

February 9, 1977

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held February 9, 1977, in the Library, at 7:30 p. m.

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

President Weiner called the meeting to order at 7:40 with a quorum present.

Minutes of the meeting held January 26, 1977 were accepted and approved on motion by Mr. Lindberg, seconded by Mr. Flintrup. Motion carried.

Motion by Mr. Lindberg, seconded by Mr. Flintrup 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, Library Construction Fund and North Suburban Library System Coordinated Acquisitions Program on Literature be accepted, subject to audit, and the lists of bills for the General Operating Fund in the amounts of \$10,644.50 and \$11,163.20; Library Construction Fund in the amount of \$925.00 and NSLS CAP in the amount of \$1,668.56 be approved for payment.

Circulation Reports were examined, discussed and ordered placed on file.

The Board was informed of recent changes in personnel.

Reporting on the North Suburban Library System Board meeting, Mr. Flintrup said reimbursement will be made for all lost books on reciprocal borrowing.

There was some discussion relative to Lincolnwood not being allowed to use any of the facilities at the System. Mr. Flintrup's opinion was, the intention of Skokie Public Library was to allow the use of its library to Lincolnwood and he could see no reason to exclude them from the current application. He made a motion that they be allowed or granted the use without any interference with the grant.

A North Suburban Library System By-laws and Policy Committee met in the Skokie Public Library Monday night, February 7. The policy and by-laws of the System were revised relative to the fact that any member library has the prerogative to not honor non-resident cards from anywhere within the System. Mr. Juergensmeyer, the attorney from NSLS, and the Board are now revising the by-laws stating that a non-resident may be denied access to any of the member libraries of the System, in line with the State regulations. A problem is the identification of non-resident cards, and card coding has been discussed. The significant point is that we can refuse to serve such non-residents.

Mr. Flintrup mentioned there are members of the NSLS Board who do not know System policy because there is no manual. Mr. McClarren was requested to compile a policy manual to be distributed to each member library. The book will be reviewed by the By-laws and Policy Committee prior to discussion by the Board.

It is now known at the System that policies emanate not from the Director but from the Board in which the libraries participate in policy making. Each library assumes responsibility for its policy and that is its responsibility.

Mr. Flintrup thinks this particular System Board questions Mr. McClarren more than any other Board has. The Board no longer want him to say, "this is the law." The System Board wants the policy completely written out so it can be available for the Board members' interpretation as well as Mr. McClarren's.

Mrs. Zatz asked about a Trustees Handbook that was listed in one of the magazines. Miss Radmacher said a few years ago ILA published one but it is very elementary. Mrs. Hunter suggested getting some copies, which Miss Radmacher will do.

In reference to the Lincolnwood situation, Miss Radmacher referred to a copy of a letter to Bob McClarren from Mrs. Gesterfield in which she uses the 15¢ rate for Lincolnwood. Mr. Flintrup said that while that figure is in her mind,

in the Friends' mind and in the System's mind, Skokie would not stand for that figure. Lincolnwood is obligated, if it has a demonstration program, to use 15¢ but our Board went on record and has an understanding with the Friends of the Lincolnwood Library and with the System that when the Friends go to referendum they will ask for a 20¢ rate. This was the best compromise we could make at that time.

Dr. Wozniak joined the meeting at 8:15 p. m.

Miss Radmacher has had two meetings with Mr. Robert Molumby regarding a grant to identify ethnic groups in Skokie.

Illinois Arts Council sent the application for a grant. Miss Radmacher briefly reviewed the questionnaire furnished by the Illinois Arts Council. The deadline is April and the consensus was to proceed with filing the application. Miss Radmacher and Mrs. Hunter will consult on this project.

At the time Johnson Controls, Inc. assumed maintenance and control of this building, they wanted access to all the equipment controls. When the Administrator's office and the Board Room were built there was a lot of revisions at the last minute. The area in Miss Radmacher's office has no access through the ceiling to the controls. Johnson has asked repeatedly to have something done about this. Mr. Carl Hoglund and Frank Stowell reviewed this and Frank Stowell submitted a proposal in the amount of \$388, to provide this access. After discussion the following motion was made by Mrs. Hunter, seconded by Mr. Lindberg and, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library authorize Frank Stowell and Sons to make the necessary alteration in the ceiling of the Administrator's office to allow the controls to be reached, for a sum not to exceed \$400.00.

The Lecture Room in the west building is being cleaned. Books left over from previous book sales were disposed of by Mr. Edward Colton taking thirty-one boxes. A variety of uses for the room, including periodicals, book collections, meeting room or exhibit space were discussed. Mrs. Merritt asked if it were possible to get bookcases on castors that were movable and the room could be used multi-purposely. She also mentioned cameras for surveillance,

Rabbi Weiner recalled previous talk about that room being used for audio visual purposes. Miss Radmacher said the Library does have carrolls for listening to records, but has not gone much farther into audio visual because this Library's borrowers have much more sophisticated equipment in their homes than the Library could afford.

