

November 9, 1983

~~CORRECTED~~

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, November 9, 1983.

CALL TO ORDER

The meeting was called to order at 7:34 p.m. by Dr. John M. Wozniak, Vice President.

Members present: 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.

Member absent: Diana Hunter, President.

Guest present: Dan Ryan, Finance Director, Village of Skokie.

APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 12, 1983

Dr. Bloch noted the following corrections need to be made: Under REPORT ON THE GUS GIORDANO DANCE TROUPE PROGRAM, first sentence, second line, the word "was" should be changed to "were," and the second sentence under same heading should read, "However, people must not again be allowed to fill the aisles of the auditorium."

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

DAN RYAN DISCUSSION OF ANNUAL AUDIT

Dan Ryan explained that accounting is not an exact science. Much judgment goes into what figures will go into a financial report. The accounting profession has rules on the private (business) side following the Internal Revenue Service (IRS) and the Securities and Exchange Commission (SEC). Organizations that do not pay tax, such as the Library, are governed by the rules of the American Institute of CPA's and the National Council of Governmental Accounting (NCGA).

He explained that for the financial year ended after June 30, 1982 revenue is to be recognized in the accounting record when it is earned and "available." This changes the recording of property taxes to what is a cash basis. That is, when you get the money it is available and you recognize it.

Dr. Bloch asked Mr. Ryan if it would be possible to put in headings such as "Property Taxes 1982 - Spring Collection" or "Property Taxes 1983 - Fall Collection," on the audit. Mr. Ryan said accountants will not editorialize but you could ask them to write a transmittal note or footnote and the accountants would probably put that in.

Dr. Wozniak asked if these changes would affect the office procedures and if the flow of cash is still the same from the county. Mr. Ryan said the office procedures would not be affected. He explained the Village's method of distributing tax funds by direct deposit to the Library's account. With direct deposit, the Library gets its money about two weeks earlier.

Dr. Wozniak thanked Mr. Ryan for coming to explain the audit. Mr. Ryan left the meeting.

FINANCIAL STATEMENTS & BILLS

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

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, and the Report on the Fine Arts Acquisition Fund be accepted, and that the lists of bills from the General Operating Fund in the amounts of \$64,241.26 and \$3,343.72, and the list of bills from the Reserve Fund for the Purchase of Sites and Buildings in the amount of \$1,750 be approved for payment, subject to audit.

The motion passed unanimously.

CIRCULATION REPORTS & LIBRARY USE STATISTICS

Dr. Bloch noted that there was a typing error in the Circulation Report under "System Total 1982." Instead of 18,896 it should be 38,896.

A motion was made by Mrs. Zatz, seconded by Mrs. Merritt, to place the corrected Circulation Reports and Library Use Statistics on file. The motion passed unanimously.

GIFTS

Miss Radmacher reported on the \$50 check from the American Association of Retired Persons (AARP) and the gift of \$150 for books in memory of Dean Pueschel. Both gifts have been acknowledged.

CORRESPONDENCE

Mrs. Merritt referred to the letter in the Skokie Review as misrepresentation of the situation at the Gus Giordano Dance program.

A discussion regarding security followed.

The Board agreed unanimously that a letter not be sent to the Skokie Review in reply to the letter.

PERSONNEL

Miss Radmacher reported on the appointment of part-time staff member Prisca Woo in the Circulation Department.

AUTOMATION PROJECT

Miss Radmacher reported that the librarians and their evaluation teams met with Joe Matthews, October 17, 1983. Mr. Matthews had tabulated results of the proposals and these compilations were given to the Board. Miss Radmacher thanked Dr. Bloch for attending the October 17 meeting. Mr. Matthews summarized the proposals and the vendors as they relate to our needs. After much discussion with the evaluation teams individually and collectively each library indicated its selection.

The selections are as follow: Waukegan--GEAC; Skokie--GEAC; Deerfield--GEAC; and Morton Grove--DRA, although Morton Grove was very enthusiastic over GEAC. Miss Radmacher asked Mr. Matthews what he thought of their decision (GEAC) and he said that they selected a very good system and the one with the least risk.

Miss Radmacher asked for the Board's approval to negotiate with GEAC. It is appropriate to do this prior to signing the Agreement among the four libraries to expedite the process.

