

December 9, 2009

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, December 9, 2009.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:35 p.m.

Members present: Diana Hunter, President/President Emerita; John Graham, Vice President; Zelda Rich, Secretary; Richard Basofin; Susan Greer; Karen Parrilli; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Staff present: Barbara A. Kozlowski, Associate Director for Public Services; Mark Kadzie, Network Manager.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 11, 2009

Mr. Graham made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of November 11, 2009, subject to additions and/or corrections.

There being no additions or corrections, the minutes were approved and placed on file.

Review of Closed Session Minutes

After brief discussion, Mr. Graham made a motion, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY STILL EXISTS FOR THE JULY 11, 2007, AUGUST 15, 2007 AND THE SEPTEMBER 9, 2009 MINUTES AND THEY SHALL REMAIN CLOSED FOR ANOTHER YEAR.

The motion was approved unanimously.

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Program Statistics Second Quarter F.Y. 2009-2010; Report(s) from Department Head(s); Correspondence; Gifts; Personnel)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. PROGRAM STATISTICS SECOND QUARTER F.Y. 2009-2010
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. CORRESPONDENCE: LETTER FROM PRISCILLA COATNEY, LIBRARY ADMINISTRATOR, WILLIAM LEONARD PUBLIC LIBRARY DISTRICT, TO CAROLYN ANTHONY DATED NOVEMBER 16, 2009 RE THANK YOU
6. GIFTS: IN MEMORY OF HARRY HUNTER: \$150. FROM JAMIE ROSMAN AND ELAINE LUTZ; \$100. FROM WILLIAM R. AND BETTY L. SAMPLE; \$100. FROM ROBBINS, SCHWARTZ, NICHOLAS, LIFTON & TAYLOR, LTD.; \$100. FROM EDITH RATNER; \$50. FROM BOBETTE TAKIFF; \$50. FROM MR. AND MRS. MAURICE STEINER; \$25. FROM MELVIN AND LORRAINE MAYER; \$25. FROM KAREN PARRILLI; \$10. FROM JOANNE HAMER
7. PERSONNEL: TERMINATION: MOSHE FERDMAN, PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE NOVEMBER 18, 2009; HIRE: MARY JO DIETZ, PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE NOVEMBER 20, 2009.

The roll call vote for approval was unanimous.

Mrs. Hunter thanked everyone for their generous contributions in memory of her husband.

Mrs. Hunter would like the William Leonard Public Library District in Robbins, Illinois, placed on the January agenda. Has their financial situation improved? Have other libraries helped them? Mrs. Anthony will check.

BILLS

A motion was made by Mr. Graham, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

USAGE----Circulation in November was up just about 29% from the same month last year, continuing the recent trend. Book circulation to Adults and Youth continues to increase at a comparable pace, while DVD circulation to Adults has jumped more than 100%. Use of the Bookmobile is also up 14% for the month. Lending through ILL and LINKin is up while borrowing is down. The Gate Count was 67,581 for an increase of nearly 9% over last November. Database use was down 7% for the month although up 10% for the year to date. Remote use of databases is up 18% so far this year.

Dr. Wozniak was delighted to see the increase in circulation especially books and commended the staff.

FOUR STAR RATING----Skokie Public Library was again awarded a 4 star rating by Library Journal in its assessment of public libraries nationally. The rating is based on four output measures from data reported to IMLS for 2007. Skokie is one of 258 public libraries to receive 3, 4, or 5 stars and one of 12 in Illinois to be recognized.

Mrs. Anthony read an email of congratulations from Sarah Long, Executive Director, North Suburban Library System.

VIOLATION NOTICE----The Library received a violation notice from the Metropolitan Water Reclamation District because the required permit was not filed in connection with the sewer construction in the west parking lot. The violation notice was triggered when the Library requested the required final inspection by MWRD needed to close out the job. Chicagoland Paving was to obtain all necessary permits according to the terms of their contract. The Library may be fined for the violation and could deduct that fee from the final payout to Chicagoland. More worrisome is the possibility that MWRD might require some opening of the asphalt to inspect sewer construction. Mrs. Anthony will keep the Board informed as she hears more on the matter from MWRD or Gewalt Hamilton.

The Board asked that Library legal counsel be contacted regarding this matter.

PIN CONSOLIDATION----Notice has been received that the multiple PIN numbers for properties acquired by the Library have been consolidated into a single PIN number. This will simplify the filing of affidavits required to maintain tax-exempt status. RSNLT handled the consolidation request for the Library.

