

May 10, 1995

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, May 10, 1995.

CALL TO ORDER

The meeting was called to order at 7:33 p.m. by Eva Weiner, Vice President.

Members present: Eva Weiner, Vice President; Zelda Rich, Secretary; Leo Friedman; Marcy Goodman; John Graham; and Carolyn A. Anthony, Director.

Members absent: Diana Hunter, President and Susan Schreck Greer.

Howard Frank, President, Total Computer Solutions, Inc. arrived at 7:56 p.m.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 12, 1995

Mr. Graham made a motion, seconded by Mr. Friedman, to approve the minutes of the regular meeting of April 12, 1995 as written, subject to additions and/or corrections.

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

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LIST OF BILLS

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

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 LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval of the financial statements and the list of bills was unanimous.

CONSENT AGENDA ITEMS

CIRCULATION REPORT  
 LIBRARY USE STATISTICS  
 PROGRAM STATISTICS FOURTH QUARTER FY 1994-95  
 REPORT(S) FROM DEPARTMENT HEAD(S)  
 GIFTS (2)  
 CORRESPONDENCE (3)  
PERSONNEL

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:
1. CIRCULATION REPORT
  2. LIBRARY USE STATISTICS
  3. PROGRAM STATISTICS FOURTH QUARTER FY 1994-95
  4. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
  5. GIFTS - \$50. from the Ruth Ramis Music Fund for use in support of music programming at the Library; and \$100. from the Woman's Club of Skokie for use in the Youth Services Department
  6. CORRESPONDENCE - Letters from: Mary-Lou Aagaard, Chair, Glenview Public Library Policies and Bylaws Committee; Jennifer Kunetka, Chairperson, All-American City Award Committee; and Secretary of State and State Librarian George H. Ryan
  7. PERSONNEL  
 Promotion: Licarion Mendoza from part-time Microcomputer Assistant, Youth Services to part-time Periodicals Desk Assistant, Adult Services Department, effective May 8, 1995

The motion to approve the Consent Agenda items passed unanimously.

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

The Board reviewed the Year-to-Date Budgetary Status Statement.

ADOPTION OF TAX LEVY 1995

The Board reviewed the general statement of revenues and expenditures for FY 1996-97 based on a 1995 levy of \$4,987,500.

The total 1994 Library levy was \$4,750,000. an increase of 7.9% over the levy for 1993.

The 5% increase over the 1994 levy should be sufficient to cover anticipated expenditures and allow us to allocate \$250,000. for capital purposes. This, together with a capital allocation of \$350,000. in the FY '96 budget, should give us a balance in the Reserve Fund for the Purchase of Sites and Buildings sufficient to cover the costs of a new chiller and boiler.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ADOPTION OF THE 1995 LEVY AS RECOMMENDED IN THE AMOUNT OF \$4,987,500.**

The roll was called. Mr. Graham--yes; Mr. Friedman--no; Mrs. Rich--yes; Mrs. Goodman--abstain; Mrs. Weiner--yes. The motion passed.

#### DEMOLITION BIDS

In a memorandum dated May 3, 1995 Village of Skokie Purchasing Agent, William J. Sarley, and Wayne Hanson, Director of Building/Housing, Village of Skokie, apprised Mrs. Anthony that bids were opened May 1 for the demolition of the buildings at 5219 and 5237 Oakton. Four bids were received and the low bidder, National Wrecking Company, quoted a bid price of \$19,500. Noting that their bid was fully in compliance with the bidding document and that National Wrecking has successfully performed demolition work for the Village, Mr. Sarley and Mr. Hanson recommended that the contract be awarded to National Wrecking.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE DEMOLITION BID OF NATIONAL WRECKING COMPANY IN THE AMOUNT OF \$19,500. TO DEMOLISH AND REMOVE BUILDINGS AND SITE IMPROVEMENT AT 5219 AND 5237 OAKTON STREET, SKOKIE, ILLINOIS.**

The roll call vote for approval was unanimous.

#### PARKING LOT EXPANSION BIDS

In a memorandum dated May 3, 1995 Eddy H. Nakai, Village of Skokie Municipal Engineer and William J. Sarley apprised Mrs. Anthony that bids were opened on April 27, 1995 for the expansion of the Library west parking lot to provide 38 additional parking spaces, including construction of concrete curbs and sidewalks, asphalt pavement, storm sewers, lighting, landscaping, striping and other appurtenant work. Eight bids were received and the low bidder, Maneval Construction Company, Inc., of Grayslake, Illinois, quoted a bid price of \$76,940.95.

It is the recommendation of Mr. Nakai and Mr. Sarley that the contract be awarded to Maneval Construction.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE WEST PARKING LOT EXPANSION BID FROM MANEVAL CONSTRUCTION COMPANY, INC. IN THE AMOUNT OF \$76,940.95 AS RECOMMENDED.**

The roll call vote for approval was unanimous.

COMPUTER / VIDEO PROJECTOR

Howard Frank, President, Total Computer Solutions, Inc. arrived at 7:56 p.m. for the purpose of demonstrating a portable video/data projector.

