

August 10, 1994

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, August 10, 1994.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Zelda Rich, Secretary; Leo Friedman; John J. Graham; Susan Brill Schreck; Norma Zatz; and Carolyn A. Anthony, Director.

Member absent: Eva Weiner, Vice President, due to cataract surgery.

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

Arriving at 7:55 p.m. to make a presentation on Family Counseling Service of Evanston and Skokie Valley were representatives John Buckley, President and Executive Director, and Mary Rose, Administrator.

APPROVAL OF THE MINUTES OF THE MEETING OF JULY 13, 1994

Mr. Graham made a motion, seconded by Mr. Friedman, to approve the minutes of July 13, 1994 as written, subject to additions and/or corrections.

There being no additions or corrections, the motion to approve the July 13, 1994 minutes was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS

Mr. Graham made a motion, seconded by Mrs. Rich:

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

The roll call vote for approval of the Consent Agenda financial statements and lists of bills was unanimous.

YEAR-TO-DATE BUDGETARY STATEMENT (Not on Consent Agenda)

The Board discussed the Year-to-Date Budgetary Statement.

The continued mechanical problems with the Bookmobile were noted.

Mrs. Hunter suggested a re-evaluation at this time of our non-resident fee card charge.

CONSENT AGENDA ITEMS

**CIRCULATION REPORTS
LIBRARY USE STATISTICS
PROGRAM STATISTICS FIRST QUARTER FY 1994-95
REPORT(S) FROM DEPARTMENT HEAD(S)**

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

- 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. PROGRAM STATISTICS FIRST QUARTER FY 1994-95**
 - 4. REPORT(S) FROM DEPARTMENT HEAD(S) (1)**

After discussion the motion to approve the Consent Agenda items passed unanimously.

GIFT

The gift of \$15.00 from Stanley D. Moreo was noted.

Mrs. Zatz asked if this was designated for the fine arts acquisition fund.

Mrs. Anthony said Mr. Moreo paid \$15.00 above online searching expense of \$60.00 and she did not believe he specified where to place his gift.

DIRECTOR'S REPORT

Usage--Circulation in July was up nearly 9% setting a new record for summer use.

Increased reciprocal borrowing may be attributed in part to increased use by Evanston residents. Evanston Library will close its temporary location August 28 and reopen in the new facility October 10.

Bookmobile--The Bookmobile has had new mechanical problems. It failed to start after a stop July 19 and was towed to Public Works. Delf's Garage sent a mechanic down to look at it. He identified several problems and got it working so that it could be brought to Waukegan for repairs. The electrical system is still unreliable in that sometimes there is no spark. Delf's has

advised that a new distributor is needed. When the part arrives, the Bookmobile will be driven to Waukegan, on a Wednesday if at all possible, to avoid missing stops.

Positions of Note--Zelda Rich was elected Secretary of the NSLS Board. Eva Weiner has been reappointed to the Skokie Disabilities Commission. Due to a recent resignation Supervisor of Circulation Services Tobi Oberman has joined the ILA Board. She had the next highest vote total so was in line to assume that office.

Young Steinway Concert Series--Plans are in place for the '94-'95 season of the Young Steinway Concert Series, to begin Sunday, October 2. The Series has been sponsored for seven years by Savings of America which was recently bought by LaSalle Talman. We are awaiting word as to whether this development will affect the sponsorship arrangement.

Shelving of Popular Music--Rock and popular CDs and audiocassettes have remained in locked display leaves, although other music was moved to accessible open shelving after completion of the renovation. These popular materials have now been placed in clear security sleeves to prevent opening of the cases in the Library and can now be shelved with other music. The sleeves will be removed at checkout.

Audit--The Village is using a new auditing firm this year in keeping with the practice of changing firms every few years. Auditors from Crowe Chizek have completed their work at the Library.

Mrs. Anthony said the Village changes auditing firms every three or four years.

Mr. Graham asked Mrs. Anthony to ascertain the interval the Village changes auditors, why, and how they are selected.

DYNIX User Group--Several staff members attended a regional meeting of CODI, the Dynix Users' Group, at the Naperville Public Library. The Internet provides another vehicle for identifying and communicating with other users. Bruce Brigell, Coordinator of Information Services, has been carrying on an exchange with the Kitsap Regional Library in Washington regarding various Dynix/LAN issues.

GEAC--Gail Muirhead, JCPL Systems Librarian, has obtained a quote from Geac, offering to crate and remove all central site hardware for which they will give us \$1,500. Gail

will attempt to contact other Geac sites to see what they might offer for this equipment and terminals since none of the Geac equipment can be used with the new system.

AUTOMATION

We would like to proceed with establishing a small center of three multimedia PCs in the present Youth Services computer room. The PCs will each be served by a platter for six CDs, allowing a total of eighteen CDs to be continuously available for in-house use in the Library. Additionally, one CD slot on each computer will be available for a user to select a CD from the circulating collection if s/he would prefer to use it in the Library.

Mrs. Anthony proposed the purchase of two Power Macintosh and one Pentium PC for multimedia use to replace the current outdated PCs in the Youth Services computer room.

In response to Mrs. Zatz' question regarding a trade-in on the Apple IIe Mrs. Anthony will investigate.

