

February 19, 1986

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, February 19, 1986.

CALL TO ORDER

The meeting was called to order at 6:40 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Walter Flintrup; Norma L. Zatz; and Carolyn A. Anthony, Director.

Members absent: Dr. Herman S. Bloch and Eva D. Weiner.

APPROVAL OF THE MINUTES OF THE MEETING OF JANUARY 8, 1986

Mr. Flintrup made a motion to accept the minutes as written, subject to additions and/or corrections. Mrs. Zatz seconded the motion.

Mrs. Zatz requested the following correction under COMMENTS FROM TRUSTEES, Page 8, fourth paragraph--"Mrs. Merritt asked that in the future the full name(s)...".

There being no further corrections the motion to accept the minutes as corrected passed unanimously.

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 approves the Financial Statements and Lists of Bills on the Consent Agenda, subject to audit.

A roll call vote for approval was unanimous.

SLS UNEMPLOYMENT COMPENSATION GROUP ACCOUNT FUND  
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. SLS Unemployment Compensation Group Account Fund  
Cash Basis for 3 Months Ending December 31, 1985
  2. Circulation Reports
  3. Library Use Statistics
  4. Reports from Department Heads

A roll call vote for approval was unanimous.

Discussion followed.

A suggestion was made to print the Circulation Reports widthwise on the paper for easier readability on a trial basis.

YEAR-TO-DATE BUDGETARY STATEMENT

The Year-to-Date Budgetary Statement and the Director's Estimated Balance Sheet (Comparison with Budget, Anticipation and Other Changes for the 1985-86 Fiscal Year) were reviewed by the trustees.

Discussion followed.

Mrs. Anthony advised the Board that we will receive approximately \$300,000 less in revenue than had been anticipated for this year and she must adjust certain line items to lessen the deficit.

Mrs. Anthony will prepare a budget estimate for presentation to the Board based on half of this year's taxes, and the other half on next year's taxes.

The Board agreed there is a definite need for a Capital Improvements line.

Discussion ensued regarding the need for publicity prior to August with regard to the Library being listed separately on tax bills for the first time.

There being no further discussion the trustees agreed to place the Year-to-Date Budgetary Statement and the accompanying Balance Sheet on file.

DIRECTOR'S REPORT

Mrs. Anthony will include regularly in her Director's Report items of information and interest--those not necessarily requiring action at this particular time.

Plans for National Library Week April 6-12, 1986: include an original play with John K. Forsythe and Skokie fourth graders, scheduled for Sunday, April 6. Plans are progressing for the week's activities including a reception and display by Rand McNally, and other events such as films, games, lectures and reading lists. Some funding for the artist-in-residence is being provided by the Illinois Arts Council. Rand McNally will finance the reception.

The cover of the Skokie Review has been secured for that week.

Automation Update: a flyer will be issued soon to patrons advising them of the re-registration process, which is scheduled to begin in early to mid-March.

SALS: The Skokie Accessible Library Services office now has four volunteers to assist with clerical duties. Mrs. Anthony will speak to our insurance agent with regard to special handling possibilities. Further discussion of SALS was deferred to the March meeting, due to the absence of Mrs. Weiner.

Possible interior design changes: Mrs. Anthony has talked with designers from Business Interiors and Marshall Field's in regard to possible interior design changes; including addition of some comfortable seating groups on the first floor; firmer seating and other adjustments for the handicapped;

rearrangement of Young People and Children's Department (YP&CD) to make better use of the space, including possible move of AV (audio-visual) to second floor; and signage.

Telephone System: AT & T has notified the Library they will increase rates 10-15% every six months (in order to phase out our system--rotary dial). Mrs. Anthony has begun looking into other telephone systems and will be requesting proposals.

Overdue Notices: A new overdue procedure, decreasing the number of notices sent from four to two, has been instituted in anticipation of automation and the pattern of overdue notices which will be used with our computerized system.

Johnson Controls: There seems to be an endless cycle of heating and cooling repairs, major and minor, which concern Mrs. Anthony greatly because it indicates Johnson Controls has not been living up to the contract. Mrs. Anthony has informed Archie Bragg and Adam Gavin of her displeasure and disappointment with Johnson's performance.

Revenue Sharing Funds/Village: A letter has been sent to the Village of Skokie requesting revenue sharing funds for the Library to purchase an IBM microcomputer for public use in the Adult Services Department.

REPORT RE NILES TOWNSHIP REVENUE SHARING FUNDS

Mrs. Hunter reported on her meeting with Niles Township officials in January with regard to our request for Township revenue sharing funds.

Because of the many agencies in Niles Township requesting funds the Township has not done its final review. We can expect to hear from them the end of March or early in April.

Mrs. Hunter noted that Niles Township has been very generous to the Library in past years, adding that we are very grateful for their assistance.

AUTOMATION

The trustees reviewed the minutes of the meeting of January 30, 1986 between the Governing Board of JCPL (Joint Computer Program for Libraries) and GEAC Computers, Inc.

Discussion followed.

The Governing Board agreed that JCPL's fiscal year should be changed to a May-April cycle in order to coincide with the consortium libraries' fiscal year. The Skokie Public Library Board of Trustees concurred.

RENT-JCPL and SRS

The trustees reviewed the information prepared by Mrs. Anthony listing the current rent charged JCPL and SRS (System Reference Service).

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

MOTION: That the Skokie Public Library Board of Trustees approves the recommendation of the Director to increase the monthly rent charged JCPL to \$525, effective May 1, 1986.

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

Discussion followed with regard to increasing the rent charged the North Suburban Library System (NSLS) System Reference Service (SRS) to \$580.

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

MOTION: That the Skokie Public Library Board of Trustees increase the rent currently charged SRS by \$55 to a monthly charge of \$580.

