

May 11, 1983

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, May 11, 1983.

CALL TO ORDER

The meeting was called to order at 7:40 p.m. by Diana Hunter, President, following the official swearing in ceremony of trustees Herman Bloch, Shirley Merritt, and Norma Zatz, by Village Clerk Marlene Williams.

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

Members absent: Walter Flintrup; Eva Weiner.

APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 13, 1983

On Page 2, under "Options for swearing in new trustees", the first line should read...Regarding the swearing in ceremony the newly elected trustees' preference...

On Page 3, last paragraph, the last line should read...or are all the transfers approved collectively.

FINANCIAL STATEMENTS & BILLS

Mrs. Hunter asked that the wording be changed in the Year to Date Allocations and Expenditures, under Automation - from Operating Cost to Capital Cost.

Dr. Bloch suggested that the Agenda be set up with page numbers and item numbers for the attached material in order to make it easier to find the material being referenced.

Dr. Bloch 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, and the Report on the Fine Arts Acquisition Fund be accepted, and that the lists of bills in the amounts of \$68,963.76 and \$6,882.57, be approved for payment, subject to audit.

The roll was called and the motion passed unanimously.

UNEMPLOYMENT INSURANCE

The breakdown and explanation of the SLS Unemployment Compensation Joint Account was duly noted by the trustees.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

Mrs. Hunter recommended that a longer lead time of coming events be given in order to alert the public of the programs that will be available.

Mrs. Hunter commended the Lincolnwood Library on the fine series they are having.

Mrs. Zatz made a motion, seconded by Mrs. Merritt, that the Circulation Reports and the Library Use Statistics be placed on file. The motion passed unanimously.

CORRESPONDENCE

The correspondence was duly noted by the trustees.

PERSONNEL

Miss Radmacher reported on the resignations of Esther Speck and Pearl Schwartz. She said it will not be necessary to replace either of these part-time personnel at this time: Mrs. Speck because of partial automation of serials records in Technical Services Department, and Mrs. Schwartz because of more hours from part-time employees during the summer months in the Circulation Department.

RECEPTION FOR ARTIST SONG SU-NAM

Miss Radmacher announced the reception for artist Song Su-nam is to be held Sunday, May 15 from 2:30 to 4:30 p.m.

BUDGET

Miss Radmacher said that the Village of Skokie has approved a 4% across the board salary increase for all Village employees.

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

MOTION: The Board of Trustees of the Skokie Public Library approves a 4% across the board salary increase for all employees, plus merit increases for some employees as determined by the Library Department Heads and the Chief Librarian.

The roll was called and the motion passed unanimously.

Effective with the 1983-84 Budget "Conference Expense and Membership Fees" will be separated from "Workshops and Tuition."

Dr. Bloch made the following motion, seconded by Mrs. Merritt:

MOTION: The Board of Trustees of the Skokie Public Library approves the Recommended 1984-85 Budget, including the separation of Conference Expense and Membership Fees \$20,000 and Workshops and Tuition \$5,000.

The roll was called and the motion passed unanimously.

INSURANCE

Miss Radmacher reported on her conversation with Don Lyon regarding the legality of insurance brokers soliciting bids for institutions. It is completely legal.

PERSONNEL POLICY

The question was raised regarding the Board's disposition of the staff's recommendation of payment for accrued sick leave upon termination as outlined. The trustees explained that it stays as is - no action was taken when the Personnel Code was approved.

REPORT ON AUTOMATION PROJECT

Mrs. Hunter reported that the Northwestern University Library has gone into the computer software program business. She was quite impressed with what she was told and saw when she was there and would like the other trustees to see it too. She also wants the librarians to see this system and give it serious consideration.

Miss Radmacher reported that although a letter has not yet been received, the Waukegan Library has officially agreed to join the JCPL group replacing the Highland Park Public Library.

The JCPL attorney has prepared a Memorandum of Understanding and the Board reviewed it.

The following motion was made by Mrs. Zatz, seconded by Dr. Wozniak:

MOTION: The Board of Trustees of the Skokie Public Library authorizes the President, Diana Hunter to sign the Memorandum of Understanding and the Agreement on behalf of the Skokie Public Library.

The roll was called and the motion passed unanimously.

The following motion was made by Mrs. Zatz, seconded by Dr. Bloch:

MOTION: The Board of Trustees approves the amount of \$2,500 to be entered in Item 2 of the Memorandum of Understanding to read..."Each of the four ~~Directors~~ *JCPL Libraries* shall make an initial deposit of \$2,500 to the Account..."

The roll was called and the motion passed unanimously.

Dr. Bloch made a motion, seconded by Dr. Wozniak for the Agreement to be amended on Page 3, Paragraph 3.

MOTION: In the Agreement, the Board of Trustees of the Skokie Public Library want the following amendment added on Page 3, Paragraph 3:

"JMA will monitor and assist in the evaluation process, will review the vendor proposals, will evaluate each vendor proposal as to its suitability and applicability and will serve as a resource to the Evaluation Team."

The roll was called and the motion passed unanimously.

Miss Radmacher said if serious consideration is to be given to NOTIS (Northwestern University Library's automation system) the original concept of accepting only a turnkey system should be deleted.

A motion was made by Dr. Bloch, seconded by Mrs. Zatz:

MOTION: The Board of Trustees of the Skokie Public Library requests that the word "turnkey" be deleted from line 2 page 3 of the Agreement.

The roll was called and the motion passed unanimously.

MEMO FROM TONY SICILIANO

Tony Siciliano's memo to Miss Radmacher regarding his suggestion to charge a 50¢ fine for overdue books returned through the bookdrop was considered and discussed. The trustees decided not to levy a fine at this time. Instead, a laminated sign will be attached to the bookdrop asking patrons to return overdue books in the Library.

REPORT ON S409

Action to date on Senate Bill 409, the conversion of public library systems to multitype library systems was discussed. Evanston Public Library trustee Clarke Harrison testified against this bill at the Senate Committee hearings.

BUILDING

Miss Radmacher reported that yellow tape has been affixed to the steps of the auditorium as a temporary measure of safety. She also showed the trustees a catalog of lighting for stairs which would involve a great deal of electrical work. The trustees would like an estimate of the cost for this lighting.

The committee to look into the dimming system control in the auditorium dissolved and the following motion was made by Dr. Wozniak, seconded by Mrs. Zatz:

MOTION: The Board of Trustees asks that Miss Radmacher obtain the services of Dimatronics Vara-Light, Inc. for the purpose of making functional the dimming controls in the auditorium, and ask Dimatronics for a firm estimate for the Board by the June Board meeting for a complete installation.

The roll was called and the motion passed unanimously.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

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

MOTION: The Board reappoints Eva Weiner as its representative to the North Suburban Library System.

The roll was called and the motion passed unanimously. The trustees expressed their appreciation of Mrs. Weiner's dedication and work as representative to the NSLS.

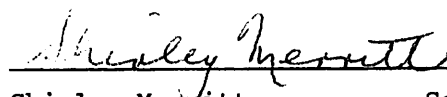
COMMENTS FROM TRUSTEES

Mrs. Hunter reported on her trip to Washington, D.C. for Legislative Day April 18 and 19. She told the trustees of her conversations with Senator Kennedy and Congressman Yates, and felt the trip was very fruitful.

Because Mrs. Weiner was attending a conference regarding library service to the handicapped she prepared a written statement of her comments which was distributed to the trustees.

ADJOURNMENT

The meeting adjourned at 10:30 p.m. to reconvene for the Annual Board Meeting.

  
Shirley Merritt - Secretary