

~~CORRECTED~~

May 9, 1990

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, May 9, 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; Dr. Herman S. Bloch; Zelda Rich; Norma Zatz; and Carolyn A. Anthony, Director.

Members absent: Walter B. Flintrup, Secretary and Eva Weiner.

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

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING AND THE REGULAR MEETING OF APRIL 11, 1990

Dr. Wozniak moved that the Board of Trustees approve the minutes of the special meeting and the regular meeting of April 11, 1990, as written, subject to additions and/or corrections. Mrs. Zatz seconded the motion.

Dr. Bloch asked that the first sentence of the third paragraph on Page 8 be corrected to: "Specific information requested by trustees for the meeting includes an estimate from Robin Johnson on the costs and time involved; information on the municipal lease purchase finance arrangement, including projected yearly payment..."

Mrs. Zatz asked that Mr. Zatz near the top of Page ~~3~~ be corrected to Mrs. Zatz.

Mrs. Hunter asked Mrs. Zatz to act as Secretary in Mr. Flintrup's absence.

There being no further corrections the motion to accept the minutes of the special meeting as written, and the minutes of the regular meeting as corrected, passed unanimously. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LIST OF BILLS

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

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

The roll call vote for approval of the financial statements and list of bills was unanimous.

CIRCULATION REPORTS

CIRCULATION REPORTS  
LIBRARY USE STATISTICS  
REPORT(S) FROM DEPARTMENT HEAD(S)  
CORRESPONDENCE (4)

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  
    Letter from Cynthia A. Josephs, Library Director,  
    Lincolnwood Public Library District  
    Letter from John M. Wakuta  
    NBD Skokie Bank 1989 Condensed Annual Report  
    Letter from Barbara J. Struthers

After discussion it was the consensus of the Board that Mrs. Anthony reply to Ms. Struthers' request that consideration be given to revising our CD loan policy to include nonresidents. The Board prefers to see how the loan of CDs to nonresidents at the Deerfield Public Library works out before considering a change in the Skokie Public Library's policy.

The motion to approve the Consent Agenda items passed unanimously.

YEAR-TO-DATE BUDGETARY STATUS

The trustees reviewed the Year-to-Date Budgetary Status statement.

**GIFT OF \$800 IN MEMORY OF SELMA REGAN PETTY FROM JOHN AND GERALDINE CLENNON**

The trustees noted the gift of \$800. from Mr. and Mrs. Clennon in memory of Selma Regan Petty, an original member of the Skokie Public Library Board and mother of Geraldine Clennon.

Mrs. Hunter will acknowledge this generous donation.

**PERSONNEL**

The trustees noted the appointment of Mumtaz Hussain, part-time Microcomputer Assistant, Youth Services Department, effective May 9, 1990 and the resignation of Marlene Voigt, part-time Information Assistant, Adult Services, effective May 4, 1990 and of Mary Ann Michna, Audio Visual Services Technical Manager, Public Services, effective May 19, 1990.

**DIRECTOR'S REPORT**

**Statistics**--Circulation for the month of April was more than 70,000, yielding a total circulation for the year of 823,069, an increase of nearly 5% over last year. Gains continue to be in audiovisual materials, Youth Services, the Bookmobile and BPH materials.

**Parking**--Mrs. Anthony distributed a copy of the letter received today from Albert J. Rigoni, Village Manager, conveying the opinions of the Traffic Engineering Department regarding Skokie Public Library's requests for modifications to designated parking areas. The Board will review the recommendations and discuss at the June 13 Board meeting.

**Theft of Library Materials**--North Suburban Library System (NSLS) has advised that the theft matter has been concluded in the Courts and we should soon receive the various audiovisual materials marked as belonging to the Skokie Public Library.

**Tight Staff in Adult Services**--Long term illness, maternity leave and resignations will leave us short staffed in Adult Services in the early part of the summer. We will try to fill the vacancies as soon as possible and use substitutes when needed.

**Volunteer Reception**--Community Services planned and presented a lovely reception to thank Library volunteers for their service on Sunday, May 6. Sixteen volunteers attended the party coordinated by Laura Hammond, Clerical Assistant.

The Board asked Mrs. Anthony to compliment Mrs. Hammond for the fine job she did in coordinating the reception.

