

March 11, 2002

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Monday, March 11, 2002.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:30 p.m.

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

Members absent: Eva Weiner, Secretary; Richard Witry.

Visitors present: Richard Spicer, Fred Berglund & Sons; Barbara A. Kozlowski, Associate Director for Public Services and Michael V. Lukich, Gewalt Hamilton Associates, Inc. (arrived at 7:39 p.m.)

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 13, 2002

Dr. Wozniak made a motion, seconded by Mrs. Rich, to approve the minutes of the regular meeting of February 13, 2002, subject to additions and/or corrections. There being no additions and/or corrections, the minutes were approved and placed on file. Mrs. Greer abstained from voting.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

BILLS

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

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE MONTH OF FEBRUARY, 2002, AND THE LISTS OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

Mr. Graham asked the Board to move the regular order of business and move directly to Building Project (Items I 1,2,3). The Board agreed.

### BUILDING PROJECT

#### Change Orders

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

The Board inquired as to how long the crane will be in the east drive. Mr. Spicer said approximately three weeks.

The first change order is for attic stock carpet sufficient to re-carpet both lobby areas and the lobby stairs. By ordering this now, it will be of the same dye lot as the rest of the carpet on the first floor. Past experience has shown that, although the carpet has a warranty of 10 years, if the lobby area and stairs are replaced after 7 or 8 years, the rest of the carpet should last at least fifteen years. The lobby and stairs wear more quickly due to heavy traffic and winter salt. The cost of an additional 381 square yards of carpet is \$12,741.00.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CAMOSY, INC. FOR AN ADDITIONAL 381 SQUARE YARDS OF CARPET FOR \$12,741.00.

The roll vote for approval was unanimous.

The second change order is for electrical work in the amount of \$15,865.38 occasioned by Architectural Supplemental Instructions No. 4. This document contained some additional specifications and some changes, generally representing costs that would have been incurred anyway had the work been specified earlier. Mr. Spicer explained that

the electrical drawings have been re-issued since several changes have occurred. Mr. Graham voiced his own personal displeasure with this change order.

Dr. Wozniak made the following motion, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CONNECTIVITY SOLUTIONS FOR THE COSTS INVOLVED IN THE REVISIONS MADE IN THE ELECTRICAL PER ARCHITECTURAL SUPPLEMENTAL INSTRUCTIONS NO. 4 IN THE AMOUNT OF \$15,865.38.

The roll call vote for approval was unanimous.

The third change order is also for electrical work in the amount of \$1,546.72. This is for power to the power-assist door at the entrance to Community Services, previously approved by the Board.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CONNECTIVITY SOLUTIONS TO PROVIDE POWER TO THE POWER-ASSIST DOOR AT THE ENTRANCE TO COMMUNITY SERVICES IN THE AMOUNT OF \$1,546.72.

The roll call vote for approval was unanimous.

The fourth change order, again for electrical work, represents emergency repairs already made to a cut line in the floor of the former Mary Radmacher Meeting Room. Because GME Consultants had x-rayed the floor and marked areas safe for cutting, they are being asked to reimburse the cost of this repair in the amount of \$7,220.83.

Mr. Lukich entered the meeting at 7:39 p.m.

Mr. Spicer explained that Connectivity Solutions did not cause the problem but they corrected it and corrected it quickly. They incurred the costs and they should be

payed what is owed them. The scan provided by GME did not show conduit in the floor. Thus when the concrete was cut, conduit, phone lines and grounding wires were cut. Mr. Graham asked if Mr. Spicer would file a claim with GME and at this time the Board will defer payment to Connectivity Solutions.

Mr. Graham made the following motion, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES DEFER THE CHANGE ORDER FROM CONNECTIVITY SOLUTIONS FOR \$7,220.83 UNTIL THE APRIL 2002 BOARD MEETING.

The motion passed unanimously.

The last three change orders reflect adjustments due to conditions. Camosy is asking for an additional \$5,609.00 for moving a soffit and additional plaster ceiling work because the drawings of the steel structure and the room measurements were off of alignment. Mr. Spicer advised the Board that this was a legitimate expense.

