

December 9, 1987

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, December 9, 1987.

CALL TO ORDER

The meeting was called to order at 7:40 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Walter B. Flintrup; Dr. Herman S. Bloch; Eva D. Weiner; Norma L. Zatz; and Carolyn A. Anthony, Director.

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

Also present were Michael P. McClelland, President of the Board of Park Commissioners, Skokie Park District, and Daniel D. Brown, Director of Parks and Recreation, Skokie Park District.

Mrs. Hunter requested that the regular order of business be put aside in order to hear Messrs. McClelland and Brown.

The trustees concurred.

Mr. McClelland stated that the Skokie Park District, in cooperation with the Illinois Park and Recreation Association, takes great pleasure in awarding a 1987 Community Service Award to the Skokie Public Library for its support and advancement of Parks and Recreation in our community.

The Library was nominated for this award by the Skokie Park District for the many contributions the Library has made to the success of the Park District's programs; our community involvement; and spirit of cooperation.

Mr. McClelland praised the Library for its continued community involvement and concern for Skokie's citizens.

Mrs. Hunter thanked the Park officials for nominating the Library and for presenting the beautiful plaque which reads "...in recognition and appreciation of outstanding contributions and unselfish devotion for the advancement of parks, recreation and leisure in the community and the State of Illinois".

The Board acknowledged its continued support of the intergovernmental agreement between the Park District and the Skokie Public Library signed May 5, 1986 in working toward the common goal to provide the best quality of service for our citizens.

Mrs. Hunter thanked Messrs. Brown and McClelland on behalf of the Board for their presentation.

Messrs. McClelland and Brown left the Board Room.

Mrs. Hunter returned the meeting to the regular order of business.

APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 11, 1987

Mr. Flintrup moved that the Board of Trustees approve the minutes of the meeting of November 11, 1987 as written subject to additions and/or corrections.

Dr. Wozniak seconded the motion.

There being no additions or corrections the motion to place the minutes on file as written passed unanimously.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS LISTS OF BILLS

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, AND LISTS OF BILLS ON THE CONSENT AGENDA SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CIRCULATION REPORTS
 LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)

Mrs. Zatz made a motion, seconded by Mr. Flintrup:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY PLACE ON
 FILE THE FOLLOWING CONSENT AGENDA ITEMS:
 1. CIRCULATION REPORTS
 2. LIBRARY USE STATISTICS
 3. REPORT(S) FROM DEPARTMENT HEAD(S)

The motion passed unanimously.

YEAR TO DATE BALANCE SHEET WITH TAX REVENUES RECEIVED AND
 PROJECTED F. Y. 1987-88

In response to Dr. Bloch's question at the November 11, 1987 Board meeting of a possible shortfall, Mrs. Anthony asked Younghee Kim, Administrative Assistant for Accounting, to prepare a year-to-date balance sheet showing revenues received and anticipated, compared with budgeted figures in order to get a better understanding of funds available.

The trustees reviewed the balance sheet and agreed the figures indicate a possible very slight shortfall in tax revenue (which will probably be realized as delinquent taxes at a future date). Although most revenue figures are close to anticipated levels, interest income and corporate replacement taxes have exceeded estimates, yielding an overall revenue surplus over budgeted expenditures.

GIFT OF \$100 FROM SKOKIE AREA CHAPTER AARP

The trustees noted the gift of \$100 from the Skokie Area Chapter AARP. Mrs. Anthony will acknowledge this gift from the American Association of Retired Persons, which has become an annual donation from them.

PERSONNEL

The trustees noted the status change of: Samuel Robinson, from part-time Page, Adult Services Department, to full-time, effective November 9, 1987; Shirley Ganz, from part-time Circulation Clerk, Circulation Department, to full-time, effective November 16, 1987; and Maryann Mondrus, from part-time Young Adult/Reference Librarian, Adult Services Department, to full-time, effective November 30, 1987.

