

July 20, 1988

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, July 20, 1988.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Diana Hunter, President, following the presentation by representatives of Elrick and Lavidge on the Community Survey, in the second floor lecture room.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter B. Flintrup; Eva D. Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

Observer present: Gary R. Newhouse, Coordinator of Audio Visual Services and First Assistant, Public Services.

APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 8, 1988

Mr. Flintrup moved that the Board of Trustees approve the minutes of the meeting of June 8, 1988 as written subject to additions and/or corrections.

Dr. Wozniak seconded the motion.

Mrs. Merritt called for a correction on page 7, under INVESTMENT POLICY, the sixth paragraph should be changed to: "It was suggested that Mr. Lyon be enlisted to assist in the development of the Skokie Public Library Investment Policy."

Dr. Bloch called for the following corrections:

Page 2, second paragraph, the first sentence should be corrected to "Discussion ensued regarding the possibility of modifying the conference attendance policy."

Page 5, under Deferred Compensation Plan, in the second line, the word sites should be corrected to "cites" and the third and fourth line should read "...as part of the Deferred Compensation Plan legally remain the property of the political subdivision...".

Page 8, correct the typographical error in the heading "CONTRACTUAL EMPLOYEES".

With the consent of the movers to correct the minutes as noted by Mrs. Merritt and Dr. Bloch, the motion to place the minutes on file as corrected was approved unanimously.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIST OF BILLS

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS AND THE LIST OF BILLS ON THE CONSENT AGENDA SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

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

Mr. Flintrup 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

The motion passed unanimously.

Dr. Bloch noted that the Circulation Statistics no longer contain computer search figures. Mrs. Anthony will look into this.

PROPERTY TAX LEVY 1988-89

Mrs. Anthony said that Daniel W. Ryan, Village of Skokie Finance Director, will need official notification of the Board's approval of the 1988-89 tax levy increase.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE AN INCREASE OF 4.94% OVER THE 1987 LEVY, TO GENERATE A TOTAL REVENUE OF \$2,582,000. IN 1988-89 PROPERTY TAXES.

The roll call vote for approval was unanimous.

PERSONNEL

The trustees noted the appointment of Thomas Gross, part-time Circulation Clerk, Circulation Department, June 20, 1988, and the appointment of Cheryl Bennett, full-time Reference Librarian, Adult Services Department, effective July 25, 1988.

Also noted was the resignation of Nathan Cohen, part-time Circulation Clerk, effective June 10, 1988, and the resignation of Steven Jablonski, Information Assistant, Adult Services Department, effective September 2, 1988.

DIRECTOR'S REPORT

Summer Sundays--Summer Sunday usage to date has been as successful as anticipated. The average gate count per Sunday has been 600 or 125 per hour which is greater than the average for any morning (9-1) four-hour time block and greater than or equal to half of the afternoon time blocks. Average circulation has been 941 per Sunday. This compares with an average for Sundays in May of 1111 and for December of 1030. Although lower than other Sundays, the average hourly circulation of 235 still exceeds the average hourly circulation for any other four-hour time block during the week with the exception of Monday evening (253) and Saturday afternoon (304). Comments have been favorable from the public.

Insurance--Health care claims have been so high that, despite anticipated ability to hold rates constant, the rates for participation in the North Suburban Employees' Benefit Cooperative will be increased, effective August 1. The amount of increase will be 5% for family coverage and 10% for single coverage. According to our policy, 70% of the increase will be covered by the Library and 30% by the staff member.

To avoid a greater increase in the premium rate for dental insurance, the Village is making a change of plan administrator, from MONY (Mutual of New York) to Jackson, Long & Associates, the administrator for the North Suburban Employees' Benefit Cooperative. This change will also be effective August 1.

An application has been submitted to Albert Wohlers for the renewal of the ALA Directors and Officers insurance. A quote should be received for approval at the August Board meeting. Boyle, Flagg and Seaman, Inc. does not expect a significant increase in the premium and is not obtaining other quotes because of the difficulty in obtaining prior acts coverage.

