

September 12, 1973

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held September 12, 1973 at 7:30 p. m. in the Library.

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

Also present: Architect James W. Hammond, his associate Karl Hoagland and Robert Di Leonardi, Counsel for the Board.

President Karl Weiner, presided.

Minutes for the August 1, 1973 meeting were approved as submitted on motion by Mr. Hummer, seconded by Mrs. Hunter and unanimously carried.

Motion by Mr. Hummer, seconded by Mr. Lindberg 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 the North Suburban Library System Coordinated Acquisitions Program on Literature be accepted; and the list of bills for the General Operating Fund in the amount of \$11,848.55 be approved for payment.

Circulation Reports for the months of July and August, 1973 were discussed and ordered placed on file.

Concerning the building program, Mr. James Hammond reported he had a three-hour meeting with Mr. Harvey Dean of Corrigan Construction Company at which Mr. George Getty and Mr. Karl Hoagland were present. The object was to come to some agreement. Mr. Hoagland summarized the items on Corrigan's list which were combined from the lists of the last Board meeting, a good share of which have been accomplished. Regarding an acceptance date, Rabbi Weiner suggested perhaps there should be a committee to discuss this only and then have a meeting with Harvey Dean, to be held between Board meetings. Mr. Hoagland reported the door to the Librarian's office has been fixed but some items remaining to be done included painting of the men's and women's toilet rooms, paint on the wall in the transformer area has to be cleaned, latches on toilet rooms are not

working right and cracks and buckled places in sidewalk must be fixed. Harvey Dean has picked up activity on some of this. Three lights of glass must be replaced and there are unsatisfactory hardware items. Mr. Hoagland will meet with the hardware man this week. Mr. Hoagland estimated the cost to do what is on the list at several thousand dollars for completion, possibly \$3,000. The Library is withholding \$20,000 plus approximately \$12,000 for change order items.

Mr. Hammond reported the only item on Stowell's list would be fans in the two conference rooms, and this must be handled differently. He thinks the most reasonable approach is to wire the fans to go on when the light is on. This seems to be an approved way to do it.

With regards to landscaping, Mr. Hammond said we are on record as stating some trees must be replaced.

Mr. Hammond said on the acceptance and completion guarantees he had talked at length with Mr. Dean and reported the Board's discussion regarding an acceptance and completion guarantee date. Although Mr. Di Leonardi had suggested the Board might consider a staggered completion date, Mr. Hammond said acceptance date must be before time in advance of now but not last July when the Library moved into the new building - not moving-in date. Mr. Lindberg stated until we have a certificate of occupancy, there is no acceptance date. Mr. Di Leonardi reported with respect to the question of acceptance or move-in dates, the statutes state: "The mere moving in and use of the building does not constitute acceptance unless unconditionally stated." He contacted Reliance, Corrigan's Performance Bond Company and they promised to look into the situation. This appears to have accomplished the primary objective of the Board to get the items that were broken repaired. Reliance has stated in a letter that since Corrigan states they have done all these things no further action will be pursued. Mr. Di Leonardi said until the time comes when Mr. Hammond is satisfied the building is actually completed, final payment cannot be made and he would advise the Board not to make any payments. Mr. Hammond advised no agreement should be made on a coordinated acceptance

time, and stated his conviction Harvey Dean intends to finish this job but cannot do so within the next 2-1/2 to 3 weeks. He also stated his belief this can be consummated by the October meeting and if there are any things left a week or ten days before the Board meeting they would be so minor the building could be accepted in order to terminate the whole settlement of this order.

Mr. Hammond recommended Mr. Caldwell, landscape architect, be paid in full.

Miss Radmacher referred to the sprinkler system installed by Oughten and the inability to get a response concerning the defective heads. Mr. Di Leonardi will try to get some action through a legal letter.

Rabbi Weiner read Mr. Terry Engel's letter of resignation from the Board. Mr. Hummer moved and Dr. Wozniak seconded the motion that Mr. Engel's letter of resignation be accepted with regrets. Dr. Wozniak moved a letter of appreciation be sent to Mr. Engel expressing appreciation for his service to the Library Board and the community.

Rabbi Weiner reported that at an executive session of the Board several nominees for the vacancy on the Board created by Mrs. Petty's resignation had been interviewed but, in consideration of a second vacancy having been created, and the possibility of other candidates forthcoming, no action would be taken by the Board until the October, 1973 meeting.

