

May 9, 1984

~~CORRECTED~~

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, May 9, 1984.

CALL TO ORDER

The meeting was called to order at 7:40 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 B. Flintrup; Eva Weiner, Norma L. Zatz; and Mary Radmacher, Chief Librarian.

APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 4, 1984

Dr. Bloch requested the following correction on page 4, under POSITION DESCRIPTION OF CHIEF LIBRARIAN, first sentence, the words 'here and after' should be hereinafter; Mrs. Hunter requested that on page 5 under REPORT FROM WALTER FLINTRUP RE PHOTOCOPYING MACHINES the sentence should read: The discussion of photocopiers was tabled until the May Board meeting until more pricing information would be available.

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

FINANCIAL STATEMENTS & BILLS

Mr. Flintrup questioned why we are still putting money into the SLS Unemployment Compensation Group Account Fund. Miss Radmacher explained that it is a state law to make a contribution. Mr. Flintrup then asked if there is any pro rata refunding. Miss Radmacher said she would call Lester Stoffel, Executive Director, Suburban Library System, regarding a reduction in the amount we contribute because of the sizable reserve fund.

After looking over the financial statements and bills, Dr. Wozniak made the following motion, seconded by Mr. Flintrup:

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 SLS Unemployment Compensation Group Account for three months ending 3/31/84 and accompanying letter be accepted, and that the lists of bills from the General Operating Fund in the amounts of \$88,472.99 and \$9,403.92, and that the bill from the Reserve Fund for the Purchase of Sites and Buildings in the amount of \$3,000.00 be approved for payment, subject to audit.

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

CIRCULATION REPORTS & LIBRARY USE STATISTICS

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

CORRESPONDENCE

The letter from Elizabeth W. Stone, Chair, National Library Week (NLW) Committee, American Library Association (ALA) and Mrs. Hunter's reply; the letter from David Rabens; and the letter to Mayor Albert J. Smith from Diana Hunter were noted by the trustees.

Mrs. Hunter read a letter from Mayor Smith which said that he would discuss ~~our request for the Village to house the bookmobile with Mr. Eppley,~~ Village Manager, *and will get back to us. ~~our request to house the bookmobile in the~~ Public Works Garage.*

REPORT FROM TECHNICAL SERVICES DEPARTMENT HEAD

The report from the Technical Services Department Head was noted by the trustees.

PERSONNEL

Miss Radmacher reported on the appointments of Dina M. Sisto, part-time supportive staff in the Circulation Department; Konstantia Sfikas, part-time employee in the Custodial Department; Gary R. Gustin, full-time professional assistant, Young People and Children's Department; and Norman Weidner, part-time supportive staff in the Adult Services Department; and on the resignation of Shin Ja Park, part-time employee, Custodial Department.

REPORT ON PLAQUE

Miss Radmacher reported that due to Mr. Bard's illness and an error in the plaque, there will be a delay in the Library receiving it. The plaque will be delivered immediately after it is redone.

SKOKIE PUBLIC LIBRARY 1984-85 FISCAL BUDGET REVISIONS ADOPTED APRIL 4, 1984

Miss Radmacher distributed approved revisions of the 1984-85 fiscal year budget which were adopted at the April, 1984 Board meeting.

BUDGET RECOMMENDATIONS 1985-86 FISCAL YEAR

After discussion, it was the decision of the Board to combine the lines "Conference Expense & Membership Fees" and "Workshops and Tuition" for the 1985-86 Budget. At the suggestion of Mrs. Zatz the word "reimbursement" will be added to the end of "Office Expense and Transportation" line for the 1985-86 Budget.

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

MOTION: That the Skokie Public Library Board accept the Recommended Budget for 1985-86 fiscal year.

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

SALARY SCALES AND BENEFITS

Miss Radmacher presented two revised salary scales: one for professional and one for supportive staff. After discussion regarding the recommended professional salary scale, it was the consensus of the Board to categorize Professional Grades IV, V & VI as Administrative Positions.

Merit raises, longevity increments and cost of living increases were discussed. Dr. Bloch stated that a basic across the board increase is justifiable and any increment based on merit, etc. should be above that amount, *averaging* between 2% to 3% to those who are deserving.

Dr. Bloch then made the following motion, seconded by Mr. Flintrup:

MOTION: That the Skokie Public Library Board of Trustees pass a 5% cost of living increase for full and part-time salaried employees.

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

Mr. Flintrup then made the following motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board of Trustees adopt the Recommended Professional and Supportive Salary Scales.

The roll was called and the motion passed unanimously.

The trustees read the recommendations from Department Heads and Miss Radmacher's memorandum supporting action.