IMMIGRANT INTEGRATION MEETING----Mrs. Anthony attended the Sunday afternoon meeting regarding Immigrant Integration called by the Village of Skokie as part of their grant program from the Chicago Community Trust. Their consultant presented some demographic information and asked participants to react to it in small groups. Attendees were from the principal units of government and service agencies, but also included several fairly recent immigrants. An interesting question from one of the immigrants was "Why aren't Iraqis counted within the Asian population?" She pointed out that Iraqis consider themselves Asian. When the strategic planning group is convened, we will look at more of the findings.

COMING TOGETHER IN SKOKIE-----The partnership project with District 219 and others is developing well as can be seen from the latest issue of the Update which features the project on the cover and details related Library programs. Copies of the book Motherland by Vineeta Vijayaragahavan are available now for Board members who may be interested in reading the book, but might be hard to find closer to the time of the author's visit March 8.

COMMUNITY ACTIVITIES----This past month, Mrs. Anthony attended a meeting of the Chamber Board and a planning session with the same group, an open house of the North Shore Convention and Visitors Bureau, talked to the Humanities Treasures Group at the Library and visited Congresswoman Jan Schakowsky in her office. Mrs. Anthony reported separately to the Board about the Niles Township Property Tax Coalition meeting which she also attended.

LIBRARY LEVY----Hearings on the Library's 2009 levy request will be held in conjunction with the Village levy hearings at the Village Board meetings December 7 and 21. Mrs. Anthony will attend both meetings to answer any questions that may come up regarding the Library's levy request.

NEW DIRECTOR FOR THE OIF----ALA has announced the appointment of Barbara M. Jones as the new Director of the ALA Office for Intellectual Freedom and Executive Director of the Freedom to Read Foundation. She comes to ALA from her position as the University Librarian at Wesleyan University. She has a PhD in legal history, two master's degrees (including one from Northwestern University) and a BA from UIUC. She currently serves as Treasurer of the Freedom to Read Foundation and has been active in intellectual freedom speaking and writing.

STAFF DAY----Mrs. Anthony hopes that Board members will be able to come for at least part of our annual Staff Day December 11. Our keynote speaker is Nora Rawlinson,

former editor of Publisher's Weekly, who will talk about trends in publishing and reading.

SKOKIE LIBRARY SAN UPGRADE PROPOSAL

Mark Kadzie, Network Manager, is requesting Board approval for the purchase of a new Storage Area Network (SAN). The specific proposal for which approval is sought is \$65,990 for the purchase of a Dell EqualLogic SAN solution.

Three years ago the Library took a pioneering leap into the world of server virtualization. Server virtualization is a way of separating a server's operating system (Windows or Linux, for example) from the underlying machine. So, instead of the typical one-to-one relationship, a many-to-one relationship is possible; many "virtual" servers can now run on one physical computer. This solution scales by centralizing the "virtual" servers on a shared storage platform, i.e., a SAN.

As previously detailed in the Board approval request of February '07, there are many advantages to virtual computing environments: lower costs, improved efficiency, improved reliability, more flexibility, better backup and recovery scenarios, and easy growth, to name a few. The Library currently runs fourteen virtual servers. Given server room space limitations, power requirements, and heat generation, it's difficult to imagine how this could be accomplished without virtualization. One of the most important benefits of virtualization is the ability to prolong and preserve the life of servers living on very old hardware. By any measure staff's virtualization foray has been a success.

Although staff are very happy with what has been accomplished to date, they have taken this initiative as far as possible without replacing the SAN. The Library has six more physical servers that are good virtualization candidates, and there are more potential virtual servers to implement but can't with the current SAN.

There are two issues to the SAN dilemma. First, the current SAN is at its end-of-life. This means the manufacturer is no longer selling or actively updating the product. When this occurs the hardware in question sometimes is no longer supported in future versions of essential software that run on it. This is what has happened. Staff can no longer upgrade VMware (the Library's virtual environment software) because newer versions of the software are not certified to run on the Library's SAN hardware.

Even if the Library didn't face hardware obsolescence, the urgency to upgrade the SAN would still be pressing. The virtualization starter solution purchased included an entry-level SAN. It has worked fine thus far. But for a number of reasons (capacity,

performance, redundancy, etc.), in order to move forward we require the features and functionality of a mid-level SAN. The new SAN will provide a solid foundation on which to build and grow the Library's virtual environment. Staff expect to get a minimum of five years of life out of the new SAN hardware, but Mr. Kadzie wouldn't be surprised to see it still in use six or seven years from now. In addition, the current SAN will not be discarded but will be reused in a different capacity, where it will not be impacted by its limitations.

Mr. Kadzie assured the Board that staff have been extremely vigilant in evaluating and assessing SAN upgrade options. Over the last year LAN staff have met numerous times with various vendors and resellers, and have spent many hours researching various SANs. Staff initially entertained proposals from four of the most popular SAN vendors. In the end, it came down to a choice between HP's LeftHand and Dell's EqualLogic offerings. They are both good solutions and a final decision was difficult to make. But in the end it was decided to go with the Dell EqualLogic, which staff believe to be the right solution for the Library's environment.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PURCHASE OF A DELL EQUALLOGIC SAN SOLUTION IN THE AMOUNT OF \$65,990.

