

October 10, 1990

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, October 10, 1990.

CALL TO ORDER

The meeting was called to order at 7:37 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Walter B. Flintrup, Secretary; John J. Graham; Zelda Rich; Eva Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; and Tobi Oberman, Supervisor of Circulation Services.

Mrs. Hunter welcomed Mr. Graham on behalf of the Board to his first meeting as a Trustee of the Skokie Public Library Board.

APPROVAL OF THE MINUTES OF THE MEETING OF SEPTEMBER 12, 1990

Dr. Wozniak moved that the Board of Trustees approve the minutes of the regular meeting of September 12, 1990 as written, subject to additions and/or corrections. Mr. Flintrup seconded the motion.

There were no additions or corrections.

The roll call vote for approval was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, THE REPORT ON THE FINE ARTS ACQUISITION FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS REPORT BE ACCEPTED, AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

After discussion the roll call vote for approval of the financial statements and bills was unanimous.

AUDIT-KARRISON, BYRNE, JANSEY & TRIMARCO, LTD.

The trustees reviewed the "Skokie Public Library, Illinois Component Unit Annual Financial Report for the Year Ended April 30, 1990" and the "Management Letter" prepared by the auditing firm of Karrison, Byrne, Jansey & Trimarco, Ltd. After discussion the audit and management letter were placed on file.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (7)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:

1. CIRCULATION REPORTS
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE (7)

Note from Judy Bloch re Resolution

Letter from Michael C. Van Milligen, Assistant Village Manager

Letter from Sally Webb, Assistant Library Director, The Nichols Library

Letter from Rhoda A. Pierce, Acting Executive Director, Illinois Arts Council

Letter to Lydia Stux from Hallie S. Pagowsky, LCSW, ACSW

Letter from Richard E. Thompson, Director, Wilmette Public Library

Letter from Nina Wendt, Reference Librarian, Altheimer & Gray

After discussion the motion to approve the Consent Agenda items passed unanimously.

GIFTS

The trustees noted the gifts in memory of Dr. Herman S. Bloch: \$10.00 from Max and Ruth A. Beck; and \$10.00 donated anonymously.

Also noted: \$25.00 in memory of Sandra R. Lasko from Claire Zaret and \$5.00 in memory of Helen Taitel from David and Muriel Afton.

PERSONNEL

The trustees noted the appointment of John Kadus, full-time Readers Advisory/Audio Visual Librarian, Adult Services Department, effective October 1, 1990; and Lesley Williams, full-time SALS/Reference Librarian, Adult Services Department, effective October 8, 1990.

Also noted was the promotion of Sanjeev Mankotia to Page II/Projectionist, Circulation Department, effective October 11, 1990.

DIRECTOR'S REPORT

The Director's Report was distributed to trustees in the packet delivered Friday, October 5, prior to the Board meeting.

Mrs. Anthony's report included the following:

Personnel--There has been a good selection of well-qualified candidates for staff vacancies. Background information on John Kadus and Lesley Williams, two recent hires, was given.

Statistics--Youth Services circulation now accounts for nearly one third of Library circulation. Circulation of materials in languages other than English has increased 25% over the past two years.

Audiovisual Collection--Spoken word recordings are 25-30% of the recordings collection, accounting for nearly 50% of sound recording circulation. This is a targeted growth area.

Parking--Most of the recommended changes in parking signage have been completed. A flyer will be distributed to alert patrons that enforcement will begin November 1. During discussion it was the consensus of the Board to wait three to six months before any other parking limitations are considered.

Macintosh for Public Use--We will acquire a Macintosh microcomputer for public use in response to requests from patrons. This will bring to five the number of microcomputers available for the public.

Library Materials Complaint--A patron has complained about two titles in the Youth Services collection.

The trustees discussed the "Request for Reconsideration of Library Material" included in the Skokie Public Library Materials Selection Policy adopted by the Board on 2/21/90. Patrons with complaints of this nature must complete the form for reconsideration of materials.

Incidents--Mrs. Anthony reported on a few incidents which occurred in the Library.

Automation--News on some recent restructuring at Geac was reported.

Public TDD Installation--We received a TDD to be used via coin-op with a public phone as part of a minigrant request to the Chicago Public Library. Although we have run into some difficulties with installation, we expect to have it installed and operational shortly.

The trustees discussed the additional costs which could be incurred with this TDD installation. Mrs. Anthony will attempt to negotiate terms with Illinois Bell Telephone so that we will break even.

