

August 13, 2003

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, August 13, 2003.

CALL TO ORDER

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

Members present: John M. Wozniak, President; Richard Witry, Vice President; Zelda Rich, Secretary, (arrived at 7:32 p.m.); John Graham, Susan Greer; Diana Hunter, President Emerita, and Carolyn A. Anthony, Director.

Member absent: Eva Weiner.

Visitors present: Michael Gerrish and Jim Dyer, Fred Berglund & Sons, Inc.; Barbara A. Kozlowski, Associate Director for Public Services; Bernice Faintuch, 5455 Suffield Court, Skokie, Illinois.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF JULY 9, 2003

Mrs. Hunter made a motion, seconded by Mr. Graham, to approve the minutes of the regular and closed meetings of July 9, 2003, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

Dr. Wozniak asked the Board to move the regular order of business and move directly to Building Project. The Board agreed.

BUILDING PROJECT

Approval of Building Update

Mrs. Rich arrived at 7:32 p.m.

Mrs. Anthony reported that the Library failed the fire alarm test conducted by the Skokie Fire Department August 1. The Library received a letter citing twenty new issues and stating that not all eight previous deficiencies (condition report June 27, 2003) had been addressed. Mrs. Anthony will schedule a meeting with Lieutenant Bruce Wimer to review the findings as some issues are not clear. Others appear to be new requirements which should have been specified at the time the Fire Department reviewed the building plans and specifications at the project start. Several items such as open junction boxes or incorrect placement of a heat detector need to be addressed by Connectivity, the electrical contractor. Berglund will prepare a memo, advising Connectivity of items needing

attention. Mrs. Anthony is anxious to get these matters resolved so that we can secure an occupancy permit and terminate the Library's Builder's Risk coverage.

Mrs. Anthony also reported that the paperwork for payment requests from the three contractors submitting pay requests is not complete, but will be completed before any checks are drawn and sent. The requests from Monaco and Crouch-Walker appear to be straightforward. Connectivity's request for payment of \$57,391.37 is really a request for an additional payment to Advance Electrical Supply Co. Based on documentation from Advance, they are due \$72,391.37 from Connectivity, less \$15,000. being held pending resolution of an issue between Connectivity and Advance re ballasts. Mrs. Anthony asked Mike Gerrish to secure written authorization from Connectivity to pay Advance \$57,391.37 on their behalf. (The Board may recall that Advance had invoices in the amount of \$92,141.72 in May and the Board agreed to pay half the amount due in order to secure the release of product needed to finish the job.) Advance shows shipment of \$25,443.29 of product to Commercial Electric (Connectivity) from April through July, 2003.

Mr. Gerrish said that he learned late today that Connectivity will not authorize payment directly to Advance because change orders submitted months ago have not been reviewed by the Library Board. Connectivity intends to file a lien on the property no later than August 27, 2003 for the amount they are owed for change orders and final payment on the contract. Discussion ensued. Mr. Gerrish will arrange a meeting with Connectivity, Mrs. Anthony, and Mr. Lesniak to work on a resolution.

#### Approval of Cleaning Building Exterior

Mrs. Anthony reported that the working budget for the construction project has included a sum of \$30,000. for cleaning the exterior of the older building. Last month, we received a proposal from Pullman Building Restoration Co. for cleaning the aggregate panels and columns in the amount of \$54,800.00. This amount seemed unacceptably high. When Mike Gerrish informed Pullman that their proposal was excessive, they offered to cut back to the \$40,000.+ range.

Mike Gerrish has obtained a proposal from SCS for cleaning the Library's exterior concrete panels, excluding the new buttresses for the sum of \$17,000. This is based on a calculation of 18,000 SF @ \$0.95 per square foot. The cleaning would be done with high pressure water, with baking soda injection. Architect Jack Lesniak does not recommend the optional additional acrylic sealer. His reasoning is that such a covering requires

maintenance, may trap moisture against the concrete, and would need to be applied uniformly to new construction as well as old to be useful.

Mr. Gerrish reported that Berglund has not worked with SCS previously. He has learned that SCS pays prevailing wage rates but is not necessarily union. Mr. Gerrish suggests SCS do a sample and match the sample for the cleaning of the exterior. Protection of the public and staff is an issue and items such as barricades should be used.

Mr. Graham made a motion, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BID FROM SCS FOR \$17,000. TO CLEAN THE EXTERIOR SURFACES WITH HIGH PRESSURE WATER, WITH BAKING SODA INJECTION (EXCLUDING THE BUTTRESSES OVER THE ROOF), CONTINGENT UPON REFERENCE CHECKS AND THAT BERGLUND IS SATISFIED WITH PROTECTION ISSUES.

Discussion ensued. Mrs. Rich made a motion to table Mr. Graham's motion. The motion failed for lack of a second.