Staff Meeting re Adolescent Behavior--Two officers from the Skokie Police Department met with staff to discuss adolescent youth groups in Skokie.

Film Premier--Skokie Public Library will be the site of the premier showing of a film called "The Shoofly Boy", directed by John Block. He is the producer of NBC news programs with Tom Brokaw and Jane Pauley. Mr. Block is from Northbrook and his uncle, Don Levy, artist for the film, is a 30 year Skokie resident. The film will be shown Monday evening June 25.

Automation--Installation of the Turbo upgrades for the two 8000 processors will be May 15 and 16. A new software release 12.5 for circulation will be installed the following week. There will be some system downtime associated with both installations.

Library Bookfellows--Mrs. Anthony participated on a screening committee for selection of library bookfellows to serve overseas under the auspices of the U.S. Information Agency. Candidates were nominated based on written materials. Another group will interview the candidates to select final recipients.

LACONI Trustees Dinner--Mrs. Rich, Mrs. Weiner, Mrs. Kozlowski and Mrs. Anthony attended the LACONI Trustees Dinner. Dr. Carl Robinson, a psychologist and management consultant, was the speaker.

Inside Writing and Publishing--The five programs of Inside Writing and Publishing featuring authors presenting tips to aspiring writers were attended by 17-25 persons.

Distribution of Taxes--The Budget for the Village of Skokie 1990-91 shows the Library as recipient of 3.5% of property taxes collected in Skokie. This compares with 4.6% for the Park District, 20.8% for District 219 and 31.7% for the average grade school. The Village of Skokie receives 17.0% of property taxes. The property tax accounts for only 36% of revenues for the Village of Skokie.

Building Bridges for Democracy--Secretary of State and State Librarian Jim Edgar announced a new project, Building Bridges for Democracy to collect books for Poland. The

State is seeking contributions of books in good condition, in Polish or English in the areas of: democracy, technical and scientific materials, history, art, literature, linguistics, English as a second language and runs of scholarly journals.

Dr. Bloch would like more information on this project and the name of the contact person.

Illinois Library Association--Mr. Flintrup attended ILA Legislative Day. Mrs. Weiner, Mrs. Kozlowski and Mrs. Anthony joined him for the Association meetings in Springfield. Lieutenant Governor Ryan and a representative of Jerry Consentino stated their positions on issues as candidates for Secretary of State/State Librarian.

Discussion followed regarding the importance of library support from informed legislators and the need for increased lobbying for libraries.

Art Donation--We have received an offer of a donation of a Chinese painting to the Library.

The Board prefers to see the painting before making a final decision.

#### COST-OF-LIVING INCREASE (COLA)

The trustees discussed a cost-of-living adjustment for Skokie Public Library staff.

The Village of Skokie approved an adjustment of 4.75% for all nonunion staff for 1990-91. Of libraries in the area, Arlington Heights and Glenview approved cost-of-living adjustments of 4%, while Evanston approved a 5% COLA.

During discussion Dr. Bloch suggested instead of giving staff a cost-of-living adjustment, which increases the entire salary scale by the percentage approved, that staff be given a specific Board approved increase as a cost-of-living supplement. In other words, the amount approved would be a supplement, to be given each employee as a lump sum payment, somewhat like a bonus. In this way the increase would not to be added to the base salary and the base rate of the salary scale would not compound.

An alternate means of containing salary costs suggested by Dr. Bloch, as an example, would be to give a 2% COLA, which can be applied to the base salary, and an additional 2% "supplement bonus" which would not be added to the base salary.

Lengthy discussion ensued.

Other cost containment measures were discussed including a savings of approximately \$8,500. in the Library's Health Insurance budget line due to containment of increases in health plan costs by adjustment of benefits as negotiated by the Village. An additional savings in the Health Insurance line may be realized by a change in the way contributions are paid by the Village for staff enrolled in HMOs. This is possible because the law was changed in 1989 to allow a consistent copayment formula for HMOs as well as other plans.

The Library presently pays 70% of the costs of the North Suburban Employee Benefit Program and up to an equal dollar amount toward the cost of HMO plans. If the Library were to adopt the same copayment formula for all health plans, there would be a cost savings of \$7,000. to the Library this year.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A <sup>TOTAL</sup> COST-OF-LIVING ADJUSTMENT OF 4.75% IN LINE WITH THAT APPROVED BY THE VILLAGE OF SKOKIE.