Dr. Wozniak made the following motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CAMOSY, INC. FOR MOVING A SOFFIT AND ADDITIONAL PLASTER CEILING WORK IN THE AMOUNT OF \$5,609.00.

The roll was called: Mrs. Hunter—yes; Mrs. Greer—no; Mrs. Rich—yes; Dr. Wozniak—yes; Mr. Graham—yes. The motion passed.

The change order from Kerrigan Plumbing is for \$1,274.03 to relocate roof drain piping to avoid conflicting with existing ductwork. Mr. Spicer explained that this was quite a bit of additional piping and Kerrigan has done other items that they have not charged for.

Dr. Wozniak made the following motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM KERRIGAN PLUMBING FOR RELOCATING ROOF DRAIN PIPING IN THE AMOUNT OF \$1,274.03.

The roll call vote for approval was unanimous.

The final change order is from the mason Crouch-Walker Corp. They have requested a \$430.00 addition for a return and reveal inserted to mask the difference in alignment between existing brick and new brick where the garage for the Mobile Library abuts the building.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CROUCH-WALKER CORP. FOR A RETURN AND REVEAL INSERTED TO MASK THE DIFFERENCE IN ALIGNMENT BETWEEN EXISTING BRICK AND NEW BRICK WHERE THE GARAGE FOR THE MOBILE LIBRARY ABUTS THE BUILDING IN THE AMOUNT OF \$430.00.

The roll call vote for approval was unanimous.

Mr. Spicer was asked to comment about the current state of construction. Mr. Spicer said we are behind schedule. The readers services/community services move was postponed due to a carpet delivery delay. Actually a quote was made for an enhanced carpet backing but now the manufacturer says they can't manufacture the backing. Thus, they wanted an extra \$8 per square foot. So far, the trades are not meeting their deadlines. He is still expecting Youth Services to move the first of June though. As of today, the third floor move is scheduled for June 24. There have also been problems with finishes, ceramic tile, carpet, and plastic laminate. Mr. Graham asked Mr. Spicer to stay for Items I, 2 and 3.

Proposal for Widening of Oakton Street

One of the conditions of the Village Board in approving plans for the Library's parking lot expansion was the widening of Oakton Street to accommodate a left turn lane. This is deemed necessary because of an anticipated heavy volume of traffic into the drive west of the Library when the main entrance to the Library and the majority of public parking is on that side of the building.

A proposal, dated December 7, 2001, from Mike Lukich, a Civil Engineer with Gewalt Hamilton Associates for professional design services and estimated construction costs for this project is in the Board's packet. Mr. Lukich worked with the Village on the design of the parking lot expansion for the Library so he is familiar with the site requirements.

Mr. Lukich has given an estimate of \$250,000.-\$275,000. for the construction cost of the improvement. Engineering service and oversight during construction is an additional 6%-7% for a total estimated cost of \$265,000.-\$294,250. In addition, there will be up front costs for survey, civil engineering design and soils investigation of \$30,500. Board President John Graham has talked with the Mayor and drafted a follow-up letter re the possibility of the Village financing this work. Initial response was favorable.

Mrs. Anthony is recommending approval of the engineering fees of \$30,500. at this time so that we can begin the project. As indicated in Mr. Lukich's letter, he anticipates nearly a year for field investigation, design time and permitting from the Cook County Highway Department. If construction is to occur next spring, we need to begin this preparatory work now.

Mr. Lukich was introduced to the Board. He explained the process of widening of Oakton Street to create a left turn bay into the Library, increased traffic once all homes

are acquired along Park Avenue, right of way on the north side of Oakton Street, and the public sidewalk shifting closer to the condos.

The first step is to do the survey and combine that information with what the Village did. Once the information is collected, it will be presented to the Village and Cook County for their feedback; then to the Library Board. Mr. Graham would like all information to be sent to Mrs. Anthony so she can apprise the Board. Mr. Lukich will copy Mrs. Anthony on all documents.

