

September 17, 1986

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, September 17, 1986.

Prior to the regular meeting the Skokie Public Library Board of Trustees met in executive session to evaluate the Library Director utilizing a questionnaire developed by Mrs. Zatz and Dr. Bloch.

After examining goals and objectives set by the Board for Carolyn A. Anthony's first year, as well as other pertinent data, the Board voted a \$3,000 increase to the Director commencing on her employment anniversary.

CALL TO ORDER

The regular meeting was called to order at 7:46 p.m. by Diana Hunter, President.

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

Shirley Merritt, Secretary, arrived later.

APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 13, 1986

Mr. Flintrup moved that the Board approve the minutes as written subject to additions or corrections. Dr. Bloch seconded the motion.

Mrs. Hunter called for any additions or corrections and Dr. Bloch asked that the following corrections be made;

Page 5, under DIRECTOR'S REPORT, Investments, second sentence should read: "The interest rate is 8.70% which should yield more than \$1,100 than investing the same money in repurchase agreements."

Page 12, under the addition to the motion, the sentence should read: "The roll call vote for approval of the motion as amended was unanimous."

There being no further corrections the motion to accept the minutes as corrected passed unanimously and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS

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

MOTION: That the Skokie Public Library Board of Trustees
approve the Financial Statements and the Lists of
Bills on the Consent Agenda, subject to audit.

The roll call vote for approval was unanimous.

CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORTS FROM DEPARTMENT HEADS

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

MOTION: That the Skokie Public Library place on file
the following items on the Consent Agenda:
1. Circulation Reports
2. Library Use Statistics
3. Reports from Department Heads

The roll call vote for approval was unanimous.

Mrs. Hunter read Congressman Sidney R. Yates' letter of August 29
and Senator Alan J. Dixon's letter of September 3, in response to the Board's
August 18 letter which expressed concern about the proposed reduction in the
budget of the Library of Congress Blind and Physically Handicapped Program.

GIFTS

The trustees noted the \$350 gift from the Feldman Family in memory
of Helen Feldman, designated for the purchase of large print books; and the
\$1,000 gift from the Relations Foundation, Sylvia Radov, to be used for Skokie
Accessible Library Services (SALS).

PERSONNEL

The appointments to the Young People and Children's Department were
noted: Wilma Wolk, part-time Information Assistant, and Mary Jane Anderson,
full-time Information Assistant.

The trustees noted the scheduled retirement of Nancy A. Hermes, Circulation Department, effective October 1, 1986.

DIRECTOR'S REPORT

Online-Circulation online began Thursday, September 11 and everything went smoothly. Much credit goes to Soong Yi, Assistant Librarian in Charge of Technical Services; John Tieberg-Bailie, Head, Circulation Department; and Eric Telingator, Computer Consultant, in the team effort to get everyone trained and the hardware in place. The support from Joyce Mitchell of JCPL throughout was excellent. The public seems to be accepting it readily.

Local Records Commission of Cook County--We received notice in July that we are required by law to file an Application for the Disposal of Public Records with the Local Records Commission of Cook County. The Commission prepared an inventory of our records with a recommendation for length of retention for each type of record. We are in compliance in all areas.

Crystal Night Display at Holocaust Museum--The Holocaust Museum has requested our assistance in preparation of a display of photographs commemorating Crystal Night. Sandra Palmore, Community Services Librarian, identified a number of photographs in books and magazines in the Library's collection and has arranged to have them photostatted. The exhibit will run from November 9 to the middle of December.

Tour for Evanston Public Library Trustees--Six trustees of the Evanston Public Library toured the Skokie Public Library, Saturday, September 6 at the request of Donald E. Wright, Librarian, to gain ideas for Evanston expansion plans.

Definition of Capital Expense--If agreeable to the trustees, "capital outlay for fixed assets" will be defined in accordance with the definition on the Annual Report form for the Illinois State Library as "those things which are not consumed in use, can be expected to last at least five years, and cost at least \$1,000." New definition was accepted by the Board.

New library materials--Compact discs and new paperbacks for adults and children were put out for the public on September 11 and were well received as indicated by extensive usage.

Director's travel and professional involvement--Mrs. Anthony asked the Board of Library Trustees for direction in handling expenses when she attends the Enoch Pratt Free Library's Centennial Conference November 19-21, which she would like to combine with some vacation time.

After lengthy discussion it was the consensus of the Board that the primary reason for the trip at this time is to attend a professional meeting and therefore the Director's travel expenses would be covered by the Library.

After further discussion regarding the Director accepting professional speaking engagements during the year Dr. Bloch made a motion, seconded by Mr. Flintrup:

MOTION: It is the policy of the Board that the Director be encouraged to accept professional speaking engagements which would enhance her reputation and that of the Skokie Public Library, that if a group which invites her does not pay her travel expenses, the expenses be paid for by Skokie Public Library funds and that all honoraria be returned to the conference expense fund.

