

June 13, 2007

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, June 13, 2007.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:31 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita (arrived at 7:33 p.m.); Dayle Zelenka, Secretary; Zelda Rich; Eva Weiner; Dr. John M. Wozniak; and Carolyn A. Anthony, Director (arrived at 7:35 p.m.)

Member absent: Susan Greer.

Guest present: Marlene Williams, Clerk, Village of Skokie.

Mrs. Hunter arrived at 7:33 p.m.

Marlene Williams administered the oath of office to Dr. Wozniak and Mrs. Rich. The Board congratulated both trustees on their election win. Ms. Williams left the meeting at 7:35 p.m. Mrs. Anthony arrived at 7:35 p.m.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 9, 2007

Mrs. Hunter made a motion, seconded by Mr. Zelenka, to approve the minutes of the regular meeting of May 9, 2007, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Annual Reports F.Y. 2006-2007; Report(s) from Department Head(s); Personnel; Gifts)

Mr. Zelenka made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. ANNUAL REPORTS F.Y. 2006-2007
4. REPORT(S) FROM DEPARTMENT HEAD(S)

5. PERSONNEL: RETIREMENT: JACK MANDIK, FULL-TIME CIRCULATION ASSISTANT, CIRCULATION DEPARTMENT, EFFECTIVE MAY 29, 2007; TERMINATIONS: TIFFANY VAN DUSEN, SKOKIENET ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE MAY 24, 2007; RANDY RAVEN, PART-TIME SECURITY GUARD, MAINTENANCE DEPARTMENT, EFFECTIVE JUNE 7, 2007; KATY DARR, COLLECTION DEVELOPMENT ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE JUNE 8, 2007; STATUS CHANGE: MATTHEW MACKELLAR, FROM PART-TIME SECURITY GUARD, MAINTENANCE DEPARTMENT, TO PART-TIME SALARIED SECURITY GUARD, MAINTENANCE DEPARTMENT, EFFECTIVE JUNE 11, 2007.
6. GIFTS: IN MEMORY OF DOROTHY WISE FOR PURCHASE OF CHILDREN'S BOOKS: \$10. FROM KAY BECK; \$20. FROM YVONNE M. RYDEN; \$20. FROM ELIZABETH A. OLDHAM; \$20. FROM HELEN PORTEN; \$25. FROM MARIAN B. JAESCHKE; \$25. FROM ROBERTA JOEGESEN; \$25. FROM WILDA DE FUR; \$50. FROM SALLY PHIPPS; \$100. FROM BILL ARNEY AND FAMILY.

The motion passed unanimously.

The Board noted the good attendance at the comic book event and Channel 7's coverage of the Hal Foster exhibit.

Mrs. Hunter suggested a contest of something or the like for the Library's 50th Bookmobile celebration next year.

BILLS

A motion was made by Mrs. Rich, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

USAGE----Circulation in May was down nearly 8%, the largest one month decline the Library has had. The sharp drop in adult and youth video circulation is notable and accounts for half the decline. Staff are starting more regular cleaning of DVDs as there have been complaints about the condition. Whether that is the reason for the decline or if people are getting more of their DVDs through Netflix and Blockbuster programs, staff will need to see what can be done to better meet needs. The fall-off in the circulation of youth books is unusual and a turn-around may be expected with the onset of summer reading. Reciprocal Borrowing is also down, by more than 4%, and the Gate Count is down by 5%. On a positive note, there is steady increase in the circulation of books in digital format. The Library Database Access Statistics for the month show a jump in use of NewspaperDirect Press Display after that database was featured in the UPdate and on the Library Web site.

FESTIVAL OF CULTURES----The Library was very visible at the Festival of Cultures, with a new location for the Bookmobile, up closer to the information tent at the front of the park. Library staff also ran the Children's Tent once again. Both locations were quite busy Saturday with the beautiful weather and experienced a considerable drop-off with cooler, overcast weather Sunday. Nevertheless, staff connected with a lot of people, including a number who did not have Library cards, and those who participated felt the event was successful for the Library.

