

December 8, 1999

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, December 8, 1999.

Prior to the meeting being called to order architects from Interactive Design addressed the Board at 7:05 p.m.

At 7:45 p.m. architects from O'Donnell, Wicklund, Pigozzi and Peterson made their presentation.

CALL TO ORDER

John J. Graham, President, called the meeting to order at 8:34 p.m.

Members present: John J. Graham, President; Diana Hunter, Vice President/President Emerita; Eva D. Weiner, Secretary; Susan Greer; Zelda Rich; Richard J. Witry; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Also present: Barbara A. Kozlowski, Associate Director for Public Services; Skokie resident, Carole Riding; and Hebrew Theological student Becky Feibisoff.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 10, 1999

Mrs. Hunter made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of November 10, 1999, subject to additions and/or corrections.

There being no additions or corrections, the minutes were approved and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/99 (reviewed 11/10/99)

LIST OF BILLS

Mrs. Hunter made a motion, seconded by Mr. Witry:

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF NOVEMBER, 1999, THE LIBRARY NOTE FUND, THE YEAR-TO-DATE BUDGETARY STATEMENT AND THE BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/99 BE ACCEPTED, AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CIRCULATION REPORT
 LIBRARY USE STATISTICS
 NOTES ON SEMI-ANNUAL STATISTICAL REPORT
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 GIFT
 CORRESPONDENCE (3)
PERSONNEL

Mrs. Rich made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. NOTES ON SEMI-ANNUAL STATISTICAL REPORT
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. GIFT
 \$100 from Skokie Area Chapter 3470 AARP
6. CORRESPONDENCE – Letter from Jesse White, Secretary of State and State Librarian re Per Capita Grant FY 2000; letter from Louise McAulay, Executive Director, Library Insurance Management and Risk Control Combination (LIMRiCC) re dividend; and “Why the Skokie Public Library is Important to Me” letters submitted to Illinois State Library/Office of the Secretary of State
7. PERSONNEL
 Appointments: Allison Trimarco, Manager, Public Information and Programs, Administrative Services Department, effective January 3, 2000; Holly Kahn, full-time Information Assistant, Youth Services Department, effective December 13, 1999; and Anna R. Healy, full-time Librarian, Youth Services Department, effective January 10, 2000.

The motion to place the Consent Agenda items on file was unanimously approved.

AUDIT – 1998-99 FISCAL YEAR

The Board reviewed the “Skokie Public Library Management Letter for the Year Ended April 30, 1999” and the “Skokie Public Library, Illinois Annual Financial Report for the Year Ended April 30, 1999”

After discussion Dr. Wozniak made a motion, seconded by Mrs. Greer to accept the audit and place it on file.

The motion was unanimously approved.

DIRECTOR’S REPORT

Usage—Circulation in November was down one percent from the previous year with the largest decrease in youth books. Bookmobile use shows strong gains. Loans through interlibrary loan are also up sharply. An increase of nearly 12% in school district use may be attributed to the new school loan policy. About 80% of eligible schools are now participating in the program. The gate count was down nearly three percent, continuing a trend, as more renewals are made by telephone and as people use the Library catalog and reference sources remotely.

Requests for Reconsideration—We have had two requests for reconsideration of books in Youth Services this past month. Both books were evaluated as per our policy including a check of reviews. One book was retained in the Youth Services collection. Staff decided that the other book was more appropriate for the Unicorner collection for young adults.

Library Cable Network Survey—The Library Cable Network completed a survey of monthly program listing subscribers this fall. Skokie has 216 subscribers and had an eight percent return rate, typical of most of the communities. A majority of Skokie respondents are over 65 and watch LCN two or more times per week. All respondents rated the program content highly, with most marking it as very good or excellent. LCN appeals to people who watch PBS, A&E and the

Discovery channels. Travelogues, biographies, health and music were the favorite types of programs. There were suggestions for improving the technical quality of programs and requests for travelogues and programs on gardening and cooking.

Settlement from Bankrupt Vendor—We received a check for \$122.84, representing four percent of an outstanding obligation or \$3,070.91 from Laser Solutions, a supplier of laser cartridges. We had a standing order type of agreement with them and had received a number of cartridges so our actual loss was probably about \$1,000.00.

Tax Appeals—We received notice from Cook County that several larger corporate taxpayers have appealed their assessment. Our attorneys advised that a joint appeal by several taxing bodies is more cost effective. District 219 is taking the lead on this issue and we are in contact with the Village re the matter. Mrs. Anthony will keep the Board informed as things progress and if there is a proposed intergovernmental agreement for the sharing of expenses.

Automation Upgrade—Consultants from BellCow have been assisting us with implementation of Microsoft Office 2000. This is an important part of our Y2K readiness which will be completed before the end of the month.

