

September 9, 1998

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 9, 1998.

CALL TO ORDER

John J. Graham, President, called the meeting to order at 8:10 p.m.

Members present: John J. Graham, President; Eva D. Weiner, Secretary; Susan Greer; Zelda Rich and Carolyn A. Anthony, Director.

Members absent: Diana Hunter, Vice President/President Emerita; Leo Friedman and Marcy Goodman.

Mr. Graham expressed sympathy on behalf of the Board to Mrs. Hunter on the loss of her mother, Lillian Davis, and to Maryann Mondrus in the loss of her mother, Sylvia Wickowski. Memorial contributions for Mrs. Davis can be made to the Spies Public Library, Menominee, Michigan.

Also present: Barbara A. Kozlowski, Associate Director for Public Services and Circulation Department staff member Carole Riding.

APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 5, 1998

Mrs. Rich made a motion, seconded by Mrs. Greer to approve the minutes of the meeting of August 5, 1998, subject to additions and/or corrections.

There being no additions or corrections the minutes were unanimously approved and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LIST OF BILLS

Mrs. Rich made a motion, seconded by Mrs. Greer:

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF AUGUST, 1998, THE LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CONSENT AGENDA ITEMS

CIRCULATION REPORT  
LIBRARY USE STATISTICS  
REPORT(S) FROM DEPARTMENT HEAD(S)  
GIFTS  
CORRESPONDENCE  
PERSONNEL

Mrs. Greer made a motion, seconded by Mrs. Rich:

MOTION: 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. GIFTS
  - In Memory of Steve Oserman
  - \$50 from Margaret R. Hamilton
  - \$50 from David P. Helfand
  - \$1,000 from Stuart Oserman & Lanis Kuyzin
  - \$50 from Mary Radmacher
  - \$200 from Lee and Cheryl Sachnoff
  - \$10 from Charlene Urow
5. CORRESPONDENCE - Letter from Terry Sacks, Terence J. Sacks Associates
6. PERSONNEL
  - Resignations: Michael Jackiw, Assistant LAN Administrator, Technical Services Department, effective September 11, 1998; Jennifer Kostolansky, part-time Clerk, Circulation Department, effective September 10, 1998; Jenny Mampilly, part-time Service Desk Assistant, Youth Services Department, effective August 23, 1998
  - Re-appointment: Linda Kleisch, part-time Clerk, Circulation Department, effective August 21, 1998

The Consent Agenda items were unanimously approved and placed on file.

## DIRECTOR'S REPORT

Usage--Circulation in August showed a very modest increase over circulation for the month last year, with increases primarily in use of audiovisual materials. The gate count was down by one-half percent while TeleCirc use showed double-digit increases.

Patron Compliment--John Kern, a patron, came to see Mrs. Anthony to turn in his Library card after living in Skokie 32 years. He has moved to Highland Park, but wanted to say what a help the Library had been to him and his family over the years as his daughter progressed through school and as he completed both master's and doctoral degrees.

Vend-a-Card--We have been increasingly unhappy with the service (or lack thereof) from our vendor who has supplied us with copy machines since January, 1994, and vend-a-card mechanisms for use on the machines dating to August and November, 1994. Commission payments have been erratic as noted by our auditors. We are currently under contract with the company until June 1, 1999.

Mrs. Anthony has talked with our legal counsel regarding possible relief from the vend-a-card contract. One drawback to aggressive pursuit of a remedy has been the lack of clear alternative options.

Mrs. Anthony detailed some of the options available.

After discussion, it was the consensus of the Board that more information is needed regarding each of the options presented before a decision can be made by the Board.

Gift Ban Policy--On August 12, 1998, Governor Edgar signed legislation comprehensively regulating gifts to public officials and employees. House Bill 672 was passed in the last moments of the legislative session in May and, due to lack of opportunity for comment and refinement,

contains some ambiguities and internal inconsistencies prompting the Governor to call for clean-up legislation in the fall session before the bill becomes effective in January, 1999. It appears that all local governments will be required to adopt a gift ban policy. Since the legislation may be modified and since local standards do not need to be in place until July, 1999, our counsel advises holding off on developing any policies.

Reciprocal Borrowing with Chicago--The Oak Park Public Library implemented reciprocal borrowing with Chicago as of July 15, limiting borrowers to three items. The Park Ridge and Skokie Public Libraries are, to the best of our knowledge, the only suburban libraries without reciprocal borrowing agreements with Chicago at the present time.

Mr. Graham asked for a motion from the Board in order to discuss reciprocal borrowing with Chicago.

