

September 8, 1971

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held September 8, 1971, at 7:30 p.m. in the Lecture Room.

Members present: Howard Hummer, Mrs. Diana Hunter, Richard Lindberg, Mrs. Selma Petty, John Wozniak and Rabbi Karl Weiner, also Miss Mary Radmacher, Chief Librarian.

Also present: Charles R. Hug, attorney, James Hammond, architect and David Vadman, associate of Mr. Hammond.

Rabbi Weiner requested the first part of the meeting be used for matters requiring decisions requested by the building Committee and Architect.

Mr. Hammond explained that a complete inventory of all existing furnishings has been prepared by Mr. Robert Warner on which he has given four ratings: Not worth fixing, worth fixing, usable as is but not good, good condition-usable as is.

Mr. Hammond explained the program set up, presented layouts of the entire building and went through the plans quickly.

Mrs. Petty, Chairman of the Building Committee, recommended the purchase of a Hawthorne or Crab Tree for the atrium. Mr. Hammond explained the cost would be anywhere from \$200 to \$500. After discussion, Mrs. Petty moved that her recommendation be adopted and the Board unanimously approved it.

Mr. Hammond reported that in developing the layout for the Administrative Area and for the Board Room, essentially there were three spaces for offices in the Board Room area. In making a further study of the Board Room he would like to make some revisions by increasing the size of the Board Room and deleting the two adjacent offices. The revision of Miss Radmacher's office would make for better work space in her office and more secretarial office space. This would reverse the flow of traffic through the Secretarial Office.

Mr. Hammond stated that after a great deal of consideration and consultation he is recommending a pull back from the very elaborate redoing of the west building which had been proposed as one solution.

Mr. Hammond exhibited plans and outlined all areas of the existing building

for future use and the new building's use by department, including the allocation of what is now Technical Processes Department left available for the Fine Arts people. He suggested using the present Lecture Room as an audio-visual area including the multi media needs of public libraries.

Concerning the Fine Arts group, Rabbi Weiner said it is important to make a decision on what can be given to them and to empower a committee to contact them.

Mr. Hammond said it now appears from a rough estimate of library furnishings that the entire building can be furnished for a price within the range of the amount contemplated.

Mr. Hammond proceeded in a discussion of the west building remodeling, and said this existing building was built economically for heating and cooling, but the system is complicated and every consideration possible is being given to designing a simpler system without major renovation. He explained they are in the process of reinstalling the curtain on the north wall to try to get a mix of air behind the curtain. Relocation of the curtain will cost \$75.00. He also said they would prefer to keep the present ceiling as is by painting and cleaning it. The question was asked of why there had been a reversal from the original proposal and the answer was because it has been found to be even more expensive than anticipated. Mr. Hammond said that the lighting would be improved to 50 to 55 candlepower over the present 40.

Mr. Hammond said that in a recent conversation with the contractor he was told some trouble with getting window equipment is possible. Barring any unforeseen delays, the east building will be ready for occupancy in late January. Allowing for the moves and work on the west building, the project will, undoubtedly be completed by late June.

He summarized the current modifications as follows: Deletion of door EB-1, which will involve very little money; relocation of second floor glass walls at a very minor expense; revised door pushes and pulls; went back to adding some very thin aluminum bars along the glass and also some stone benches; modified steam line at west building boiler room; circulation desk mock-up; modified some telephone

cabinets; relocation of electrical and telephone outlets for furniture.

The current modifications include: Fascia plate at \$1,455; \$60 for hollow metal door at incinerator; deletion of exterior light fixture at west side which is so close to the small house it will not be needed. Because of this he has asked the contractor to return \$1,240. Snow melting in the walks will cost somewhere between \$15,000 to \$18,000. The thing to be considered is the high cost to operate. The engineers have said that with careful monitoring and with this amount of snow melting, \$6,000 a year could be spent. Mr. Hammond said he thought that maybe the snow melting could all be installed and used rationally. In the case of a heavy snow, a jeep or other snow plowing equipment could take off the heavy fall and the snow melting could be turned on to keep off the ice. Discussion ensued after which the Board agreed to install snow melting at the entrance only. Any addition to this was felt to be too great a cost.

Mr. Hammond stated that the tempered glass will be deleted in the doors. Recent experiences of other users indicated it did not have the durability or quality to hold up successfully. This will entail some credit.

He further stated it was necessary to reposition a partition in the Circulation Department at a cost of \$450. To relocate floor receptacles is necessitated by repositioning desks in some areas on the first floor at a cost of \$710, hopefully it can be done for less.

Modification of the curb/wall on the south lot line which requires an 18" wall in addition to the curb will cost \$3,800, but an effort is being made to get this figure lowered.

On the pre-cast column cladding, the contractors have now said the cost might be as much as \$47,500 although in July an authorization was given for \$38,000 for this item. Mr. Hammond is hopeful of getting this figure lowered.