Professional Activities--Meetings attended in the past month were noted including: North Suburban Library System (NSLS) planning retreat September 14-15, (Mr. Flintrup and Mrs. Anthony); September 18-19, Illinois State Library Advisory Committee in Springfield; Library Administrators Conference of Northern Illinois (LACONI), workshop on the subject of building maintenance; Task Force on System Evaluation October 5, 1990; and Saturday, October 6, 1990, Advisory Committee to the Kellogg funded project of the Public Library Association.

Community Activities--Mrs. Anthony served on the Nominating Committee of the Chamber of Commerce, helping to select new Board members, and she continues to be involved with Rotary's task force on ethnic diversity in Skokie.

Architectural Contract--Mr. Flintrup and Mrs. Anthony met with Mr. Babka and Robin Johnson of Hammond Beeby and Babka Architects this morning regarding the percentage for architectural fee and items covered. Suggested addenda to the standard contract from the American Institute of Architects is forthcoming from the Library attorneys.

DRAFT REVISED MICROCOMPUTER POLICY AND PROCEDURES

The Board reviewed the recommended revisions to the Microcomputer policy which include a change in rule #2, concerning the responsibility statement; a change in rule #4, concerning children's independent use of the microcomputer; a proposed new rule #11 to specify that users may not attach their own peripherals or alter the Library hardware configuration in any way; and the addition of wording restricting reserves for specific programs.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISED MICRO-COMPUTER POLICY AS RECOMMENDED BY THE DIRECTOR. (Copy attached)

The motion was unanimously approved.

BUILDING PROGRAM OUTLINE

Mr. Flintrup and Mrs. Anthony reported on their meeting with Bernard Babka and Robin Johnson of Hammond Beeby and Babka, Inc.

Mrs. Anthony had obtained a listing of the fee schedule used by the Illinois Capital Development Board and had also contacted other libraries which were recently involved in some type of construction to learn what they had paid in architectural fees for their projects. Lower cost projects dictate higher fees. Fees for renovation are at least 1% higher than new construction.

Discussion ensued regarding advantages and disadvantages of a set fee vs. a percentage of the construction cost fee. It was recommended a cost consultant, or coordinator be engaged to oversee cost containment during the project. The Board is also

concerned with possible hidden costs once construction begins such as expense necessary to meet current building codes.

After lengthy discussion it was the consensus of the Board to propose in writing to Hammond Beeby and Babka compensation of 10.8 percent of construction costs for professional services fee, and changes in the standard architectural contract suggested by our attorneys.

ROBBINS, SCHWARTZ, NICHOLAS, LIFTON & TAYLOR, LTD.

The trustees reviewed the proposed policy on sexual harassment for inclusion in the Library's existing Personnel Code. This is recommended as a separate section following the section on Due Process which generally treats "Standards for Personal Conduct" and "Complaint and Appeal Procedures."

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSED POLICY ON SEXUAL HARASSMENT TO BE INCLUDED IN THE SKOKIE PUBLIC LIBRARY PERSONNEL CODE FOLLOWING THE SECTION ON DUE PROCESS AS RECOMMENDED. (Copy attached)

The roll call vote for approval was unanimous.

PARKING

Parking was discussed earlier in the meeting during the Director's Report.

STAFF AWARDS

After discussion of the purpose of the employee awards program the Board agreed to continue the program for another year with reevaluation in 1991 at the time of budget preparations.

Mrs. Hunter appointed Mrs. Zatz and Mrs. Rich to serve as Board representatives to the Selection Committee.

During discussion it was suggested the Committee ask staff members for input concerning the staff awards program.

Mrs. Zatz said she will not attend the November Board meeting but can meet with the Selection Committee after 3:30 p.m. on Thursday or Friday, November 15 and 16.

LIBRARY CABLE NETWORK

The trustees noted the October, 1990 Library Cable Network Program Guide for Cable Channel 22.

Mrs. Hunter said the October 7 opening concert of the Ninth Young Steinway Concert Series is scheduled to be televised Monday evening, October 15 on the Library Channel.

TRAINING AND CONTINUING EDUCATION REPORT BY BARBARA A. KOZLOWSKI

Mrs. Kozlowski reported on the development of Departmental Training Checklists and the procedures followed in training new employees. Staff development and in-service days were discussed.

The Board agreed that in-service training days were beneficial to staff and we might want to consider a program of this type for Skokie Public Library staff in the future.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the North Suburban Library System Board of Directors meeting noting that the System's insurance was reviewed and renewed through the Suburban Library System; and that the System continues to receive applications for membership.

COMMENTS FROM TRUSTEES

The Board congratulated Mr. Graham on his participation in his first meeting of the Board of Trustees.

ADJOURNMENT

The meeting was adjourned at 10:24 p.m.

