

June 10, 1981

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held Wednesday, June 10, 1981. Mrs. Hunter, President noted a quorum was present.

CALL TO ORDER

The meeting was called to order at 7:40 p.m. by Mrs. Diana Hunter, President.

Members present: Mrs. Diana Hunter, President; Dr. John Wozniak, Secretary; Mrs. Shirley Merritt; Mrs. Eva Weiner; Mrs. Norma Zatz; and Miss Mary Radmacher, Chief Librarian.

Members absent: Mr. Richard Lindberg, Vice President; Mr. Walter Flintrup.

Mrs. Charlene Louis, newly appointed by the Board to work on publicizing special projects, was introduced. She sat in on the Board meeting to become acquainted with the workings of the Board.

APPROVAL OF THE MINUTES OF THE MEETING OF MAY 6, 1981

Dr. Wozniak made a motion, seconded by Mrs. Zatz, to approve the minutes of the meeting of May 6, 1981, as written. The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

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

MOTION: That the financial statements for the General Operating Fund, the Reserve Fund for the Purchase of Sites & Buildings, the Report on the Fine Arts Acquisition Fund and the Report on the Selma Regan Petty Memorial fund be accepted, and that the lists of bills for the General Operating Fund in the amounts of \$28,233.19 and \$9,542.87, and the bills for the North Suburban Library System (NSLS) Coordinated Acquisitions Program (CAP) in the amount of \$547.17, and the bills for the Reserve Fund for the Purchase of Sites and Buildings in the amount of \$9,584.00 be approved for payment, subject to audit.

The motion passed unanimously.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

The Circulation Reports and Library Use Statistics were duly noted and placed on file.

ACCEPTANCE OF BIDS

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

MOTION: The Board of Trustees accepts the Dover proposal for work to be done on the elevator as the lowest qualified bidder, in the amount of \$26,115.00.

The roll was called and the motion passed unanimously.

Carpeting - the following motion was made by Mrs. Zatz, seconded by Dr. Wozniak:

MOTION: The Board of Trustees accepts the Barsamian Co. bid for new carpeting as the lowest qualified bidder, in the amount of \$91,970.00.

The roll was called and the motion passed unanimously.

ROOF

Because the roof is leaking in a number of places carpeting can not be laid without taking care of the roof first. Miss Radmacher checked with Mr. Llewellyn who said the Trocal roofing has a 10 year unqualified guarantee. He told her of a number of institutions where Trocal roofing has been installed. Mrs. Hunter read Mr. Llewellyn's letter dated June 25, 1980, regarding the condition of the roof and his recommendations.

Mrs. Merritt suggested that Miss Radmacher call the business managers of the institutions where Mr. Llewellyn has specified Trocal roofs to get their comments.

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

MOTION: That Miss Radmacher is to get in touch with the business managers of the institutions mentioned by Mr. Llewellyn to ascertain their satisfaction as to the quality of their installations.

The roll was called and the motion passed unanimously.

The following motion was then made by Dr. Wozniak, seconded by

Mrs. Merritt:

MOTION: Based upon the satisfactory reports of these institutions regarding their Trocal installations, the Board moves to engage Mr. Llewellyn as the architect for the roofing project at a fee of 10% of the over-all roof cost.

The roll was called and the vote was as follows: Mrs. Merritt - Yes;

Mrs. Weiner - Yes; Mrs. Zatz - Abstain; Dr. Wozniak - Yes; Mrs. Hunter - Yes.

The motion carried.

Miss Radmacher said that per the carpet specs the carpeting contract has to be awarded within 30 days. She will talk to Barsamian Co. re the timing of carpet laying after the roof has been done.

Mrs. Zatz made a motion, seconded by Dr. Wozniak that the parquet floor be repaired as soon as the roof is replaced. The motion passed.

ANNUAL REPORTS

The Annual Reports of the General Operating Fund, the Reserve Fund For the Purchase of Sites and Buildings, the Book Bag Sale and Circulation were duly noted and placed on file. Dr. Wozniak asked Miss Radmacher if the Library is using the State Treasurer's Fund yet, and Miss Radmacher said that she has not yet received the completed forms which are necessary.

RECOMMEND TRANSFER OF FUNDS FROM OPERATING BUDGET TO RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS

Miss Radmacher said that Dan Ryan recommends that we wait until the audit is made before transferring the funds from the Operating Budget to the Reserve Fund for the Purchase of Sites & Buildings. The Board agreed and feels this is the way it should always be done.

