

September 19, 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, September 19, 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; Dayle Zelenka, Secretary; Susan Greer (arrived at 7:34 p.m.); Zelda Rich; Eva Weiner; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Staff present: Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF AUGUST 15, 2007

Dr. Wozniak made a motion, seconded by Mrs. Hunter, to approve the minutes of the regular and closed meetings of August 15, 2007, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file. Mr. Graham abstained from voting.

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Gift; Personnel)

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. REPORT(S) FROM DEPARTMENT HEAD(S)
4. GIFT: \$25. FROM ABRAHAM AND PHYLLIS RAVVE IN APPRECIATION
5. PERSONNEL: TERMINATIONS: JONETTE PERJONS, FULL-TIME SENIOR CIRCULATION CLERK/SWITCHBOARD OPERATOR, CIRCULATION DEPARTMENT, EFFECTIVE AUGUST 16, 2007; CLARE M. KEATING, TEMPORARY PART-

TIME SKOKIENET ASSISTANT, ADULT SERVICES  
DEPARTMENT, EFFECTIVE AUGUST 17, 2007

The roll call vote for approval was unanimous.

BILLS

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

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 August was down nearly 5%, with the decrease in use at the main Library pretty evenly distributed among formats in Adult and Youth Services. Video formats and youth audio continued the pattern of larger declines. There was some compensation in the increased circulation on the Bookmobile which stood in for the Library during the Backlot Bash August 24-26. Even with the closure of the Library during the Bash, it is hard to understand the decrease in the Gate Count of nearly 25% when compared with last August. It would seem that such a difference would be perceptible while the impression is that the Library is as busy as ever. There is a continuing trend for less reciprocal borrowing, perhaps due to the limits on audiovisual loans.

Discussion followed.

Mrs. Greer entered the meeting at 7:34 p.m.

MARKETING PRIORITIES----In keeping with the findings in the Library's Strategic Plan, the Marketing Committee has selected four target audiences for Fiscal Year 2008. The targets are: Small Business Owners, Persons of Hispanic heritage, Teens and Tweens, and Preschoolers along with their parents and caregivers. Special effort will be made to reach out to these populations in the community and to plan programs and services to meet their needs.

STORM----The severe storm August 23 gave the Library an opportunity to test emergency plans as an announcement of severe storm warning was made on the PA system and staff and patrons gathered in the lobby from about 3:30 – 3:55 pm. The Library did not lose power although a flicker burned out the power supply in one computer. There was a small amount of seepage at the seam line between the two

buildings. Riddiford Roofing came out to caulk the flashing, covered by the warranty. Earlier that same day, the Library had a fire alarm caused by welding on the elevator and the building was evacuated at that time.

BOOKMOBILE 50<sup>TH</sup>----A celebration of 50 years of Bookmobile service to the community was held September 9 on the Village Green. Staff were lucky to enjoy lovely weather and had a good turnout for a children's chorus from The Music Institute and for Ella Jenkins who is also celebrating 50 years as a performer this year. Attendees enjoyed cake and lemonade at the event which also served as a back-to-school rally.

BACKLOT BASH----The Backlot Bash was held as planned from August 24 at 6 pm through August 26 and the Library was closed throughout. The Bookmobile was in the Library Drive for service from 11 am until 6 pm Saturday and Noon to 6 pm Sunday. Staff engaged some fairgoers in games and other activities although neither the Bookmobile nor the games drew large crowds. The weather held up for the Bash, with rock bands playing most of the day and evening. The music could be heard quite well within the building so it would have been hard to carry on typical library activities. The Library parking lot was not much used, probably because it was difficult for people to get around through the detour to find the west lot. A few staff felt that the Library should have remained open and taken a more active role in the Bash. The Skokie Park District and IMODS, the principal planners of the event, declared the Backlot Bash a success and announced plans to stage another in 2008.

Discussion followed. It was the consensus of the Board that if the Backlot Bash were to happen again in the same location in 2008, the Board will close the Library. Mr. Graham and Mrs. Anthony will send a letter to the Mayor and Village Board notifying them that the Library will be closed if the Bash is held in the same location; asking the Village to let the Board know in advance if the Backlot Bash will be held so if the Board has concerns they can be raised; and that the Library would support the Backlot Bash if it was held in another location that makes it more feasible.

PER CAPITA GRANT----The Library will file for a Per Capita Grant by the October 15 deadline. This year, we are required to submit a Disaster Plan, a description of the Library's orientation and training program for newly hired staff members, a description of the orientation program for new trustees, a description of the Library's role in recovery efforts in the aftermath of a disaster and a narrative on how the Library is dealing with fiscal issues related to today's economic climate. These requirements are in addition to

explaining how grant funds received in 2007 were used and how staff propose to use funds received in 2008.