The Board accepted the recommendations for an increase in the Library's contribution toward health insurance premiums. Dr. Bloch moved and Mrs. Weiner seconded:

MOTION: That the Skokie Public Library pay 70% of the health insurance premium for Library employees.

Upon roll call the motion passed unanimously.

The first part of recommendation two was that after five or more years of service to the Skokie Public Library, an employee, upon termination, be paid for 25% of all accrued sick leave. Dr. Bloch stated that he opposed recommendation two because we should not pay employees for being healthy and it sounds as if we are paying them doubly--normal health should not be rewarded. Mr. Flintrup then asked if we allow the accumulation of sick days from year to year. Miss Radmacher said we do.

Mrs. Merritt made the following motion, seconded by Mrs. Zatz:

MOTION: That after five or more years of service to the Skokie Public Library an employee, upon termination, be paid for 25% of all accrued sick leave.

The roll was called: Mr. Flintrup--no; Dr. Bloch--no; Mrs. Weiner--abstain; Dr. Wozniak--yes; Mrs. Zatz--abstain; Mrs. Merritt--yes; Mrs. Hunter--no. The motion did not pass.

The second part of recommendation two was discussed and the following motion was made by Mrs. Merritt, seconded by Mrs. Zatz:

MOTION: That employees with 60 or more days of sick leave accrued as of January 1 of each year be eligible to receive on December 31 of that year, payment at a 50% rate of all sick leave days accrued, but not used during that year in excess of eight days.

The roll was called: Mr. Flintrup--no; Dr. Bloch--no; Mrs. Weiner--abstain; Dr. Wozniak--yes; Mrs. Zatz--no; Mrs. Merritt--yes. The motion did not pass.

Regarding the recommendation to reinstate time and a half to all employees for Sunday, following discussion, Mrs. Weiner moved and Dr. Bloch seconded:

MOTION: That the Skokie Public Library reinstate time and one-half pay for Sunday hours for all employees.

The roll was called: Mrs. Zatz--no; Dr. Wozniak--no; Mrs. Weiner--yes; Dr. Bloch--yes; Mr. Flintrup--no; Mrs. Merritt--no. The motion did not pass.

No action was taken on recommendation four (payment of vacation time accrued when termination of employment takes place between the end of the six-month probation and before the end of the first year of service).

After discussion of the recommendation to provide 50% of the bereavement pay offered to full-time employees to part-time employees Mrs. Zatz moved and Mrs. Weiner seconded:

MOTION: That bereavement pay for part-time salaried employees be allowed at the rate of 50% of the bereavement pay granted to full-time salaried employees.

The roll was called: Mr. Flintrup--yes; Dr. Bloch--yes; Mrs. Weiner--yes; *MRS. ZATZ--yes*; Dr. Wozniak--yes; Mrs. Merritt--yes. The motion passed unanimously.

Next year the trustees would like Miss Radmacher to compile a survey of the 45 NSLS libraries to show three things: 1. Libraries that pay time and one-half for Sunday hours, 2. The libraries practice of payment for accrued sick leave upon termination of an employee, and 3. Number of holidays each library gives its employees. This survey should apply to both full-time and part-time employees.

POSITION DESCRIPTION OF CHIEF LIBRARIAN

The revised and approved copy of the Chief Librarian's Position Description was distributed.

BUILDING

Miss Radmacher distributed copies of the new proposal from Johnson Controls and noted that there was no increase re the Maintenance Contract, and Mrs. Zatz made the following motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board accept the Custom Programmed Maintenance Agreement with Johnson Controls for one year beginning May 1, 1984 for \$1,925 monthly for a total annual payment of \$23,100.

The roll was called: Mr. Flintrup--yes; Dr. Bloch--yes; Mrs. Weiner--yes;
Dr. Wozniak--yes; Mrs. Zatz--yes; **MRS. MERRITT--Yes.** The motion passed unanimously.

Damage

Miss Radmacher reported the window in the watercourt was damaged during the windstorm and window lites on the Oakton Street side of the Library need to be replaced because of vandalism. Also, a tree was uprooted on the north side of the Library; our insurance company has been notified.

REPORT ON SIGNAGE IN THE LIBRARY

Due to the length of the May Board meeting, this will be put on the June Agenda.

REPORT ON AUTOMATION

A report on progress of the Data Processing Room was made. After little discussion, the following motion was made by Mrs. Weiner, seconded by Dr. Wozniak:

MOTION: The Board of Trustees request that the Data Processing Room be consistent with the decor of the Library.

