has installed their own monitoring device on the equipment itself rather than on the incoming line because they feel that built-in protectors in their equipment may guard against some of the irregularities in the power.

Mrs. Anthony reported on the special JCPL Governing Board meeting with GEAC representatives November 12, 1985.

GEAC representatives acknowledged that JCPL's difficulties with hardware have been excessive. The disk drive which has been problematic for JCPL has been a problem at many other installations. GEAC recognizes that it has forfeited the interest on the money in the escrow account. GEAC officials have taken action to improve communication within the company and between the company and clients. They have replaced the local field engineer and are considering remedies to the disk drive problem.

The database is now loaded with a total of 330,000 records, with an overlap lower than anticipated at 40.69%. Only some tapes from ILLINET remain to be loaded. We will now begin adding our holding information to the existing records.

INSURANCE

Mrs. Anthony met with Warren English of Boyle, Flagg and Seaman, Inc. who said that insurance rates have gone up considerably and ours have increased approximately 40-55%. At present Transamerica Insurance is the only

company that has submitted a quotation. Mr. English is hopeful there will be other bidders who may submit lower figures. He expects other bidders this year because we are installing emergency lights. Last year other carriers did not bid on our package because we did not have emergency lighting. The insurance package cost last year was \$9,412, whereas this year we can expect the premium in the \$12,000-\$13,000 range. In general, premiums on auto insurance are up 20% and workmen's compensation up 10%.

Mrs. Anthony recommended that the Library insure the building and contents for "total replacement value." We are not presently, and in order to do so an appraisal is necessary. Marshall and Stevens, Inc. has been contacted regarding an appraisal update with annual appraisal updates thereafter.

After discussion, Dr. Bloch made the following motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board approves an annual appraisal of the building and contents and to keep the insurance up to the replacement cost.

A roll call vote for approval was unanimous.

Mr. Flintrup said that with a renewal date of December 10 there is hardly time for the Board to make a decision. It was the consensus of the Board that we accept the bid on our insurance package and for the future we request that 60 days prior to the renewal date the Board be informed with Mr. English making a presentation.

BLIND AND PHYSICALLY HANDICAPPED PROJECT

Mrs. Anthony reported on the two open houses this week in the Library--each were well attended. November 26 has been set aside to meet with Preston Levi at the North Suburban Library System to talk about the letter of intent and funding for LSCA II.

Mrs. Zatz commented that Mrs. Weiner should be very happy with the tremendous progress made thus far.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner had a typewritten report prepared for the trustees to review. She reported that Mrs. Anthony, Mrs. Yi and Mrs. Mitchell also attended the information meeting October 28 with regard to the concerns of CCS.

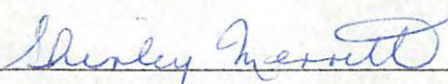
COMMENTS FROM TRUSTEES

Mrs. Zatz reported on the Trustee Workshop she attended in Normal, Illinois, September 21, 1985, and elaborated on the "eight responsibilities of board members". Most of the handouts she received there she duplicated and mailed to the trustees before the October Board meeting.

Mrs. Weiner then said Virginia Voedisch deserves a special vote of thanks for the fine job she had done coordinating the Vietnam exhibit.

ADJOURNMENT

The meeting was adourned at 10:44 p.m.



Shirley Merritt, Secretary