Further discussion ensued with the result that Dr. Bloch amended the motion adding: and that she report all such trips to the Board in advance.

The roll was called. Mr. Flintrup--yes; Dr. Bloch--yes; Mrs. Weiner--yes; Dr. Wozniak--yes; Mrs. Zatz--no; Mrs. Merritt--no. The motion as amended passed.

GOALS AND OBJECTIVES FOR THE SKOKIE PUBLIC LIBRARY FY '87

The trustees reviewed the list of Goals and Objectives prepared by Mrs. Anthony, and were unanimous in support of working with a defined plan.

The trustees commented on some of the specific points. They were in agreement that the objectives which would make an economic impact be presented to the Board with an estimate of their cost and prioritized. The trustees also requested that "Goals and Objectives" be maintained on the Agenda each month.

Further discussion ensued. Dr. Bloch asked the Director to consult with staff to get their ideas as to what they feel are top priorities. He also voiced concern with financial ramifications.

Mrs. Anthony stated that the goals listed can be realized within current budget; at a point where objectives lead to specific recommendations incurring significant expense, those recommendations will be brought to the Board for consideration. The Director will try to anticipate such expenses and include them in the annual budget preparation.

The trustees supported the concept of the Goals and Objectives as presented--a projected plan for the Skokie Public Library. The Board requested details be given along with the costs, as appropriate, nearer to the time of implementation of the respective goal.

VACATION POLICY

Mrs. Anthony distributed a copy of the Employee Benefits Section of the Personnel Code covering vacations, highlighting recommended clarifications and changes. (A copy is attached.)

After discussion Mr. Flintrup made a motion, seconded by Dr. Bloch:

MOTION: That the Skokie Public Library Board of Trustees accept the Director's recommended changes to the Vacation section of the Personnel Code relative to the vacation period extending throughout the year, from the employee's anniversary date of employment to the anniversary date in the following year. Also adding that a maximum of five (5) days of vacation may be taken in units of days singly or in combination. And, further, that a full-time employee who has completed the probation period but not the first year of employment may be permitted up to one week paid vacation and one week unpaid vacation if such absence does not interfere with the operation of the Library. However, if the employee does not complete one year of employment with the Library, the Library may deduct up to five (5) days salary from the employee's final paycheck, according to the number of vacation days used.

The roll call vote for approval was unanimous.

PER CAPITA GRANT

Mrs. Anthony stated there are several proposed uses for FY '87 Per Capita Grant funds including library signage, the purchase of printers for the online catalog, a burster to separate data mailers and foreign language books. Monies will also be used for a community survey or focus groups to obtain broad community input into the long range planning process and matching funds for a possible grant for programming during National Library Week, 1987.

AUTOMATION

Mrs. Anthony reported that the functional performance test has been completed on the system with the exception of the inventory function which will be noted in a letter to Geac. JCPL will begin paying maintenance charges on hardware and software ninety days from the date of completion of the functional performance test.

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The trustees reviewed the audit report from Peat, Marwick, Mitchell and Company and the two bibliographies "Skokie Public Library Books on Cassette" and "Skokie Public Library Closed Captioned Videotapes."

INSURANCE

Mrs. Anthony reported that Calvert Insurance is not going to come through with a quotation on Errors and Omissions insurance within the next few weeks and therefore suggested to the Board that they approve signing with the ALA sponsored company to bind coverage with an annual premium of \$2,582.

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

MOTION: That the Skokie Public Library Board of Trustees authorize the Director to bind coverage with payment of the \$2,582 annual premium for the American Library Association (ALA) sponsored Specialty Errors and Omissions Liability Insurance policy with the Hartford issued through Kirke-Van Orsdel.

The roll was called. Mrs. Zatz--yes; Dr. Wozniak--yes; Mrs. Weiner--yes; Dr. Bloch--yes; Mr. Flintrup--no; Mrs. Merritt--yes. The motion passed.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported that there was no Management Affairs Committee meeting in August and that Susan Mikalauski, Treasurer of the NSLS Board of Directors has resigned her post. A meeting to elect a treasurer will be held. Mrs. Weiner reminded the trustees that her maximum term as Skokie Public Library's representative to the North Suburban Library System Board will expire next year.

The trustees reviewed "The Nor'easter", July, 1986 issue, and commented on the good coverage given our Skokie Accessible Library Services and other Skokie Public Library programs under "Tracings..".

COMMENTS FROM TRUSTEES

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

MOTION: That the Skokie Public Library Board of Trustees reconsider the motion passed at the August 13, 1986 Board meeting and reopen the discussion relative to reimbursement of conference expenses.

Mrs. Merritt questioned the propriety of allowing trustees to attend the full six day ALA Convention, expenses paid 100%. (Formerly the trustees received \$500 to utilize for ALA hotel costs, meals, etc., in addition to air fare and one night's hotel advance payment.)

