

January 10, 2001

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, January 10, 2001.

CALL TO ORDER

Eva Weiner, President Pro Tem, called the meeting to order at 7:34 p.m.

Members present: Eva Weiner, President Pro Tem; Susan Greer; Richard Witry, Secretary Pro Tem; John M. Wozniak and Carolyn A. Anthony, Director.

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

Members absent: John Graham, President; Diana Hunter, Vice President/President Emerita; and Zelda Rich.

Visitors present: Skokie resident Carole Riding.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 13, 2000

Mr. Witry made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of December 13, 2000, subject to additions and/or corrections.

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

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

BILLS

Mr. Witry made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE MONTH OF DECEMBER, 2000, THE LIBRARY NOTE FUND AND THE YEAR-TO-DATE BUDGETARY STATUS, AND THE LISTS OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CIRCULATION REPORT  
 LIBRARY USE STATISTICS  
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)  
 GIFTS  
PERSONNEL

Mrs. Greer 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 REPORT
  2. LIBRARY USE STATISTICS
  3. REPORT(S) FROM DEPARTMENT HEAD(S)
  4. GIFTS: \$25. from Rose L. Miller in memory of Muriel Marks for purchase of a book of verse or short stories; \$30. from Evelyn Marks Siegel in appreciation; \$35. from Dr. and Mrs. William H. Wehrmacher for a treat for staff; \$50. from the Jewish Genealogical Society for the purchase of genealogical materials
  5. PERSONNEL: Transfer: Gerry Zurek, from full-time Page-Projectionist, Youth Services Department to full-time Custodian, Maintenance Department, effective January 8, 2001.

The motion passed unanimously.

Mrs. Weiner likes that department heads go into detail in their reports. Mr. Witry asked that the Board meet Linda Zeilstra, Youth Services Assistant Department Head and Jan Watkins, Youth Services Department Head, at the February Board meeting.

ARCHITECT'S FEES

Mrs. Anthony informed the Board of the current invoice from the architectural firm of O'Donnell Wicklund Pigozzi & Peterson for \$196,535.86 for professional services for the month of November. Although we have not yet finalized a contract with the architect, the charges follow a format agreed to by mutual consent.

Mrs. Anthony pointed out on the Year to Date Status for the Library Building Addition Project that Task 2 is for Additional Planning Services considered beyond the scope of established agreements between the architect and the Library. Of \$13,042.75 billed to date, OWP&P will credit \$5,500. for services due to the design change to the exterior of the building which was initiated by the architects for structural purposes. The remaining \$7,500. is for changes due to the Library's decision to make the West entrance primary. Mr. Witry would like Mr. Hunter (OWP&P architect) to explain this at the next board meeting.

A motion was made by Dr. Wozniak, seconded by Mr. Witry:

MOTION: THAT THE BOARD OF LIBRARY TRUSTEES APPROVE THE NOVEMBER INVOICE FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON IN THE AMOUNT OF \$196,535.86. THE BOARD RESERVES THE RIGHT TO DETERMINE WHETHER IT WISHES TO CREDIT THE RESERVE FUND AFTER BONDING HAS BEEN SECURED.

The roll call vote in favor of the motion was unanimous.

#### PROJECTED BUDGET 2001-2002

Mrs. Anthony explained that she gave the Board the Projected Budget so they could look it over and ask questions. She has also attached the present salary scale and proposed salary scale for 2001-2002. The budget does not have to be passed until the April meeting.

#### GIFT OF STOCK FROM GLORIA BLOOM

Mrs. Anthony reported that the Skokie Public Library received a gift of 55 shares of stock in the General Electric Company from Gloria Bloom. The current value of the gift is about \$2,600. The shares have been transferred to an account for the Library at Salomon

Smith Barney. A resolution from the Board is needed giving a designated person authority to sell the stock.

Mr. Graham talked to Mrs. Anthony before the meeting. He suggests we keep the stock until it reaches its target price for the year.

Mr. Witry made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPOINT JOHN GRAHAM, PRESIDENT, BOARD OF LIBRARY TRUSTEES, AS THE DESIGNATED PERSON WITH THE AUTHORITY TO SELL THE STOCK AT A TIME SO AUTHORIZED BY THE BOARD OF LIBRARY TRUSTEES. THE PRESIDENT OF THE LIBRARY BOARD WILL THEN DIRECT SALOMON SMITH BARNEY AS TO THE DISPOSAL OF THE STOCK.

The roll call vote in favor of the motion was unanimous.