Dr. Bloch reported that he saw two of the demonstrations--ULYSIS and GEAC. He was impressed with ULYSIS but said it is not very strong financially and that it is practically a one man operation. He thinks GEAC is a good choice because it is financially stable and developing so much business in the U.S. Mr. Matthews assured us that GEAC would work.

Mr. Flintrup asked if consideration was given to CLSI. Miss Radmacher said that CLSI does not have the full MARC format, which meant it does not meet the specifications. Mrs. Weiner then commented on CLSI.

Much discussion followed reagrding databases, independents and clusters.

In reviewing the copy of the Agreement prepared by JCPL attorney Ned Griffin, Dr. Bloch noted that the percentage mentioned in Paragraph 5 has not yet been corrected to the 25% as was approved. Dr. Bloch also said that this Agreement is more specific than it has to be.

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

MOTION: The Skokie Public Library Board of Trustees approves the Agreement in principle and suggests that the details be revised before the final signing and that until that has been done they authorize the Head Librarian as their representative to proceed with the drawing up of a contract with GEAC and to take other steps that may be necessary to expedite the project.

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

Dr. Bloch then asked if anything has been done about getting a manager. Miss Radmacher reported on the meeting Monday when a prospective manager was interviewed. Miss Radmacher is concerned that the manager selected will have a substantial knowledge of technical services and the ability to communicate well. The other librarians agree that we do need a manager soon.

LIBRARY PUBLICITY

Mrs. Merritt looked over the different pamphlets that Miss Radmacher brought to the meeting. Mrs. Merritt said that some of the staff doesn't realize that patrons are not always aware of the services here. Miss Radmacher explained that at the time of registration each patron is to be offered a tour of the Library. Unfortunately, this does not always happen. Mrs. Merritt suggested having a "bull" session among board members and librarians to see what can be done. The interested board members are: Mrs. Merritt, Mrs. Weiner, Dr. Wozniak and Dr. Bloch. Miss Radmacher will set up a time when the librarians and board members can meet to discuss how to reach these patrons.

Mrs. Zatz suggested having Charlene Louis do a Village Report article on those who have contributed greatly to the Library as a whole. That is, not mentioning one specific person or group.

Mrs. Merritt said that having a "Friends" group is the coming thing. Mrs. Weiner referred to her long-standing interest in this and said she would like to chair the committee to investigate a "Friends" group. Mrs. Merritt and Miss Radmacher will be on this committee. The "Friends" will be on the agenda for December.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported that residents of Kenilworth are trying to get a library district and Winnetka and Wilmette are anxious for them to do so. She said that some libraries rotate trustees' attendance at NSLS Board meetings.

COMMENTS FROM TRUSTEES

Mrs. Merritt asked Miss Radmacher why we don't keep more copies of books on the book discussion programs available to read. She always has trouble getting a book for discussions. Miss Radmacher will look into this.

Mrs. Weiner reported that she attended the MFLA Conference in Cincinnati, Ohio. She said it was a real working conference and the highlight was the Isaac Bashevis Singer dinner.

Mrs. Zatz questioned insurance not being on the agenda this month. Mrs. Merritt explained to her that we were not fast enough to act. Before we can go out for bid on the insurance a set of specifications must be drawn up. Miss Radmacher's memorandum explained that Dan Ryan had reviewed our insurance policies - thought the coverage good and said that at the present time he would not have the time to write specifications inviting proposals. It was decided to put insurance on the June 1984 agenda so the trustees will have enough time to decide how they want to handle insurance.

Mrs. Merritt thanked Miss Radmacher for having an air purifier put in the Board Room.

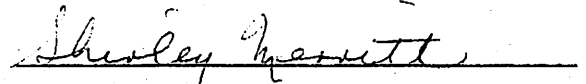
After some discussion, Mrs. Merritt made the following motion, seconded by Dr. Bloch:

MOTION: A contribution in the amount of \$100 be sent to the Menominee Public Library (Michigan) to be used for a purpose appropriate to the occasion as decided by the library and the surviving family of Ferdie Davis, Diana Hunter's father, from the Skokie Public Library Board and staff.

The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 10:17 p.m.


Shirley Merritt - Secretary