CORRESPONDENCE

Mrs. Merritt suggested that the donation of the book given by Rabbi Ira Sud in memory of Rabbi Weiner be given some publicity along with

the program the Library has whereby people can donate new books to the Library in honor of graduations, birthdays, etc.

It was suggested that a press release be put out regarding the special fund that has been created in memory of Rabbi Weiner by the American Library Association (ALA) Office for Intellectual Freedom.

PERSONNEL

Miss Radmacher reported that Timothy Beckendorf has resigned to go back to Michigan and that his sister Vicki will be leaving June 19, 1981.

COMMENTS FROM TRUSTEES

Mrs. Hunter showed the trustees a multi-lingual brochure she had picked up in a library in London.

Mrs. Hunter told Mrs. Louis she would like to see some publicity given to the Korean collection that is available.

Mrs. Hunter recommended to Mrs. Louis that she publicize the Library's participation in the Farmers' Market with the Library book bags; see about getting space at the Farmers' Market; and she should also take a look at the Library note cards and see how they can be promoted.

Mrs. Merritt commended Miss Radmacher on the presentation of summer events that the Library put out.

Dr. Wozniak commented that he hoped everyone had seen the excellent letter published in the Lerner paper commending the Skokie Public Library.

Mrs. Hunter asked Dr. Wozniak to read the letter addressed to the Board from Mr. and Mrs. Hunter contributing a painting to the Library from them. Dr. Wozniak, after reading the letter, made a motion, seconded by Mrs. Merritt, to accept the painting with much gratitude. The motion passed unanimously.

The two paintings that John Soback, Jr. (paints under the name Tuna) would like to donate to the Library were on display.

Mr. Sobeck's generosity will be acknowledged with our grateful appreciation. We cannot guarantee where the paintings will be hung.

An order for shelving has been placed with Gaylord Brothers.

Miss Radmacher also reported that there are repair-people working on the security system at this time.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

In the absence of Mr. Flintrup, Mrs. Weiner reported on the NSLS meeting that she attended with him. She was elected to the NSLS Board at the May meeting and will serve on the Board as of the next meeting.

COMMITTEE REPORT ON EXAMINING & WORKING WITH CHILDREN'S DEPARTMENT

Mrs. Merritt reported on the Committee meeting held to examine ways of energizing and working with the Children's Department. She said the Committee talked about what should be done prior to getting a micro-computer. They need information as to what usage would be best, who would use it and its many purposes. The Children's Department staff will be invited to the next Board meeting, and the Committee suggests other department staff attend future Board meetings.

REVENUE SHARING REPORT

Miss Radmacher reported on attending the Village Board meeting where the request was made for revenue sharing funds for current and popular books for the Bookmobile and the Niles Township meeting where the request was made for revenue sharing funds for a concert grand piano and funds for a program to dedicate the grand piano.

Mrs. Hunter said that our revenue sharing request to the Township was voted on last Monday night but she doesn't know the outcome yet.

BOOKMOBILE

The letters regarding the Bookmobile problem from Gerstenslager Co. and the Hendrickson Mobile Equipment Co., and the letters to Gerstenslager Co. from Donald Lyon and from Mrs. Hunter were duly noted.

At this time we are awaiting Gerstenslager's response.

AUTOMATED CIRCULATION CONTROL SYSTEM

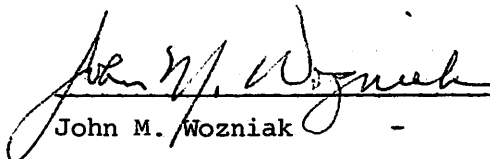
Mrs. Hunter explained the Letter of Agreement and the Revision of Paragraph 7, Page 4. The following motion was then made by Mrs. Zatz, seconded by Mrs. Merritt:

MOTION: That the Skokie Public Library Board of Trustees accepts the Letter of Agreement with the Revision of Paragraph 7, Page 4 to comply with the original proposal from Mr. Joseph Matthews between J. Matthews & Associates and the Skokie, Morton Grove, and Deerfield Public Libraries collectively with regard to their search for an appropriate automated circulation control system, its evaluation, selection, and implementation.

Upon roll call the motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 9:45 p.m.



John M. Wozniak

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Secretary