The roll was called: Mrs. Hunter—yes; Mrs. Greer—yes; Mr. Graham—yes; Mrs. Rich—yes; Mr. Witry—yes; Dr. Wozniak—yes. The motion passed.

#### Approval of Payment to OWPP

Mrs. Anthony reported that the May, 2002, invoice from OWPP included an amount of \$4,409.98 which was denied by the Board pending additional justification of the amounts claimed. Of the total, \$2,960.00 was for additional work by the principal architect and Senior Interior Designer. The Board stated that this expense should be considered part of the basic contract.

The Library received documentation showing that \$1,305.00 was for work done by the consulting electrical engineer Ted Zemper. Since, by contract terms, consultants are paid at 1.1 times their rate, the amount due for consulting engineering is \$1,435.50. An additional amount of \$14.48 for reimbursables (UPS) also is justified for a total of \$1,449.98.

Mrs. Anthony recommends Board approval of payment of \$1,449.98 to OWPP.

A motion was made by Mr. Graham, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF \$1,449.98 TO OWPP FROM INVOICE NO. 0057427 DATED MAY 2, 2002.

The roll call vote for approval was unanimous.

INVOICE NO. 0062203 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON FOR \$15,398.20 DATED AUGUST 12, 2003

After brief discussion, a motion was made by Mr. Witry, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF INVOICE NO. 0062203 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON FOR \$15,398.20 DATED AUGUST 12, 2003.

The roll call vote for approval was unanimous.

LIST OF BILLS FOR PAYMENT APPROVAL

Mr. Witry made a motion, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LIST OF BILLS FOR PAYMENT APPROVAL TOTALLING \$105,687.02, SUBJECT TO AUDIT.

Discussion followed regarding the poor workmanship on the new marble tables and Ceska chairs. Many of the marble tables have cracked and need to be replaced and the black armrests on the Ceska chairs become loose from the arms of the Ceska chairs.

Mr. Witry modified his motion, seconded by Mr. Graham:

MODIFIED MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LIST OF BILLS FOR PAYMENT APPROVAL TOTALLING \$105,687.02, WITH THE EXCEPTION OF HENRICKSEN INVOICE #289700 FOR \$150.00 AND HENRICKSEN INVOICE #290242 FOR \$6,298.00, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

PROJECT APPLICATION AND PROJECT CERTIFICATE FOR PAYMENT FROM JACK R. LESNIAK, AIA, DIRECTOR, CONSTRUCTION ADMINISTRATION, O'DONNELL WICKLUND PIGOZZI AND PETERSON DATED JULY 31, 2003

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CROUCH-WALKER  
CORP. FOR \$2,346.50 DATED JULY 31, 2003

APPLICATION AND CERTIFICATE FOR PAYMENT FROM MONACO  
MECHANICAL FOR \$21,072.24 DATED JULY 31, 2003

The Board asked that Fred Berglund & Sons oversee the cleaning of the building. Mr. Gerrish will send a quote to Mrs. Anthony for this project.

Mr. Witry made a motion, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE PAYMENT TO THE FOLLOWING:

CROUCH-WALKER CORP.	\$2,346.50
MONACO MECHANICAL	<u>\$21,072.24</u>
	\$23,418.74

The roll call vote for approval was unanimous.

Mrs. Anthony updated the Board on the status of the fence on the south side of the Library, the parking lot, the interior cabs of the elevators, the east entry, Cain Millwork's work on the stack ends, punch list items, and the flat screens from MCSi. Mrs. Hunter said the sound in the Mary Radmacher Meeting Room needs to be checked. Mrs. Anthony will check on this.

Mr. Dyer and Mr. Gerrish left the meeting at 8:22 p.m.

The Board took a short recess.

The meeting resumed at 8:26 p.m.

CONSENT AGENDA (Financial Statement; Bills; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Program Statistics 1<sup>st</sup> Quarter F.Y. 2003-2004; Correspondence; Personnel; Gifts)

Mr. Graham made a motion, seconded by Mr. Witry:

MOTION: THAT THE FINANCIAL STATEMENT AND THE LIST OF BILLS BE  
APPROVED FOR PAYMENT, 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. PROGRAM STATISTICS 1<sup>st</sup> QUARTER F.Y. 2003-2004
5. CORRESPONDENCE: LETTER FROM HILLEL A. FURLAGER TO CAROLYN A. ANTHONY DATED JULY 25, 2003
6. PERSONNEL: PROMOTION: DAVID NELSON, FROM PART-TIME COMPUTER ASSISTANT, YOUTH SERVICES DEPARTMENT, TO PART-TIME INFORMATION ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE JULY 28, 2003; TERMINATIONS: MEGAN HALL, PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE JULY 25, 2003; FRED NELSON, PART-TIME CUSTODIAN, MAINTENANCE DEPARTMENT, EFFECTIVE JULY 30, 2003; CALEB NOLAN, PART-TIME INFORMATION ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE AUGUST 16, 2003; HIRES: DONNA RICHARDSON, PART-TIME COMPUTER ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE JULY 18, 2003; CHRISTOPHER R. STORTENBECKER, PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE JULY 24, 2003; CRYSTAL LEROY, PART-TIME COMPUTER ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE AUGUST 4, 2003
7. GIFT: \$100. FROM MITZI WALCHAK IN MEMORY OF BRENDA B. WEISS FOR PURCHASE OF A FICTION BOOK ON CD; \$35. FROM JOSEPHINE AND BRIAN DAVIES IN MEMORY OF RICK REISCHL FOR PURCHASE OF A STAINED GLASS BOOK.

