

July 17, 1985

~~CORRECTED~~
~~ORIGINAL~~

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, July 17, 1985.

CALL TO ORDER

The meeting was called to order at 7:34 p.m. by Diana Hunter, President.

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

Members absent: Walter Flintrup, Eva Weiner.

Observer present: Cristina Drost, 8150 Keeler, Skokie, Illinois 60076.

APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 12, 1985

Dr. Bloch requested the following corrections: page 2, under UNEMPLOYMENT COMPENSATION INSURANCE, 2nd paragraph, add the following to the end of the sentence: "in accrued interest to be distributed by the county"; and on page 3, under "SHOULD THE LIBRARY CUT VILLAGE BUDGET TIES?" THE SKOKIE REVIEW MAY 16, 1985, the sentence "Dr. Bloch said this article is misleading and incorrect" should be stricken from the record.

Dr. Bloch then made a motion, seconded by Mrs. Merritt to approve the minutes as corrected. The motion passed unanimously.

Dr. Bloch then made a motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board approves the following items on the Consent Agenda, subject to audit:

1. Financial Statements
2. Bills

A roll call vote for approval was unanimous.

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

MOTION: That the Skokie Public Library Board place on file the following items on the Consent Agenda:

1. Circulation Reports
2. Library Use Statistics
3. Reports from Department Heads

A roll call vote for approval was unanimous.

It was the consensus of the Board to move to Automation until
~~Mrs. Zatz and Mr. Flintrup arrived.~~
THE ABSENT MEMBERS ARRIVED

AUTOMATION

It was reported that there have been some delays and problems with the disk drive and that the computer has been down since last Thursday.

Mrs. Zatz entered the meeting.

Dr. Bloch has not had a chance to talk to Joyce Mitchell yet regarding infrared scanning, electrical engineering need, etc.

RETIREMENT BRUNCH, SEPTEMBER 29, 1985

Personnel changes, price increases and menu changes have been a few problems encountered by the committee organizing the brunch honoring Miss Radmacher on her retirement.

Miss Radmacher is embarrassed that the trustees are going to such trouble and are planning the occasion on such a large scale. She also expressed embarrassment about the staff and other friends who have bought dinner and brunch tickets for the 20th and 25th anniversary parties and are now being asked again.

Mrs. Hunter suggested we ask Mayor Smith to declare Sunday, September 29 as "Mary Radmacher Day in Skokie." The trustees agreed. Mrs. Hunter will contact Mayor Smith and ask for this to be put in the form of a resolution.

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

MOTION: That the Skokie Public Library be closed in honor of Mary Radmacher as well as to permit the staff members to attend the brunch in her honor on Sunday, September 29, 1985.

A roll call vote for approval was unanimous.

Mrs. Hunter thanked Mrs. Zatz for doing such a stupendous job.

REPORT ON APPOINTMENT OF CHIEF LIBRARIAN

Mrs. Hunter thanked the Search Committee, Dr. Wozniak and Mr. Flintrup, for contributing their time so unselfishly during this project and thanked the entire Board for their ~~complete concern and interest in the~~ ^{PARTICIPATION IN THE INTERVIEW PROCESS,} ~~Library.~~

Carolyn A. Anthony from Baltimore County Library has been chosen as the new Chief Librarian to begin Thursday, September 19. Miss Radmacher's last official day will be Friday, September 13, 1985. Miss Radmacher has made two requests upon her retirement. First, that after her retirement she be allowed to continue to purchase books through the Library and second, that she may utilize the photocopy equipment. The trustees added that Miss Radmacher should receive a lifetime Skokie Public Library borrower's card and not have to pay fines for overdue library materials.

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

MOTION: That Miss Radmacher, after her retirement, be allowed the following privileges:

1. Purchasing of books through the Library
2. Utilizing the photocopy equipment
3. Receiving a borrower's card for life with no fines charged for overdue materials.

A roll call vote in favor of the motion was unanimous.

It was reported that Mrs. Anthony has already been sent assorted informational materials about the Village of Skokie and the Skokie Public Library and our Personnel Code.

Mrs. Hunter reported accommodations will be arranged for Mrs. Anthony at the North Shore Hilton. Arrangements have also been made with Budget Rent-A-Car. Both the hotel and car will be charged to the Library. Neil King, Armond King Realty, will meet with the Anthony^s to discuss their housing needs. Mr. and Mrs. Anthony will be here for a weekend in mid-August.

The suggestion was made for Mr. and Mrs. Hunter to take Mr. and Mrs. Anthony and Miss Radmacher to dinner.

Charlene Louis will get out the press releases on Mrs. Anthony's appointment after Labor Day.

Mrs. Hunter read Mrs. Anthony's mailgram accepting the position of Chief Librarian, a copy of which is attached to the official minutes.