Mrs. Hunter spoke at length about eminent domain and her strong feelings in favor of it. She feels that parking is the primary public concern in this building program and that the Board should complete the lot by the time the building is finished. Mr. Graham said the issue of eminent domain will be considered when the entire Board is present.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ENGINEERING FEES IN THE AMOUNT OF \$30,500. AS PRESENTED BY GEWALT HAMILTON ASSOCIATES INC. FOR THE WIDENING OF OAKTON STREET.

The roll call vote for approval was unanimous.

#### Proposal for Modifying West Parking Lot Driveway Entrance

Mr. Lukich recommends that modifications be made to the entrance of the parking lot driveway on the west side of the building to facilitate vehicular egress and ingress. Mr. Lukich recommends that these modifications be made this spring as we will realize immediate benefit from the improvements. This work would not be disturbed or redone with the widening of Oakton next year as that easement will happen on the north side of

the street. He also stated that the number of parking spaces will not be reduced with these modifications.

Mr. Graham asked Mr. Spicer if this was practical to do in the spring. Mr. Spicer said that spring would be a little optimistic because of the nature of the construction on the third floor and the fact that there are a lot of materials not yet hoisted to the third floor. Mr. Spicer recommends holding off until the end of summer to benefit construction.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PLANS TO MODIFY THE EXISTING WEST PARKING LOT DRIVEWAY ENTRANCE OFF OF OAKTON STREET AS OUTLINED IN MR. LUKICH'S MEMO OF JANUARY 7, 2002 IN AN AMOUNT NOT TO EXCEED \$7,500.00.

The roll call vote for approval was unanimous.

Mr. Spicer gave a brief report on damage from the storm over the weekend. There was some damage from the wind and the visquine had to be cut away. The PVC membrane that is not mechanically adhered got torn in several places.

The Board thanked Mr. Lukich for attending the meeting. Mr. Lukich left the meeting at 8:25 p.m.

INVOICE NO. 0056347 FROM O'DONNELL WICKLUND PIGOZZI & PETERSON FOR \$15,180.64 DATED FEBRUARY 12, 2002

Mr. Graham has spoken with Architect Robert Hunter and it was agreed that Enterprise-Rent-a-Car and Late Charges can be deleted from this invoice. Mr. Graham informed Mr. Hunter he could bill the Library for mileage.

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



MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF INVOICE NO. 0056347 FROM O'DONNELL WICKLUND PIGOZZI & PETERSON FOR \$15,180.64 DATED FEBRUARY 12, 2002 MINUS THE \$378.84 CHARGE TO ENTERPRISE RENT-A-CAR AND THE \$301.94 LATE CHARGE. TOTAL PAYMENT TO OWP&P: \$14,499.86.

The roll was called. The motion passed.

INVOICE NO. 12032 FROM FRED BERGLUND & SONS, INC. FOR \$52,670.52 DATED MARCH 4, 2002

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF INVOICE NO. 12032 FROM FRED BERGLUND & SONS, INC. FOR \$52,670.52 DATED MARCH 4, 2002.

The roll was called. The motion passed unanimously.

LETTER TO CAROLYN ANTHONY FROM JACK R. LESNIAK, AIA, DIRECTOR, CONSTRUCTION ADMINISTRATION, O'DONNELL WICKLUND PIGOZZI & PETERSON DATED MARCH 6, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CROUCH-WALKER CORPORATION FOR \$220,502.70 DATED FEBRUARY 20, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM JONES & BROWN COMPANY FOR \$146,143.80 DATED FEBRUARY 12, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CAMOSY INCORPORATED FOR \$245,848.00 DATED FEBRUARY 28, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM G.E. RIDDIFORD CO. FOR \$90,485.28 DATED FEBRUARY 25, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM ALLIANCE GLASS & METAL FOR \$135,441.00 DATED FEBRUARY 18, 2002

APPLICATION FOR PAYMENT FROM F.J. KERRIGAN PLUMBING CO. FOR \$57,600.00 DATED FEBRUARY 25, 2002

PAY REQUEST NO. 6 FROM MONACO MECHANICAL INC. FOR \$183,042.00 DATED FEBRUARY 27, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM COMMERCIAL  
ELECTRICAL SOLUTIONS OF IL LLC FOR \$140,400.33 DATED FEBRUARY 22,  
2002

