

April 9, 2003

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, April 9, 2003.

CALL TO ORDER

John M. Wozniak, President, called the meeting to order at 7:33 p.m.

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

Member absent: Eva Weiner.

Visitors present: Marlene Williams, Clerk, Village of Skokie; Karen Koos, Library Intern; Richard Spicer, Fred Berglund & Sons, Inc.; Barbara A. Kozlowski, Associate Director for Public Services; and Gail Kay, Assistant Director for Human Resources.

SWEARING IN OF SUSAN GREER

Marlene Williams, Village Clerk, Village of Skokie, swore in Susan Greer to the office of Skokie Public Library Trustee after winning re-election on April 1. The Board congratulated Mrs. Greer and Mrs. Weiner. Ms. Williams left the meeting at 7:35 p.m.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF MARCH 12, 2003

Mr. Witry made a motion, seconded by Mrs. Hunter, to approve the minutes of the regular and closed meetings of March 12, 2003, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

A motion was made by Mr. Graham, seconded by Mrs. Rich to move the regular order of business and move directly to Building Project. The motion passed unanimously.

BUILDING PROJECT

Change Orders

There are 28 proposed change orders this month for a total of \$45,707.12. Two of the change orders from Camosy would be considered additions in scope. One is for millwork in the amount of \$3,600.00, for the construction of shelves for pick up of reserves in the west lobby. The other is for wall bumpers in the amount of \$3,709.00. The bumpers will be installed in the Youth Services study rooms where walls have already been nicked by

chairs backing up and in the Circulation work room to protect the walls from the carts that collect book returns.

Eighteen of the change orders are for Connectivity in the amount of \$17,733.39. These have been authorized in review by Rich Spicer of Berglund and both Jack Lesniak and Ted Zemper, an electrical engineer with OWP&P. The Board may recall that in early March Connectivity submitted a list of sixty-eight change orders totaling over \$110,000.00. A few are still under review and may be recommended for approximately \$10,000. of additional expense.

After brief discussion, Mr. Graham made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE 28 CHANGE ORDERS AS PRESENTED FOR A TOTAL OF \$45,707.12.

The roll call vote for approval was unanimous.

Mr. Witry would like staff to re-use items where/when possible.

Approval of Architectural Contract Change Authorization

Mrs. Anthony reported that she received a letter from Senior Project Manager Jack Lesniak, that the Library's contract with OWP/P will expire May 11, 2003. At this point, interior construction work is scheduled to be completed May 23, with move into the east lobby May 27. The Grand Opening is planned for Sunday, June 29.

Figuring a late June completion date (punch list, exterior work, etc.), Jack Lesniak has estimated the architectural hours needed to finish the project. Following is Mrs. Anthony's translation of those hours into expense:

Estimate of architectural hours

Architects

Bob Hunter	48 x \$220. = \$10,560.
Jack Lesniak	120 x \$175.= \$21,000.
Debbie Auer	72 x \$125. = \$9,000.

OWP/P Engineers

Tom Squillo	25 x \$155. = \$3,875.
Ted Zemper	40 x \$155. = \$6,200.

Nelson Santos	40 x \$105. = \$4,200.
Robert O'Neill	40 x \$70. = <u>\$2,800.</u>
	\$57,635.

By this calculation, additional architectural expense would be \$57,635.

Mrs. Anthony faxed the letter from OWP/P to Loren Slutzky, for review by counsel.

Mr. Graham made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ARCHITECTURAL CONTRACT CHANGE AUTHORIZATION FROM OWP/P FOR \$57,635. AS OUTLINED IN THE LETTER FROM JACK LESNIAK DATED APRIL 3, 2003.

The roll was called and each Trustee voted no. The motion failed.

Intense discussion followed. Mr. Graham would like the Director to be advised of any additional work performed by the architects or engineers from OWP/P and the estimated time it will take prior to the work being performed.

Mrs. Anthony reported that there is also an issue involving Gewalt Hamilton. After speaking to Mike Lukich of Gewalt Hamilton he informed Mrs. Anthony that the drawings would be done at the end of April and then it would take an additional month to get the permit from Cook County. We need these drawings so Camosy can do the work while they are still on site. Mr. Witry wants other civil engineers contacted. Perhaps Bob Hamilton at Gewalt Hamilton can help move this along. Mrs. Anthony will speak to Mr. Lukich first.