Mrs. Weiner made a motion, seconded by Mrs. Rich that the Skokie Public Library Board of Library Trustees discuss whether to reinstate reciprocal borrowing with Chicago.

After lengthy discussion it was the consensus of the Board not to act at this time due to the number of areas this would impact. Of primary concern is the drain on our collection. The as yet unfulfilled pledge to build a larger branch of the Chicago Public Library for the Edgebrook community in one of the northernmost parts of the city was noted.

A decision to reinstate reciprocal borrowing between the Skokie Public Library and Chicago Public Library cardholders will be held in abeyance.

ILA Public Policy Committee--The ILA Public Policy Committee is working on an integrated funding initiative under the umbrella of "Twenty First Century Literacy." The proposal would include something for the different types of libraries and library systems. It is currently being refined before broader presentation to the library community in October.

Surplus Equipment--The Library has a surplus laminator and also a video disc player. Staff have expressed interest in bidding on the equipment. Mrs. Anthony asked the Board if this is acceptable to the Board or if a broader public bidding process is required?

After discussion the Board agreed that the sale of any surplus items will be left to the discretion of the Director.

Programming-- Our newly hired native Russian-speaking librarian, Katerina Zlotnikova, will conduct an introduction to the Library's resources in Russian November 5. Monthly Library tours are being re-introduced beginning Sunday, September 27. A reminder that "A Celebration of the Life of Steve Oserman" will be held September 24 at 7 p.m.

The Board congratulated Mrs. Anthony on her comments on censorship noted in the column written by Steve Chapman in the September 3, 1998, Chicago Tribune.

#### NEW MOBILE LIBRARY

The new Mobile Library is nearly completed. We expect delivery possibly as soon as September 11. When it arrives, we will need to install computers and load up the shelves. Staff have been selecting new books and audiovisual items.

We have agreed to pay Matthews Specialty Vehicles in full on delivery of the vehicle. We have paid \$120,000. to date. The balance due is \$65,957.

Mrs. Greer made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES MAKE FINAL PAYMENT TO MATTHEWS SPECIALTY VEHICLES IN THE AMOUNT OF \$65,957. UPON DELIVERY OF THE MOBILE LIBRARY, AS REQUESTED.

The roll call vote for approval was unanimous.

Mrs. Anthony said that Dan Armstrong, Director of the Palatine Public Library, has expressed an interest in purchasing our old Bookmobile for a special project they had in mind and offered a bid of \$5,000.

Mrs. Rich made a motion, seconded by Mrs. Greer to accept Mr. Armstrong's bid of \$5,000. for the purchase of the Skokie Public Library Gerstenslager Bookmobile.

The roll call vote for approval was unanimous.

#### PURCHASE OF ADDITIONAL COMPUTER CHAIRS

We need to purchase 42 additional Herman Miller chairs. Seven are for the public, primarily for equipment at the new counter at the back of Readers Services. Thirty-five are for staff use in Adult Services and Technical Services.

Four bids were solicited and received as follow: Corporate Office Systems/\$15,751.20; Corporate Vision Interiors/\$15,789.92; I<sup>3</sup> Group/\$15,880.37; and Thomas Interior Systems, Inc./\$15,614.06. Board approval to purchase 42 Herman Miller chairs from the low bidder, Thomas Interior Systems, Inc., in the amount of \$15,614.06, inclusive of delivery and installation is requested.

Mrs. Greer made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF 42 HERMAN MILLER CHAIRS FROM THOMAS INTERIOR SYSTEMS, INC. IN THE AMOUNT OF \$15,614.06.

The roll call vote for approval was unanimous.

#### AUTOMATION / JCPL

There was nothing to report.

LIBRARY CABLE NETWORK

The Board noted the September 1998 Library Cable Network Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Anthony attended the Public Library Administrator's Forum at NSLS Headquarters September 3. The main focus of the meeting was the research findings by the Benton Foundation about the way public libraries are perceived by the public as discussed in an article in the June/July American Libraries.

COMMENTS FROM TRUSTEES

Mr. Graham apprised the Board that Marcy Goodman's home in Skokie has been sold. It is unfortunate that her health has deteriorated this past year.

Since she is no longer a resident of Skokie and therefore, can no longer serve on the Board of Library Trustees, a motion is necessary to declare Mrs. Goodman's seat vacant.

Mrs. Rich made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES DECLARE MARCY GOODMAN'S SEAT VACANT.

The motion was unanimously approved.

Mr. Graham said that the Board will extend its sincere appreciation to Mrs. Goodman for her service to the Board and to the Library.

ADJOURNMENT

The meeting was adjourned at 8:55 p.m.




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Eva D. Weiner, Secretary