

October 12, 1983

-CORRECTED-

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, October 12, 1983.

CALL TO ORDER

The meeting was called to order at 7:45 p.m. by Diana Hunter, President.

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

APPROVAL OF THE MINUTES OF THE MEETING OF SEPTEMBER 21, 1983

Dr. Bloch noted that the spelling of the word "stanchions" has to be corrected on page #4, third paragraph.

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

FINANCIAL STATEMENTS & BILLS

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

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites and Buildings, the Year to Date Allocations and Expenditures for 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 \$35,115.57 and \$9,721.51, and the list of bills from the Reserve Fund for the Purchase of Sites and Buildings in the amount of \$1,276.50 be approved for payment, subject to audit.

The roll was called and the motion passed unanimously.

ANNUAL AUDIT

The trustees looked over the London Witte & Company Annual Financial Report for year ended April 30, 1983. Mr. Flintrup questioned the "Changes in accounting principles" new method, as reported on page 5, and Dr. Bloch questioned how the accountants arrive at the figures under Fund Balance on page 3.

The trustees asked Miss Radmacher to get a letter from Dan Ryan, Village of Skokie Finance Director, addressing both of these questions as the trustees need a fuller explanation of these changes. Mr. Flintrup commented that he thinks the Board should be informed before, rather than after the fact, when changes are made.

ENERGY AUDIT

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

MOTION: The Board of Trustees requests that Miss Radmacher make arrangements to have an energy audit made at the Skokie Public Library.

The motion passed unanimously.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

The trustees commented that all the statistics were up and that it is difficult to evaluate the reasons for the "up" and "down" trends. A motion was made by Mr. Flintrup, seconded by Mrs. Zatz, to accept the Circulation Reports and Library Use Statistics and they shall be placed on file. The motion passed unanimously.

CORRESPONDENCE

The letter to Miss Radmacher from Richard McCauley, Chairman of the Council on the Handicapped, was duly noted. The trustees discussed how the Library can improve its handicapped facilities and asked Miss Radmacher to invite Jack Greenberg to come to a Board meeting and discuss how the handicapped can be served best at the Library.

Miss Radmacher explained the letter from Deborah Miller, Director Governmental Services of the Illinois Library Association, regarding the contribution of \$100 sent to the Legislative-Library Development Committee of the ILA which will be refunded because the law suit was not necessary.

The letters from Mrs. Jack Bezman and from Helen Panos were also duly noted.

AUTOMATION PROJECT

Mrs. Hunter reported on the automation project meeting held September 29 at the Skokie Public Library. She said that changes were suggested for the Agreement for a more fair distribution among the libraries of payment for computer space. Also there was a recommended change in the formula regarding the cost of telephone lines to be a four-way split equally among the libraries, and our Library's share will be 25% instead of almost 40%.

Miss Radmacher reported that the proposals submitted were evaluated by libraries individually and then will be evaluated by the JCPL libraries collectively. She said that dates have been set for demonstrations by two of the vendors.

Miss Radmacher reported on her trip to Cleveland with the other three librarians of the JCPL to see the computers in the Cleveland Public Library and the Cuyahoga County Library. She reported that in both cases the librarians spoke well of their systems.

Mrs. Weiner commented that if it doesn't look as if the project can work out to our satisfaction, we should take another look at CLSI.

Dr. Bloch said that in order to figure out what a fair rental will be for the computer space it has to be decided what the ground rules will be for a reasonable rental and asked Miss Radmacher to bring to the next Board meeting hard figures of operating costs of the Library.

BUILDING

Miss Radmacher reported that NSLS/SRS has been notified that the space designated for them is ready and they have been asked to move into it; that the front doors are finally completely repaired; that the stage elevation will be painted now, there wasn't time to paint it before the dedication of the stage floor.