Discussion continued as to who is exactly needed from OWP/P in this last phase.

A motion was made by Mrs. Rich, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES REMAND THE ARCHITECTURAL CONTRACT CHANGE AUTHORIZATION FROM OWP/P TO THE BOARD BUILDING SUBCOMMITTEE (MRS. HUNTER, MR. WITRY AND MR. GRAHAM).

The roll call vote for approval was unanimous.

BILLS (Items B2-11)

A motion was made by Mr. Graham, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE 2001 BUILDING EXPANSION PROJECT BILLS, LIST OF BILLS FOR PAYMENT APPROVAL; INVOICE NO. 0060658 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON FOR \$6,295.59 DATED MARCH 11, 2003; INVOICE NO. 13058 FROM FRED BERGLUND & SONS, INC. FOR \$45,929.89 DATED APRIL 1, 2003; APPLICATION AND CERTIFICATE FOR PAYMENT FROM CROUCH-WALKER CORP FOR \$2,375.00 DATED MARCH 31, 2003; APPLICATION AND CERTIFICATE FOR PAYMENT FROM CAMOSY INCORPORATED FOR \$116,816.00 DATED MARCH 31, 2003; APPLICATION AND CERTIFICATE FOR PAYMENT FROM ALLIANCE GLASS & METAL FOR \$4,181.00 DATED MARCH 31, 2003; PAYMENT APPLICATION FROM F.J. KERRIGAN PLUMBING CO. FOR \$6,650.00 DATED MARCH 21, 2003; AND APPLICATION AND CERTIFICATE FOR PAYMENT FROM MONACO MECHANICAL FOR \$93,766.23 DATED MARCH 31, 2003, SUBJECT TO AUDIT. MONACO MECHANICAL'S CHECK WILL BE HELD UNTIL THE LIBRARY DIRECTOR AND CONSTRUCTION MANAGER SAY IT MAY BE RELEASED.

The roll call vote for approval was unanimous.

Mr. Spicer reported on the status of Commercial Electrical/Connectivity Solutions. The electricians are on the job but supplies are not being delivered to the Library because Advance Electric has not been paid for supplies previously delivered. These materials are needed so the project will not be delayed.

After lengthy discussion, the Board agreed the most important thing is to finish the project. The Board would like Mrs. Anthony to contact Library legal counsel Loren Slutzky regarding the best way to handle payment to Advance so that additional supplies may be received. The Board also asked that Mr. Slutzky contact CE/CS's bonding company to ask whether they would permit a new electrical contractor to come on site and finish the project. The Board Building Subcommittee should be consulted and kept up to date with this issue. Mr. Spicer will contact Tom Samland of Connectivity to find out what supplies are still needed and from which supplier.

Mr. Spicer also reported that there will be change orders forthcoming regarding the floor prep and patch on the first floor and the railing for the green roof. Mr. Spicer also

reported that the roofer and mason have been out checking on the leak in the 2nd floor north stairwell that occurred last week during the driving rainstorm. It does not appear to be the roof but perhaps weep holes in the masonry.

Mr. Witry asked if the condo association on Galitz had been contacted yet regarding the wheel stops. Mrs. Anthony will contact the association shortly.

Mrs. Hunter said the parking lot on the west side is very hard to maneuver. The Board would like Mrs. Anthony to contact Fred Shattner at the Village. Perhaps signs can be put up indicating one-way traffic down the aisles.

Mr. Spicer left the meeting at 8:32 p.m.

CONSENT AGENDA (Financial Statement; Year-To-Date-Budgetary Status; Bills, Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Personnel)

Mr. Graham made a motion, seconded by Mrs. Greer:

MOTION: THAT THE FINANCIAL STATEMENT, THE YEAR-TO-DATE BUDGETARY STATUS; AND THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. PERSONNEL: HIRE: MARY CORBETT, PART-TIME INFORMATION ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE MAY 1, 2003; STATUS CHANGES: JOE KELLY, FROM PART-TIME HOURLY SECURITY GUARD, MAINTENANCE DEPARTMENT TO PART-TIME SALARIED SECURITY GUARD, MAINTENANCE DEPARTMENT, EFFECTIVE APRIL 10, 2003; ATHENS MORENO FROM PART-TIME SHELVER, CIRCULATION DEPARTMENT TO PART-TIME BOOKMOBILE ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE MARCH 24, 2003.