A copy of the Library's insurance coverage was given to each Board member.

In a discussion concerning recovering overdues, the Board dismissed the idea of using a collection agency. Mr. Flintrup introduced the System's statement from Mr. Juergensmeyer for the System's use and asked that consideration be given to adapting this for use by Skokie Public Library. The form has been set up to indicate the borrower is legally bound to return the books within a certain period of time and the notice is notification to the patron the System is able to file suit against them, thus producing a little fear. What Mr. Juergensmeyer is trying to tell the libraries is that most people do not understand they have entered into a legal responsibility when they contract for a borrower's card.

After discussion Rabbi Weiner said there are two choices: (1) sending out the usual reminders or (2) what the System proposes as a shock reminder which is a threat that they are going to court. Mr. Flintrup made the following motion:

Motion: That an attempt be made to notify the present list of delinquents in the form suggested by the System stating that it is a felony to not return books.

There was no second to the motion and no action was taken.

Motion by Mrs. Hunter:

Motion: That a sign be placed in a prominent position near Circulation Department of a size to attract public interest which states the legal fact that lack of returning of library materials constitutes a misdemeanor.

Motion was seconded by Dr. Wozniak.

Mr. Flintrup asked if it would be appropriate to locate notices throughout the Library, on the shelving, to have something to the effect that non-return of books is a crime, please return your books because other patrons would

like to read them. Something like that might be tried and, if it does not work, go into something more drastic such as posting a list.

Miss Radmacher suggested a bookmark be put in the book stating, "Your prompt return allows someone else the use of this book. Other people are waiting," - or "Our circulation is limited. We try to circulate as much as possible. Please return your books." This idea was heartily approved by the Board. Mrs. Hunter withdrew her motion in favor of supplying bookmarks to be put in each book.

A review of meeting room policy was prompted by publicity distributed by an investment firm scheduled to hold meetings in the Library. Mr. Lindberg was the recipient of this advertising - an invitation to hear the Stifel-Nicolaus & Company's presentation. Notices were sent to Skokie residents announcing the program and inviting the individual to join by requesting the number of tickets desired. It would appear the company is getting the advertising out of this plus a list of potential clients. Miss Radmacher's first concern is that tickets are not needed to attend anything in this Library. The investment firm followed with a second letter if no reply was received. Miss Radmacher raised the question of an additional statement in the meeting room policy for better control by users of the meeting rooms.

The following points were made in discussion: Issuance of tickets, the previous complaint of Transcendental Meditation's use of the Library, the publicity distributed by Stifel-Nicolaus, and the area of use by community clubs where the membership is solicited for attendance. Mr. Lindberg made the following motion:

Motion: That the Skokie Public Library Board no longer address itself to the problem presented by Stifel-Nicolaus in the use of Skokie Public Library's meeting rooms and that company's promotional efforts because another occurrence of this kind may be far in the future. Stifel-Nicolaus should be chastised by letter.

The motion was seconded by Mr. Flintrup and the voting was as follows: Mr. Flintrup, yes; Mrs. Hunter, yes; Mr. Lindberg, yes; Mrs. Merritt, no; Dr. Wozniak, yes; and Mrs. Zatz, yes. Motion carried.

Eight students from the University of Chicago Graduate Library School visited Skokie Public Library and were very enthusiastic about this Library.


The following copies were given to the Board: An article from January 18, 1977 CHICAGO TRIBUNE, entitled "Chicago Poets Foster A Verse Movement," by Edith Herman, and mentioning the Skokie Public Library Poetry Series; Bookmark announcing Dr. Seymour Diamond's program February 3, 1977, entitled "Headache: How should you treat it?"; Great Books Newsletter, February, 1977; February Calendar of Events; 5 copies of press releases; and Selected List of Recent Acquisitions, January, 1977.

Announcement was made of the LACONI Annual Librarian-Trustees Dinner Friday, April 29, Sheraton Oakbrook. Reservations will be made for those wishing to attend.

ALA Annual Conference will be held June 17-23, 1977, at Cobo Hall, Detroit, Michigan. Trustees planning to attend were asked to notify Miss Radmacher.

It was the consensus of the Board that the letter to Secretary of State Dixon should be signed by Rabbi Weiner but the names of all Board members will be listed at the bottom of the letter.

Meeting adjourned at 9:55 p. m. on motion by Mr. Flintrup.



John Wozniak - Secretary