Also noted were the reappointment of Susan Dickens, Administrative Secretary, Administrative Office, effective November 23, 1987; and the appointment of Idelle Katz, part-time Intermediate Clerk, Adult Services Department, effective December 3, 1987. The termination of Noel Smith, Custodial Assistant, Custodial Department, effective November 17, 1987 was also noted.

DIRECTOR'S REPORT

Statistics--Circulation for the month was up more than 12% while reference and information services were up nearly 16%. Reciprocal borrowing is up nearly 40% or 15,000 items, and represents just under 13% of circulation. This may be attributed in large part to the effects of JCPL catalog in resource sharing.

Information from FNBOS on SPL Investments--Current market value of collateral is checked monthly against highest figure for deposits and repos for the month. Policy is to maintain at least 5% excess of market value over peak deposit level. They do not determine market level on a daily basis and could not do that for us. Beginning in January, 1988, we will be receiving directly a monthly account statement from the 3rd party safekeeping our collateral. The first will arrive at the end of January.

Dr. Bloch stated he spoke to someone who indicated a bank must maintain, by law, at least 120% excess of market value over peak deposit level, not 5%.

Discussion followed.

Mrs. Anthony will discuss this with the Legal Department of the Village of Skokie.

Intellectual Freedom Talk--Mrs. Anthony spoke to a group of fifteen at Oakton Community College in Skokie as part of the National Issues Forum, discussing censorship and intellectual freedom in libraries.

Reception for Deaf Heritage Week--The Skokie Public Library hosted a very successful reception for Deaf Heritage Week this past Monday from 6:30 - 7:30 p.m. About forty deaf and hearing persons gathered in the lobby to enjoy a performance by a folksinger and interpretive signer.

Arts and Entertainment Reception-- A reception was held December 8 in honor of the gift by Arts & Entertainment cable channel to the Skokie Public Library of a VCR, monitor, a number of videotapes of literary works and several books. The Skokie Public Library was nominated for this gift by TCI of Illinois, Skokie's cable company. The program by Arts & Entertainment salutes "Year of the Reader" with the theme of "Books and Cable Enrich Your Life."

SALS Advisory Committee--The SALS Advisory Committee met this afternoon. Preston Levi, Camille Vogel, Dennis Huslig, Betsy Sundel and Eva Weiner attended. There was a lot of praise for the SALS program and helpful suggestions for developing this year's plans.

Skokie Fine Arts Commission--Lydia Stux, Coordinator of Programs and Exhibits, and Mrs. Anthony met with a representative of the Skokie Fine Arts Commission to discuss plans for the Centennial and possibilities for support of future programs. The Library has received assistance from the Commission for Art of the Eye and for the Lynda Martha Dance Company program to be held December 20.

Discussion followed regarding the Library's plans for exhibits and programs during the 1988 Village Centennial celebration.

INSURANCE

The trustees reviewed the letter from Thomas P. English, Boyle, Flagg & Seaman, regarding the renewal of insurance coverages through the Northbrook Property & Casualty Company effective December 17, 1987. The premium costs were discussed.

Renewal of the Business Package Policy, including auto insurance with Northbrook Property and Casualty is \$21,621.00; the Umbrella Policy with Northbrook Property and Casualty, \$2,645.00; and the renewal of the Chubb Insurance Boiler and Machinery Policy premium \$2,994.00.

After discussion Dr. Wozniak made a motion, seconded by Dr. Bloch

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL AS PREPARED BY BOYLE, FLAGG AND SEAMAN, FOR RENEWAL OF THE SKOKIE PUBLIC LIBRARY'S BUSINESS PACKAGE POLICY, INCLUDING AUTO INSURANCE AND THE UMBRELLA POLICY WITH NORTHBROOK PROPERTY AND CASUALTY INSURANCE COMPANY; AND THE LIBRARY'S BOILER AND MACHINERY POLICY WITH CHUBB INSURANCE COMPANY AT A TOTAL COST OF \$27,260.00.

The roll call vote for approval was unanimous.

