

November 13, 1996

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, November 13, 1996.

Prior to the meeting the Board viewed the videotape *Crossroads Café*, a new series being aired on Library Cable Network.

CALL TO ORDER

The meeting was called to order at 7:33 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Eva Weiner, Vice President; Zelda Rich, Secretary; Leo Friedman; Marcy Goodman; John Graham; and Carolyn A. Anthony, Director.

Susan Greer arrived at 8:05 p.m.

Also present, Associate Director for Public Services Barbara A. Kozlowski.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING AND THE EXECUTIVE SESSION MEETING OF OCTOBER 9, 1996

Mr. Friedman made a motion, seconded by Mr. Graham, to approve the minutes of the regular meeting and the executive session meeting of October 9, 1996, subject to additions and/or corrections.

There being no additions or corrections, the motion to approve the minutes as written was unanimously approved. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF OCTOBER, 1996, THE LIBRARY NOTE FUND AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED, AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval of the financial statements and the list of bills was unanimous.

VILLAGE LOAN - THIRD PAYMENT / FINAL INSTALLMENT

Village of Skokie Finance Director Robert J. Nowak's letter dated November 5, 1996 noted the third and final payment to the Village in the amount of \$78,811.04 is due November 30.

After discussion Mr. Graham made a motion, seconded by Mrs. Rich to approve payment in the amount specified.

The roll call vote for approval was unanimous.

CONSENT AGENDA ITEMS

CIRCULATION REPORT
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S) (1)
CORRESPONDENCE (2)
GIFT
PERSONNEL

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

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) (1)
4. CORRESPONDENCE (2)

Note from Melody, Frank, Janet and Julie Lucchesi; and
memorandum from Robert J. Nowak, Director of Finance,
Village of Skokie, re 1996 Tax Levy Ordinance

5. PERSONNEL

Appointment: Govindaratulu Vijayalakshmi, part-time
Microcomputer Assistant, Youth Services
Department, effective October 16, 1996

Promotion: Richard Simon, from Custodian to Supervisor
of Maintenance, effective October 21, 1996

Resignation: Mark Andersen, Substitute Librarian, Adult Services Department, effective January 1, 1997
Retirement: Hope Apple, part-time Reference Librarian, Adult Services Department, effective January 19, 1997

After discussion all consent agenda items were unanimously approved and placed on file.

DIRECTOR'S REPORT

Usage--Circulation in November was up three percent to nearly 94,000. Audiovisual formats show the highest percentage gain. Adult books circulation continues to gain and interlibrary loan traffic was at record levels. The gate count was up over twelve percent to 64,392, perhaps in part due to the two week strike of District 219 teachers.

Strike- Library staff tried to assist students caught in the strike. An advanced placement history class met in the Library under a parent's direction. Space was made available for students to meet with tutors as needed. A CD-ROM product featuring college catalogs had been purchased, but was made a priority for installation so that students would have access to that information.

Staff Authors--Audiovisual Specialist Ginny Boggs' article on the challenges of processing audiovisual formats was published in the September/October issue of Public Libraries. In the November/December issue of Kennedy's Career Strategist, a monthly newsletter edited by Marilyn Moats Kennedy, she gives a very positive review of The Guide to Internet Job Searching. Two of the three authors, Steve Oserman and Frances Roehm, are on our Reference staff.

Internet Switch--On Friday, November 22, JCPL will cutover Internet service from MCS Net to PSI Net. A new T-1 line has replaced the old 56 kbs connection. We anticipate significant improvements in response time due to the broader bandwidth connection and the fact that PSI Net is fewer steps (carriers) removed from the Internet than MCS Net. NSLS has also switched to PSI Net and will continue to handle our e-mail traffic on their server.

Address Changes--We have applied for and received a new address for SkokieNet on the Internet and an address change for the Library is pending. The new address (URL) for SkokieNet is www.skokienet.org while www.skokie.lib.il.us will point to the Library's new homepage, still in development. Staff members' e-mail accounts will be reachable by several versions of the current and new addresses during a changeover period.