The trustees discussed this issue at length.

Mrs. Hunter called for a vote on the motion for reconsideration.

Mrs. Zatz--no; Dr. Wozniak--yes; Mrs. Weiner--no; Dr. Bloch--no; Mr. Flintrup--yes; Mrs. Merritt--yes; Mrs. Hunter--yes. The motion passed.

After discussion by the trustees Dr. Bloch made a motion, seconded by Mrs. Weiner:

MOTION: That the word "justifiable" be substituted for "reasonable" in the motion approved unanimously at the August 13, 1986 Board meeting, as noted on Page 15 of the minutes.

The motion to read: That the Skokie Public Library Trustees be reimbursed for justifiable out-of-pocket expenses, travel, room and sustenance while at the American Library Association (ALA) Conference, and the Public Library Association (PLA) Conference.

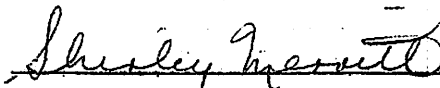
The roll was called. Mr. Flintrup--yes; Dr. Bloch--yes; Mrs. Weiner--yes; Dr. Wozniak--yes; Mrs. Zatz--yes; Mrs. Merritt--no. Mrs. Hunter asked to be on the record as voting no. The motion passed.

Dr. Bloch suggested that the Board discuss reimbursement of conference expenses prior to each conference so that they can set a suggested figure according to the conference site and program. The Board concurred.

ADJOURNMENT

There being no further business, or comments from trustees

Mrs. Hunter adjourned the meeting at 10:00 p.m.



Shirley Merritt, Secretary

EMPLOYEE BENEFITS: VACATIONS

Regular salaried employees who have been employed for at least one (1) year are eligible for a paid vacation.

A salaried employee's vacation eligibility year shall be the twelve (12) month period immediately preceding the anniversary of the employee's most recent date of hire.

Vacation allowance for full-time salaried professional staff is four (4) weeks annually after one (1) year of service; for full-time salaried supportive staff two (2) weeks annually after one (1) year of service; three (3) weeks annually after five (5) years of service and four (4) weeks annually after ten (10) years of service.

Vacation allowance for part-time salaried professional staff is two (2) weeks annually after one (1) year of service; for part-time salaried supportive staff one (1) week annually after one (1) year of service and two (2) weeks annually after ten (10) years of service.

In all cases the term week applies to the regular workweek schedule.

Hourly employees do not receive vacation time with pay, but unpaid vacation time may be granted by the Supervisor.

The vacation period extends throughout the year, from the employee's anniversary date of employment to the anniversary date in the following year. A maximum of five (5) days of vacation may be taken in units of days, singly or in combination. For the balance of vacation allowance, normally, no less than five (5) consecutive working days shall be taken at one time; and in no case more than a one year's vacation entitlement at one time.

Vacation entitlement shall accrue each month on a pro-rated basis of 1/12th of the vacation allowance for which each employee is eligible based upon continuous years of service. A reduction of vacation entitlement due is caused by a change of employment status, or leaves of absence.

FF

Vacation time is not cumulative and shall ordinarily be taken during the anniversary year in which it falls. Employees shall not be financially compensated for vacation time not taken during the twelve (12) month period following their anniversary dates.

Except in the case of an emergency, a request for vacation time shall ordinarily be submitted at least one (1) month in advance.

Full-time employees in each department with the greatest length of service with the Library shall have the preference of vacation period. However, to insure the effective operation of the Library, it hereby reserves the right to limit the number of employees who will be permitted to be on vacation at any one time, to decide vacation periods, and to change scheduled vacations. Supervisors shall rotate vacation schedules if staff members' vacation plans coincide.

In all cases department scheduling must be accommodated.

If a paid holiday, as defined herein, falls within a full-time employee's vacation period, an extra day may be taken as arranged with the Supervisor.

Personal leave or floating holidays shall not be combined with the vacation time nor holiday time.

No vacation pay will be paid in advance of being earned.

In the event a salaried staff member's employment is terminated before receiving the vacation to which the employee has become entitled, as of the employee's most recent anniversary date, payment for such vacation will be made at the time of termination.

In addition, the employee will be paid for vacation time which has accrued during the current eligibility year since the most recent anniversary date.

A full-time employee who has completed the probation period but not the first year of employment may be permitted up to one week paid vacation and one week unpaid vacation if such absence does not interfere with the operation of the Library. However, if the employee does not complete one year of employment with the Library, the Library may deduct up to five (5) days salary from the employee's final paycheck, according to the number of vacation days used.

In addition to the entitled paid vacation time up to two weeks unpaid vacation may be taken as long as the smooth functioning and effective operation of the Library can be maintained.

Permission to deviate from these procedures must be requested of the Chief Librarian through the Supervisor.