The trustees discussed the letter and accompanying information sent to Robert R. McClarren, Director of the North Suburban Library System, from John E. Juergensmeyer, NSLS legal counsel, regarding the Suburban Library System Joint Self Insurance Pool for Directors and Employees Errors and Omissions ("SLS-JSIP-DEEO").

AUTOMATION

Mrs. Anthony's memorandum to the trustees regarding the Joint Computer Program for Libraries (JCPL) Board meeting December 3 included the following information.

The JCPL Board reviewed the present usage of the system, preliminary budget for next year, and capital plans.

Statistics for the database, including items and patrons, indicated that Skokie has 41.26% of the items in the database and 38.89% of the patrons.

It is likely that we will need a computer upgrade in the next fiscal year. Because JCPL is putting aside money in a capital account, about \$300,000 for the \$425,000 cost of a larger computer (a 9000) should be on hand at that time.

The JCPL Board approved an expenditure of \$8,000 from this year's budget for preparation of a CD Rom supplementary catalog which could serve as backup in the event of catalog downtime.

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The trustees reviewed the November, 1987 "Monthly Report, Community Services Section: Services to Persons with Disabilities".

The flyer published for Deaf Heritage Week, December 6-12, 1987, was noted.

LIBRARY CABLE NETWORK

The flyers, "The Library Cable Network..." and "Program Guide Cable Channel 22" were noted. The Library's cable programming has increased from 39 hours per month to 48 hours in December.

James Gembra will begin work December 14 as Library Cable Network Administrator.

DISCUSSION OF COMPENSATION REVIEW

The trustees reviewed Mrs. Anthony's memorandum of December 3 and accompanying information pertinent to compensation.. Because the present compensation plan is working well and seems to be acceptable to staff, and has shown to provide adequate cost control through the ability to predict the cost of merit and COLA salary adjustments Mrs. Anthony indicated she cannot support differential merit pay adjustments to the base rate of pay for Library staff at this time. Since the same points and cautions keep recurring regarding merit pay or pay for performance, Mrs. Anthony feels it is incumbent upon her to alert the trustees to these observations by public libraries and other agencies

from experience with merit pay plans , i.e., the significant administrative time to design, train, implement and administer such a plan, and more importantly the need to objectively measure performance.

If recognition of merit through compensation is considered by the Board to be important, two possibilities might be discussed: awarding bonuses based on specific criteria; or the concept of merit pay could be applied to only a few senior staff who could be held accountable for the completion of objectives.

The trustees read the proposal prepared by the Compensation Committee in accordance with the motion passed by the Board November 11, 1987.

Dr. Bloch stated he had attempted to incorporate several of the features the Board had recommended at the last meeting.

The trustees discussed the proposed Compensation Policy after Dr. Bloch's presentation.

Under the proposed new policy, to be effective May 1, a grade/range table would replace the present step/grade table. The current grade and job descriptions would be retained, and performance reviews would still be conducted on each employee annually. Each employee could be assured of reaching at least 1.276 times the entry level compensation after 5 years of service, and at least 1.477 times entry level compensation after 20 years. Employee performance which exceeds expectation may be recognized by annual increments greater than average. Grade/range schedules would be reviewed periodically to be sure that our salaries are competitive. The Board would endeavor to keep total salary requirements (exclusive of fringe benefits) at or below 60% of total budget. Cost savings are not anticipated with the new plan.

The trustees discussed the Compensation Committee's proposal and the possibility of awarding bonuses in the case of exceptional accomplishments of an employee during a year.

After lengthy discussion Mrs. Zatz called for the question.

Dr. Bloch made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE COMPENSATION COMMITTEE REPORT OF DECEMBER 9, 1987 IN PRINCIPLE AS A PROTOTYPE COMPENSATION POLICY.

The roll was called.

Dr. Wozniak--yes; Mr. Flintrup--no; Dr. Bloch--yes; Mrs. Weiner--no; Mrs. Zatz--no; Mrs. Merritt--yes. Mrs. Hunter--no. The motion failed.