STATE BUDGET----Difficulties in passing the State budget have been well publicized by the media. State Representative Lou Lang (D) had proposed \$200,000. for Illinois Clicks and Health-e Illinois, money that was struck from the budget by the Governor. Representative Beth Coulson (R) put in \$75,000. for the same two projects and that money has held to date. An additional million dollars for an increase in Per Capita Grants to libraries and systems was also cut by the Governor. Board members may want to speak to Skokie representatives or participate in the public hearings that are being scheduled around the State later this month. The Chamber Legislative Breakfast which had been scheduled for October 12 has been changed to November 16 because a special legislative session has been called by the Governor for October 10-12. The timing coincides with the scheduled meeting of the Illinois Library Association in Springfield and Mrs. Anthony has been warned that hotel rooms will be scarce.

Mr. Zelenka said that House Speaker Michael Madigan will be in Northbrook on September 25<sup>th</sup> as part of his march around the state.

HONOR FOR PAT GROH----Community Services Librarian Pat Groh has been asked to serve as a judge for The Story Prize, a national award for an author of a collection of short fiction. Pat was recommended for the role by librarian Nancy Pearl who has become a well-known media personality. The award will be made in February in New York City and Pat will attend the gala event.

HOUSE ON PARK AVENUE----Olga Hermes who owned the house at 7935 Park Avenue died August 16. I sent a letter at the end of August to her son Michael Hermes expressing condolence and indicating the Library's interest in the property at whatever point the family is ready to settle her affairs.

ALTA AND FOLUSA TO MERGE----ALA and the Friends of Libraries USA (FOLUSA) have agreed that FOLUSA will provide executive management for the Association of Library Trustees and Advocates (ALTA) for a period of 12 months ending August 31, 2008, with the expectation that FOLUSA and ALTA will seek to combine into an expanded division of the ALA at that time. Don Roalkvam of NSLS is the current ALTA President.

ADOPTION OF TAX LEVY 2007

Mrs. Anthony said that at this meeting, the Board needs to adopt a tax levy for transmission to the Village of Skokie. The 2007 levy will be introduced as part of the Village's Levy Ordinance in early December and acted on by the Village Board before the end of December. This levy will fund the Library's 2008-2009 Fiscal Year.

After levy increases of 7%, 9% and 7% in each of the past three years respectively, the Library's cash position has improved considerably. Nevertheless, each time there is a triennial reassessment with a resultant increase in appeals, the tax bills are sent out much later than the scheduled August 1 date. This year, Mrs. Anthony understands that Cook County will probably send the tax bills out approximately October 1. The two month delay means a need for a cash reserve of about \$1,500,000. to meet expenses. The Library can expect to receive some money in October, but will not get the bulk of receipts until November and after. Borrowing from the Reserve Fund, the Library should be able to meet obligations this fall, but it will be tight.

This past year (Fiscal Year 2007), the Library was able to transfer \$600,000. to the Reserve Fund and still improve the balance in the General Operating Fund by \$600,000. to \$3,462,355. as of May 1. To have six months operating cash on hand would require about \$4,500,000. The larger than usual increase of 7% in the 2006 levy and the proposed increase of 6% in the 2007 levy will help the Library reach that goal. However, significant capital expense this year for the required elevator upgrades and the parking lot expansion will cut into funds available to working cash.

Board approval of a 2007 levy of \$11,226,090.08, representing a 6% increase over the 2006 levy of \$10,590,651.00 was requested by Mrs. Anthony.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
ADOPT AN OPERATING TAX LEVY IN THE AMOUNT OF  
\$11,226,090.08 FOR THE YEAR 2007, REPRESENTING A 6%  
INCREASE OVER THE 2006 LEVY.

The roll call vote for approval was unanimous.

#### RENEWAL OF MAINTENANCE CONTRACT FOR AUDIOVISUAL SYSTEMS

Mrs. Anthony said that AVI Midwest has submitted a proposal for renewal of the Library's maintenance contract for audiovisual systems at \$10,000.00 for the year. As this proposal represents no increase in cost from the present year and staff have been pleased with their service, Mrs. Anthony did not seek competing proposals. Library

attorneys have clarified that the Library is not under obligation to seek competitive bids unless the contract is part of a construction program.

This proposal is for maintenance of the audiovisual systems in each of the meeting rooms, the plasma screens and the cabling for all these systems that runs throughout the building. The technician from AVI who has been assigned to the Library is from Skokie and provides excellent responsive service. Mrs. Anthony recommends approval of the maintenance agreement for the period 10/31/07 to 10/31/08 in the amount of \$10,000.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
ACCEPT THE QUOTE FROM AVI MIDWEST FOR RENEWAL OF  
THE MAINTENANCE AGREEMENT FOR ONE YEAR FOR \$10,000.

The roll call vote for approval was unanimous.

#### TECHNOLOGY PLAN 2007-2009

Mrs. Anthony distributed the proposed plan for technology at the Skokie Public Library from 2007-2009. It was developed by Camille Cleland, Mark Kadzie and Gail Shaw, with input from other staff, and is designed to coordinate with the recently completed Strategic Plan for the Library 2007-2010. Because of rapid change in the technology field, this plan does not project beyond two years.

