

December 12, 1990

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, December 12, 1990.

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Walter B. Flintrup, Secretary; John J. Graham; Zelda Rich; Eva Weiner, Norma Zatz; and Carolyn A. Anthony, Director.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; and Brenda Murphy, Head, Youth Services.

APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 14, 1990

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting of November 14, 1990 as written, subject to additions and/or corrections.

Dr. Wozniak seconded the motion.

There were no additions or corrections.

The roll call vote for approval was unanimous and 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, THE REPORT ON THE FINE ARTS ACQUISITION FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS REPORT BE ACCEPTED, AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

After discussion the roll call vote for approval of the financial statements and bills was unanimous.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS  
 LIBRARY USE STATISTICS  
 REPORT(S) FROM DEPARTMENT HEAD(S)  
CORRESPONDENCE (2)

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 (2)

Letter from Gertrude Soonja L. Koh, Associate Professor,  
 The Graduate School of Library and Information Science,  
 Rosary College

Letter from Stuart A. Rice, Dean, The Division of the  
 Physical Sciences, The University of Chicago

The motion to approve the Consent Agenda items passed unanimously.

Mrs. Anthony read Harry H. Hunter's letter of December 12, 1990, in which he offered to contribute the abstract oil painting "Yellow Dome" by Chicago artist Harry Mintz to the Library in honor of the 50th anniversary of the Library.

After discussion Dr. Wozniak make a motion, seconded by Mrs. Zatz:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT WITH GRATITUDE THE DONATION FROM MR. AND MRS. HARRY HUNTER OF THE HARRY MINTZ OIL PAINTING "YELLOW DOME" TO BE ADDED TO THE LIBRARY'S PERMANENT ART COLLECTION. A LETTER OF APPRECIATION WILL BE SENT TO THE HUNTERS.

The roll call vote for approval was unanimous.

1991-92 BUDGET CONSIDERATIONS

The Board reviewed the "Projected Budget for Fiscal Year 1991-92" statement listing anticipated revenues and expenditures. Two major factors next year will be absorption of the balance of FICA and IMRF expense previously carried by the Village and repayment of the building improvement loan. The estimate of FICA expense and IMRF in FY 91-92 is \$343,000. and repayment of the building loan, with principal and interest, will be approximately \$180,000. per year.

The trustees discussed the letter from Robert J. Nowak, Acting Finance Director, Village of Skokie; renovation financing concerns; and the possibility of the Board of Library Trustees approving the addition of a .02% tax to the Library levy, as set forth in the Illinois Statutes, Chapter 81, 3-4, which would yield \$204,944., based on the 1989 assessable base of \$1,024,718,041.

After lengthy discussion and a consensus to move ahead with building improvement plans, Mr. Graham made a motion, seconded by Dr. Wozniak:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE SOURCE OF REPAYMENT OF THE RENOVATION LOAN BE THROUGH THE UTILIZATION OF A SEPARATE .02% TAX LEVY AS AUTHORIZED IN CHAPTER 81, 3-4 OF THE ILLINOIS LIBRARY LAWS AND THAT THE .02% LEVY BE ENACTED AS A SUPPLEMENT TO THE 1990 OPERATING LEVY FOR THE LIBRARY.**

The roll call vote for approval was unanimous.

It was the consensus of the Board that when we notify the Village of the Board's decision, we remind them of our record of consistent fiscal responsibility. The reserve fund monies they question took the Skokie Public Library eight years to accumulate and are our resource for planned and emergency capital expenditures.

Mrs. Hunter reminded the Board that budget considerations will be an agenda item at the January meeting and individual concerns should be discussed with the Director prior to the meeting.

#### GIFT

The trustees noted the gift of \$100. from Skokie Chapter #3470 of the American Association of Retired Persons (AARP). A note of appreciation will be sent to William Bloom, President, Skokie Chapter AARP.

#### PERSONNEL

The trustees noted the appointment of Barry D. Blake, part-time Audio Visual Services Technical Manager, Adult Services Department, effective December 3, 1990; Doretta Fuhs, full-time Information Assistant, Adult Services Department, effective

December 17, 1990; and Susan Hagen Land, Head, Adult Services Department, effective January 15, 1991.

Also noted was the promotion of Virginia Gaiser, from Serials Clerk to Supervisor of the Processing Section, Technical Services Department, effective October 9, 1990, and the leave-of-absence of Ruth Weinberg, part-time Clerk, Circulation Department, effective December 10, 1990 through April 8, 1991.