ILLINOIS ONLINE USERS GROUP----Mrs. Anthony attended the annual meeting of the Illinois Online Users Group (IOUG) in Chicago in May. OCLC continues to study the way people use libraries and has a new research report due out this month. Illinois is one of the beta sites for testing OCLC's local catalog which offers the user more options in searching. Camille Cleland, Assistant Director for Technical Services, will look at this to see if staff would want to test the front-end product which would work with the Library's Innovative Interfaces catalog. Mrs. Anthony also heard a report on Ask Away which is the online reference service that Bruce Brigell, Coordinator of Information Services, has been instrumental in implementing in Illinois. It offers 24 hour online reference and is successful enough at this point that each participating library need only assign staff a few hours a week.

HEALTH INSURANCE----The Library received the new rates for health insurance from NSLS this week. The rates will take effect in July. Dental premiums have remained the same, while the rate for single coverage at the bronze level has increased only 3% and the silver and gold level have increased by 8%. The increased annual cost to the Library will

be \$20,864. and the employees' collective annual increase will be \$7,152., shared among 60 employees currently enrolled.

GREEN ROOF----Another group came through for a tour of the green roof, this time from District 73.5 which is looking at a building expansion and renovation plan. Several administrators, Board members and architects came through and were most impressed by the Library's green roof. Staff have developed a ready fact packet that seems to answer most questions.

I PLAN----Mrs. Anthony will serve on the Community Health Advisory Committee for development of the Skokie Health Department's new I PLAN, a state mandated plan for addressing critical community health needs for a five year period. The group will meet monthly over the next several months to look at information about health, death rates, etc. for the Village.

UNITED WAY---Mrs. Anthony attended a meeting at the Leaning Tower YMCA in Niles for Community Visioning. About 60 people from various social service agencies, governmental units and businesses were divided into three groups to focus on unmet needs and what could be done about them. The purpose was to identify service gaps through brainstorming. Recommendations will not change funding to individual agencies, but the United Way will try to leverage the corporate sector for help with internships for teens, for example. Gail Kay, Assistant Director for Human Resources and Mrs. Anthony also attended the United Way thank you luncheon recently and saw Village Manager Al Rigoni recognized as Volunteer of the Year for his long and fruitful donation of expertise to the United Way.

INTERVIEWS----Deborah Grodinsky, Head of Adult Services, and Mrs. Anthony expect to complete interviews for the vacant librarian's position in Adult Services before leaving for ALA. The Library received about 75 applications including a number from out of state, from which six were selected to be interviewed.

ALA ANNUAL CONFERENCE IN WASHINGTON, D.C.----Eight staff members and Mrs. Anthony will attend the Annual Conference of the American Library Association in Washington later this month. Mrs. Anthony will be speaking on a panel about audiovisual services for a PLA program and serving on the PLA Board.

OUTCOME REPORT ON GOALS & OBJECTIVES FY 2006-2007

Mrs. Anthony reviewed the Outcome Report on Goals and Objectives for Fiscal Year 2006-2007. Although staff ambitions again exceeded our abilities to complete all projects

as proposed, the objectives focused our collective efforts on identified needs and opportunities. Some highlights of the past year's achievements include:

- Marketing – increased visibility of the Library with Skokie Reads! Month in November, the production of 24 READ posters featuring locally prominent people and the placement of posters throughout the Village. Bright yellow banners featuring “Library” in multiple languages were hung on Oakton Street near the Library and in the Library parking lot while frieze strips with “Welcome” in multiple languages greet visitors as they enter the Library vestibules.
- Outreach – launched a new and completely revised Web site with automated translations in five languages, introduced targeted emailing to patrons for notification of program information and an online newsletter for K-8 teachers and began sending letters to all new residents.
- Planning – reviewed information about the community and the Library and developed a new three-year plan with mission, roles and goals to guide staff until 2010.
- Service – instituted a new adult program for discussion of issues and a quarterly non-fiction book discussion program; started a new 5th grade Great Books discussion program.
- Staff Development – conducted workshops for all staff on intellectual freedom and privacy issues; implemented an internal reference blog.

Staff also strengthened some of the Library's existing community partnerships and established new ones. Although the building is new and in good shape, staff made it easier for patrons to use with the installation of lobby directories and additional signage.

Some objectives remain uncompleted because of technology glitches or lack of time and some of these will be pursued in the new year.