Dr. Wozniak said that staff ^{SHOULD} ~~may~~ be notified of the appointment ^{OF CAROLYN ANTHONY BY MISS RADMACHER AS SOON AS POSSIBLE.}

Discussion ensued regarding a breakfast in the Board Room at 9 a.m. for department heads to meet Mrs. Anthony. No date was chosen.

BLIND AND PHYSICALLY HANDICAPPED PROJECT

Interviews have been conducted and a candidate chosen for the position of Project Manager of "A Demonstration Project for Integrated Services to the Blind and Physically Handicapped". No appointment has been made as we are still awaiting return of the signed contracts from the Illinois State Library. The Kurzweil Reading Machine (KRM) was conditionally ordered and is ready to be shipped when Kurzweil is notified the order is confirmed.

USERS SURVEY TO BE CONDUCTED WEEK OF JULY 15, 1985, (FROM OUTPUT MEASURES FOR PUBLIC LIBRARIES)

The survey is a necessary part of making application for the Per Capita Grant. ~~Ten years ago we did a Rutgers Survey which is the same principle.~~

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Discussion ensued regarding the memo from Mr. McClarren, System Director, North Suburban Library System, regarding downstate Illinois support to help build the Chicago Public Library.

COMMENTS FROM TRUSTEES

Mrs. Hunter was re-appointed to two ALTA Committees for 1986.

Mrs. Zatz distributed an article regarding the Chicago Public Library hiring a company for \$10,000 to find a new administrator, and then not accepting their work.

Dr. Wozniak commended the Adult Services Department for procuring a book for a colleague of his which had been difficult to obtain.

Dr. Bloch discussed the budget and moved to reconfirm his motion from the May meeting seconded by Mrs. Zatz;

MOTION: That the resolution of the May Board Meeting be made effective retroactive to May 1 for a 6% across the board cost of living increase.

A roll call vote in favor of the motion passed unanimously.

Dr. Bloch questioned the figures which appeared in the Sunday Life listing our budget as \$2,787,010. We adopted a budget for \$2,497,000. Miss Radmacher said that perhaps this figure includes our Reserve Fund for the Purchase of Sites and Buildings since funds must be appropriated to be spent. Miss Radmacher will clarify this with Dan Ryan, Finance Director, Village of Skokie.

Dr. Bloch requested that we review Skokie Public Library salary schedules and practices. A copy of our current salary schedule will be sent to trustees before the next meeting. Dr. Bloch's concern is that our salary schedule is open-ended. We should define cost of living increase.

Mrs. Merritt questioned the air conditioning. Miss Radmacher said it is doing fairly well. Some days there have been problems, but there are fewer complaints this year than in previous years. Mrs. Merritt would like Johnson Controls/Air Conditioning put on the agenda in the fall.

Mrs. Merritt questioned the carpet situation. Mr. Barsamian has been given the job and has been called three times to come do the work. Miss Radmacher will contact him again. Also, Mrs. Merritt referred to the poor quality of the carpeting.

Mrs. Zatz said there will be a workshop for trustees in Normal, Illinois that is supposed to be very good.

Because Mrs. Hunter will be out of town on September 11, she asked if the trustees were agreeable to changing the date of the regular September Board meeting to September 12. The trustees agreed.

It was decided that the last Board meeting Miss Radmacher will attend, either August 14 or September 12, will be a dinner meeting and Miss Radmacher will decide which date and the menu.

REPORT ON AMERICAN LIBRARY ASSOCIATION 104TH ANNUAL CONFERENCE, JULY 6-11, 1985, CHICAGO, ILLINOIS

Most of the trustees were involved with interviewing during the American Library Association Conference.

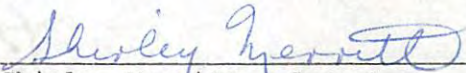
~~There was much promotion of videocassettes.~~

ADJOURNMENT

The meeting adjourned at 9:03 p.m.

EXECUTIVE SESSION

The Board went into Executive Session immediately following the regular meeting.


Shirley Merritt - Secretary

BALTIMORE COUNTY PUBLIC LIBRARY
320 YORK RD
TOWSON MD 21204 11AM

Western
Union Mailgram



4-0331806192 07/11/85 ICS IPMMTZZ CSP CGBB
3012968500 MGMS TDMT TOWSON MD 45 07-11 0343P EST

DIANA HUNTER
9140 RIDGEWAY
SKOKIE IL 60076

I ACCEPT WITH PLEASURE YOUR OFFER OF THE POSITION OF CHIEF LIBRARIAN
OF THE SKOKIE PUBLIC LIBRARY, ACCORDING TO THE GENERAL TERMS
DISCUSSED BY TELEPHONE JULY 10TH, WITH DETAILS TO BE ARRANGED AT A
FUTURE DATE.

CAROLYN ANTHONY

15:45 EST

MGMCOMP