The motion passed unanimously.

APPROVAL OF PROJECTED OPERATING BUDGET FOR FY 2004

Mrs. Anthony presented an adjusted look at an operating budget for FY 2004. The projection is within the approved 2002 levy of \$8,858,062. of which \$1,447,951. is for payment of debt and \$7,410,111. is for operating budget.

Some considerations in the Projected Operating Budget:

- Salaries-Mrs. Anthony has projected a 3% Cost of Labor adjustment for approximately \$124,000., about \$65,000. for step increases and \$190,000. for additional positions. We will not have the expense for temporary taggers of \$42,254. in FY 2003. Proposed staff additions include four part-time Information Assistants for the new AV Desk, one part-time Readers Services Assistant, 50 additional shelving hours per week, about 36 hours per week additional computer assistance, one circulation clerk, one substitute (10-12 hrs. per week) Information Assistant for Youth Services, a part-time Acquisitions Assistant and one janitor.
- Maintenance of Equipment-These expenses have been increasing and can be expected to rise with the addition of maintenance agreements for newly installed audiovisual equipment which will be coming off warranty before the end of the fiscal year.
- Maintenance of Buildings and Grounds has been decreased again as little should be needed in the way of repairs though we will still have ongoing expenses such as an HVAC maintenance contract, light bulbs, equipment such as vacuums and snow-blowers, etc.
- Maintenance of Auto Equipment-The Library vehicle will be new and under warranty, but the Mobile Library can be expected to have a certain amount of maintenance expense.
- Insurance (Health, Dental & Life)-This budget line has been increased 30% to cover anticipated increased costs with either the NSLS or the United Health Care plans.
- Insurance-Mrs. Anthony has allowed for an increase of 15% in costs and also figured that we will not have to pay Builder's Risk (ca. \$9,800. in Fiscal Year 2003).
- Conference, Memberships & Workshops-There will be a biennial PLA Conference in spring 2004 and we typically send at least half a dozen staff members.
- Reception and Entertainment-We will have expense for an opening dedication, planned for June 29, 2003.

- Copier Lease—We have sorted things out after the bankruptcy and dissolution of US Office Solutions and should have a stable situation with copier and printer costs for the year.
- Library Materials—There is a shift in library materials expense from Periodicals to Electronic Resources, reflecting the fact that more periodicals and other library resources are acquired in electronic formats.
- Library Supplies was unusually high this year because we had to allow for the purchase of both security strips for our present 3M system as well as RFID tags for new acquisitions. We are discontinuing purchase of the 3M tags as the RFID system should be operational later this month.

After brief discussion, Mr. Graham made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE FY 2003-2004 BUDGET IN THE AMOUNT OF \$7,410,111. AS PROPOSED BY THE DIRECTOR (COPY ATTACHED).

The roll call vote for approval was unanimous.

WAGE AND SALARY ADJUSTMENT

In the principles adopted with the compensation review several years ago, the Board adopted the concept of an annual increase based on the increase in the cost of labor rather than the consumer price index. Mrs. Anthony distributed a chart from the U.S. Department of Labor showing an increase in the Employment Cost Index for state and local government employees of about 3.2% in 2002. Mrs. Anthony recommends that the Board adopt a 3% Cost of Labor adjustment for all staff, effective May 4, 2003. The cost of this increase will be about \$124,000.

As in prior years, the pay scale will be adjusted across the board to reflect this change. Mrs. Anthony presented the proposed new pay scale. Under the proposed new scale, a beginning MLS Librarian (P3) would earn \$35,945. and a starting Circulation Clerk (S4) would earn \$23,116.