The letter from Mr. Lesniak was noted.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF THE APPLICATIONS AND CERTIFICATES FOR PAYMENT FROM THE FOLLOWING:

CROUCH-WALKER CORPORATION	\$220,502.70
JONES & BROWN COMPANY, INC.	\$146,143.80
CAMOSY INCORPORATED	\$245,848.00
G.E. RIDDIFORD CO.	\$90,485.28
ALLIANCE GLASS & METAL	\$135,441.00
F. J. KERRIGAN PLUMBING CO	\$57,600.00
MONACO MECHANICAL INC	\$183,042.00
COMMERCIAL ELECTRICAL SOLUTIONS OF IL LLC	\$140,400.33

The roll was called. The motion passed unanimously.

Mr. Spicer left the meeting at 8:29 p.m.

Mrs. Hunter questioned the Richard Peck bus trip and asked the net cost to the Library since our minimum attendance was not met. Mrs. Anthony said that the theater program in Arlington Heights was well received and the net cost to the Library was \$70. Mrs. Hunter proposed that we establish a policy for programs that we charge for with the stipulation that if minimum attendance is not met the Library reserves the right to cancel. She said that OCC, the Botanic Garden and Art Institute have such a policy. Mrs. Anthony said that we would indeed follow such a practice if it appeared that the Library would incur substantial cost.

Mrs. Greer left the meeting at 8:32 p.m.

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

Mrs. Hunter 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) (1)
  4. CORRESPONDENCE: LETTER TO UCGA MEMBER FROM LOUISE MCAULAY, EXECUTIVE DIRECTOR, LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (LIMRiCC) DATED FEBRUARY 12, 2002 RE DIVIDEND DISTRIBUTION
  5. GIFT: 70 SHARES OF GE STOCK FROM SKOKIE RESIDENT GLORIA BLOOM FOR BPH SERVICES PROVIDED TO HER LATE HUSBAND
  6. PERSONNEL: RESIGNATION: CLAIRE HEISER, PART-TIME INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE FEBRUARY 15, 2002; STATUS CHANGE: MARY TONG, PART-TIME HOURLY CLERK, TECHNICAL SERVICES TO PART-TIME SALARIED CLERK

The motion passed unanimously.

#### PROPOSED OPERATING BUDGET FY 2002-2003

Mrs. Anthony presented the draft Operating Budget for FY 2002-2003, including revenue projections, proposed expenditures by line and salary scale reflecting adjustment of 5% at entry and 4% at top of scale. She also spoke with Heidi Katz, our legal counsel, regarding a disclaimer on the salary scale and Mrs. Anthony included the suggested language.

There are only a few changes in budget lines from what the Board reviewed last month. The Contingency line has been reduced from \$41,249. to \$40,000., with \$1,000. added to Reception and Entertainment and \$249. added to Office Expense and Transportation. Mrs. Anthony is assuming that the Library's dedication and celebration of our expansion will happen early in FY 2004 rather than within this Fiscal Year.

Nevertheless, expenses for the Staff Day luncheon and reception of visitors has been increasing in recent years. Similarly, expense for Transportation has been up this year, without shared use of the Library car since September.

After brief discussion regarding the replacement of the Library car and staff day, Mr. Graham reminded the trustees that the budget will need to be approved at the April meeting. It was suggested that when the Library closes for Staff Day perhaps we could tell the contractors that could be one of the days the building would be shut down. If anyone has questions, please contact Mrs. Anthony prior to the meeting.

### DIRECTOR'S REPORT

Usage—Circulation in February was over 100,000 for an increase of two percent from February last year. We have already passed one million circulations with two months left in the fiscal year. Mobile Library circulation continues to show strong gains. Adult circulation is also holding its own, with particular growth in video. DVDs have rapidly gained in popularity. Reciprocal borrowing is down slightly, perhaps due to construction, although the gate count is only down one percent. Seventy-seven users logged onto licensed electronic databases for 20,648 hits. The most popular resource was Reference USA, followed by OCLC FirstSearch. Remote use tallies indicate that 7,217 people posted 22,676 hits to the Library's homepage in February.