Dr. Bloch does not feel comfortable adopting a 4.75% COLA and it being applied to the base salary, thereby compounding to a 9.75% increase for some staff. He prefers that the Board find a more flexible method which would allow more control.

After further discussion the roll was called. Dr. Wozniak--yes; Mrs. Rich--yes; Dr. Bloch--no; Mrs. Zatz--abstain; Mrs. Hunter yes. The motion passed.

In line with discussion of the adoption of the 70/30% copayment formula for all health plans Mrs. Zatz made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE 70/30% COPAYMENT FORMULA FOR ALL SKOKIE PUBLIC LIBRARY HEALTH INSURANCE PLANS.

The roll call vote for approval was unanimous.



COBRA COMPLIANCE

The trustees reviewed the information regarding the purchase of an annual contract for management services to ensure the Library's full compliance with COBRA legislation.

The need for this type of management service was discussed and Dr. Bloch asked Mrs. Anthony to confirm that the company providing the service would also represent the Library in court, or pay legal costs, in defense of claims.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FROM C.O.B.R.A. COMPLIANCE SYSTEMS, INC. FOR MANAGEMENT SERVICES FOR ONE YEAR AT \$595.00 AND A ONE TIME SET UP FEE OF \$100.00 FOR A TOTAL COST OF \$695.00 IN 1990-91.

The roll call vote for approval was unanimous.

BIRTHDAY PARTY PROGRAM

The Program Planning Committee recommended that Birthday Party Programs in the Skokie Public Library be discontinued.

The Board called on Brenda Murphy, Head of Youth Services, who concurred with the recommendations stating: "The program in its current form allows parents to have an inexpensive party outside their home and provides limited benefit to the Library. Very rarely do guests at the parties take any library materials with them."

The programs are not open to the public, which is contrary to the Library's Meeting Room policy and each session requires Youth Services staff time in preparation of the program and custodial staff time to prepare the meeting room before and after the parties.

The recommendation is that a birthday book program be instituted as an alternate way to recognize children's birthdays.

After lengthy discussion it was the consensus of the Board to keep the Birthday Party Program in place but to revise the policy. A non-refundable charge of \$35.00 will be required to cover the costs incurred in cleanup by custodial staff and to purchase a gift book to be read at the program--the gift book title to be determined by the Head of Youth Services from a list submitted to the host family.

PROGRESS ON MEETING GOALS AND OBJECTIVES FOR 1989-90

The trustees complimented Mrs. Anthony on the excellent report on progress in meeting 1989-90 goals and objectives.

PROGRAM SUMMARY

During discussion Dr. Bloch suggested we include in our program planning the development of a series of talks designed for the lay person without technical and scientific expertise to answer concerns on issues currently being reported by the media. There are more and more alarming reports on topics such as radon testing, and most recently the presence of dioxin in milk containers. These programs leave many questions unanswered. Dr. Bloch suggested the Library take a major role in keeping citizens informed through programming.

NATIONAL LIBRARY WEEK

Mrs. Anthony reported that the National Library Week programs were well attended. Dennis Jones, a Vice President at NBD Skokie Bank, attended the program and successful reception.

AUTOMATION

The trustees reviewed the Joint Computer Program for Libraries (JCPL) Systems Librarian's Annual Report.

LIBRARY CABLE NETWORK

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

NORTH SUBURBAN LIBRARY SYSTEM

There was no report on the NSLS Board of Directors meeting in view of Mr. Flintrup's absence.

COMMENTS FROM TRUSTEES

Mrs. Hunter reported on her attendance at the 1990 American Library Association Legislation meeting in Washington, D.C. April 21-24, 1990. She reported on the number of budget cuts planned for 1991. Department of Education library programs have been cut more



than 70%, LSCA Title I and Title II funds have been eliminated and BPH area programs are affected. Funding is being decreased drastically at state and federal levels and the Library of Congress is operating largely understaffed due to a hiring freeze.

More needs to be done to ensure our legislators are aware of the needs of libraries.

Mrs. Hunter's report will be placed on file.

ADJOURNMENT

The meeting was adjourned at 9:25 p.m.

  
Norma Zatz, Acting Secretary