#### DIRECTOR'S REPORT

Usage—It is not surprising, given the weather in December, that Library use was down over 7% last month. The Library closed early at 4 p.m. on Monday, December 11 due to the snow and the Bookmobile was off the road for two days, December 11 and 12. From circulation figures, it would appear that people stayed indoors and watched videos or enjoyed other AV entertainment. Remote access to licensed resources showed 2,002 requests in December, less than half the volume for November, but it is typical for research activities to taper off in December with holidays and the end of academic terms. There were 90,823 hits on SkokieNet including 13,166 hits to the SPL Web site.

Library Cable Network—LCN has a new member, Prospect Heights Public Library, bringing the number of member libraries to six. Channel 24 in Skokie experienced some signal problems last month, perhaps due in part to the weather and/or

the aging AT&T lines. This Sunday, January 7, from 1-5 p.m. Josh Pfluger and an NSLS staff member will be in the lobby of the Library promoting the Library Cable Network.

Tax Appeals—We have begun receiving notices of tax appeal filings for 1999 by some businesses in Skokie. When the cycle appears to be complete, Mrs. Anthony will give the Board a report for a decision of which, if any, we should contest.

Workshop on Legal Aspects of Construction—Mrs. Anthony attended a workshop called “The Built Environment” on legal aspects of construction. Lorence Slutsky of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. was the primary presenter, but several other attorneys from the firm also handled portions of the curriculum. The workshop covered such topics as contracts, bidding, disputes, delay, performance bonds and insurance. A lot of material was covered and a manual of more than 200 pages will serve as a reference to specific topics.

Story of Historic Skokie—Little Rabbit Finds His Way is a story written by Susan Van Dusen based on facts about life among the Potawatomi Indians in the Skokie area in the early 1800s. Publication of the book was a Millennium Project of the Village. Mayor George Van Dusen and Susan will be at the Library Monday, January 8 at 7 p.m. for a presentation of copies of the book to the Library. Mrs. Anthony said we had about 7 or 8 kids and 5 or 6 parents in attendance. The Mayor brought over original artwork from the book and said a few words and presented copies of the book. Each child in attendance will receive an autographed copy of the book. Jane Hagedorn, Adult Services reference librarian, was there who did a lot of research. Mrs. Weiner said George Van Dusen is always there and is always available. We are very lucky to have him as our Mayor.

Staff Day—Staff Day 2000, held December 15, was a great success with credit to the Staff Day Committee and Co-Chairs Susan Dickens and Tobi Oberman. Featured speaker Karen Thornburg did not merely present, but involved staff in discussion and activities relevant to being resilient in a time of change. Staff also enjoyed hearing about building plans from the architect and construction manager. The day ended with a “game show” competition among teams who pushed a buzzer to be the first to answer questions about Library history, statistics and policy.

Peace and Harmony Rally—The Library supported the Village Peace and Harmony Rally held at Niles West Sunday, December 17. It was a moving program and a memorable event for the approximately 1,400 people who attended.

Young Steinway Alumni Concert—Ching-Wen Hsiao, pianist, will perform this Sunday, January 7 at 3 p.m. in the Young Steinway Alumni Concert. A reception will follow. Mrs. Anthony reported the concert was excellent. Ching-Wen is a student at Juilliard and former student of Emilio del Rosario.

ALA Midwinter—Mrs. Anthony will travel to Washington, D.C. January 11 for the Midwinter meeting of the American Library Association. Four staff members will also attend. Mrs. Anthony will participate in a workshop by the Urban Libraries Council on Collection Development in a Digital Age and attend committee meetings of the ULC Capacity Building Committee and the ALA External Accreditation Task Force. Mrs. Anthony will also attend a meeting about possible participation in a cost/benefit study of library service. The St. Louis Public Library had an Institute of Museum and Library Services grant to develop a methodology which has subsequently been tested in

several other libraries. They are looking to selectively expand the study. In addition, she will attend a meeting of the Highsmith Advisory Board.

### BUILDING PROJECT

Mrs. Anthony reported that the construction management agreement has been signed by Fred Berglund. At the November 2000 Board meeting, a motion was made for the Director and President of the Library Board to execute the agreement. When Mr. Graham returns we will sign the agreement.

The Architectural Agreement has been delayed due to insurance issues. Both our legal counsel and our insurance advisor were uncomfortable sharing an umbrella of \$2,000,000 in professional liability with the volume of business conducted by O'Donnell Wicklund Pigozzi and Peterson. The Board discussed this matter at great length. Mr. Witry feels we would be overinsured if we took the five million dollar, limit-three year extended reporting period for a cost of \$37,695.00.