The motion passed unanimously.

In regards to Hillel Furlager's letter, the Board commented that the issue is management, not policy, and therefore is appropriately left to the Director. Mrs. Anthony will respond to Mr. Furlager's letter.

## BALANCE SHEET FOR THE THREE MONTHS ENDING JULY 31, 2003

The Balance Sheet for the Three Months ending July 31, 2003 was noted.

## YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status was noted.

## DIRECTOR'S REPORT

**LIBRARIAN-OF-THE-YEAR**—Mrs. Anthony was delighted to learn that she has been named Librarian-of-the-Year by the Illinois Library Association. The award is given for sustained leadership in library matters at the local, state and national levels. Mrs. Anthony was nominated by Lynn Stainbrook, Director of the Warren-Newport Public Library in Gurnee, and selected by an ILA Awards Committee. The award will be presented at the Awards Assembly at the ILA Conference in Springfield, Thursday, October 16.

**VOLUNTEER LUNCHEON**—About 60 volunteers and guests attended the annual volunteer luncheon July 27. Arranged by Gail Kay and Abbey Darr, the luncheon featured a picnic theme. Volunteers received acrylic frames with a picture of the newly remodeled Library and participated in a raffle for Ravinia tickets and passes to golf activities at the Skokie Park District. Board President John Wozniak and Board members John Graham and Diana Hunter made brief remarks. Staff who supervise volunteers introduced each one and told a bit about what they do.

**SYNERGY**—Mrs. Anthony spent three days in Grafton, Illinois, with SYNERGY, the library leadership program sponsored by the Illinois State Library and ILA. They discussed long range planning and the development of mission and vision statements. The group of mentees developed an inspiring vision statement.

**CIPA COMPLIANCE**—The Federal Communications Commission has issued orders for compliance with the Supreme Court decision in the Children's Internet Protection Act (CIPA) matter. As expected, libraries have until July 1, 2004, to be compliant. Guidelines and options will be forthcoming from the American Library Association and ILA.

**SPECIAL PROGRAMS**—Youth Services has two special programs on the agenda for November. Saturday, November 22<sup>nd</sup>, from 10-Noon, the Youth Services Department will host former U.S. Senator Paul Simon who will share stories with blind children. Laurie Lawler, Illinois author of historical fiction and nonfiction books for young people, will join the program and talk about her book *Helen Keller: Rebellious Spirit*, which is an ALA Notable Book for Children and Best Book for Young Adults. Monday,

November 3, another author Karen Levine will be at the Library at 7 p.m. to speak about her book *Hana's Suitcase* which won the Association of Jewish Libraries 2002 Sydney Taylor Book Award as well as the 2003 Children's Book of the Year Award from the Canadian Library Association. Albert Whitman, the U.S. publisher of the book, will cover all costs for the program.

OUTREACH TO SENIORS—Pat Groh reports that the Skokie Library has been selected to participate in the Suburban Area Agency on Aging Library Outreach Project. The Library will receive a stipend and Pat will work with the Agency representative to implement the project in Skokie.

YOUNGHEE KIM RETIRES—Younghee Kim, Administrative Assistant for Accounting, who has been with the Library nearly 25 years retired July 31. The Administrative Office took her out for a farewell lunch and numerous people came by to wish her well, including Village Finance Officer Bob Nowak.

USAGE—Circulation was up 21% for the month, led by increases in borrowing of AV materials although gains in book circulation are also strong in both Adult and Youth Departments. The gate count was up 35%, with nearly 88,000 visitors to the Library in July. Reciprocal borrowing was also up sharply, reflecting the drawing power of the new facility.

Mrs. Hunter asked why the bookmobile circulation was down.

PATRIOT ACT—Mrs. Anthony presented a program on the USA PATRIOT Act to about 40 persons in the Skokie Humanities Treasures program sponsored by Oakton Community College July 29. The attendees were very interested in the topic and asked many questions.