Most staff have another opportunity for an adjustment in pay each year at the time of the annual performance evaluation. (Note that twenty one staff members are at top of scale and are therefore not eligible for this additional increase in the coming year.) In the past, those staff eligible for an increase and approved by their supervisor have received an additional 3% increase. With the 3% cost of labor adjustment and slight compounding

SKOKIE PUBLIC LIBRARY BUDGET FOR FY. 2003/2004

	A	B
1	ACCOUNT NAME	BUDGET / FY 2003-2004
2	Salaries	\$ 4,483,700
3	Professional Services	\$ 38,000
4	Audit	\$ 4,000
5	Binding	\$ 2,300
6	Maintenance of Equipment	\$ 47,000
7	Maintenance of Buildings & Grounds	\$ 105,000
8	Maintenance of Auto Equipment	\$ 8,000
9	Insurance (Health, Dental & Life)	\$ 403,500
10	Insurance	\$ 86,500
11	Utilities	\$ 92,000
12	Conference, Membership, Workshop,etc	\$ 72,000
13	Postage	\$ 24,000
14	Printing and Publicity	\$ 40,000
15	Data Processing	\$ 2,500
16	Reception & Entertainment	\$ 16,000
17	Programming	\$ 34,000
18	Copier Lease	\$ 26,500
19	ILL and Access Fees	\$ 500
20	Technology/Network	\$ 240,000
21	Cable (LCN)	\$ 33,000
22	Books	\$ 626,000
23	Periodicals	\$ 88,000
24	Nonprint Materials	\$ 116,411
25	Electronic Resources	\$ 143,000
26	Small Equipment	\$ 12,000
27	Library Supplies	\$ 70,000
28	Janitorial Supplies	\$ 25,000
29	Office Expense and Transportation	\$ 3,200
30	Furniture and Equipment	\$ 20,000
31	Advertisement of Vacant Position	\$ 5,000
32	Contingency	\$ 35,000
33	Employers' FICA and IMRF	\$ 433,000
34	OPERATING FUND TOTAL	\$ 7,335,111
35	Capital	\$ 75,000
36	2001 Bond Debt Repayment	\$ 1,447,951
37	TOTAL	\$ 8,858,062

because the annual review occurs at the anniversary date rather than the start of the Fiscal Year, many staff have been receiving an annual adjustment of 6% or slightly higher. In light of tighter economic times and increasing cost of employee benefits, Mrs. Anthony recommends that the increase at the time of the performance review be 2% for Fiscal Year 2004.

A motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 3% COST OF LABOR ADJUSTMENT FOR ALL STAFF AS RECOMMENDED BY THE DIRECTOR.

The roll call vote for approval was unanimous.

A motion was made by Mr. Graham, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 2% INCREASE AT THE TIME OF AN EMPLOYEE'S PERFORMANCE REVIEW FOR FISCAL YEAR 2004 AS RECOMMENDED BY THE DIRECTOR.

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

ELECTION NEWS-Susan Greer and Eva Weiner were both re-elected to the Board April 1 and Susan Greer was sworn in by Village Clerk Marlene Williams at the Board meeting (Mrs. Weiner could not attend the meeting). Library referenda on local ballots had mixed success. Niles Public Library won an operating increase with 52.8% of the vote. Cook Memorial Library lost a bid for a bond issue and a rate increase and Fremont Library also lost a rate increase.

USAGE-Circulation was up 8% in March although adult fiction and audiovisual materials were not available for five days during the move into the west building and the entire Library was closed for one day. The circulation of video formats continues to climb as does the borrowing of books from Youth Services. Users renewed more than 9000 items via the Web, mostly from home, while telephone renewals continue to decline. Lending via Interlibrary Loan was up almost 9% for the month.

TEEN POETRY CONTEST-Two poems submitted to the VOYA Teen Poetry Contest 2002 by Maryann Mondrus on behalf of young Skokie patrons were among four award

winners to be published in the VOYA magazine for April, 2003. Both winners were 12 years old.

SKOKIE FINE ARTS GRANT-The Skokie Fine Arts Commission awarded the Library a grant of \$1500. for the performance by the Katherine Davis Quintet during Black History Month in February. The group performed a set of jazz, blues and Gospel songs, charting the history of Black music in the United States.