Mr. Witry moved to table this item until the next board meeting. The roll call vote to table this item was unanimous.

Mrs. Anthony presented the Board with a letter from Al Rigoni, Manager, Village of Skokie and attached memorandum from Peter Peyer, Head of the Planning Department regarding site and construction issues. This is for informational purposes only tonight. Mrs. Anthony had a meeting with Mr. Rigoni, and Bob Nowak, Director of Finance, Village of Skokie on Tuesday, January 9 regarding financing of the project. Following that meeting she met with Mr. Rigoni and Peter Peyer regarding site issues. The Village is concerned that we have enough parking spaces to meet the requirement for one additional space for each 800 sq. ft. of usable library space. They may not be willing to

waive this requirement because they foresee severe logistical problems with a parking shortage. More discussion followed regarding parking, property acquisition, and parking for staff. The Board will discuss these issues in depth at the special board meeting, Wednesday, January 17 at 7:30 p.m.

### CIRCULATION POLICY CHANGES

Mrs. Anthony stated that periodically we review circulation policies, considering their impact on the public. Our goal is to have policies which facilitate people's use of the collection, while maintaining appropriate safeguards to protect the collection as the community's resource. With these principles in mind, Mrs. Anthony recommends the following changes in circulation policy:

1. Allow a second renewal on all formats.
2. Eliminate the reserve fee of .35 cents.
3. Accept a single photo ID with address for renewal of a library card if the address on the ID confirms that already in the database for the patron.  
Accept a driver's license and student ID as sufficient identification for a young person to obtain a library card.

It is recommended that the new policies be effective as of the date of the introduction of a new circulation system March 20, 2001.

After discussion, Dr. Wozniak made a motion, seconded by Mr. Witry:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ALLOW A SECOND RENEWAL ON ALL FORMATS EFFECTIVE MARCH 20, 2001.**

The motion passed unanimously.

The following motion was made by Mrs. Greer, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ELIMINATE THE RESERVE FEE OF \$0.35 EFFECTIVE MARCH 20, 2001.

The roll was called: Mrs. Weiner—yes; Mr. Witry—no; Mrs. Greer—yes; Dr. Wozniak—yes. The motion passed.

The following motion was made by Dr. Wozniak, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT A SINGLE PHOTO ID WITH ADDRESS FOR RENEWAL OF A LIBRARY CARD IF THE ADDRESS ON THE ID CONFIRMS THAT ALREADY IN THE DATABASE FOR THE PATRON. ALSO, THE LIBRARY WILL ACCEPT A DRIVER'S LICENSE AND STUDENT ID AS SUFFICIENT IDENTIFICATION FOR A YOUNG PERSON TO OBTAIN A LIBRARY CARD. BOTH CHANGES ARE EFFECTIVE MARCH 20, 2001.

After a roll call vote, the motion passed unanimously.

#### AUTOMATION UPDATE

The Automation Update memo was noted by the trustees.

#### FEDERAL FILTERING MANDATE / CHILDREN'S INTERNET PROTECTION ACT

After numerous unsuccessful attempts at passage as an independent bill, a federal filtering mandate was attached as a rider to the Health and Human Services Education Appropriations Bill (HR4577) which was passed by the House and Senate December 15, 2000. This piece of legislation is called the Children's Internet Protection Act. It is applicable to any public or school library which receives federal funds. We have no LSTA grants at the present time. Since we have at least three months before the need for compliance, we intend to take the following measures:

1. Investigate further and become well informed about the requirements of the legislation.
2. Not file for federal E-rate funding. (We would only be eligible for up to \$3,000. this year.)
3. Wait and see if the legislation is successfully challenged by the ACLU and/or others.

The Federal Filtering Mandate memo and its attachment were prepared for informational purposes.

#### LIBRARY CABLE NETWORK CHANNEL 24

The January 2001 Cable Guide was noted by the trustees.

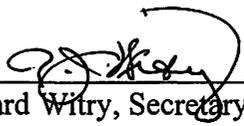
#### NORTH SUBURBAN LIBRARY SYSTEM

The trustees noted the "NSLS 2000-2001 Proposed Legislative Activities" and "NSLS/SPL 1999-2000 Statistics".

#### ADJOURNMENT

At 8:43 p.m. Mr. Witry made a motion to adjourn.

Mrs. Anthony reminded the trustees that there will be a Special Board meeting next Wednesday, January 17 at 7:30 p.m. Bob Hunter, architect with O'Donnell Wicklund Pigozzi and Peterson and a representative of the construction management firm Fred Berglund & Sons will be present.

  
Richard Witry, Secretary Pro-Tem