Mrs. Hunter reported on the North Suburban Library System. No meeting was held in August but there will be a regular Board meeting and preliminary meeting with the officers next Monday, September 17.

Miss Radmacher reported she had met with Mr. McClarren and Elliott Kanner, and at that time, told them the space originally considered for the System Reference Service is now being occupied by the Village Planning Department, and the only space available at present is the Data Processing Room on the second floor. Their reaction was that anything in the Skokie Public Library building would be an

improvement over the quarters at the Chicago Public Library, and when shown they were delighted with the space. She explained no action could be taken until the September Board meeting.

In discussing a charge for the space, these facts were stated: Morton Grove is receiving \$2.50 per square foot per year and Evanston's rate has not been revised since 1968 remaining at \$2.00 per square foot per year, for basement space. In Skokie the commercial charge is \$6.00 to \$7.00 per square foot of space per year with limited custodial services and with custodial service \$7.00 to \$8.00 per square foot, as quoted by Mr. Neil King.

The System would have its own telephone. Member libraries have requested covering longer hours by staffing the System Reference Service at night. Certain kinds of insurance must be carried by it.

On the question of the legality of doing this, Mr. Di Leonardi said it is legal to the extent that it is not a permanent arrangement or too long a duration, and the space to be used is not necessary for the library to have to fulfill its obligations to the public. Another factor would be the operation's close relation to the library. He was asked to clarify whether it was wrong to give the use of the space or to collect rent, and he said, "Assuming the space is not needed, it is proper to permit this use, and the Library has a duty to collect payment for the space." In discussion of whether a precedent might be set there appeared to be no problem since this is Library associated and, in fact, the System is the library. Miss Radmacher explained that System Reference Service theoretically is in business to assist every member library, although the Skokie Public Library will in no way benefit because that collection of books they (SRS) will use is ours, so we have no one to turn to for additional service. Mr. Hummer made the following motion;

Motion: That the Skokie Public Library make a proposal to the North Suburban Library System based on a charge of \$7.00 per square foot for one year for use of the space in our Data Processing Room and an agreement be made by our lawyer excluding telephone, utilities, and insurance coverage following the guidelines as submitted, and they can accept or deny.

In discussion it was stated Skokie Public Library is renting space to another library and if they are interested a formalized proposal should be given to them. Mr. Hummer offered to withdraw his motion if a less formal presentation was desired, but with the insertion of the words "following the guidelines as submitted", Dr. Wozniak seconded the motion and, on roll call vote, the motion carried unanimously.

A letter received from Elliott Kanner regarding the North Suburban Library System coordinated Acquisitions Program was read and discussed. Since the matter is in limbo at the present time the Board will await the System's decision.

Mrs. Hunter reported she had attended three meetings of the Beautification Committee and the Committee's trend of thinking was that the Caldwell plan was totally unusable. Although Mr. Hammond and Mr. Beeby offered to revise the plan, there was a feeling this could not be considered. In discussion of this, the Library Board agreed to continue its concern over the agreement between the Library and the Village which includes that the blue print for the Village Green has to meet with the approval of the Library Board and also that the expenditure of \$12,500 was to be our share for clearly specified items of expenditure, namely, the walks and a certain type of lights to be placed on the Village Green.

Reporting on the luncheon for the presentation of the paintings from the Abbott Laboratories, Miss Radmacher said a response has been received from more than half of the invitations. . No paintings have been delivered yet although Mr. Huff has made arrangements for this prior to the luncheon.

Regarding tours for special groups and individuals, one idea is to invite new Trustees. The idea is to talk with them, have them hold their luncheon meeting here and pay for it in the customary way or have their luncheon elsewhere and come here for a tour to acquaint them with the library's facilities. Mrs. Hunter suggested a tour on a night before the Board meeting and, perhaps, serve them dinner. A list was compiled some time ago but the thought was to start out with service clubs such as Lions, Kiwanis, etc.

Miss Radmacher asked the Board to consider some policies for Sunday hours. The Board's original decision had been to pay 1-1/2 time for full time employees and part-time to receive pay at regular rate. There is a dissatisfaction with this. The heads of three public service departments have written a recommendation that everyone working on Sunday be compensated at the same rate (time and a half), Miss Radmacher furnished figures showing the expense for 1-1/2 time for full time people and straight time for part-time and the figures for all to be paid 1-1/2 time. She explained that by paying part-time people 1-1/2 time, it might be possible to cut expenses by using more part-time employees whose earnings are on a lower salary scale. Rates paid for Sunday work by various other libraries were discussed. Motion by Mr. Hummer, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

Motion: That in the future the Skokie Public Library offer the same time and a half incentive or compensatory time off, whatever the Chief Librarian will determine, for people who will work on Sunday.