LITA/LAMA Conference--Barbara Kozlowski, Camille Cleland and Mrs. Anthony attended the LITA/LAMA Conference in Pittsburgh October 13-16. This was the first joint conference of the Information Technology and Management Divisions of ALA.

Building Maintenance--After repeated frustrating delays, the column cladding on one of the pillars in front of the Library has finally been repaired. It was damaged last spring in a traffic accident.

The stainless steel panels in the public elevator were sanded and buffed as the old walls were scratched and scarred. David Runge, Head of Maintenance, then replaced the tile floor in both the public and staff elevators.

We acquired a high pressure water jet to remove gum from the walks around the exterior of the Library.

Literacy Station--A computer with software for persons learning English as a Second Language has been purchased with literacy grant funds and installed in the listening/viewing room. Although federal funding for the Library's literacy program has ended, classes continue to meet Wednesday, Friday and Saturday under the auspices of the Oakton Literacy Coalition.

Pay for Performance--Pursuant to the agreement that any pay-for-performance initiative would be considered initially only for a subgroup of department heads and supervisors, a committee of four has been meeting with two representatives of the Executive Service Corps. Those involved include Ginny Boggs, Pat Groh, Barbara Kozlowski and Tobi Oberman.

Kiosk at Old Orchard Shopping Center--It appears that progress on installation of a kiosk for NorthStarNet at Old Orchard Shopping Center has been slowed by the pending sale of the shopping center. Since that transaction appears to be finalized according to the October 4, 1996 Chicago Tribune, we will try to bring attention back to the kiosk project.

Lost and Paid--The Circulation Department has experienced some difficulties with the handling of lost and paid items. It has been Library policy to refund a person's payment for a lost item if they find it within six months and return their item with a receipt. A refund is made for the cost of the item, less any overdue fine that would have accrued from the due date to the date the person paid for the item. The paid date is readily available if the person brings a receipt. Without a receipt, the date must be researched, a potentially time-consuming process. If the Board approves, Circulation would like to accept items found within six months, with or without a receipt. Without a receipt, however, it is proposed to deduct the maximum fine (\$5.00 for a book) from the refund, rather than research the transaction.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSED POLICY TO ACCEPT ITEMS FOUND WITHIN SIX MONTHS, WITH OR WITHOUT A RECEIPT. WITHOUT A RECEIPT THE MAXIMUM FINE OF \$5.00 PER BOOK WILL BE DEDUCTED FROM THE REFUND.

The roll call vote for approval was unanimous.

Community Involvement--Lydia Stux, Manager of Public Information and Programs, has arranged for \$700. in support of the Youth Services Winter Reading Club from PrimeCo, a new telecommunications firm in Edens Plaza. Lydia, Pat Groh, Coordinator of Community Services and Steve Oserman, Reference Librarian, took turns representing the Library at a display for the Village Open House November 3. Bruce Brigell represented the Library at a tri-chamber business-to-business expo November 7 at the Holiday Inn. He demonstrated the Library's access to various

computerized business resources. Leo Friedman, Diana Hunter, Eva Weiner and Mrs. Anthony attended the ribbon cutting for the opening of the new North Shore Center for the Performing Arts, November 6.

Federal-State Board on Universal Service--The Federal-State Board on Universal Service voted on a set of recommendations to the FCC. These recommendations are the most recent step in the process initiated by the Telecommunications Act of 1996. One recommendation is that public schools and libraries be eligible for discounts on telecommunication rates of 20% to 90%, depending on need. This is under discussion and will be resolved in the spring.

Ameritech Library Services--Lana Porter has been named the new president of Ameritech Library Services.

RENEWAL OF LIBRARY INSURANCE COVERAGES

The Board reviewed the Boyle, Flagg & Seaman Insurance proposal for renewal of insurance coverages for the Library.