Discussion followed.

Mr. Flintrup strongly recommended the Board not raise the rent at this time.

Mrs. Hunter called for a roll call vote.

Mr. Flintrup--no; Dr. Wozniak--no; Mrs. Zatz--yes; Mrs. Merritt--no.

The motion failed.

The Board asked Mrs. Anthony to send a formal letter to JCPL apprising them of the rent increase to \$525 per month, effective May 1, 1986; and a letter to Mr. Robert McClarren, Director, NSLS, notifying him that the Board reviewed the present rent charged SRS and voted not to increase it at this time.

PUBLIC ACCESS CABLE

Gary Newhouse's report on the Library's progress toward implementing direct involvement in programming for the Library Access Channel was reviewed by the Board.

Mrs. Anthony and Gary Newhouse have met with Library Cable Network representatives, an affiliate group, to discuss the possibility of joining their consortium. Susan Anderson, formerly the Director of Library Cable Network is the cable coordinator for the Village of Skokie.

Oakton Community College has expressed an interest in doing more with the Skokie Public Library and is especially interested in our literary discussion groups. Plans are being coordinated to meet with Susan Maltese of Oakton's Library and our Adult Services staff.

MINIMUM NON RESIDENT FEE

The memorandum from Bridget L. Lamont, Director, Illinois State Library, regarding adoption of a minimum non resident fee in accordance with the Local Library Act as amended in 1985, was reviewed by the trustees.

Library Boards are not required to extend borrowing privileges to non residents, but if they do, they must charge at least a minimum fee, as stated in Public Act 84-0770, Sec. 4-7 (12).

A general mathematical formula for calculating non resident fees, based on local support and population, has been suggested by the State to ensure compliance with the law. Approaches to arriving at a minimum non resident fee

as described in Bridget Lamont's memo include: 1) the general mathematical formula, 2) computation of fees on an individual basis, or 3) adoption of the average non resident fee in the System area. Use of the average non resident fee for the System must be approved by the State.

Mrs. Anthony explained that our current fee card of \$50 falls short of the \$67.71 fee as based on income from local government sources in fiscal year 1985--based on fiscal year 1986 government sources that amount would increase to \$80.76.

Discussion followed.

Because we are not surrounded by areas without tax-supported library service, our fee would not deter development of local library service.

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

MOTION: That the Skokie Public Library Board of Trustees approves the recommendation of the Director to adopt the average non resident fee in the NSLS of \$60 (based on NSLS average of \$58.42) effective March 1, 1986, to comply with the law, and for the Director to notify the Illinois State Library of our choice.

A roll call vote for approval was unanimous.

#### SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The Policies and Procedures for Skokie Accessible Library Services developed by John Tieberg-Bailie, Head, Circulation Department, were reviewed by the Board.

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

MOTION: That the Skokie Public Library Board of Trustees accepts and adopts the SALS Policies and Procedures as presented by the Director.

A roll call vote for approval was unanimous.

VEHICLE

Mrs. Anthony reported that according to the auto dealer the Library vehicle is to be delivered in approximately three or four weeks.

VIDEOCASSETTES

Because circulation is up nearly 60% over last year, and there have been many requests to change current lending policy, Mrs. Anthony suggested we allow two videocassettes per family. The nonrefundable insurance fee of \$1.00 per title will remain in effect.

Discussion ensued.

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

MOTION: That the Skokie Public Library Board of Trustees approves the recommendation of the Director to lend two videocassettes per family, effective immediately with other policies regarding loan period, overdue fine and availability on a first come, first served basis remaining the same.

A roll call vote for approval was unanimous.

NORTH SUBURBAN LIBRARY SYSTEM

Because Mrs. Weiner was absent there was no report on the NSLS Board of Director's meeting.

The trustees reviewed the memoranda regarding the Reciprocal Borrowing Program (RBP) and the December The Nor'easter.

Discussion followed regarding the extension of System services.

The survey done in Adult Services and Young People and Children's Departments in January, 1986, indicated minimal impact in the departments if these services were extended.

The extension has been approved by nearly half of the NSLS libraries including Evanston and Niles. Services include System Reference Service, Central Serials Service, Suburban Audio Visual Service, and Library of Congress.



Presently only Skokie Public Library cardholders receive these services, other NSLS Library cardholders do not, and are referred to their home library for these services.

Mrs. Anthony recommended we participate in the extension of these services to other than Skokie Public Library cardholders in the System on a trial basis until November 30, 1986, to be evaluated thereafter.

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

MOTION: That the Skokie Public Library Board of Trustees accepts the Director's recommendation to extend SRS, CSS, SAVS, and LC services to non resident cardholders of the North Suburban Library System on a trial basis until November 30, 1986.

A roll call vote for approval was unanimous.

#### FORMAT OF THE SKOKIE PUBLIC LIBRARY MINUTES

After discussion it was the consensus of the Board that the format of the minutes remain the same; the content be the responsibility of the Director; and that the Director use as much brevity as would seem logical.

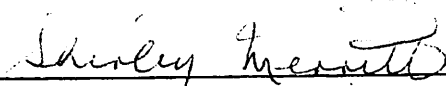
#### COMMENTS FROM TRUSTEES

In looking over the Selected List of Recent Acquisitions booklist Mrs. Merritt suggested more arts and crafts books be included in the new acquisitions, and in particular she would like to see more quilt-making books.

Mr. Flintrup asked the Director to report to the Board the results of the improvements implemented which were recommended in the Energy Audit, if any were implemented--and what our energy saving methods are at present.

#### ADJOURNMENT

The meeting was adjourned at 10:30 p.m.

  
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Shirley Merritt, Secretary