Miss Radmacher recommended excluding the 5¢ daily fine for overdue books for Sunday, and to include three hours of Sunday service for the 25¢ per hour fine on overdue reference books. After discussion the following motion was made by Mrs. Hunter, seconded by Mr. Hummer which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board accept the recommendation to charge no 5¢ daily overdue fine for Sunday.

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

Motion: That the Skokie Public Library Board accept the recommendation to include three hours of Sunday service for 25¢ per hour fine on reference books.

Mrs. Hunter expressed her wish to have a consultant who is an expert in management, particularly in the way of libraries, to study the operation of this Library. Suggestion was made that the State Librarian's office might have someone, or some surveys may have been done by ALA. Miss Radmacher was asked to

inquire about the availability of such service. Mrs. Hunter will inquire at the next System meeting.

Miss Radmacher asked the Board about closing the Library on holidays on Sundays. The Board's consensus was to close on religious holidays if they fall on Sunday and to follow the path already set by other libraries. Dr. Wozniak said since university libraries, to his knowledge are open about around the clock, he would be inclined to suggest the library should not be closed even on Easter. Mrs. Hunter will suggest the System do a study and see what other libraries are doing.

A resolution in support of the petition filed by the American Library Association with the United States Supreme Court for a rehearing of the five decisions handed down on June 21, 1973 involving censorship was distributed to each Board member. In discussion Miss Radmacher said this is a very liberal community and if there is anything this Library can do to preserve our freedom from censorship we need to do it. The Library Board previously adopted the Library Bill of Rights and Freedom to Read and the decision of June 21 was devastating to librarians. Mr. Di Leonardi stated that if no cost involved would suggest adopting. Motion by Dr. Wozniak, seconded by Mrs. Hunter which, on roll call vote, carried unanimously.

Motion: That the Skokie Public Library Board adopt the Resolution to support the American Library Association in its petition for a rehearing of the five decisions handed down on June 21, 1973 involving censorship.

Miss Radmacher said the Library now has more than 2500 gift books to dispose of. Discussion followed regarding a book sale. Suggestions were made for getting free advertising from local newspapers and contacting the schools to get teen age help from school library clubs. Miss Radmacher recommends holding the sale on the parking lot on the west side of the Library.

A special meeting will be held to discuss policy for use of the meeting rooms.

Miss Radmacher informed the Board \$50 has been received from Rosary College for Skokie Public Library's participation in the ALA Minorities Manpower Internship Program. Copies of the letters of thanks from ALA and Sister Laretta McCusker were distributed.

Two standards saying "No Parking" are in use at the entrance to the Library.

The Bookmobile has been in the garage for repairs.

Four years ago the Board established a holiday schedule to conform to the Federal Government's three-day week ends. By now the State of Illinois has gone back to November 11 and May 30 for Veterans Day and Memorial Day respectively. Miss Radmacher recommended the Skokie Public Library observe holidays consistent with the State of Illinois. Motion by Mrs. Hunter, seconded by Dr. Wozniak which, on roll call vote, carried unanimously.

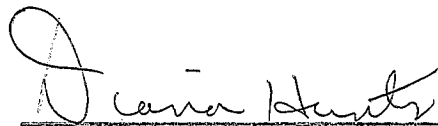
Motion: That the Skokie Public Library revise its holiday schedule to conform with the State of Illinois making Memorial Day May 30, Lincoln's Birthday February 12 and Veterans Day November 11.

Copies of the information sent to Mr. Hoyt Galvin on the Skokie Public Library building for inclusion in the architectural issue of LIBRARY JOURNAL were distributed to each member.

Miss Radmacher reminded the Board of the Illinois Library Association 77th Annual Conference October 30 - November 1 at the Sheraton-O'Hare, Chicago. She will make reservations for all Board members wishing to attend.

September, 1973 Calendar of Events and three booklists were distributed.

Meeting was adjourned at 10:45 p. m. on motion by Mr. Hummer.



Diana Hunter

Secretary