Support/closure angle in the Lecture Room will cost \$375 and is one of the current modifications.

Rabbi Weiner asked for a motion on approval of the current modifications.

Mr. Hummer made the following motion which was seconded by Mr. Lindberg and, on roll call vote, carried unanimously.

Motion: That the Current Modifications, with the exception of the Precast column cladding, as listed on Hammond and Associates Outline-Building Activity and Progress Report of September 8, 1971 collectively be approved by the Board.

Rabbi Weiner stated that the pre-cast column cladding is of such lasting importance he would like to see it included. After discussion the following motion was made by Dr. Wozniak, seconded by Rabbi Weiner.

~~Motion: That the pre-cast column claddings be approved and included in the Current Modifications to be made.~~

On roll call, voting was: Mr. Hummer, yes; Mr. Lindberg, yes; Mrs. Hunter, no; Mrs. Petty, yes; Dr. Wozniak, yes; and Rabbi Weiner, yes. Motion carried.

This concluded the Building Committee meeting and it was adjourned at 9:15 p.m.

Mrs. Milton Estes, observer for the League of Women Voters, joined the meeting.

Rabbi Weiner presided for the regular meeting.

Mrs. Petty made the following motion which she stated required action at the regular session.

Motion: That the Skokie Public Library Board approve Hammond and Associates' list of Current Modifications, recommended on the Outline-building Activity and Progress Report dated September 8, 1971, with the exception of the Precast Column Cladding.

Dr. Wozniak seconded the motion and, on roll call vote, motion passed unanimously.

Mrs. Petty, Chairman of the Building Committee, recommended in the form of a motion, that the Board accept and approve of the pre-cast column claddings.

Voting was: Mr. Hummer, yes; Mr. Lindberg, yes; Mrs. Hunter, no; Mrs. Petty, yes; Dr. Wozniak, yes; Rabbi Weiner, yes. Motion carried.

Minutes of the meeting held August 11 were approved on motion by Mr. Lindberg seconded by Mr. Hummer. Motion carried unanimously.

The Librarian explained that financial statements furnished this month are the same as those submitted last month to comply with the Board's wishes to have lists of bills and financial statements for the Board's review prior to the Board meeting.

Miss Radmacher explained that she had checked with Mr. Di Leonardi, attorney for the Board, concerning payment of the \$100 license fee necessary for the fire alarm hook-up with the Village. He advised payment of it, which has been done.

Motion by Mr. Hummer, seconded by Mr. Lindberg.

Motion: That the lists of bills for the General Operating Fund in the amount of \$7,206.31; the Library Construction Fund in the amounts of \$100 and \$270,955.48; be approved for payment.

On roll call vote, the motion carried unanimously.

Circulation Report for the month of August, 1971 was accepted and ordered placed on file.

Copies of the statistics report on reciprocal borrowing with the Chicago Public Library and the North Suburban Library System were distributed to the members. Discussion followed and Mrs. Hunter recommended that some publicity on the reciprocal borrowing arrangements should be sent to the Village for inclusion in the next Village mailing.

Mr. Hummer reminded the Board that since reciprocal borrowing within the System has been accepted by both Evanston and our Library, the agreement with Evanston is no longer in effect.

Under the item of personnel, the Librarian informed the Board of the return of Mrs. Sofia Yovicich as a full-time reference librarian.

Miss Radmacher reported that our insurance company had made some comments on repairing the house at 5219 Oakton. Mr. William Carey is a little disturbed about the way their adjustors are handling this and, since the Library does not want to have the work done immediately, he plans to get another adjustor in. The discrepancy in the estimates seems quite large.

Mr. Hummer reporting on the North Suburban Library System informed the Board of the System's program to celebrate its anniversary. Although he cannot attend, he expressed the hope that some of the Board members would do so. Mr. Hummer stated his participation in System Board activities includes exploration and recommendation

of sources for the retirement fund for the System staff. He also stated a publication has been mailed on Rules and Regulations under The Illinois Library System Act, as amended.

Mrs. Hunter reported her interpretation of this Library's tax rate would be a maximum of \$.20. Miss Radmacher stated a different interpretation that the rate is \$.23. The suggestion was made that Mr. Di Leonardi be asked for an opinion.

The Selected List of Recent Acquisitions August 1 - 31, 1971 and Calendar of Events was distributed to each member.

The Librarian reported the bookmobile must have some repairs. She has contacted Maierhofer Bros., Inc. who will do the work for \$8.00 per hour. They have given an estimate of from \$500 to \$800 for the total cost, including the transmission work. Consensus of the Board was to approve having the repairs done by Maierhofer Bros.

A copy of a letter to the editor of THE SKOKIE LIFE by a Lincolnwood resident concerning that municipality's lack of library service was distributed and discussed.