Thomas English, our insurance agent, recommends that we remain with the same carriers. He solicited quotes from other companies but they declined to bid because they could not offer coverage for significantly less.

Mr. English suggested the Board consider increasing umbrella coverage in the event of catastrophic loss.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FOR RENEWAL OF INSURANCE COVERAGES FOR 1997 AS PRESENTED BY BOYLE, FLAGG AND SEAMAN, INC. IN THE AMOUNT OF \$50,641.

The roll call vote for approval was unanimous.

The Board requested Mrs. Anthony obtain a quote from Mr. English for increasing umbrella

coverage protection.

CHILLER CONTRACT

The Findings and Determination for a proprietary purchase of a replacement 300 ton Carrier Model XR chiller for the Skokie Public Library prepared by Paul Gilson, PE, Consulting Associate, along with his summary were reviewed by the Board.

Mrs. Anthony said that the contract has been reviewed by our attorney and insurance agent.

During discussion Mrs. Hunter questioned the lack of a penalty/bonus completion clause in the contract for incentive purposes.

After further discussion regarding the need to include such wording Mr. Graham made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHILLER CONTRACT WITH THE ADDED PROVISIO THAT THE SUBJECT OF A BONUS OR PENALTY BE LEFT TO THE JUDGMENT OF THE DIRECTOR AND THE BOARD PRESIDENT, AND THAT THE BOARD AUTHORIZES THE DIRECTOR AND PRESIDENT TO ACT ON THEIR BEHALF.

The roll was called. Mrs. Weiner--yes; Mr. Graham--yes; Mr. Friedman--yes; Mrs. Greer--abstain; Mrs. Rich--yes; Mrs. Goodman--yes; Mrs. Hunter--yes. The motion passed.

AUTOMATION

There is need for additional networked computers with access to CD-ROM and online databases and the Internet. At present, we have 23 networked computers in the adult area of the Library and 10 networked computers in Youth Services. This does not include standalone PCs available for word processing and multimedia applications.

We propose purchasing five PCs at a cost of \$10,525., including \$25. cabling, three PCs for Reference/Non-fiction and two in Youth Services.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF FIVE MICROCOMPUTERS AS PROPOSED.

The roll call vote for approval was unanimous.

GOALS AND STRATEGIES - INTERIM REPORT 1996-97

Since the Interim Report was distributed this evening, the Board will discuss the Goals and Strategies - Interim Report 1996-97 at the December meeting.

LIBRARY CABLE NETWORK

The Board noted the November 1996 Library Cable Network Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported on the progress of the NorthStarNet project, noting that there are now 15 libraries on the network.

Mrs. Rich asked for comments and/or concerns from the Skokie Public Library Board regarding the NSLS Mission/Vision Statement drafted during an NSLS planning retreat. The Statement will be voted on November 18. Mrs. Rich noted the Board's concerns.

A review of the NSLS fiscal year 1995-96 report on statistics of services supplied or facilitated for our Library prompted discussion of the need to inform our public on where our funds come from. The Board agreed that the general public is unaware that the Library receives no sales tax collected, that a percentage of sales tax revenue goes to the Village of Skokie government. Neither the Park District nor the Skokie Public Library receive sales tax revenues. The Library is almost entirely dependent on property tax collections. Mrs. Hunter said it is important to effectively publish this information and recommended it be accomplished soon and perhaps in the format of the one page flyer from NSLS. The Board concurred the community should be made aware of this information.

COMMENTS FROM TRUSTEES

Mrs. Rich complimented the exceptional abilities of Ellen Kaplan Goffin, First Assistant, Youth Services, who is the editor of the *Grapevine* and *The Eager Reader*, as well as being responsible for most of the flyers and bibliographies produced by the Youth Services Department.

On another matter Mrs. Rich suggested moving the information racks to the checkout desk area as this area has a much higher visibility. Patrons are more likely to pick up flyers there then where the racks are kept now.

ADJOURNMENT

The meeting was adjourned at 8:42 p.m.


Zelda R. Rich, Secretary