Early Childhood Project--The Early Childhood Project in which the Skokie Public Library was to participate will not be started and the LSCA grant will be turned down. Notification was received from the State that due to the unfavorable judgment against the State regarding the use of LSCA funds an amount of 11-14 million dollars is to be repaid to the Department of Education. Consequently, we were advised that LSCA grant awards for this year might be reduced by up to one-third, with final notice in January, 1989. It was felt that the project could not be undertaken in these circumstances.

New Cable Drops--New cable drops have been made in the Library lobby and in Youth Services. The drop in the lobby will be used to feature Library channel 22 news and programming. This will be of interest to nonsubscribers and will also publicize the channel to subscribers who are also Library patrons. The drop in Youth Services will be used in conjunction with the IBM-compatible microcomputer to enable patrons to use the X-Change service which offers stock quotations, newswire services and other information.

ASIA Books--The books in Asian languages which we have purchased through ASIA Books have been circulating well. A recent survey showed that of the Chinese and Japanese titles one-third circulated three or more times in 1988. Very few Korean titles were on the shelves and of those that were, two-thirds circulated four times or more. The only language that did not seem to do well was Vietnamese.

Mrs. Hunter said that while Mrs. Anthony attended the American Library Association (ALA) Annual Conference in New Orleans, a tour of the Skokie Public Library was arranged for visiting Congressman Gerardo P. Cabochan, from the Philippines, Caloocan City District II. The Congressman viewed the foreign language collection and said he will send the Library other books on the Philippines.

Mrs. Merritt suggested Mrs. Anthony contact Oakton Community College English as a Second Language teachers to help target relevant Skokie language needs.

July Fourth Parade--Skokie Public Library was represented in the July 4th Parade by a dragon, mascot for the summer reading program; the Bookmobile advertising new summer hours; and several staff members who wore "Skokie Public Library" T-shirts and distributed balloons and literature about summer hours and programs to the crowd.

Summer Reading Club--The Youth Services "Summer Reading Club" has 102 registrants and 43 registered for the "Read to Me Club". It is proposed that all 145 participants receive a coupon for a free video loan as part of their reward for participating in the program.

The Board agreed participants in both programs will receive a coupon for one free video loan.

New Bookmobile Schedule--The Bookmobile began a new summer schedule including several additional stops at Skokie Park District sites July 5. Public response has been favorable. Mrs. Anthony will report on usage at the August Board meeting.

Community Activities--On June 10 Mrs. Hunter and Mrs. Anthony had lunch with the Editor of the Skokie Life. They discussed the Library's interests in local newspaper coverage and the Life's plan for a new "Happenings" page.

On June 14 Mrs. Hunter and Mrs. Anthony attended a reception at Secretary of State Jim Edgar's office in the State of Illinois Building for the Consul General of Australia who is returning home to Waverly, in New South Wales.

On June 15 Mrs. Anthony attended the end-of-the-year meeting of the Great Books Discussion Group and participated in the discussion of Billy Budd, as did Mrs. Merritt. Special recognition for this group is planned as they begin their 30th season in September.

The final meeting of the SALS Advisory Committee was held June 23 at the Chicago Public Library. The Committee was extremely positive in their evaluation of the project and encouraged continued development.

On June 28 Mrs. Anthony attended a hearing at the North Suburban Library System (NSLS) on the revised *Avenues to Excellence* publication and made comments which will be reported back to the Committee that developed the publication.

New Administrator for Deerfield--Jack Hicks, currently a staff member at the Deerfield Public Library, has been named by the Board as the new Administrator of the Deerfield Public Library. He will assume his new responsibilities in August.

Proposal for Student Involvement In Support of Literacy--Mrs. Anthony received a proposal from Timothy Brady, a senior at Evanston Township High School, who would like to raise awareness of the problem of illiteracy and raise funds for literacy programs. She would like to encourage this effort but felt it would not be possible for him to "camp out" in the Library's Garden and requested the Board's consideration of other ways in which the Library may be able to accommodate his effort.

After brief discussion the Board agreed that this young man's idea and cause are to be encouraged, but that some thought would need to be given to alternate ways to involve the Library in this project, if in fact involvement is at all possible.