Oserman Memorial Lecture—There was a good turnout of 55 people for the first Oserman Memorial lecture. Dr. Kenneth James gave an interesting presentation about dreams and answered a number of questions from the audience.

Plaque from District 219—The Library received a plaque from District 219 in recognition of our support and participation in the Summer Youth Training and Employment Program last summer.

Kiosk—Gail Shaw, Technology Manager, has worked with staff at NSLS in preparation of a kiosk that will feature SkokieNet, NorthStarNet and the Library's homepage. Skokie

Public Library and the Suburban Library System headquarters were the test sites for this do-it-yourself kiosk which cost less than \$5,000 as compared to over \$35,000 for the kiosk installed in the Park Ridge Park District. The Library's kiosk will be located in our lobby. Once the pilot kiosks are in place, we can begin to look at establishing additional kiosks elsewhere in the community. The Village, Park District and Old Orchard Shopping Center have indicated an interest.

Staff Day—Mrs. Anthony reminded the Board to join staff for lunch Friday, December 10 at the Holiday Inn at the annual Staff Day.

GOALS AND OBJECTIVES 1999-2000 – INTERIM PROGRESS REPORT

The Board reviewed and discussed the Director's report on the progress of the Library's Goals and Objectives for 1999-2000.

HEALTH INSURANCE

The Library currently pays 70% of the cost of whichever insurance a full-time employee selects while the employee pays 30% from pretax earnings. Our compensation consultant recommended that the Library consider increasing its share of the health insurance premiums to achieve a more competitive benefits package. She said that 76.7% of all employers pay 75% or more of premium costs. "As a rule of thumb, 80% is the most competitive employer-paid premium posture." The Village of Skokie pays 88% of insurance costs.

Costs to the Library annually to pay 75% of employee insurance costs would be \$14,748, or to pay 80% costs would be \$29,496. There would also be a slight increase for the Library in FICA and IMRF payments.

Mrs. Anthony said that no specific recommendation was attached to her memorandum, however, she would like to see it raised to 80%. During recent interviews with applicants she

has become aware that they are used to a greater employer share of health insurance payments than Skokie Public Library assumes. In a tight employment market, Skokie Public Library's current policy regarding portion of insurance paid threatens our competitive position.

Mr. Witry said he would like to defer this matter and consider how an increase would impact the budget in relation to other salary adjustments the Board may recommend at the time the entire compensation review is conducted, as recommended by the compensation consultant.

Mrs. Rich asked what percent of insurance premiums other libraries pay.

Mrs. Anthony said this information was presented to the Board previously, but she can provide it again if the Board would like.

Mr. Graham asked for a motion in order to discuss the issues.

Mrs. Rich made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES INCREASE THE LIBRARY'S PORTION OF LIBRARY EMPLOYEES' HEALTH INSURANCE PREMIUMS TO 80%.

Mrs. Hunter said that salaries and health insurance are two different issues. Health insurance has become the focal point of the nation. Not having it, or the fear of losing it has made society very nervous. It is important to be equitable and give staff a sense of comfort.

Mr. Witry said it is not a question of equity – staff already have health insurance – we are not taking it away from them.

The roll was called.

Mrs. Hunter—yes; Mrs. Greer—yes; Mr. Witry—no; Mrs. Rich—abstain; Dr. Wozniak—yes; Mrs. Weiner—yes; Mr. Graham—yes. The motion passed.

Mrs. Anthony clarified that the increase to 80% would begin with the new fiscal year May 1, 2000.

The Board concurred.

AUTOMATION – JCPL

Mrs. Anthony said that the JCPL Board will work with consultant Sue Epstein to develop a Request for Proposal.

The JCPL Board plans to move ahead and request pricing both ways, as a consortium and as a stand alone. They expect to develop Minimal Standards for membership. When the JCPL Board is closer to making a decision Mrs. Anthony will ask our Board for direction.

NORTH SUBURBAN LIBRARY SYSTEM

The Board reviewed Pat Groh's memorandum regarding the annual retreat held Sunday, November 20 at the Northbrook Public Library.

COMMENTS FROM TRUSTEES

Mr. Witry said that he has been appointed to the Board of Directors of a bank where we have opened a Certificate of Deposit. Should discussion arise at future Board meetings involving that bank he will decline to comment.

COMMENTS FROM VISITORS

Mrs. Riding voiced her opinion on a few matters.

ADJOURNMENT

At 9:20 p.m. Mr. Witry made a motion to adjourn to Executive Session for the purpose of discussion of acquisition of property, seconded by Mrs. Greer.

The motion was unanimously approved.

At 9:43 p.m. Mrs. Hunter made a motion to adjourn and return to open session, seconded by Mr. Witry.

The motion was unanimously approved.

A handwritten signature in blue ink that reads "Eva D. Weiner". The signature is written in a cursive style with a prominent flourish at the end.

Eva D. Weiner, Secretary