Educate and Automate Grant—We received notice from the Illinois State Library that Skokie Public Library has been awarded a \$30,000. grant for a wireless computer system. We plan to acquire ten laptop computers with network cards that can connect to the Library's network without cable. This will be useful during construction to continue computer service in temporary locations. When construction is complete, we plan to make the laptops available to adults on the second floor so that they may take a computer into a

study room or work anywhere on the floor without regard to where there are installed computers.

Dominican GSLIS Advisory Board—Mrs. Anthony attended a meeting of the Advisory Board to The Graduate Library School at Dominican. She got a tour of their construction in progress as the School will be moving up to the top floor of the Library building. There will be a computer lab and café down on the lower level.

Visit to Ela Area Library—Barbara Kozlowski, Deborah Grodinsky, Jan Watkins and Mrs. Anthony all toured the new Ela Area Library as part of a special tour for area librarians. The architect Sente & Rubel sponsored the tour and box lunch. They noted some interesting features such as end-of-stack displays and a sound hood for teens. The Library has a small café area with vending machines.

OCLC Focus Group—Mrs. Anthony participated in a focus group about trends in public libraries, held at the Harold Washington Library. Marilyn Mason, the retired former director of the Cleveland Public Library facilitated the discussion which was also attended by Jay Jordan, CEO of OCLC. We had an interesting discussion around questions such as, “How has library service changed since 1995?” “What are the most pressing staffing issues?”

Allie Beth Martin Award—Former SPL librarian Merle Jacob will receive the Allie Beth Martin Award this year. The prestigious award includes a \$3,000. cash gift from Baker & Taylor, recognizing a librarian who has made a significant contribution to connecting adults with books. Merle is now the Director of Library Collection Development at the Chicago Public Library, but formulated the first collection development plan here at Skokie Public Library. The plan was one of the first for a public library and has been widely copied since.

Community Involvement—Mrs. Anthony attended a meeting of the Mayor's Immigrant Advisory Task Force. The Regional Director of the Immigration and Naturalization Service spoke and an immigration attorney made briefer remarks. A larger, public program will be held at the Library at a future date.

At the invitation of Lisa Edelson, former Executive Director of the Chamber and now School to Work Liaison for District 219, Mrs. Anthony was a judge for a story presentation by high school students from throughout the Chicagoland area. The students are taking an early childhood class. Winners will go on to compete at the state level.

Mrs. Anthony was a panelist for a program on Youth Outreach coordinated by Barbara Meyer and Merle Rivenson. Her role was to talk about the Library's experience as a community service site. It was interesting to hear from judges and social service workers about the pioneering programs of Skokie with the peer jury system and options for sentencing to treatment or community service.

Cost Benefit Study—Deborah Grodinsky and Mrs. Anthony attended a meeting of the Cost Benefit Study team along with representatives from Schaumburg and Joliet public libraries. The requirements seem manageable. They will meet again in Atlanta in conjunction with the ALA Annual Conference.

Richard Peck—Newbery award-winning author Richard Peck will be at the Library Tuesday, March 12. Board members are welcome to attend the program at 7:00 p.m. or to bring by books to be autographed.

Construction—General construction news is that we will not be ready to move into the west addition March 20-22 as planned. The carpet will not be shipped until the 29<sup>th</sup> so we will be looking at a new schedule, perhaps the week of April 8. You may have seen the large crane in the Library drive this week. It is here to hoist the precast up to the third floor.

Patrons have to walk around a fence down by Oakton Street and double back to get in the front door as the drive is completely blocked off for safety. Most patrons are adjusting well to the hardships as are most staff who have endured more roof leaks and odors.

Vacation—A reminder that Mrs. Anthony will be on vacation March 15-30. Barbara Kozlowski and Camille Cleland will be here throughout her time away.

Dr. Wozniak said he enjoyed the NSLS Awards Banquet. He suggests sending a note to the Jessie White Tumblers saying how much their performance was enjoyed with banquet attendees.

Paraprofessional of the Year—Although Tobi Oberman did not win as Paraprofessional of the Year, she was mentioned as a “Finalist Who Made a Difference” in the March 1, 2002 of Library Journal.