LEGISLATIVE SCHOLARSHIP-Linda Zeilstra, Assistant Head of Youth Services, was awarded a \$500. scholarship by the North Suburban Library System toward attendance at ALA Legislative Day in Washington, DC in May. Linda and Board President Emerita Diana Hunter will represent the Skokie Public Library in advocacy for libraries on the Hill.

FREEDOM TO READ PROTECTION ACT-Representative Bernie Sanders (I-Vt) introduced the "Freedom to Read Protection Act" HR 1157 on March 6. The bill would return the standards for the FBI to obtain court orders and warrants to investigate library patrons and bookstore customers to the pre-PATRIOT Act standards. The act also calls for release of information on how the PATRIOT Act has impacted civil liberties.

ILLINOIS LIBRARY ADVOCACY DAY-Illinois Library Advocacy Day was today, April 9, in Springfield. Mrs. Anthony drove down, and returned in time for the Board meeting. The Governor delivered his budget message and attendees gathered in the lobby of the State Library to watch it. Because of the budget message, all the legislators were in town.

Mrs. Anthony reported at the Board Meeting that she saw all five of the Library's elected officials. Karen Koos, the Library's intern from Germany and Frances Roehm, Adult Services Department, accompanied Mrs. Anthony to Springfield.

ELLIOTT KANNER REMEMBERED-Elliott Kanner, a long-time employee of the North Suburban Library System died March 25 in Baltimore. Elliott had degrees from Columbia University and a PhD in Library Science from the University of Wisconsin. His thesis on geriatric librarianship was a pioneering work. He asked to be remembered through contributions to Amnesty International.

LUNCHTIME DISCUSSION-Pat Groh suggested that the Library initiate a series of lunchtime discussions on current topics in librarianship. Camille Cleland facilitated the first discussion on the topic of technology, preparing an outline and a brief bibliography of articles. Eleven staff members of different departments and levels attended. Additional discussions are planned.

NATIONAL LIBRARY WEEK-The Board is reminded that National Library Week begins Sunday, April 6, with a Young Steinway concert. Other highlights include an appearance Tuesday evening by the award-winning children's author Kate DiCamillo whose book Because of Winn Dixie was selected by Skokie school children as their favorite last year. Thursday evening, Skokie fourth graders will give a performance as the culmination of their participation in an artist-in-residence experience with dancer Dennis Wise. A grant of \$3,000. from Cole Taylor Bank helped make the special programming for National Library Week possible.

ULC SPRING LEADERSHIP SYMPOSIUM-Mrs. Anthony will travel to Washington, DC May 2-4 for the Urban Libraries Council's Spring Leadership Symposium entitled "Value Added: Library Leadership in Changing Communities". Presenters include Dr. Mark Moore of the Kennedy School at Harvard on "Creating Public Value;" Michael Fix, Sr. Analyst Immigration Studies Program, The Urban Institute on "Supporting Immigrant Families;" and Gary Strong, Director of The Queens Borough Public Library on "Developing Library Services for New Americans". Mrs. Anthony will also visit some libraries in the area Friday afternoon to hear about model programs. The topic seems especially relevant to the Skokie Public Library.

LIBRARY CAR-The new Dodge van, approved for purchase by the Board, arrived March 18, in time to transport several staff and Board members to the NSLS Annual Dinner March 21. It's great! We have been advised by Dave Syoen, Acting Public Works Director at the Village, that we may enter the old car in the municipal auction held by the Northwest Municipal Conference in May if the Board declares the Oldsmobile as surplus. We will then need to get the Village Board's approval to include the car along with municipal vehicles in the sale.

Mr. Witry made the following motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
 DECLARE THE LIBRARY CAR, A 1994 OLDSMOBILE CUTLASS
 CIERA, AS SURPLUS AND REQUEST PARTICIPATION IN THE
 NORTHWEST MUNICIPAL CONFERENCE AUCTION TO BE HELD
 MAY 31, 2003.

The motion passed unanimously.