The Plan provides an overview of the present state of technology at the Library, citing both equipment and applications. Other sections specify software used, telecommunications currently in place, technology staffing and the goals and objectives for technology initiatives over the next two years. The intention is to accomplish these objectives within the Technology budget line. No capital initiatives are proposed at this time.

Mrs. Anthony asked the Board to approve the Technology Plan 2007-2009 as a work plan for the two year period. Any individual proposals exceeding the \$10,000. threshold for Board approval will be brought to the Board for review.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE TECHNOLOGY PLAN 2007-2009 AS PRESENTED.

The motion passed unanimously.

The Board commended staff involved in completing the plan for its thoroughness and readability.

### NON-RESIDENT SERVICES

Public library Boards must annually decide and take action on whether to participate in or opt-out of the non-resident reciprocal borrowing program. This law pertains only to the possibility of providing service to persons “residing outside of a public library service area” and does not affect practice regarding the sale of cards to non-residents of areas already served by a public library. Therefore it would not affect Library sale of cards to Chicago residents.

The Board may recall the discussion in 2004 due to a revision of the Illinois compiled statues Chapter 75 Act 5, Section 4-7, Paragraph 12 in January, 2002. The effective change was as follows:

A person residing outside of a public library service area must apply for a non-resident library card at the public library located closest to the person’s principal residence. The non-resident cards shall allow for borrowing privileges at all participating libraries in the regional library system only at the library where the card was issued. (New text is underlined. Expired text is lined through.)

Since Skokie does not have a significant neighboring unserved population, Mrs. Anthony has recommended that the Board approve participation in the program. Since the “closest public library” is determined by school district and the close-by area of Golf does not have public library service, there is a small number (estimated at 50) of students from Golf who attend Niles North and might want to purchase a Skokie Public Library card. In fact, staff sold thirty-seven (37) non-resident borrowers’ cards in 2006, twenty-eight (28) non-resident borrowers’ cards in 2005 and twenty-six (26) in 2004. Typically, not more than one or two of these cards are sold to Golf residents each year, a volume which does not present a problem. At the present time, there are no Golf residents holding fee cards for the Skokie Public Library.

Mrs. Anthony recommends that the Board renew approval of participation in the Non-resident Services program for the year from July 1, 2007-June 30, 2008.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RENEW PARTICIPATION IN THE NON-RESIDENT SERVICES PROGRAM FOR THE YEAR FROM JULY 1, 2007-JUNE 30, 2008.

The motion passed unanimously.

“POLL: MANY AMERICANS CLOSE THE BOOK ON READING”, CHICAGO TRIBUNE, AUGUST 22, 2007

The Chicago Tribune article was noted.

LIBRARY PRODUCTION STUDIO CHANNEL 24

The September 2007 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

North Suburban Library System, Group Insurance Program, dated June 30, 2007 was noted.

ILLINOIS LIBRARY ASSOCIATION

The 2007 ILA Update #13 News Release, August 17, 2007 and 2007 Illinois Library Association Public Policy Initiatives were noted.

COMMENTS FROM TRUSTEES

Mrs. Hunter voiced her displeasure that returns are not taken at the East Circulation Desk. Mrs. Anthony will forward Mrs. Hunter's concerns to Head of Circulation Tobi Oberman.

Mr. Graham said that it is remarkable that we have two staff members, Holly Jin and Jan Watkins, who have been invited to serve on the Caldecott and Newbery committees.

Mr. Graham asked that the Board consider assuming the cost of the staff picnic. In the past, staff have had to pay a nominal fee of \$5 or \$6 and the Library supplies drinks and dessert. Mr. Zelenka made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY PAY FOR THE STAFF PICNIC EACH YEAR.

The motion passed unanimously.

Mr. Zelenka said he will attend the ILA Executive Board meeting and will submit a written report.

CLOSED SESSION

At 8:24 p.m. a motion was made by Dr. Rich, seconded by Mr. Zelenka:



MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS THE DIRECTOR'S EVALUATION/SALARY.

The motion passed unanimously.

Discussion followed.

Adjournment

At 8:46 p.m. a motion was made by Mr. Zelenka, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN FROM CLOSED SESSION AND RETURN TO OPEN SESSION.

The motion passed unanimously.

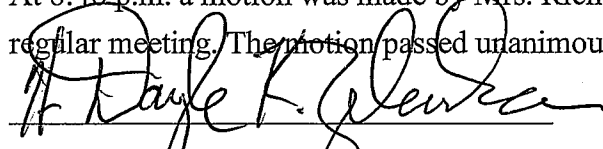
A motion was made by Mrs. Rich, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES SET CAROLYN ANTHONY'S (LIBRARY DIRECTOR) SALARY AT \$149,835.00 FOR 2007-2008, EFFECTIVE AS OF MRS. ANTHONY'S ANNIVERSARY DATE OF SEPTEMBER 19.

The roll call vote for approval was unanimous.

ADJOURNMENT

At 8:46 p.m. a motion was made by Mrs. Rich, seconded by Dr. Wozniak to adjourn the regular meeting. The motion passed unanimously.



Dayle Zelenka, Secretary