#### DIRECTOR'S REPORT

Statistics--Circulation increased just under 3% from the same time last year. Adult book circulation increased this month by more than 2%. Circulation of BPH materials to the visually impaired has increased nearly 15% for the month and the year to date. Youth Services is showing a marked increase in reference transactions.

Building Repairs--In recent storms we had leakage on the east and south side of the building and also in the Administrative Office. New caulking around the reinforced concrete panels should take care of the east side of the building. Loose flashing was found to be the cause of the leak in the Administrative Office and it has been repaired. On the south side of the building, ten of eleven lites were found to have damaged seals, necessitating replacement of the entire window unit. Ten new lites have been ordered. Much of the damage may be attributed to the jarring of the building during the installation of drainage tanks under the parking lot on Galitz Avenue as part of the Oakton Flood Control Project work. We have submitted a claim to the insurance company with hope for some monetary recovery.

Cross Cultural Workshop--An Illinois Resource Center representative will present a workshop December 14 for Skokie Public Library staff, which is intended to increase sensitivity to ethnic understanding.

Staff Awards--The Staff Awards Committee met and selected award recipients among candidates nominated by 15 nominators. The awards will be presented at the annual Holiday Luncheon, December 13, 1990.

Anniversary--Calendars have been sent out with holiday greeting cards to Library friends. Both the greeting card and anniversary logo were designed by Bill Sample who also designed the SALS logo and the Library building motif used on our stationery. The anniversary logo will be produced in cloisonné pins to be given to Board and staff. It is proposed that the pins be sold to the public as a means of underwriting other anniversary expenses.

Norris Hall, the artist whose works will be exhibited in April during the anniversary celebration will customize a painting for the Library to be retained in Youth Services as an anniversary legacy. The Skokie Fine Arts Commission is willing to help underwrite this acquisition. A short commissioned video has been proposed; and another idea is for a refrigerator magnet with Library hours, to be given to program attendees during National Library Week and to people who sign up for a Library card during the anniversary year.

It was the consensus of the Board that during the anniversary festivities recognition be given to Mary Radmacher, the former Chief Librarian, and other former employees with long tenure at Skokie Public Library.

Output Measures--The Document Delivery study, measuring the length of time it takes to provide titles not immediately available, was conducted in November. While 74% of interlibrary loan requests and 91% of loans among JCPL libraries were filled within 30 days, only 68% of reserves on materials owned by Skokie Public Library were filled in one month. We will try to improve in this area.

Architectural Contract--Two of the addenda proposed by our attorneys are subjects of continuing discussion. One concerns binding arbitration on disputes under \$250,000. and the other concerns insurance coverages and indemnification of the Library.

Professional Activities--Mrs. Anthony will attend a meeting of the State Library Advisory Council in Chicago on December 11.

Community Activities--Mrs. Anthony will continue to participate in the Ethnic Diversity Task Force, working with the Skokie Human Relations Commission.

Preliminary plans are for a cultural festival in June 1991 and for translation of a brochure about services into Russian and Korean.

### GOALS AND OBJECTIVES

During review of the progress report on Goals and Objectives for FY 1990-91, Mrs. Anthony said that generally, goals are retained for several years while new objectives are developed and added each year to further the goals.

As it is appropriate to review goals at the time a new budget is formulated there was discussion of goals for FY 1991-92.

During discussion it was suggested that continued catalog training be offered to patrons; that dial-in access statistics would be interesting to note; and that new sources of library funding be sought by Illinois Library Association and the library community.

### INSURANCE

Because of the Board's request to have all insurance renewed at the same time, Thomas P. English, our insurance consultant at Boyle, Flagg and Seaman, Inc. discussed the matter with the Chicago Insurance Company, underwriters of our Directors and Officers Liability insurance policy.

Mr. English was informed that this insurance policy must have a renewal date of the first of the month. Therefore, the old policy must be cancelled, and rewritten with a new effective date of January 1, 1991. There will be no change in premium on the new policy.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE DIRECTORS AND OFFICERS LIABILITY INSURANCE POLICY (ERRORS AND OMISSIONS INSURANCE) BE REWRITTEN WITH A RENEWAL DATE OF JANUARY 1, 1991.**

The roll was called. Dr. Wozniak--yes; Mrs. Zatz--yes; Mrs. Rich--yes; Mr. Flintrup--no; Mr. Graham--yes; Mrs. Weiner--yes; Mrs. Hunter--yes. The motion passed.