BUILDING ISSUES-Our contract with the architectural firm of O'Donnell Wicklund Pigozzi & Peterson expires April 11, so we will be paying an hourly fee for their services after that date. Opinion seems to be divided about the Youth Services Desk. Bob Hunter

and Mrs. Anthony are among those who think it looks lively as is. We need to notify Roger Cain if the Board would still like to see the desk redone. The Board is reminded that new laminate would need to be field-applied, a method which proved less than successful in the past.

HEALTH INSURANCE

The Board reviewed Mrs. Anthony's memo on health care options that have been explored by Gail Kay, Head of Human Resources. She also advised the Board that the Village will not be covering the nine retirees as they had previously offered. The retirees will have options for Medicare supplements under IMRF.

The recommended insurance option for the Library is the North Suburban Library System which has agreed to cover Skokie Public Library employees in spite of our experience rating. NSLS manages a group plan for nineteen public libraries in the System, representing approximately 460 lives. They charge an administrative fee of \$5.00 per employee per month to operate the plan. If we were to join them, we would need to commit to three years participation.

The group has been together for over thirteen years. Several years ago, they went to a "Partially Self-funded Plan" for a number of reasons. Costs were increasing 30% and they had to keep switching insurance companies looking for better rates. Despite the containment efforts, costs were up about 30% last year and are projected to increase 20% this July. The NSLS program offers good coverage and participating libraries are quite satisfied with the administration and claims handling. Two large "Provider Networks" are offered: PHCS and BeechStreet which cover all area hospitals and most doctors.

The NSLS Plan has three levels of coverage—Gold, Silver and Bronze. The program emphasizes Wellness Care and offers benefits at all three levels covering physical exams, well child care (birth to age 18, including immunizations), plus some of the standard tests. This is an attractive feature of the NSLS program which might appeal to employees who have been in an HMO. There is no HMO option with NSLS. The well child care feature may also be attractive to younger employees, encouraging their participation and lowering the average age of the group.

The current rates for the NSLS plan are as follows:

HEALTH:	<u>Gold</u>	<u>Silver</u>	<u>Bronze</u>
Employee	\$494.56	\$443.00	\$375.85
EE + Spouse	\$1,269.00	\$1,138.48	\$966.18

EE + Child/ren	\$875.53	\$783.90	\$748.08
Family	\$1,659.02	\$1,490.92	\$1,266.68

The Bronze level individual rate is 22% over current costs, while the family rate is 42% higher. Because NSLS operates on a Fiscal Year beginning July 1, they will be looking at increasing costs, estimated to be 20%.

Mrs. Anthony distributed a chart of the libraries currently participating in the NSLS plan showing the coverage paid by the Employer. Skokie presently pays 80% of the cost of single or family coverage. Of the libraries participating in NSLS, individual coverage is from 75%-100% while only three libraries cover 50-65% of spouse or family expense.

Clearly, we are looking at significant increases in costs for health care for the coming year. Mrs. Anthony has reworked the budget to allow for a 30% increase in health insurance costs. She suggested that the Board may want to consider decreasing the percentage of contribution for family coverage.

Projections are that we will be covering 63 employees and two retirees under 65.

Mrs. Kay distributed a chart comparing current coverage and quotes she has received. Mrs. Kay has checked with United Healthcare and they do not include Rush North Shore Hospital. Mrs. Anthony believes the best choice would be to join the NSLS Plan.

Lengthy discussion followed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF 80% OF THE COST OF SINGLE COVERAGE AND 65% OF THE COST OF FAMILY COVERAGE (INCLUDES EMPLOYEE + CHILD/REN; EMPLOYEE + SPOUSE; FAMILY) FOR HEALTH AND DENTAL INSURANCE FOR LIBRARY EMPLOYEES AS OF MAY 1, 2003.

The roll call vote for approval was unanimous.

A motion was made by Mr. Witry, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES JOIN THE NSLS HEALTH INSURANCE BRONZE PLAN FOR THREE YEARS GIVING LIBRARY EMPLOYEES THE OPTION TO UPGRADE TO THE SILVER OR GOLD PLAN BY PAYING THE DIFFERENCE.

The roll was called: Mrs. Hunter—yes; Mr. Witry—yes; Mrs. Greer—abstain; Mr. Graham—yes; Mrs. Rich—yes; Dr. Wozniak—yes. The motion passed.