Before making her tie-breaking vote Mrs. Hunter explained that although the Compensation Committee Policy had specific merit, now was not the time to put it in place, so soon after the implementation of the present compensation system, to which the staff is still adjusting. A new compensation policy could very well be considered in the future. She called for the Committee to incorporate a merit bonus system into the present compensation plan for outstanding employee contribution.

The trustees concurred.

Dr. Bloch amended his motion to include :

MOTION: THAT A BONUS SYSTEM BE INCORPORATED INTO THE PRESENT SYSTEM AND THAT THE BOARD OF LIBRARY TRUSTEES AND MRS. ANTHONY REEXAMINE THE COMPENSATION SYSTEM ONE YEAR FROM NOW.

The trustees unanimously agreed to accept Dr. Bloch's amendment to the motion.

After further discussion Dr. Bloch made a motion, seconded by Mrs. Zatz:

MOTION: THAT THE COMPENSATION COMMITTEE MEET AGAIN WITH MRS. ANTHONY TO DEVELOP A METHODOLOGY TO AWARD BONUSES ON THE BASIS OF MERIT TO BE INCORPORATED IN THE CURRENT COMPENSATION SYSTEM.

The roll call vote for approval was unanimous.

Dr. Bloch made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE PRESENT COMMITTEE BE DISCHARGED
AND A NEW COMPENSATION COMMITTEE
APPOINTED TO WORK ON A BONUS SYSTEM.

The roll was called.

Mr. Flintrup--no; Dr. Bloch--yes; Mrs. Weiner--no; Dr. Wozniak--yes; Mrs. Zatz--no; Mrs. Merritt--no. The motion failed.

After discussion Mrs. Weiner was appointed the third member of the Compensation Committee by acclamation.

ADJUSTMENT OF STAFFING PATTERN--YOUTH SERVICES

Mrs. Anthony apprised the Board of the need to reconsider the classification of a position in Youth Services and upgrade it to a position requiring an MLS (Master of Library Science).

Because this is a management decision the Board agreed no motion was necessary and asked only that the Director apprise them of any major changes.

DISCUSSION OF POSSIBILITY OF PROVIDING VIDEOCASSETTES ON RBP

Mrs. Anthony stated from time to time requests have been made to allow reciprocal borrowing of videocassettes.

Our present policy limits videocassette borrowing to Skokie Public Library cardholders--no reserves or holds are taken.

After discussion and review of information regarding videocassette collections and policies in neighboring libraries it was the Board's unanimous decision to make no change in our videocassette lending policy.

DISCUSSION OF MULTITYPING

Mrs. Anthony informed the Board of the large number of people in attendance at the November 30 meeting on multotyping sponsored by the Trustee Education Task Force, NSLS, and the Regional Library Advisory Council (RLAC) at the North Suburban Library

System, "Multityping--The Potential for Your Library" which she chaired. Dr. Wozniak and Mr. Flintrup were also in attendance.

Discussion ensued regarding the problems foreseen by member libraries and the need to arrange meetings for the purpose of joint discussion in an effort to solve these problems.

The trustees agreed it is important that the concerns be addressed.

NORTH SUBURBAN LIBRARY SYSTEM (NSLS)

Mr. Flintrup reported on the North Suburban Library System Board of Directors meeting and gave his views on multityping, stating that the majority of advocates of the multitype concept are affiliates.

COMMENTS FROM TRUSTEES

Mrs. Merritt requested we devise some sort of classification system for the compact disc and videocassette collections--perhaps just categorizing them would suffice. She also requested holdings lists for these media.

Mrs. Anthony stated this would be added to the list of priorities.

Mrs. Zatz recommended the trustees read the American Libraries article "Recycling, What's in it for Libraries" which she thought was very interesting.

ADJOURNMENT

The meeting was adjourned at 10:37 p.m.


Shirley Merritt, Secretary