LIBRARY PUBLICITY

Mrs. Merritt said that she wants to see the Library get more publicity in the newspapers and in the community and asked the trustees for suggestions as to how to accomplish this. Mrs. Hunter said that Charlene Louis is handling publicity on major projects and also writing the Village Report items. If she would put in more time and effort the Board should consider increasing her compensation.

It was suggested that the brochures and calendars of events of other libraries be brought in and looked over by the trustees for ideas on how these libraries reach their communities with publicity.

Mr. Flintrup suggested meeting with members of the press.

The trustees would like the Library to hold a reception for the newcomers in Skokie as an annual project. Dr. Bloch suggested that these new residents be presented with Library cards in a ceremony at the reception.

REPORT ON THE GUS GIORDANO DANCE TROUPE PROGRAM

Mrs. Merritt said the Gus Giordano Dance program and reception to dedicate the new stage floor ~~was~~ ^{were} outstanding and highly successful. However, people ~~filling~~ ^{V MUST NOT AGAIN BE ALLOWED TO} the aisles of the auditorium ~~must not be allowed to happen~~ ~~again.~~ People standing in the aisles are a fire hazard. The occupancy limit must be set by the number of seats available in the auditorium and tickets should be given to the audience as the people enter. When the seats are filled no one else would be allowed in during the performance.

It was also suggested that someone in authority - from the Police or Fire Departments be on hand, or an Andy Frain usher be in charge at the entrance. Also, a sign should be posted showing occupancy limit.

INSURANCE

Miss Radmacher told the trustees that if anything is to be done about asking for insurance proposals from other brokers it must be done very soon as the Library insurance policies will be up for renewal December 17. The following motion was made by Mrs. Zatz, seconded by Mr. Flintrup:

MOTION: The Board of Trustees asks Miss Radmacher to invite a number of brokers plus the Library's present broker to submit insurance proposals to the trustees for each of the Library's insurance coverages (not as a package).

The roll was called. Mr. Flintrup, yes; Dr. Bloch, yes; Mrs. Weiner, abstain; Dr. Wozniak, yes; Mrs. Zatz, yes; Mrs. Merritt, yes. The motion passed.

It was then approved to get Dan Ryan's recommendation on handling the insurance.

BOOK STORAGE SPACE

Miss Radmacher said that the Library is running out of shelf space and suggested the possibility of inquiring about space available at the Niles East High School building. The trustees suggested that some things be put on microfilm, and that Miss Radmacher communicate with the other libraries in the area to see if a joint effort could be launched to see if these books can be distributed so that they are not duplicated and occupying space in all the libraries.

It was the general consensus of the trustees that they did not want to store the library books out of the building.

The following motion was made by Mrs. Merritt, seconded by Mr. Flintrup:

MOTION: The Board of Trustees moves that a letter be sent to Mr. Robert McClarren, System Director, North Suburban Library System, to state the following:

"In order to be aware of the total resources in the NSLS, as one 'Avenues to Excellence' project the Skokie Public Library suggests that NSLS put together a union catalog of the books that exist within the NSLS for all the System libraries."

The roll was called and the motion passed unanimously.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported that she attended four different meetings with NSLS during the month and is finding it very interesting and a good way of interacting between the System and the Skokie Public Library. She reported on the NSLS health insurance problems that were discussed at the Management Affairs meeting.

COMMENTS FROM TRUSTEES

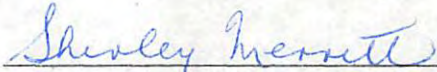
Mrs. Merritt asked Miss Radmacher to have an air purifier to use in the Board room by the next meeting.

Mrs. Zatz commented that she would like to see the meetings follow the Robert's Rules of Order more closely. She wants time limits placed on discussions requiring no motion.

Dr. Wozniak asked Miss Radmacher if the Library's rare books are kept in a special place. Miss Radmacher said we do not have what is really known as rare books - but we do have some very expensive books for which there cannot be enough security if they are to be available for patrons' use.

ADJOURNMENT

The meeting adjourned at 10:40 p.m.


Shirley Merritt - Secretary