Miss Radmacher called the Board's attention to the invitation to attend the North Suburban Library System's Fifth Anniversary program Thursday, September 16, 1971 and urged all to attend. A detailed program will be mailed to each Board member and Miss Radmacher offered to make the reservations.

Rabbi Weiner stated the necessity of empowering a committee to explore the commitment the Library Board has with the Fine Arts Commission, and appointed Mr. Lindberg a committee of one.

Publicity on the progress of the building was discussed. One opinion was expressed that there has been insufficient progress reporting submitted to the newspapers. Consensus was that an explanation should be given of what has taken place in addition to the ground breaking and topping off. Rabbi Weiner said he thinks it would perhaps be as effective if we prepared news releases on Board meetings and Building Committee meetings to inform the public of the progress on the building.

Rabbi Weiner mentioned one last point which was the hope of getting some sculpture donated. Mrs. Hunter mentioned contacting someone or some group to take it upon

themselves to find a donor. Rabbi Weiner suggested contacting Mr. Walter Flintrup.

Mr. Hammond recommended setting a definite time for a visit to the Merchandise Mart. After discussion Wednesday, September 15 was selected for the visit.

Mrs. Hunter, Mr. Lindberg, Dr. Wozniak and Mrs. Petty from the Board will attend.

Meeting adjourned at 10:10 p.m.

Selma Petty
Selma Petty

Secretary

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Outline-Building Activity and Progress as reported at Board meeting of September 8, 1971.

1. Interior furnishings and equipment.

- a. Inventory of existing furniture - completed - received by architects, week of August 23, 1971.
- b. Layouts - functional departmental requirements, quantities in consultation with Miss Radmacher.

Virtually complete at September 9, 1971; layout drawings at meeting for review.

Special note as to recommended modifications in building layout at Board Room and administrative area.

- c. Mock-up of circulation desk for test purposes -

Drawings completed and transmitted to General Contractor and to a furniture supplier for cost and schedule proposal. Expect response during week of September 13th or 20th, construction immediately after Board approval and installation in late September to early October.

- d. Schedule of next procedures.

- 1. Visits to Merchandise Mart by committee members, Librarian, and architects - week of September 6th or 13th.
- 2. Display to Board of major furniture items, fabrics, carpet and other key items to be installed at Library, for view by Board.
- 3. Development of lists, specifications and outline drawings ready for bidding by interiors contractors, approximately October 15, 1971.
- 4. Receipt of bids by interiors contractors approximately first or second week of November, 1971. Contract award immediately thereafter.

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5. Approximate current estimate for all furniture and library stacks, exclusive of technical equipment, such as audio-visual, of (\$ 1,200,000 verbal) for entire building - (Note: Area included is substantially larger than included in referendum).

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West Building

Reevaluation of scope of work and development of alternate procedures for early recommendation.

1. Heating, ventilating, and air conditioning: Major simplification which leads to probable conclusion to eliminate consideration of sprinklers, retain present ceiling and improve lighting by more reflective, re-painted surfaces.

Mock-up at north wall for test purposes during cast of cooling season - in process - scheduled for week of September 13, 1971. (Cost less than \$150.00)

Partition layout minimizing change to existing features as reviewed in previous Board Meeting, further simplified and refined in interim is reflected in interior furnishings layout reviewed at this time.

Drawings and specification data will be assembled after analysis including mock-up experiment have been concluded.

New scope of work is anticipated at markedly lower cost and lesser time schedule. Contractors' figures and recommendations will be assembled well in advance of completion of East building before which no alterations to West building can proceed.

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Schedule - overall

Contractor's schedule indicates that barring unforeseen difficulties and/or delays by subcontractors, the East building will be ready for beneficial occupancy in mid to late January. It is his estimate that West building, depending on scope of work can be renovated in two to three months. These dates will coordinate with anticipated delivery dates for furniture so that dedication date currently desired appears feasible.

Special Item

15 foot diameter spread Hawthorn or Crab tree for new north courtyard is recommended for immediate purchase to allow planting this Fall before East building glass is installed.

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Portcoming modifications

Deletion of Door EB-1.
Relocation of 2nd floor glass walls.
Revised door pushes and pulls.
Horizontal safety rail in high traffic areas.
Glazed entrance wall between buildings.
Modified steam line at West building boiler room.
Circulation desk mock-up.
Modified telephone cabinets at lobby.
Relocating electrical/telephone outlets for furniture.

Current modifications

Courtyard fascia plate. 1455⁰⁰
Hollow metal door at incinerator. 60⁰⁰
Deletion of exterior light fixture at west site. credit 1239⁷⁹
Snow melting addition in walks.
Deletion of tempered glass in doors.
Partition reposition in circulation department.
Relocated floor receptacles 1st floor.
Modified curb/wall south lot line. 384²⁵
Precast column cladding. 47,500⁰⁰ - credit 10/39,000
Support/closure angle in lecture room.