Accomplishments reflect the coordinated work of many staff. With the end of FY 2007, staff completed work on the Strategic Plan which has guided the Library from 2004-2007. Over the past three years, staff have truly furthered the goals of making the Library easier and more convenient to use; becoming more responsive to the needs and interests of the community; forming partnerships in the community for service development; enhancing the information literacy skills of staff and public; increasing awareness of Library services and collections and improving the Library's fiscal position.

Staff do not abandon these goals at this time but, recognizing that these goals have become internalized and a part of staff's thinking and that needs have changed, Library staff are open to the opportunities identified in the new strategic plan.

A motion was made by Mrs. Rich, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ACCEPT THE OUTCOME REPORT ON GOALS AND OBJECTIVES
FY 2006-2007.

The motion passed unanimously.

The Board congratulated Mrs. Anthony and the staff on a job well done.

GOALS AND OBJECTIVES FY 2008

Mrs. Anthony presented the proposed objectives for the new Fiscal Year as suggested by staff. These objectives sometimes specify alternate strategies, allowing for some flexibility in execution, depending on need and feasibility. No objective was written for services such as Come On In! which are continuing, but without major new initiatives this year.

The objectives outline a work plan for the year, indicating the staff principally responsible for completing the objectives and a target completion date. As in the past, Mrs. Anthony will prepare a report for the Board in November on progress with objectives through the first half of the year.

A motion was made by Dr. Wozniak, seconded by Mr. Zelenka:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE GOALS AND OBJECTIVES FOR FISCAL YEAR
2008.

The motion passed unanimously.

CHANGE OF DATE FOR AUGUST MEETING

Mrs. Anthony stated that family vacation plans call for her family to fly to New England July 27 and return to Chicago August 12. They will have the opportunity to see a number of family and friends and, with luck, also relax a bit. Since the August Board meeting would be the 8th, Mrs. Anthony is asking if the Board would be willing to hold that meeting Wednesday, August 15 instead.

If approved, staff will issue public notice of the new Board meeting date for August.

A motion was made by Dr. Wozniak, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CHANGING THE DATE OF THE AUGUST BOARD MEETING FROM AUGUST 8 (2ND WEDNESDAY) TO AUGUST 15 (3RD WEDNESDAY), 2007.

The motion passed unanimously.

SKOKIE'S BACKLOT BASH

Mrs. Anthony reported that Skokie's Backlot Bash will be held Friday, August 24 through Sunday, August 26. Oakton Street will be closed from Laramie Avenue to Lincoln from 10 a.m. Friday until Midnight Sunday. More information about the hours of the event, programming and local arrangements, which were sent to local residents, were distributed to the Board.

The Skokie Park District Festival held in previous years at this time was promoted as a "back to school" Fest and clearly targeted to children. It is not clear what audience will be drawn to this new event. The Library was not part of the planning committee. By the time Mrs. Anthony was informed of the event in early April, the plans were largely set.

Because of the disruption to local traffic and the commotion and noise of carnival rides and continuously scheduled bands on Oakton Street and Laramie, Mrs. Anthony recommends that the Board close the Library building from 6 p.m. Friday through Sunday, reopening Monday, August 27.

Nevertheless, because the Backlot Bash is sponsored by the Skokie Park District, the Village of Skokie, the Skokie Chamber of Commerce and the Independent Merchants of Downtown Skokie (IMODS), it is important that the Library support the event by having a substantial presence. We propose to have the Bookmobile in the Library drive on the East side of the Library, from 11-6 Saturday and Noon-6 Sunday. In addition to circulating materials, we will plan some other activities similar to those conducted in the Children's Tent at the Skokie Festival of Cultures. Staff will be scheduled to work on these days at the Bookmobile. Additionally, the Director proposes that catalogers who normally work Saturday and other staff who have projects in collection development or work on booklists, etc. might work Saturday in the building as planned, with the approval of their Department Heads. This could be a good day to make headway on projects with uninterrupted time.