#### APPRAISAL

Mrs. Anthony reported that the Library contracted with Marshall & Stevens for valuation of the Library, including the construction, land improvements and contents for insurance purposes. Mrs. Anthony presented a copy of their summary letter, indicating a Reproduction Cost New of \$26,163,125. and an Insured Reproduction Cost of \$25,168,925., the difference reflecting an exclusion from insurance of the costs of excavating a foundation and underground piping.

Mrs. Anthony reviewed the findings with Tom English, the Library's insurance agent. According to him, our insurance values with his estimates are pretty much on target. The one discrepancy which we are raising with Marshall & Stevens is in the collection



(valuable papers) which is now insured at \$12,317,814. and recently valued at \$10,049,300. Mr. English is of the opinion that we should retain the insurance at the higher value and take another look at that portion of the appraisal.

#### COST-BENEFIT ANALYSIS OF SKOKIE PUBLIC LIBRARY

Mrs. Anthony reported that the Skokie Public Library was one of three libraries in Illinois, nine libraries in total, to participate in the Cost-Benefit study of Urban Public Libraries, funded by the Institute for Museum and Library Services, a federal agency. The only cost to the Library for participation was the staff time involved.

The purpose of the study was to conservatively estimate a floor for the dollar value of benefit services provided by the Library. The study looked at direct benefits only and used a methodology that asked library users to value the benefit of services received. Because the survey elicited feedback on collections and computers, it also did not value Library programming or softer values such as "a quiet place to read or study." Even given these limitations and exclusions, the conclusion of the study was that the Skokie Public Library delivers at least \$1.04-\$1.22 in value for every dollar invested in the Library.

The principal researcher for the project was Dr. Glen Holt, Executive Director of the St. Louis Public Library, assisted by Dr. Leslie Edmonds Holt, Director of Youth Services and Family Literacy at St. Louis Public Library. Professor Donald Elliott of the Economics Department at Southern Illinois University at Edwardsville was the consultant for the project. The team is attempting to establish a methodology which can be used by public libraries in urban areas to show the value of library services.

Comments about the Library from users who were interviewed were overwhelmingly positive although the survey was conducted in the fall of 2002 when the Library was in the midst of construction. Some suggestions were for more Russian books (especially non-fiction), more books on tape for children of junior high age, more programs on the weekend, more homework help, more references re Indian heritage and books in Urdu and Hindi, a lunchroom, more videos, more computers and computer classes, more audio books and more Chinese books. Given the timing of the survey, there were numerous comments about the wonderful new children's department and several requests for improved parking. Presumably, we have made headway in addressing the latter suggestions.

The Board would like Mrs. Anthony to secure other libraries' data for comparison.

### LIBRARY CABLE NETWORK CHANNEL 24

The August 2003 Cable Guide was noted.

### NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

### COMMENTS FROM TRUSTEES

Mrs. Hunter commented that the Building Art Committee met August 12. Tim Wittman still needs to return to complete the hanging of the permanent art collection. The Leroy Neiman painting needs to be taken to Good's in Evanston in August to be reframed.

Mrs. Hunter met with Tracy Shields-O'Reilly, Manager, Public Information and Programs, and learned that she does not have many contacts in the art field. Mrs. Hunter met with Ken Burkhart, an art curator, who is willing to do part-time curating for the Library. His fee is \$45 per hour with approximately 10 hours per show. The Library would hire Mr. Burkhart for a trial period of 6 months. The Art Committee had the following ideas for publicizing art shows: have an opening reception (with an invited guest list); putting an easel in the North Shore Center for the Performing Arts with a poster; sending a press release or listing to NSLS, RADIO, WBEZ, WFMT, SkokieNet, SPL home page, and putting a banner in the Library lobby.

Mrs. Hunter also reported that "Finding Sanctuary: Photos Essays from the Chicago Tribune" currently on exhibit at the Chicago Botanic Garden will make a stop at Skokie Public Library from September 1 to October 15. Mr. Graham voiced his support for everything Mrs. Hunter proposed.

Mrs. Kozlowski left the meeting at 8:54 p.m.

Mr. Graham cautioned the Board that the NSLS Board trying to create a series of programs that will make up for a significant deficit in their budget on the backs of those struggling with similar problems.

### COMMENTS FROM VISITORS

Bernice Faintuch, Skokie resident and holder of a Skokie Public Library borrower's card for nearly 50 years, expressed her appreciation for the wonderful Library staff and the great job Mrs. Anthony is doing. Ms. Faintuch had been the librarian at Highland School in Skokie.

Mrs. Greer briefed the Board on the program she attended on August 7 at NSLS entitled *The Nitty Gritty: Basic Training for Public Library Trustees*.

ADJOURNMENT

At 9:07 p.m. a motion was made by Mrs. Hunter, seconded by Mr. Witry to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in cursive script, appearing to read "Zelda R. Rich", written over a horizontal line.

Zelda R. Rich, Secretary