

March 10, 2004

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, March 10, 2004.

CALL TO ORDER

John M. Wozniak, President, called the meeting to order at 7:27 p.m.

Members present: John M. Wozniak, President; Richard Witry, Vice President; Zelda Rich, Secretary; John Graham; Susan Greer (arrived 7:31 p.m.); and Barbara A. Kozlowski, Associate Director for Public Services.

Members absent: Diana Hunter, President Emerita; Eva Weiner; and Carolyn A. Anthony, Director.

Guests present: Skokie Public Library staff members Jennifer Phillips-Bacher, Steven Jablonski, and Ruth Sinker.

Visitor present: Jordan Roth, 9416 North Kostner, Skokie.

PRESENTATION ON TRAINING PATRONS FOR INFORMATION LITERACY

Mrs. Kozlowski reported that at the last Long Range Planning session one of the Service Objectives selected was Information Literacy—to help people of all ages acquire skills related to finding, evaluating and using information effectively.

This service is more important than ever and we provide help to our patrons in a variety of ways: we write online database guides; give classes in searching the Web, Web Connection presentations to Skokie schools, Easy Web Page Design Classes, and one on one training in mouse skills and Generations Online; and provide individual help from the desks in using our databases and the Internet.

Statistics include:

1. Usage of Online Database Guides (Jan'04) – 256
2. Attendance at classes on Searching the Web (Jan'04) – 33
3. Attendance at Web Connections (Jan'04) – 542
4. Attendance at Easy Web Page Design (May'03) – 149
5. Attendance at Mouse Skills and Generations Online (Jan'04) – 7
6. Individual help at desk on using databases and Internet (Jan'04) – 501

Mrs. Kozlowski introduced staff members Jennifer Phillips-Bacher, Steven Jablonski and Ruth Sinker.

Mrs. Greer arrived at 7:31 p.m.

Ms. Phillips-Bacher's presentation discussed hands-on classes offered to the public such as the one-on-one mouse classes; Generations Online; Introduction to the Internet; Searching the World Wide Web and Introduction to Yahoo! Email.

Mr. Jablonski discussed special Internet topic classes (combination Powerpoint presentation and hands-on) offered by the Library including Best of the Web, Online Shopping, Investing on the Web, Travel on the Web and Easy Web Design.

Ms. Sinker discussed Web Connections, a program she takes into the schools to introduce students and teachers to the resources the Library offers on our Web site. Resources include the Library's catalog, Library databases and Homework Help.

Discussion followed.

Ms. Phillips-Bacher, Mr. Jablonski and Ms. Sinker left the meeting at 8 p.m.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 11, 2004

Mr. Graham made a motion, seconded by Mr. Witry, to approve the minutes of the regular meeting of February 11, 2004, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

INVOICE NO. 14004 FROM BERGLUND CONSTRUCTION FOR \$686.71 DATED MARCH 2, 2004

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE INVOICE NO. 14004 FROM BERGLUND CONSTRUCTION FOR \$686.71 DATED MARCH 2, 2004 FOR PAYMENT.

The roll call vote for approval was unanimous.

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

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

MOTION: THAT THE FINANCIAL STATEMENTS AND THE BILLS BE APPROVED, 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. CORRESPONDENCE: EMAIL FROM STEPHANIE KAHL-BURNSTEIN TO CAROLYN ANTHONY DATED FEBRUARY 13, 2004 RE YOUTH SERVICES
5. PERSONNEL: HIRES: RANDY J. RAVEN, PART-TIME SECURITY GUARD, MAINTENANCE DEPARTMENT, EFFECTIVE MARCH 3, 2004; RICO M. ROBINSON, PART-TIME CUSTODIAN, MAINTENANCE DEPARTMENT, EFFECTIVE MARCH 3, 2004; JOSEPH F. HAYES, PART-TIME CUSTODIAN, MAINTENANCE DEPARTMENT, EFFECTIVE MARCH 3, 2004; PATRICIA A. GAINES, PART-TIME REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT, EFFECTIVE MARCH 17, 2004; STATUS CHANGE: ROCIO TREJO FROM PART-TIME SHELVING, CIRCULATION DEPARTMENT TO PART-TIME INTERMEDIATE CLERK, ADULT SERVICES DEPARTMENT, EFFECTIVE FEBRUARY 23, 2004; DISABILITY LEAVE: MELODY LUCCHESI, FULL-TIME HEAD OF ACQUISITIONS, TECHNICAL SERVICES DEPARTMENT, EFFECTIVE MARCH 2, 2004.