The roll call vote for approval was unanimous.

DIRECTORS & OFFICERS INSURANCE RENEWAL

Mrs. Anthony stated that the Library received a quotation from Boyle, Flagg & Seaman for renewal of the Library's Directors and Officers Liability coverage for 2010 at a cost of \$7,235. This is a negligible increase from this year's cost of \$7,213. and Mrs. Anthony recommends approval of the quotation for coverage through Great American Insurance Company. No changes in coverage are recommended at this time.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM GREAT AMERICAN INSURANCE COMPANY FOR DIRECTORS AND OFFICERS LIABILITY COVERAGE FOR 2010 IN THE AMOUNT OF \$7,235.00.

The roll call vote for approval was unanimous.

PURCHASE OF PUMPS

Mrs. Anthony stated that both sump pumps in the original building failed this past month allowing water to back up in the subbasement. North Town found the pumps to be inoperable due to corrosion and wear, not surprising as they both date to the opening of the west building in 1959/60.

The pumps in question were vertical pumps. North Town quoted options for replacement with two vertical pumps at \$18,874. or two submersible style pumps for \$11,280. Given the emergency nature of this repair, Mrs. Anthony discussed the matter with Board President Diana Hunter and she agreed that the Library should replace the two pumps with the submersible style pumps for a total of \$11,280. as the submersible pumps were immediately available whereas there was a lead time of ca. two weeks for ordering vertical pumps.

This option was recommended by North Town and the quote of \$11,280. included expense for removing the old pumps as well as pump rental to drain the sump and remove metal debris prior to installing the new pumps.

Ratification of this purchase after the fact is requested.

The Board suggested that vertical pumps should be used in the future as they have a longer life expectancy.

A motion was made by Dr. Wozniak, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RATIFY THE PURCHASE AFTER THE FACT OF TWO SUBMERSIBLE STYLE SUMP PUMPS INCLUDING REMOVAL OF THE OLD PUMPS AS WELL AS PUMP RENTAL TO DRAIN THE SUMP AND REMOVE METAL DEBRIS PRIOR TO INSTALLING THE NEW PUMPS FROM NORTH TOWN MECHANICAL SERVICES IN THE AMOUNT OF \$11,280.00.

The roll call vote for approval was unanimous.

INVESTMENT POLICY

Spurred by the recent economic recession and decline in interest rates, staff have been reviewing the Library's investment policy and practice this fall. Last month, the Board approved the Library's participation in TAG Now Interest Checking which would be applicable to funds kept for a relatively short time in an account for the payment of bills.

That option has not yet been implemented as the Library has just begun to receive revenues from the Fall collection within the past two weeks, but staff will do so.

Another opportunity for investment is the Illinois Metropolitan Investment Fund or IMET which was brought to Mrs. Anthony's attention by our auditors at Sikich. IMET is an Illinois Entity formed pursuant to the Intergovernmental Cooperation Act and the Illinois Municipal Code, currently serving more than 170 municipalities and public entities. IMET has the highest rating available from Standard & Poor's. The Village of Skokie invests in IMET and Bob Nowak, the Village Finance Officer, has been on the IMET Board since its inception and has served as Treasurer for the Fund for more than a decade. Mr. Nowak represents the Northwest Municipal Conference on the Board. Like the Illinois Funds used to have, IMET has both shorter term and longer term options for investment. As of the November date Mrs. Anthony obtained information, the shorter term rate was .57% and the longer term one year rate was 3.92% net of fees.

The Illinois Funds collapsed investment options into one fund because there was not a sufficient distinction of interest rates to warrant the maintenance of two funds. It would seem that IMET might be an option for funds invested for a longer term such as those in the Reserve Fund for Sites and Buildings. Bob Nowak is willing to assist the Library in joining IMET whose members are all municipal agencies.

IMET has a 42 page Declaration of Trust which Mrs. Anthony will make available in full to any Board member who is interested. Mrs. Anthony distributed Article II, Section 2.2 re Permitted Investments and Article IV Investments for the Board's information as well as the Membership Application.

If the Board approves the Library's participation in this investment option, Mrs. Anthony will pursue the matter with Mr. Nowak. IMET will require a written resolution from the Board of intent to participate.

Discussion followed. Mr. Graham and Mr. Basofin will look over the Declaration of Trust and report back to the Board in January.

INTERIM REPORT ON GOALS & OBJECTIVES

Mrs. Anthony stated that although the Library Fiscal Year was half over at the end of October, it is not possible to get all the updates from staff and turn around a report in early November so the report represents accomplishments for the first half year.

