

December 13, 2000

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 13, 2000.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:37 p.m.

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

Also present: Barbara A. Kozlowski, Associate Director for Public Services and architect Robert Hunter from O'Donnell Wicklund Pigozzi and Peterson.

Members absent: Diana Hunter, Vice President/President Emerita; Eva Weiner, Secretary.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 8, 2000 AND THE MINUTES OF THE EXECUTIVE SESSION OF NOVEMBER 8, 2000

Mr. Witry made a motion, seconded by Mrs. Greer, to approve the minutes of the regular meeting of November 8, 2000, subject to additions and/or corrections.

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

Mr. Witry made a motion, seconded by Dr. Wozniak, to approve the minutes of the Executive Session of November 8, 2000, 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
LISTS OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE MONTH OF NOVEMBER, 2000, THE LIBRARY NOTE FUND AND THE YEAR-TO-DATE BUDGETARY STATUS, AND THE LISTS OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CIRCULATION REPORT
 LIBRARY USE STATISTICS
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 CORRESPONDENCE
 GIFT
PERSONNEL

Mr. Witry 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. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE: Memorandum to Albert J. Rigoni, Village Manager, from Robert J. Nowak, Director of Finance re 2000 Tax Levy Ordinance; letter from Louise McAulay, Executive Director, Library Insurance Management and Risk Control Combination (LIMRiCC) re dividend
5. GIFT: \$25 from Village Chapter, Women's American O.R.T. in appreciation of the program the Library brings to the community; \$100. from Skokie Area Chapter AARP
6. PERSONNEL: Resignation: Jessica Smith, part-time Computer Assistant, Youth Services, effective November 27, 2000; Beth McCormick, part-time Librarian, Youth Services, effective December 1, 2000; Termination: Adam Plant, Custodian, Maintenance Department, effective December 5, 2000; Promotion: Debra Mytnik, part-time Page, Adult Services Department to part-time Circulation Clerk, Circulation Department, effective November 20, 2000.

DIRECTOR'S REPORT

Usage—Circulation in November was down less than one percent from last year. It is unusual to see decreases in Bookmobile circulation although declining circulation of adult books appears to be a trend. Youth circulation continues to increase, posting fairly steady, modest gains. The gate count is down 5.7%, reflecting the convenience of telephone renewals and remote access to library databases. There were 17,307 requests to the Library's homepage for an average of 577 per day. Destinations showing increased usage were the Skokie Newspaper Index, the Library catalog and websites by subject. Sixty-eight people logged into reference databases from home or office, conducting 4,845 searches on twelve databases.

Library Levy Hearing—Mrs. Anthony attended the Village Board meeting Monday, December 4, for the first reading of the Village ordinance for the 2000 property tax levy. The meeting was also a public hearing, previously announced in the local paper. Due to a change in the law, a public hearing regarding the property tax levy must be held now, even if the increase is less than 5%. Two people spoke briefly and asked questions about the Village levy. No one spoke regarding the Library's levy although someone spoke to Mrs. Anthony after the meeting in praise of the Library's services. The second reading of the ordinance will be Monday, December 18.

Output Measures—Library staff conducted a Document Delivery survey in October. The survey assesses the Library's ability to fill requests for items not immediately available and may include items on reserve, interlibrary loan, purchase requests, etc. Tracking 100 items over the month, the Library filled 41% of requests within a week, compared to 33% in a week in October, 1997. A total of 82% were filled

within the month, leaving 18% unfilled after 30 days. In 1997, 19% were still unfilled after 30 days. Gains in the fill rate have been made possible by automation.

Braille Books—The Library will benefit from a \$5,000. grant from Lands' End for the purchase of Braille books for children. The grant was requested by Erika Musser, a Chicago resident, whose blind daughter Heidi has been tutoring a blind 4th grade student at Devonshire. The grant will enable the Library to acquire approximately 125 children's titles in Braille. They will be made available to children who could benefit from their use throughout the metropolitan area.

LCN Day—Skokie Public Library will have LCN Day Sunday, January 7 from 1-5 p.m. Josh Pfluger from LCN and an NSLS representative will come to the Library to help promote awareness of the Library Cable Network. LCN cablecasts programming daily from 10 a.m. to 11 p.m.

Staff Generosity—We completed a staff campaign for United Way, chaired by Head of Maintenance David Runge. Staff increased their contributions slightly from last year, raising nearly \$3,600. for the United Way. Staff members have also contributed generously to the Village Adopt-A-Family program. Library staff will make the holidays brighter for one family in Skokie.

Building Costs—Paul Gilson, Consulting Engineer, gave Mrs. Anthony a chart of cost trends from the December, 2000, issue of Building Design and Construction. It shows the cost per square foot of library construction in the Chicago area as \$112.05 in 2000, up 11.1% from \$100.83 in 1999.

LAN Office—We are still working on filling the position of System Administrator for our standalone automation system. The position will also assist Gail

Shaw, Technology Manager, in her work. Gail has agreed to take on a high school student for “web shadowing” in the business partners program with District 219.