The motion passed unanimously.

#### PROJECTED OPERATING BUDGET FY 2005

Mrs. Kozlowski distributed a draft of the Operating Budget for FY 2005. The projection is within the approved 2003 levy of \$8,486,500. of which \$1,446,752. is for debt payment on the construction bonds.

Adjustments to the budget this month include a slight revision downward on the health insurance budget as we are not spending as rapidly this year as we had thought. The Technology/Network budget was increased by \$11,000. as we anticipate purchase of a

new software program from Innovative in the amount of \$13,000. The Webridge software will direct users from a search in our catalog to relevant articles in licensed databases.

In the Materials budget, we have decreased Books (specifically Standing Orders) by \$8,000. in order to increase Periodicals by the same amount. This will enable us to purchase some microfilm of the Chicago Sun-Times that Reference staff have wanted to acquire.

The Contingency line has been reduced by \$4,000. to free up some funds for the Technology line.

The budget will be finalized for Board approval in April.

Brief discussion followed. The Director was asked to continue to monitor expenses so the Library is not caught short if anticipated revenues are not received.

The Letter to Taxing District Official from Commissioners of the Cook County Board of Review dated January 9, 2004 was noted.

#### DIRECTOR'S REPORT

USAGE--Circulation in February was up 19% over the same month last year. Audiovisual use continues to be up sharply, but book circulation is also thriving with usage of books by adults up 8.6% and circulation of children's materials up 13.5%. There are continued gains in Reciprocal Borrowing and remote renewal of materials online. The gate count was also up by 20% in spite of cold, snowy weather throughout much of the month.

GRANTS--Cole Taylor Bank has pledged \$3,000. to the Library once again in support of National Library Week. The Library also received a grant of \$500. from the Skokie Fine Arts Commission for the performance February 29 by the Georgia Sea Island Singers. That performance was followed by a reception for artist Bruce Brown who was proposed by the Skokie Human Relations Commission. The Village shared in the cost of the reception. The Library received a check in the amount of \$79,185.00 for the annual Per Capita Grant. This represents full funding at \$1.25 per capita, a triumph considering the condition of State finances.

DONATIONS FROM PFIZER--The Librarian at Pfizer called with an offer of a donation of library supplies as the staff finalized their move out of Skokie. The Library got ten book carts, four laser printers, a number of stools, some mail bins and other miscellaneous items, all of which were delivered to the Skokie Library.

LIBRARY CABLE NETWORK--As a sign of tightening budgets, the Park Ridge Library has dropped out of the Library Cable Network for FY '05. The Executive Committee is looking at contracting with various libraries or library-related agencies for some video production that will replace the lost revenue for the coming year. New members will be sought for FY '06.

PLA CONFERENCE--The Public Library Association had another very successful conference in late February in Seattle. Mrs. Anthony attended a pre-conference on implementing change sponsored by the Urban Libraries Council and a number of sessions which seemed to emphasize putting the user first. Mrs. Anthony also attended sessions on leadership, security and compensation. Linda Sawyer and author Esther Hershenhorn led a discussion on sponsoring author workshops. About sixteen enthusiastic librarians attended the session and left with many good ideas and a lot of encouragement.

#### REVIEW OF MATERIALS SELECTION POLICY

Mrs. Kozlowski said that the Skokie Public Library Materials Selection Policy is due for review. Staff have no revisions to recommend and suggest readopting this policy as currently written.

Discussion followed. Mr. Witry commented regarding III. METHODS FOR SELECTION the sentence: "Among standard criteria applied are: literary merit; enduring value; accuracy; authoritativeness; social significance; importance of subject matter to the collection; soundness of the author's attitude and approach; cost; scarcity of material on the subject and availability elsewhere." Mr. Witry commented on the level of violence in some DVDs and videotapes in the Library's collection. Do we have to reach the lowest common denominator and purchase something that is not worthwhile? Mr. Graham said that finding the balance of what we purchase is in the hands of the staff but staff should be aware of the attitudes of the Board and how they feel on the subject of violence.