After his presentation to the Board Mr. Frank left the Board Room at 8:17 p.m.

There was a brief discussion of the merits of the demonstrated Proxima projector recommended by Mrs. Anthony versus the Sharp projector proposed by Midwest Visual for a comparable price.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FROM TOTAL COMPUTER SOLUTIONS, INC. AS PRESENTED IN THE AMOUNT OF \$6,550.00.**

The roll call vote for approval was unanimous.

VESTIBULE

Mrs. Anthony said she met with legal counsel Heidi A. Katz April 26 and then they met with Bernard Babka, Hammond Beeby Babka, Inc. to revisit the issue of the vestibule flooring.

Mr. Babka has already agreed to pay one-third of the cost of the reinstallation, but could not give us any guarantee that the new flooring would be problem-free. They discussed different flooring options ranging from resilient flooring tile products, a sheet product and a sports flooring product. The need to expedite the matter economically is a concern, but we are also looking for a solution that will remedy the problems of loose panels and slippery surface.

He suggested that b. Stromberg be responsible for the entire reinstallation as there needs to be coordination with the S.S. mat installation, the latexing and the final flooring selection to assure a flush installation if the Board approves the design as presented in his April 27 letter.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ENTRY REINSTALLATION DESIGN SUBMITTED APRIL 27, 1995 BY HAMMOND BEEBY AND BABKA AND AUTHORIZE THE DIRECTOR TO OBTAIN PRICING INFORMATION.**

The motion was unanimously approved.

### DIRECTOR'S REPORT

Visitors--Columbia University Professor of Public Affairs R. Kathleen Molz and Professor of Library Service Phyllis Dain visited the Skokie Public Library the afternoon of May 10. They are doing research for a book about metropolitan libraries. Ms. Molz wrote a book on this same subject 25-30 years ago. She has an excellent reputation and is a noted scholar. Other libraries visited in the Chicago area included the Harold Washington and Evanston Public Libraries.

Usage--We have passed the 1,000,000 mark in circulation, celebrating with a banner in the vestibule and a banner in the staff room congratulating staff on this accomplishment.

Recognition--The annual American Library Association (ALA) Annual Conference is in Chicago this year. Skokie Public Library is a part of several different library tours being offered June 26 and June 27, with focus on our multi-ethnic community, new technology and recent renovation.

American Booksellers Association (ABA)--The annual ABA Convention and Trade Exhibit will be in Chicago June 3-5. John Kadus, Readers Advisory/AV Librarian, Barbara Kozlowski, Associate Director for Public Services and Kay Walsh, Adult Services Department Head have been registered to attend.

Robot--The Library has rented a fuzzy, puppet-like, talking robot for one day - May 21 - at the suggestion of Leo Friedman. The robot will be used to promote the summer reading program for children.

The 14th Young Steinway Concert Series--Mrs. Anthony met with Emilio del Rosario May 8 to finalize arrangements for the 1995-96 series.

Urban Libraries Council--The Kellogg Foundation has awarded a \$370,000 grant to ULC to develop video training materials for use in libraries for staff who might have

difficulties in “taking charge of your work and taking charge of change”. Mrs. Anthony is an advisor to development of one of the videos.

Illinois Library Association (ILA) Conference--This year’s conference was held in Peoria. In attendance were Tobi Oberman, Supervisor of Circulation Services, trustee Eva Weiner and Mrs. Anthony. There were several outstanding programs and of special interest – a draft revision of *Avenues to Excellence*.

ICON Project--ICON Associates, Inc., the company we contracted with for the preparation of a variety of training aids for the public and staff in the use of our SKO-KEY system and databases is going through financial difficulties and is unable or unwilling to complete the project. We received an LSCA grant for the project and have been allowed an extension while in consultation with Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd.

Local / Community Information Network--Mrs. Anthony has chaired several meetings in the Library with representatives from the Village, District 68, District 219, Oakton Community College, Rush North Shore Medical Center and the Skokie Chamber of Commerce to discuss developing a community database. The Library is taking a leadership role in this project and the participating community representatives have demonstrated a keen interest. The project will initially make use of a server at the North Suburban Library System.

#### LIBRARY CABLE NETWORK

The Board noted the Library Cable Network May 1995 TCI Cable Guide.

#### NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported the North Suburban Library System (NSLS) has received a grant for the development of a multi-media room at System Headquarters.

She asked Skokie Public Library trustees to contact her before the May 22 meeting of the NSLS Board of Directors with suggestions to present during the “show and tell” portion of their meeting which would highlight our programs, exhibits, and/or publications.

(Mrs. Rich has already mentioned our dial-in access and consumer information flyers.)

COMMENTS FROM TRUSTEES

Mrs. Weiner said she has enjoyed the new staff newsletter *Grapevine*.

ADJOURNMENT

The meeting adjourned at 9:18 p.m.

A handwritten signature in cursive script that reads "Zelda R. Rich". The signature is written in black ink and is positioned above a horizontal line.

Zelda R. Rich, Secretary