After discussion Mr. Graham made a motion, seconded by Mrs. Schreck:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF 2 POWER MACINTOSH 7100/66AV WITH 14" MONITOR AND KEYBOARD AND 1 GATEWAY 2000 P5-60 AT A COST OF \$12,237.

The roll call vote for approval was unanimous.

EMPLOYEE ASSISTANCE PROGRAM

Family Counseling Service of Evanston and Skokie Valley Executive Director John Buckley introduced himself and Administrator Mary Rose at 8:00 p.m.

Mr. Buckley spoke on the variety of services offered by their organization, which has been in business for 85 years, and their mission. He distributed a list of names of professional staff members. He noted counseling services are confidential. A client may be referred by his/her employer or can self-refer him/herself for counseling. Usually up to three counseling sessions per problem (per employee/or family member) are necessary to evaluate and make referrals to other services or professionals. The per hour charge is \$80.00. Appointments are taken Monday through Friday, 9-5, and are scheduled Monday through Saturday, including evening hours.

Ms. Rose discussed the types of assistance provided, i.e., family, couple, and individual counseling for stress, depression, problems that overwhelm, lack of communication, consumer credit / debt management services, and senior services.

Mrs. Hunter thanked Mr. Buckley and Ms. Rose for their time and informative presentation and called for a short recess.

Mr. Buckley and Ms. Rose left the Board Room at 8:20 p.m.

The meeting resumed at 8:30 p.m. and discussion ensued regarding the two proposals - Family Counseling Service and ComPsych (used by Village of Skokie and NSLS).

It was the consensus of the Board that staff comment on which program they prefer; that the location of ComPsych's 20 other offices be ascertained; and that Mrs. Anthony talk with the Village to determine their level of satisfaction with ComPsych.

HVAC CONSULTANT

Paul Gilson, our HVAC consultant, has nearly expended the 58 hours authorized to review repair/upgrade requests and costs submitted by our new maintenance contractor; investigate areas of nonuniform temperature and recommend modifications; and to recommend modifications and evaluate costs.

It is recommended that 50 additional hours of consultant services at a cost of \$2,750. be authorized to explore less costly options of maintaining airflow at 20 cfm and to begin exploration of digital controls and in-house monitoring and that the Chicago Centrifugal proposal be approved to proceed with items 1, 3 and 4 at a total cost of \$9,486.

After discussion Mr. Graham made a motion, seconded by Mrs. Schreck:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE 50 HOURS ADDITIONAL HVAC CONSULTING SERVICES FROM PAUL GILSON IN THE AMOUNT OF \$2,750.

The roll call vote for approval was unanimous.

After further discussion Mr. Graham made a motion, seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR AND THE HVAC CONSULTANT AND ACCEPT THE PROPOSAL FROM CHICAGO CENTRIFUGAL AND PROCEED WITH ITEMS 1, 3 AND 4 AT A COST NOT TO EXCEED \$10,000. (copy of proposal attached)

The roll call vote for approval was unanimous.

TELEPHONE SYSTEM SELECTION

The Telephone Committee has unanimously selected the telephone system from Nortech - the Northern Telecom Meridian Option II after hearing presentations by representatives of the five highest ranking bids and making site visits to see the top three systems in operation. (The same system was recently installed in Village Hall by a different vendor.)

Mrs. Anthony reported that with the new telephone system we will have 12 lines and 60 telephones with a capacity for 24 lines and 80 telephones, as compared to the present 8 lines and 57 telephones.

It is expected that reference services will be more efficient for users calling in and that most long standing problems will be alleviated. The new system has call queuing capabilities and callers will have the option of waiting, or leaving a message in the reference voice mail box. The caller will always speak to a "live person" initially and should the call not be connected, will be given the opportunity of leaving a mail box message.

After discussion Mrs. Schreck made a motion, seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR AND TELEPHONE COMMITTEE AND APPROVE THE PURCHASE OF THE NORTHERN TELECOM MERIDIAN OPTION II SYSTEM FROM NORTECH IN THE AMOUNT OF \$56,787.

The roll call vote for approval was unanimous.

STAFF DAY DECEMBER 16, 1994

Plans are underway for the fourth staff institute day. The staff holiday luncheon will take place and there will be several breakout sessions for staff during the day. It requires the Board's approval to close the Library that day.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE CLOSING THE LIBRARY FOR AN ALL STAFF INSTITUTE DAY, FRIDAY, DECEMBER 16.

The roll call vote for approval was unanimous.

LIBRARY CABLE NETWORK

The Board noted the Library Cable Network August 1994 TCI Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported on the meeting of the NSLS Board of Directors and distributed a memorandum from Ronald C. Rodgers, Ph.D., newly elected President of the NSLS Board of Directors, which included a report noting statistics and services supplied to the membership and to the Skokie Public Library during July 1, 1993 through June 30, 1994.

The Reciprocal Borrowing Program (RBP) report from January through June 1994 was discussed and the 30,168 imbalance figure for Skokie noted.

COMMENTS FROM TRUSTEES

The Board congratulated Mrs. Rich on her election to Secretary of the NSLS Board of Directors.

Mrs. Hunter asked that staff be commended for the "Book Club" flyer.

The September Board meeting will be changed to Tuesday, September 13, due to the Yom Kippur holiday. Mr. Graham will not be able to attend.

ADJOURNMENT

The meeting was adjourned at 9:20 p.m.


Zelda R. Rich, Secretary