After further discussion, a motion was made by Mr. Witry, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RE-ADOPT THE MATERIALS SELECTION POLICY (WITH A NOTE TO SEE THE MINUTES OF MARCH 10, 2004).

The motion passed unanimously.

#### SUGGESTION BOX

Mrs. Kozlowski said that as requested by the Board, we have had a suggestion box on the Circulation Desk for two months.

Most of the suggestions have to do with stamping the dates on the backs of the books the way we used to do instead of giving out a receipt listing all the items checked out at the same time and their due dates.

Staff have discussed ways of accommodating patrons who want a due date on each item. One method being explored is putting a dated book mark in each item. Schaumburg Public Library does this and we are checking with them about how it works.

Some patrons like the current system, especially mothers of young children.

Another suggestion was in regard to trucks parking in the south drive. We are asking delivery trucks to park in the loading dock area.

Mrs. Kozlowski distributed a list of other responses and suggestions for Adult Services and Youth Services.

Although suggestions put in a suggestion box can sometimes be helpful it would be better for the patron if they talked to a staff person at a Service Desk because often they could be helped or get the information they need right away. Actually our patrons are very vocal and regularly tell staff what they like and dislike about the Library. For this reason, Mrs. Kozlowski doesn't think we need to keep the suggestion box at the Circulation Desk.

We also have suggestion boxes at the Youth Services Desk and in the Teen Corner. Staff would like to keep these in place. We also have a "Contact Us" page on our Web site where patrons can email us with their questions and comments.

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

MOTION: THAT THE BOARD OF LIBRARY TRUSTEES APPROVE KEEPING THE SUGGESTION BOXES IN PLACE FOR ANOTHER THREE MONTHS.

The roll was called. The motion passed unanimously.

#### LIBRARY CABLE NETWORK

The March 2004 cable guide was noted.

#### NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

#### COMMENTS FROM TRUSTEES

Mr. Witry would like to amend the Skokie Public Library By-Laws so former trustees as well as current trustees may purchase materials with the Library discount.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AMEND THE BY-LAWS OF THE BOARD OF TRUSTEES OF THE SKOKIE PUBLIC LIBRARY, ARTICLE VII, SEC. 3, NO. 4 TO READ: PURCHASE OF BOOKS FOR PERSONAL USE. BOOKS MAY BE ORDERED FOR TRUSTEES OR FORMER TRUSTEES AS A PART OF THE BOOK BUYER'S REGULAR DUTIES WITH THE SAME DISCOUNT ALLOWED TO TRUSTEES OR FORMER TRUSTEES AS IS MADE TO THE LIBRARY.

Discussion followed. Mr. Graham is concerned with the sales tax exemption issue. If this issue is brought up in 30 days he would vote against it.

Mr. Witry commented that this raises a legal point. Perhaps we need our legal counsel to render an opinion. The Director may contact Library legal counsel for an opinion if she desires.

Mr. Witry made a motion to table the issue until the April Board meeting. The Board agreed.

Mr. Graham said he spoke to Mrs. Kozlowski about a group called Citizens for Fiscal Responsibility that recently used one of the Library's meeting rooms. The group held a town meeting objecting to taxes and the District 219 referendum. From what Mr. Graham has learned no one seemed to be in charge—there was no control at the meeting. The group also clearly violated Library policy and put flyers in cars in the Library parking lot. It was suggested that a follow up letter be sent to the group stating that this is not acceptable.

Mr. Witry said on Thursday, March 11, Representative Lou Lang will be speaking at the Skokie Heritage Museum at 7 p.m. All trustees are invited to attend.

Mr. Roth left the meeting at 8:31 p.m.

The Board took a short break from 8:31 p.m. to 8:39 p.m.

#### CLOSED SESSION

At 8:39 p.m. Mr. Witry made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS A PERSONNEL MATTER.

The motion passed unanimously.

Discussion ensued.

Adjournment

At 8:44 p.m. a motion was made by Mrs. Rich, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN FROM CLOSED SESSION.

The motion passed unanimously.

ADJOURNMENT

At 8:48 p.m. a motion was made by Mr. Witry, seconded by Dr. Wozniak to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in cursive script that reads "Zelda R. Rich". The signature is written in black ink and is positioned above a horizontal line.

Zelda R. Rich, Secretary