

April 4, 1984

**-CORRECTED-**

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, April 4, 1984.

CALL TO ORDER

The meeting was called to order at 7:39 p.m. by Diana Hunter, President.

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

Member absent: Eva Weiner.

Staff members present: Mrs. Soong Yi and Mrs. Judy Pueschel, Technical Services Department.

Observer present: Mrs. Katherine Kozak, 10015 Bronx, Skokie, Illinois.

APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 14, 1984

Mrs. Weiner requested (before the meeting) the following correction: page 6, under REPORT ON NORTH SUBURBAN LIBRARY SYSTEM, the first sentence should be changed to: "Mrs. Weiner reported that she was not at the North Suburban Library System (NSLS) Board meeting or the Management Affairs Committee meeting, but she did attend the Regional Library Advisory Council (RLAC) meeting."

Mr. Flintrup made a motion, seconded by Dr. Wozniak to approve the minutes as corrected. The motion passed unanimously.

FINANCIAL STATEMENTS & BILLS

After looking over the financial statements and bills, Mr. Flintrup 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 for the Purchase of Sites and Buildings, the Report on the Fine Arts Acquisition Fund, and the Year to Date Status on MITA Copiers be accepted, and that the lists of bills from the General Operating Fund in the amounts of \$61,539.99 and \$7,269.23 be approved for payment, subject to audit.

The motion passed unanimously.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

After looking over the Circulation Reports and Library Use Statistics, Dr. Wozniak made a motion, seconded by Mr. Flintrup, to place the Circulation Reports and Library Use Statistics on file. The motion passed unanimously.

PRESENTATION BY TECHNICAL SERVICES DEPARTMENT STAFF

Miss Radmacher introduced Mrs. Soong Yi and Mrs. Judy Pueschel, Technical Services Department.

In her presentation Mrs. Yi explained the organization and structure of the Technical Services Department; the cataloging of materials on-line through OCLC terminals; and the development of an in-house computerized acquisitions system by a Skokie Public Library staff member.

Mrs. Yi reported on the retroconversion project. She explained briefly our total automated system which consists of four major parts: hardware, software, telecommunications and building our own bibliographic record according to MARC format.

Mrs. Pueschel presented the acquisitions procedures used in the Library and what they entail. A question and answer period followed.

Mrs. Hunter thanked Mrs. Yi and Mrs. Pueschel for their informative and interesting presentation. Mrs. Yi and Mrs. Pueschel left the meeting.

BUDGET RECOMMENDATIONS

Dr. Bloch questioned if we had enough money allocated for automation. Miss Radmacher said that the computer will be installed in the 1984-1985 fiscal year and we will still be in the beginning stages of the automation project in the 1985-1986 fiscal year. The Reserve Fund will provide initial funds. The 1986-1987 budget will need a larger allocation for automation.

Dr. Bloch questioned the 7 percent FICA deduction listed in the salary line of the budget and the fact that we pay out the money and are reimbursed. If we pay the amount every 30 days we need only 1/12 of 7 percent, not the total amount. Dr. Bloch wanted to know why we needed 7 percent of a whole year's salary deductions. Miss Radmacher explained these payments are deducted from the salary line of the budget and the reimbursement goes into the General Operating Fund. Dr. Bloch asked for the auditor's opinion on this.

Mr. Flintrup questioned if the book budget was large enough. Miss Radmacher justified it because of limited space and also because of the larger amount for the book rental plan.

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

MOTION: That the Skokie Public Library Board of Trustees approves the recommended revisions to the 1984-1985 budget made by the Chief Librarian.

The roll was called: Mr. Flintrup--yes; Dr. Bloch--yes; Dr. Wozniak--yes; Mrs. Zatz--yes; Mrs. Merritt--yes. The motion passed unanimously.

Mrs. Hunter said the Village turned down our request for financial help for upkeep of the Bookmobile. Mr. Flintrup made the suggestion we write again asking them to store the Bookmobile in one of their garages during the winter months to prevent it from deteriorating further. It was the general consensus of the Board that Mrs. Hunter write this letter.

Miss Radmacher brought to the trustees attention the Chicago Public Library pay increases for 1984. Miss Radmacher will prepare a salary scale chart at the request of Mrs. Hunter and Mrs. Merritt.