With staff scheduled in the building and on the Bookmobile, the staff parking lot at the south end of the west side will need to be retained for staff use. It is proposed, however, release the portion of the Library lot that is closer to Oakton Street for use by the Backlot Bash. The Board might have concerns about liability for accidents that could occur on Library property. The Director could ask our legal counsel to prepare a document indemnifying the Library for the duration of use of the parking lot by the Backlot Bash. The Board could also specify what use might be made of the parking lot—eg. it could be used for handicapped parking, parking for event planners, etc. If released for any use, the lot might be used for an antique car show or some other activity.

The issues before the Board are:

- To close the Library to the public from 6 p.m. Friday, August 24—6 p.m. Sunday, August 26
- To allow use of the public parking lot west of the Library on Oakton by the Backlot Bash for specified or unspecified purposes
- To approve participation in the event by the Bookmobile and staff Saturday 11 a.m.-6 p.m. and Sunday Noon-6 p.m.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RECOMMENDATION OF THE DIRECTOR TO CLOSE THE LIBRARY FROM 6 P.M. FRIDAY, AUGUST 24 TO 6 P.M. SUNDAY, AUGUST 26, 2007.

The motion passed unanimously.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE USE OF THE PUBLIC PARKING LOT WEST OF THE LIBRARY ON OAKTON BY THE BACKLOT BASH FOR SPECIFIED PURPOSES.

The motion passed unanimously.

A motion was made by Mr. Zelenka, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES REQUIRE A LETTER OF INDEMNIFICATION FROM THE BACKLOT BASH, IMODS (INDEPENDENT MERCHANTS OF

DOWNTOWN SKOKIE) AND SKOKIE PARK DISTRICT FOR USE OF THE LIBRARY'S WEST PARKING LOT. THE LETTER IS TO BE REVIEWED BY LIBRARY LEGAL COUNSEL.

The motion passed unanimously.

Discussion ensued regarding Library staff scheduled to work the weekend of the Backlot Bash. Mrs. Anthony said staff would be able to catch up on projects, do collection work, shelf reading, etc.

Dr. Wozniak made a motion, seconded by Mr. Zelenka:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE DIRECTOR SETTING UP WORK SCHEDULES FOR STAFF SCHEDULED TO WORK THE WEEKEND OF THE BACKLOT BASH AS DESCRIBED ABOVE.

The motion passed unanimously.

Discussion ensued regarding specific uses for the Library parking lot during the Backlot Bash. It was agreed by consensus that there would be no overnight parking in the Library lot; staff could use the south drive and park in the employee lot (they will need some kind of mirror hanger to identify them as Library staff); people who park in the lot overnight will be towed. Police support will be needed to get vehicles towed. Parking in the Library lot will be restricted to handicapped persons and Backlot Bash committee members/citizens.

The Board would like a letter sent to the Village and the Park District voicing the Board's concerns. Specifically, that the Bash is an inconvenience to Library patrons, and the fact that the Library does not close regularly because people expect the Library to be open. Mrs. Anthony will draft the letter and Mr. Graham will sign the letter.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PARTICIPATION IN THE BACKLOT BASH BY THE BOOKMOBILE AND STAFF SATURDAY 11 A.M.-6 P.M. AND SUNDAY NOON-6 P.M.

The motion passed unanimously.

LIBRARY PRODUCTION STUDIO CHANNEL 24

The June 2007 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Zelenka reported that the NSLS Board meeting involved electing new members to the NSLS Board.

Mr. Zelenka was elected to the ILA Executive Board so he is no longer on the ILA Public Policy Committee. The Board congratulated Mr. Zelenka on his election victory.

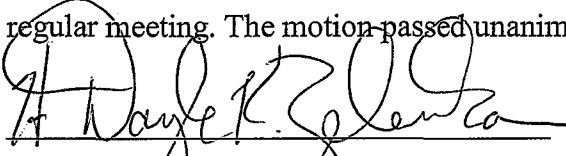
COMMENTS FROM TRUSTEES

Mr. Graham expressed commendation to Christie Robinson, Manager, Public Information and Programs, for the high quality of her work. The Board concurred.

Mr. Graham reminded the Board to read their Board materials over the weekend prior to the Board meeting and call Mrs. Anthony on Monday or Tuesday before the meeting with any questions.

ADJOURNMENT

At 8:29 p.m. a motion was made by Mr. Zelenka, seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.


Dayle Zelenka, Secretary