The performance review of the Director by the Board immediately followed.


Walter B. Flintrup, Secretary

room. The card will be returned after the room and the computer have been checked.

7. No more than two people may use a computer at the same time, except for a parent with more than one child. Each user must have a valid Skokie Public Library card and turn it in to the staff member, except in the case of a parent and child.
8. Only one software program may be borrowed at a time, and no more than two different programs will be given out in each 30 minute period.
9. Staff members will load and remove disks and turn the computers on and off.
10. The Library will supply reasonable amounts of paper for the printer but patrons must supply their own blank disks.
11. Any equipment failure or malfunction should be reported to a Library staff member.
12. If the microcomputer goes down for any reason, the staff will attempt to reschedule the user's lost time.

SKOKIE PUBLIC LIBRARY TRUSTEES: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Walter Flintrup, Secretary; John Graham, Zelda Rich, Eva Weiner, Norma Zatz

M1090

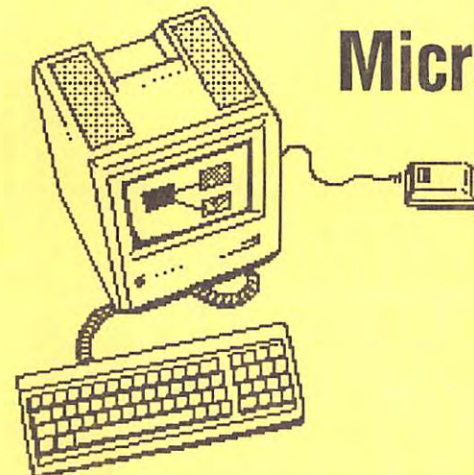
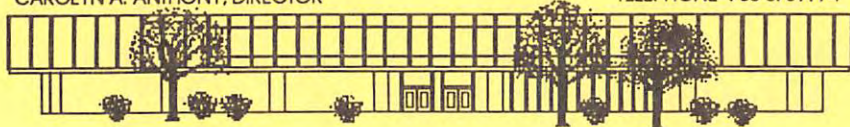
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SKOKIE PUBLIC LIBRARY

5215 OAKTON STREET • SKOKIE, ILLINOIS 60077

CAROLYN A. ANTHONY, DIRECTOR

TELEPHONE 708 6737774



Microcomputer Use at the Library

Skokie Public Library
5215 Oakton Street
Skokie, Illinois 60077
708 673.7774

Rules for Microcomputer Use

1. Anyone who has a valid Skokie Public Library card may use a microcomputer.
2. All users must sign a statement of responsibility and compliance with Library rules which will be kept on file. A parent must sign for children under the age of 16.
3. Copies of rules will be kept at the desk and handed out when the statement is signed. These rules must be observed in order to retain the right to use the computers. A copy of these rules will be posted in the computer room.
4. Users in second grade or higher may use the computer alone. A parent or responsible adult must accompany younger children and must stay in the computer room with them.
5. Users are asked to familiarize themselves with the hardware and the programs they are using. Tutorials and guides are available for this purpose. *Computeramics* programs are also scheduled periodically to present the basics of computer usage. A staff member will turn the computer on and load the disk. Staff cannot instruct individuals in use of the computer or work through specific applications with a patron.
6. Patrons may borrow software to use in the Library's microcomputers or bring their own programs.
7. The Library is not responsible for damage to a patron's disk or for lost data resulting from the use of Library hardware or software.
8. Copying of any computer program which is not in the public domain is prohibited.
9. The user will be held responsible for any damage to Library software or hardware which results from misuse.
10. Staff members may cancel or interrupt any patron's use of the computer and have the right to prohibit the use of any software deemed to be inappropriate.
11. Users may not attach their own peripherals or alter the Library hardware configuration in any way.
12. The Library reserves the right to deny use of the microcomputers to anyone who disregards Library rules.

To Use a Microcomputer

1. Advance reservations for the computers are suggested. Reservations may be made by telephone or in person and may be made up to one week in advance. Up to three reservations may be scheduled at a time. Reservations cannot be made for specific programs.
2. Appointments are scheduled from the time the Library opens until 30 minutes before closing, at which time the computers are turned off and the room closed.
3. Patrons may reserve only one appointment per day, but if a computer is free it may be used on a walk-in basis.
4. Reservations will be held for 10 minutes only.
5. Each computer may be reserved for 30 minutes or a maximum of one hour. If no one is signed up at the end of that time, the patron may stay longer at the discretion of the staff.
6. Patrons must turn in their Skokie Public Library cards to a staff member before being admitted to the microcomputer