The trustees also noted the pro rated premium of \$9,880. for Workers Compensation coverage from January 10, 1991 through December 17, 1991, based on the 1988-89

Workers Compensation Audit.

**BUILDING PROGRAM**

The Board reviewed the Draft Copy of the Library Renovation Project loan documents prepared by Commercial and Municipal Financial Corporation, and the letter from Robert J. Nowak, Acting Finance Director, Village of Skokie, earlier in the meeting.

**INCREASE IN RENT FOR JOINT COMPUTER PROGRAM FOR LIBRARIES (JCPL) AND NORTH SUBURBAN LIBRARY SYSTEM (NSLS) SYSTEM REFERENCE SERVICE (SRS)**

Rent was last increased in September, 1986 from \$500. to \$525. per month. Building maintenance and utilities costs have increased 13% since that time. Both JCPL and NSLS use approximately 1,000 square feet. NSLS has 1,041 square feet and JCPL 960, but we have charged both the same rent since the space difference is small and JCPL is a heavy consumer of utilities.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE AN INCREASE IN RENT OF \$75. PER MONTH (JUST UNDER 15%), TO \$600. PER MONTH FOR BOTH JCPL AND SRS, EFFECTIVE MAY 1, 1991.**

The roll call vote for approval was unanimous.

**JOHNSON CONTROLS, INC. - COMPUTERIZED HVAC MONITORING**

Because the Library now owns the computer monitoring controls for the HVAC systems it was proposed by the Director that we monitor the systems with in-house Library personnel for a portion of the covered time.

After discussion, it was the consensus of the Board that Johnson Controls continue monitoring our heating and air conditioning equipment as they have done in the past.

Mr. Graham made a motion, seconded by Mr. Flintrup:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE JOHNSON CONTROLS TO CONTINUE MONITORING THE LIBRARY'S HVAC SYSTEMS, 24 HOURS PER DAY, SEVEN DAYS PER WEEK, AS SET FORTH IN THE ALLIANCE, PLANNED SERVICE AGREEMENT, AT AN ANNUAL COST OF \$6,928.00.**

The roll call vote for approval was unanimous.

### AUTOMATION

The trustees noted the November 26, 1990 letter from Nick Haley, Vice President of Geac Canada Limited, thanking the Library Board for its support and encouragement.

### LIBRARY CABLE NETWORK

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

### YOUTH SERVICES UPDATE

Brenda Murphy, Head, Youth Services Department, reported on the Department's activities, noting that staff has worked hard to provide quality service, collections and programs.

Among recent accomplishments are: the addition of a Parent/Teacher Collection; organization of a separate section for beginning independent readers; all picture books have been interfiled on shelves; holiday theme stickers placed on the spines of picture books; and the easy foreign language books are now permanently displayed near the front of the Department. All areas of the collection have been shifted so that extremely high shelves are not used making it easier for children to reach the books they need.

New program highlights include: Primary Time, a storytime for children in grades K-2; a bilingual storytime for families was offered in Russian and English; microcomputer programs for patrons of all ages; and a Read-to-Me Club in the winter to encourage families to read aloud together.

A schedule has been established for visiting all Skokie first grade classes and for booktalks to be given to third grade classes. Tours and visits of the Skokie Public Library are also encouraged.

It was suggested during discussion that some type of coupon be distributed to the children during these school visits which could be redeemed for a valid library card at a future date to encourage children to obtain a library card early on.

Mrs. Hunter thanked Ms. Murphy for her excellent presentation.



NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the meeting of the North Suburban Library System Board noting that some budget adjustments were made and the reciprocal borrowing program discussed.

COMMENTS FROM TRUSTEES

Mrs. Hunter noted that arrangements need to be finalized for photographing each trustee as a part of the Library's anniversary celebration during National Library Week and for permanent display near the Board Room thereafter.

Two dates convenient for all are January 4 and January 21, 1991. Two sessions: 10 - Noon, or 2 - 4 p.m. would accommodate schedules. Trustees will be notified.

Mrs. Rich asked for discussion of a program budget format at a future Board meeting.

ADJOURNMENT

The meeting was adjourned at 10:42 p.m.

  
Walter B. Flintrup, Secretary