ISL Leadership Retreat—Mrs. Anthony attended a leadership retreat sponsored by the Illinois State Library and the Illinois Library Association November 30-December 1 at the University of Illinois in Urbana. Since she had initiated the Leadership Task Force in her year as ILA President, it was especially meaningful to her to meet with about twenty other persons representing all aspects of librarianship in Illinois to talk about how to foster new leadership for Illinois libraries.

Staff Day—A reminder that Staff Day is Friday, December 15 at the Holiday Inn on Touhy. Board members are welcome to any and all of the program which will focus on managing change. The Staff Day Committee has done an excellent job in preparing the program and activities.

Phone Fraud—Mrs. Anthony reported that last Sunday, when Jane Hagedorn was Librarian-in-Charge, Jane received a phone call from the fraud unit at Focal, our long distance carrier. Focal reported that over \$7,000 worth of calls to Ecuador, Pakistan and many other third world countries were made from our voice mail system between 6:18 p.m. Saturday and 11:50 a.m. Sunday morning. The calls originated from New York City. Focal is conducting an investigation and our phone maintenance company, Nortech, has implemented security measures against this type of hacking. Responsibility for the cost of the calls has yet to be determined.

BUILDING PROJECT

Before the meeting began, Mrs. Hunter via telephone call to Mr. Graham, voiced her concerns about two points in the architectural agreement. First, she is concerned

about the amount of insurance carried by OWP&P (\$2,000,000.). Skokie Public Library attorney Lorence Slutsky would like to see this increased to \$10,000,000. Also in point 2.6.5 of the Architectural Agreement, it says architect Bob Hunter will be at the Library less than 8 hours per week. She would like to see this increased to 10 hours per week.

Regarding the amount of insurance carried by OWP&P and after discussion, Mrs. Anthony will talk to our insurance consultant, Tom English, and let the Board know his opinion.

Regarding the architect's hours, Mr. Hunter said eight hours is an average per week on site and it may not be him those eight hours. Some weeks it may be 24 hours, eight hours being the minimum.

Mrs. Anthony informed the Board of other points of concern in Lorence Slutsky's letter of December 7, 2000. Discussion followed re data cabling, the CADD, in-house consultants and filing of documents.

Mr. Graham announced that February 5 is the meeting with the Village Board at 8 p.m. The addition will then be announced to the public. Mr. Witry suggested putting photos in the local banks and at the park district offices to keep the public aware of library developments. Mrs. Anthony said we will also put construction information on our home page so patrons can see the progress of the project, where books have moved, etc.

Mrs. Greer left the meeting.

The Board then discussed the Construction Management Contract. One of the main issues is the cost for construction management should it exceed the estimated 15

months. After much discussion, Mr. Witry made the following motion, seconded by Dr. Wozniak:

MOTION: THAT THE BOARD OF LIBRARY TRUSTEES APPROVES A FIGURE OF \$45,250 PAYABLE TO FRED BERGLUND & SONS INC. FOR EACH MONTH THE CONSTRUCTION PHASE GOES BEYOND 15 MONTHS. A PARTIAL MONTH WOULD BE BILLED ON A PRO RATA BASIS.

The roll was called by Mr. Witry: Dr. Wozniak—yes; Mrs. Rich—yes; Mr. Witry—yes; Mr. Graham—yes. The motion passed. Mrs. Greer returned to the meeting.

Mr. Hunter presented his drawings showing several significant changes from previously discussed design concepts. The entrance on the west side of the building would become the primary entrance and the main circulation desk and circulation work area would be moved to that side of the building. The meeting room for 100 persons would be moved from the west side of the building to the former circulation work area, next to the Petty Auditorium. With restrooms between the two meeting spaces and a lobby outside the new meeting room, a meeting complex will be created, retaining the feature of after-hours security from the rest of the Library. Finally, the Youth Services story room and craft room will move from the northeast corner of the department to the southwest corner, off the “main street” from the east entrance. All major meeting spaces will now be clustered near the east entrance. There will still be a small meeting room for 25 near the west entrance. There was discussion about the public elevators and agreement that the two public elevators should both be extended to the third floor. The Board approved the proposal design changes by consensus.

CIRCULATION POLICY CHANGES

Circulation Policy Changes were tabled until the January 2001 meeting. Mrs. Hunter had expressed some concerns to Mr. Graham about the proposals.

AUTOMATION UPDATE

The Board noted the Automation Update.

URBAN LIBRARIES COUNCIL "IMPACTS OF THE INTERNET ON PUBLIC LIBRARY USE"

Discussion of the article was deferred due to concerns about the weather.

LIBRARY CABLE NETWORK CHANNEL 24

The December 2000 Cable Guide was noted by the Trustees.

NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

ADJOURNMENT

At 9:22 p.m. the meeting adjourned.


Richard Witry, Secretary Pro-Tem