POSITION DESCRIPTION OF CHIEF LIBRARIAN

Dr. Bloch would like the first paragraph in the position description to read:

In directing the affairs of the Library as here and after defined the Chief Librarian shall be free to delegate such responsibilities to qualified personnel as he/she deems necessary, subject to the policies and authority of the Skokie Public Library Board.

Dr. Bloch would like to remove the word 'functions' and replace it with 'responsibilities' in the second paragraph.

The trustees would like to see participles beginning every item.

Under Board, Item 7, Dr. Bloch would like the word 'Library' inserted before materials.

#### COLLECTIVE BARGAINING

Since the Collective Bargaining materials were so long, Mrs. Hunter asked the trustees to read them at home and bring them to the next Board meeting.

Miss Radmacher reported that three staff members attended a workshop on Collective Bargaining put on at NSLS where Raymond F. Mickus & Associates, Inc. discussed the following points: 1) Chicago suburbs are fertile ground for unionizing; 2) a public library board should take a position regarding the concept; some place between passive acceptance and aggressive resistance (both of these positions are politically poor). Robert Bullen, Administrative Services Librarian, NSLS, and Robert McClarren, System Director, NSLS, are preparing a packet. Miss Radmacher called Raymond F. Mickus & Associates, Inc. regarding their presenting information to our staff on what to expect from unions (staff members will possibly be approached); brief outline of the law; and rights of employees (their rights to know, to join and to refrain). Mickus & Associates would also help the Board adopt a policy position. The Board decided to discuss Collective Bargaining in Executive Session at the next Board meeting.

A dinner meeting was requested by Mrs. Hunter and Mrs. Merritt for the next meeting of the Board of Trustees of the Skokie Public Library to be held Wednesday, May 9, 1984 at 5:30 p.m.

REPORT RE AUTOMOBILE

The letter to and response from Robert J. Eppley, Manager, Village of Skokie, regarding use of a Village car for the Library was noted by the trustees.

REPORT ON SIGNS FOR THE LIBRARY

Miss Radmacher talked briefly about suggestions from Adult Services, Circulation, and Young People and Children's Departments and reported that on April 25, 1984 a professional will come out to the Library to discuss signage.

REPORTS FROM DEPARTMENT HEADS

The Department Head reports were noted by the trustees.

BUILDING MAINTENANCE

After brief discussion, Mr. Flintrup made the following motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board of Trustees renew the TABS contract with Johnson Controls for one additional year.

The roll was called: Mr. Flintrup--yes; Dr. Bloch--yes; Dr. Wozniak--yes; Mrs. Zatz--yes; Mrs. Merritt--yes. The motion passed unanimously.

Mrs. Merritt asked if we had heard about the energy audit.

Miss Radmacher reported that Tobi Sachs, Northeastern Illinois Planning Commission (NIPC), conducted the energy audit in the Library for two days but as yet, has not submitted the results.

REPORT FROM WALTER FLINTRUP RE PHOTOCOPYING MACHINES

The discussion of photocopiers was tabled until the May Board meeting *because a preference for American manufactured photocopying machines was voiced. A request was made that pricing information or Xerox*

REPORT FROM DIANA HUNTER RE NATIONAL LIBRARY WEEK

Mrs. Hunter reported on activities for National Library Week which begins this Sunday, April 8, 1984. This Thursday we will have the cover of the SKOKIE *making* REVIEW and THE NEWS. On Monday night, at its meeting, the Village Board proclaimed *be made* April 8-14 as National Library Week. Mrs. Hunter thanked Kay Kozak and Susan Judd, *avail-* Administrative Office, for all the extra work they have done for National Library *able.*

Week.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Because Mrs. Weiner was absent, there was no report.

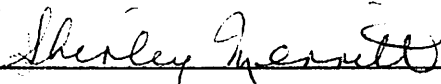
COMMENTS FROM TRUSTEES

The trustees would like Miss Radmacher to call Mr. Bard with regard to having the plaque up for National Library Week.

Dr. Wozniak suggested the entrance railing be painted before the Sunday, April 8, 1984 reception.

ADJOURNMENT

The meeting adjourned at 10:45 p.m.

  
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Shirley Merritt - Secretary