Mrs. Kay and Mrs. Kozlowski left the meeting at 9:18 p.m.

HVAC MAINTENANCE 2003-2004

Mrs. Anthony reported that last year we bid the HVAC maintenance renewal and received the low bid from North Town Mechanical Services, our contractor for the last several years. Since we have not bid the HVAC maintenance each year, this year Mrs. Anthony asked John Domenz for a quotation and he has given a figure of \$3,959. per month or \$47,508. for the year.

This is a significant increase over the current year's rate of \$29,616., but that rate was based on a certain amount of the equipment being installed during the year by Monaco, the mechanical contractor, and therefore not requiring preventive maintenance. Better points of comparison may be last year's competing bids of \$40,542. from Hill Mechanical Group and \$49,020. from RMC. North Town's base bid for 2001-2002 was \$40,116.

Given these comparisons with prior years' pricing and the additional equipment to be covered, the quotation of \$47,508. for maintenance of the HVAC equipment for FY 2004 is reasonable. Mrs. Anthony recommends the Board's approval.

After discussion, Mr. Graham made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FROM NORTHTOWN MECHANICAL OF \$47,508. FOR MAINTENANCE OF THE LIBRARY'S HEATING, VENTILATING AND AIR CONDITIONING EQUIPMENT FROM JUNE 1, 2003-MAY 31, 2004.

The roll call vote for approval was unanimous.

NEW OUTSIDE BOOK RETURNS

Mrs. Anthony reported that the outside book returns have been moved numerous times throughout construction and are showing the wear. It is proposed that both book returns be replaced with units that feature a one hand return opening. This will be appreciated by users who comment that they have difficulty reaching out of the car, holding the chute open with one hand, while depositing books with the other.

Mrs. Anthony presented a proposal for two book returns and four inside carts to facilitate emptying and exchange. Board approval of the expense of \$10,035.00 is requested.

After discussion, a motion was made by Mrs. Hunter, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF TWO (2) BOOK RETURNS FROM MIDWEST LIBRARY SYSTEMS FOR \$10,035.00.

The roll was called: Mrs. Hunter—yes; Mr. Witry—no; Mrs. Greer—no; Mr. Graham—yes; Mrs. Rich—yes; Dr. Wozniak—yes. The motion passed.

LIBRARY CABLE NETWORK CHANNEL 24

The April 2003 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

COMMENTS FROM TRUSTEES

Mr. Graham would like Mrs. Anthony to present a draft policy to the Board in 30 days regarding the destruction of patron records, such as how long you have to keep a record of patron sign up for computer use, etc. Mr. Witry cautioned to check state laws regarding record retention.

Mr. Graham and Dr. Wozniak commend staff who work on the Book Lover's Review. It is well written.

Dr. Wozniak reminded the Board that tomorrow is National Library Week program with Skokie fourth graders.

Mrs. Hunter was saddened to hear of the loss of Elliott Kanner, former Director of North Suburban Library System.

CLOSED SESSION

At 9:33 p.m. a motion was made by Mr. Witry, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS PENDING OR PROBABLE OR IMMINENT LITIGATION.

The motion passed unanimously.

Adjournment

At 9:40 p.m. a motion was made by Mrs. Hunter, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADJOURN FROM CLOSED SESSION.

The motion passed unanimously.

PROPERTY AT 7929 PARK AVENUE

A motion was made by Mr. Graham, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
MAKE A FINAL OFFER OF \$300,000. FOR THE PROPERTY AT 7929
PARK AVENUE IN SKOKIE.

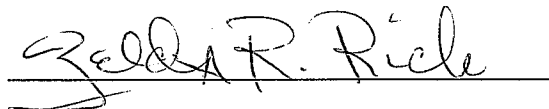
The roll call vote for approval was unanimous.

YOUTH SERVICES DESK

The Board unanimously agreed that the Youth Services Desk should be re-done.

ADJOURNMENT

At 9:42 p.m., Mr. Witry made a motion, seconded by Mr. Graham to adjourn the regular meeting. The motion was approved unanimously.



Zelda R. Rich, Secretary