MEMORANDUM FROM BRIDGET L. LAMONT, DIRECTOR, ILLINOIS STATE LIBRARY RE 1986-87 MANAGEMENT PROFILES AND SKOKIE PUBLIC LIBRARY PROFILE

The material sent by Bridget L. Lamont, Director, Illinois State Library, will be reviewed by the trustees and discussed at a later date.

AUTOMATION

Mrs. Anthony reported that Joint Computer Program for Libraries (JCPL) is in the process of a major upgrade this week, including refinements. It is anticipated that there will be some disruption of service during this time.

The public has responded to Dial-In Access--although statistics have not been kept, there were some calls every day.

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The trustees reviewed the June, 1988 "Monthly Report, Community Services Section: Services to Persons with Disabilities; Issue # 5 of the SALSLETTER; the publications "Skokie Public Library Instructional Sign Language Videotapes"; "Skokie Public Library Closed Captioned Videotapes"; and "A Representative Selection of Materials in Skokie Public Library's Disabilities Collection".

LIBRARY CABLE NETWORK

The trustees noted the "Program Guide Cable Channel 22, July, 1988".

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the meeting of the NSLS Board of Directors.

The System will be interviewing attorneys.

Vic Johnson has been elected President, and Mary Lou Aagaard, Vice President of the NSLS Board.

Mr. Flintrup stated that the Skokie Public Library trustees have received the packet regarding the possible conversion of NSLS to a multitype library system which was distributed by the Subcommittee with the request that board members discuss the conversion question and return responses and comments to NSLS by September 30, 1988.

This subject will be discussed at the August 17 Skokie Public Library Board of Trustees meeting.

INVESTMENT POLICY

Skokie Public Library Legal Counsel, Donald W. Lyon, NBD Skokie Bank Senior Vice President and Controller, James Malecha and Attorney Ellen Lyon arrived for the purpose of discussing the Library's investments and to offer advice and direction in the development of the Library's Investment Policy.

Mr. Malecha assured the Board that they have taken the right posture with the relatively conservative handling of the Library's money. He discussed the policy and procedure of the Bank in retaining collateral at a third party institution in excess of total Library deposits, regardless of amount or investment vehicle. The Library's accounts and corresponding collateral are reviewed monthly by the Bank and adjustments in collateral are made as needed.

Mr. Malecha was asked to have NBD Skokie Bank provide the Library Board with a quarterly statement of account for the Library's deposits.

He advised that we should include a statement in our Investment Policy which will provide the Library with a copy of the annual financial statement of the banks or institutions holding the Library's funds.

The Board thanked Mr. Malecha for his presentation. Mr. Malecha left the Board Room.

Mr. Lyon and Miss Lyon remained to advise the Board on ASCAP.

LISCENSING AGREEMENT FOR MUSICAL PERFORMANCES

Mrs. Anthony reviewed for the Board and counselors the recent developments arising from discussions with ASCAP representative, Greg Dodd.

Discussion ensued.

Attorneys advised that because programs in the Library are free and open to the public, and the Petty Auditorium, where musical performances are held, has a seating capacity of 211, the Skokie Public Library should negotiate payment of a flat annual fee to

ASCAP. The contract presented to the Library by ASCAP should be amended to this effect.

On behalf of the Board, Mrs. Hunter thanked Mr. Lyon and Miss Lyon for attending the Board meeting.

Mr. and Miss Lyon left the Board Room.

COMMENTS FROM TRUSTEES

Mrs. Zatz and Dr. Wozniak reported on their attendance at the American Library Association Annual Conference held in New Orleans.

Dr. Wozniak suggested the Library obtain an audiocassette of Harlan Cleveland's presentation entitled "Leadership".

Mrs. Zatz will chair the annual review of the Director, and has ordered a packet of information on "Evaluating the Director" offered at the Conference.

Mr. Flintrup noted that on his arrival this evening to attend the Board meeting the west parking lot appeared to have a number of cars belonging to residents of the building across Oakton Street. He said he thought this area had been set aside for staff parking only and asked if there were some way to enforce this.

Mrs. Anthony will look into this.

ADJOURNMENT

The meeting was adjourned at 9:45 p.m.


Shirley Merritt, Secretary