Dr. Bloch then moved to amend the aforementioned motion, seconded by

Mr. Flintrup:

AMENDED
MOTION: In order to make the Data Processing Room compatible with the rest of the Library, the Board of Trustees of the Skokie Public Library ask that any changes in the decor be acceptable to the Skokie Public Library with the Chief Librarian acting as the Board's representative.

The roll was called: Mrs. Zatz--no; Dr. Wozniak--yes; Mrs. Weiner--no;
Dr. Bloch--yes; Mr. Flintrup--yes; Mrs. Merritt--yes. The motion passed.

Miss Radmacher reported that as yet we have had no response re the contract the attorney sent to GEAC.

MEETING ROOM APPLICATIONS

Due to the length of the May Board meeting, MEETING ROOM APPLICATIONS will be put on the June Agenda.

REPORT FROM MR. FLINTRUP RE PHOTOCOPYING MACHINES & COIN CHANGER

Mr. Flintrup reported that the A. B. Dick photocopier is manufactured in Taiwan, Japan and Germany; the Xerox machine's parts are imported; and all other photocopiers listed are Japanese made. He stated that we plan to put the coin changer directly opposite the reference desk. There is a space between the cabinets and the walls where it would fit perfectly.

Mr. Flintrup then made the following motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library proceed with the purchase of two MITA DC 312 RE photocopiers at a cost of \$4,995 complete each, and one bill changer for \$2,900 with stand and alarm.

The roll was called and the motion passed unanimously.

Mr. Flintrup will contact Cook County Photocopy Company to find out which of our present machines is in the best condition.

REPORT FROM EVA WEINER RE KURZWEIL READING MACHINE (KRM)

The trustees thanked Mrs. Weiner for her excellent letters regarding the Kurzweil Reading Machine.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported that there will be an educational workshop--one in October and one in January. She also attended a meeting of bylaws and procedures. Appreciation was expressed to Mrs. Weiner for serving as an NSLS Board member.

COMMENTS FROM TRUSTEES

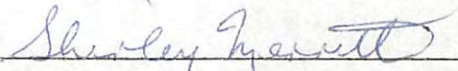
Mrs. Merritt asked if the READER could be available in the Library and one saved for each trustee. The trustees would like Miss Radmacher to ^{ascertain} get ~~a legal opinion from John Jurgensmeyer~~ *whether self-payment of* regarding health insurance for Library trustees. *y could be included in the group plan.* Mr. Flintrup gave a brief report on Legislative Day and the LACONI dinner he attended.

Mrs. Hunter reported that she attended an Illinois Arts Council meeting in Springfield. Mrs. Hunter distributed a report from Charlene Louis re the mock trial and expressed the Board's thank you for the fine job she has been doing.

Suggestion was made by Mrs. Zaly to discuss additional compensation at the June Board meeting.

ADJOURNMENT

The meeting adjourned at 11:20 p.m. The next meeting of the Skokie Public Library Board of Trustees will be June 13, 1984 at 7:30 p.m.



Shirley Merritt

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Secretary

SKOKIE PUBLIC LIBRARY

1985-86 Fiscal Year Budget

Adopted May 9, 1984

Personal Services

Salaries	\$1,730,000
Professional Services	7,260

Contractual Services

Binding	10,000
Services to Maintain Equipment	25,000
Services to Maintain Buildings and Grounds including monitoring & maintenance service contract	130,000
Insurance	75,000
Utilities	90,000
Conference Expense, Membership Fees, Workshops and Tuition	26,000
Services to Maintain Automotive Equipment	7,000
Postage	15,000
Printing and Publicity	13,750
Data Processing	75,000
Audit Expense	1,500
Reception and Entertainment	5,000
Rental of Equipment and Materials	35,000
SAVS Service	3,500

Commodities

Books	264,000
Periodicals	53,000
Audio Visual	
Recordings, Discs	14,000
Films	7,500
Microforms	25,000
Cassettes, Video and Audio	24,000
Art Prints	1,000
Computer Software	12,000
Library Supplies	55,000
Janitorial Supplies	17,500
Office Expense and Transportation	5,000

Other Charges

Contingency	20,000
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Capital Outlay

Furniture and Equipment	40,000
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TOTAL \$2,787,010

The undersigned hereby certifies that she is the Secretary of the Skokie Public Library Board of Directors and that the foregoing is a true and correct copy of the Skokie Public Library budget unanimously adopted by the Board at its regular meeting held on the 9th day of May, 1984 at which meeting a quorum of such Board was present.

Shirley Merritt
 Shirley Merritt - Secretary

Sworn and subscribed before me this 11th day of July 1984.

Katherine Kozak
 Katherine Kozak Notary

My commission expires November 28, 1986.