Some accomplishments stand out such as the opening of the Digital Media Lab, production of the World Arts Series, launch of the Business Portal and the founding of

BookMatch. Other accomplishments may not seem so stellar in themselves, but will contribute significantly to more effective operation. The reconfiguration of the East Circulation Desk would fall into this category as would the expansion of the Holds shelves, the "Share This" enhancement to website content, workload analysis and the streamlining of the ordering and processing of library materials for Youth Services.

Another major thread of activity has involved collecting information and making new connections in the community, preparatory to a new strategic planning process which will begin early in the new year.

By focusing energies on projects that further the Library's current priorities, staff have been able to make considerable progress in addressing service goals.

Mrs. Parrilli thanked the staff for working with the local schools.

Mrs. Hunter questioned Goal II, Objective 3 requiring only one ID to obtain a library card. Discussion followed. It was suggested that a photo ID library card be investigated including cost and staff time involved.

Mrs. Hunter commented favorably on the placement of books at Starbucks and the other two locations in Skokie.

NILES TOWNSHIP PROPERTY TAX APPEALS COOPERATIVE

Mrs. Anthony attended the semi-annual meeting of the Niles Township Property Tax Appeals Cooperative this week. There continue to be a number of commercial tax appeals. While many of these have moved to the Circuit Court for TOC appeals, there are still significant PTAB uses, particularly from Commonwealth Edison. ComEd had numerous appeals dating back to 2002 which had been consolidated and were to be heard this month. Instead, a settlement was concluded in which ComEd will dismiss all pending appeals from 2002-2008, eliminating refund liability, in exchange for valuation of its right-of-way parcels at \$21,780. per acre beginning with the 2009 assessment and going forward through 2014. Franczek Radelet estimates savings in refunds avoided of more than \$2,000,000 for 2004-2008 and that a similar amount of refund liability will be avoided in the 2009-2014 period. The Cooperative agreed to authorize this settlement.

The other big news was that Franczek Radelet was finally successful in getting access to the database of Tax Objection Complaints filed in Circuit Court so that they were able to generate a list of appeals on Niles Township properties. The TOC appeals are filed at one time so it was possible to generate a list of 200 or so appeals for 2007 for Niles Township. (The 2008 appeals will come next August or September). It is somewhat more

expensive to challenge the TOC cases than those before PTAB. In any event, it would not be cost-effective to challenge all the cases. It was agreed that the elementary school districts will take the lead in deciding which cases in their district should be challenged. The number may vary by district because, for example, District 68 has more large cases with entities at Westfield Old Orchard.

Mrs. Anthony believes that the Library's involvement in the Cooperative continues to be beneficial and cost effective. For the past year, the Library paid a share of 11 appeals, the most expensive of which were by Marshall Field's and Macy's, and the total cost to the Library for the year was \$1,759.98.

For the Board's information, Mrs. Anthony distributed two memos from Franczek Radelet, one concerning "Fundamental Changes in Cook County Property Tax Assessments" which came out this past August and one regarding "Appellate Court Clarifies How Interest is to be Paid on Property Tax Refunds" from July of this year.

While specific Board action is not required at this time, Mrs. Anthony would appreciate an affirmation by the Board of the Library's continued participation in the Niles Township Property Tax Coalition.

The Board affirmed the Library's continued participation in the Niles Township Property Tax Coalition.

NORTH SUBURBAN LIBRARY SYSTEM

Report from Mr. Basofin

Mr. Basofin had no report.

COMMENTS FROM TRUSTEES

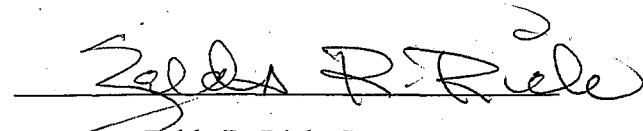
Mr. Graham thanked Mrs. Anthony for the Detail Schedule of Debt Outstanding Summary of Series 2001 Bonds. It was very useful.

Mrs. Hunter commented on two recent articles on e-books. One article was from the Wall Street Journal and the other was a letter from the National Federation for the Blind.

~~With the donations received in her husband Harry's memory, Mrs. Hunter would like to have a film series at the Library. She will discuss options with staff.~~
 With donations received by the Library in her husband Harry's memory, Mrs. Hunter said the AV area will be dedicated with a plaque in his name AND a yearly film talk by a notable film critic will be held. The monthly flyer will reflect the Harry H. Hunter dedication.

ADJOURNMENT

At 8:46 p.m. a motion was made by Dr. Wozniak, seconded by Mrs. Parrilli to adjourn the regular meeting. The motion passed unanimously.


Zelda R. Rich, Secretary