State Leadership Workshop—Linda Zeilstra and Laura McGrath were selected to be participants in the three-session state leadership workshop entitled Synergy. Mrs. Anthony wrote letters of recommendation for both Linda and Laura McGrath.

#### HEALTH, DENTAL & LIFE INSURANCE-INFORMATION ONLY

The Village, on advice of an insurance consultant, has decided to drop the Library from its group insurance programs. Since the Village has over 400 active employees participating in their insurance programs as well as nearly 250 retirees, Village officials decided two years ago that they were large enough to run their own program. With backing of a stop loss provision, the Village takes responsibility for paying out claims and incurs a risk of claims exceeding premiums in any given year. Basically, they do not want to assume this risk for Library employees since they don't hire our staff or have any authority over them. They also noted that the Library has some policies differing from

those of the Village such as allowing part-time employees to participate in the insurance program.

Mrs. Anthony met with the Village Manager yesterday and he agreed that we could look at the change occurring for FY 2004, rather than FY 2003 which starts in less than two months. He assured Mrs. Anthony that the timing of the notice was due to the timing of the consultant's report and was not intended to put an undue burden on the Library.

Presently, the Library has 30 participants in the PPO program and 30 in the HMO. There are also 7 retirees in the PPO and 4 in the HMO. Seventy-one staff members participate in the dental plan. The Library provides life insurance for ninety-one employees. The Village did offer to grandfather Library retirees if we have trouble obtaining coverage for them.

The matter of insurance coverages has significant financial implications for the Library and is of vital concern to employees. There may be issues of lack of coverage for an existing condition, a need for change of physicians or hospitals, etc. which could be a serious issue for employees. We will begin looking into possible alternatives immediately, including investigation of other groups for which we may be eligible such as a cooperative run by the North Suburban Library System or a return to the North Suburban Employee Benefit Cooperative. Our goal will be to conclude this investigation within a few months so that employees will know what is proposed with ample time to make personal decisions. Some may choose to enroll in a program for which a spouse is eligible.

Mr. Graham commended Mrs. Anthony for speaking with the Village Manager and keeping the Library attached to the Village's insurance until FY 2004. Mrs. Anthony



said she has spoken to Tom English, our insurance consultant, regarding his advice/suggestions in this matter. Discussion followed.

Mrs. Anthony will keep the Board informed of progress.

#### SALE OF SKOKIE HISTORY BOOKS FOR CHILDREN

Trustees may recall that the Village launched a series of historical books for children as a millennium project. The Village paid for a printing of 5,000 copies of Little Rabbit Finds His Way: A Story of Historic Skokie-early 1800s. Three thousand copies were distributed to elementary schools in Skokie and the Library received a number of copies also. A second book is nearly ready for publication.

It is proposed that the book be available for sale at the Library and Historical Society for \$10.00 per copy. Proceeds would go towards the printing of additional titles. The Village will still subsidize distribution of 3,000 copies to the schools. The Village will also handle all paperwork related to filing sales tax. The Library would simply turn over receipts to the Village every month or two.

Mrs. Anthony does not think sales will be unduly burdensome as these titles will not be best sellers. Since the Library has supported research for the stories, it is appropriate that they be sold here. Mrs. Anthony recommends approval by the Board.

The Board approved this recommendation.

#### "SHORTCHANGING LIBRARIES", THE NEW YORK TIMES, FEBRUARY 25, 2002

Dr. Wozniak brought this to the Board's attention. Brief discussion followed.

#### LIBRARY CABLE NETWORK CHANNEL 24

The March Library Cable Network Channel 24 brochure was noted.

NORTH SUBURBAN LIBRARY SYSTEM

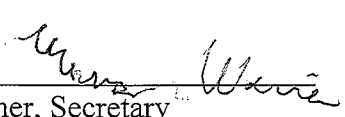
The report from Pat Groh was noted.

COMMENTS FROM TRUSTEES

There were no comments.

ADJOURNMENT

The meeting adjourned at 9:04 p.m.

  
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Eva Weiner, Secretary