

February 9, 2000

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, February 9, 2000.

CALL TO ORDER

John J. Graham, President, called the meeting to order at 7:35 p.m.

Members present: John J. Graham, President; Eva D. Weiner, Secretary; Susan Greer; Zelda Rich; Richard J. Witry; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Member absent: Diana Hunter, Vice-President/President Emerita, with permission.

Also present: Barbara A. Kozlowski, Associate Director for Public Services; visitor Hahn Lee; and Skokie resident, Carole Riding.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 12, 2000

Dr. Wozniak made a motion, seconded by Mrs. Rich, to approve the minutes of the regular meeting of January 12, 2000, subject to additions and/or corrections.

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

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
BALANCE SHEET FOR THE NINE MONTHS ENDING 1/31/00
LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF JANUARY, 2000, THE LIBRARY NOTE FUND, AND THE BALANCE SHEET FOR THE NINE MONTHS ENDING 1/31/00 BE ACCEPTED, AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CIRCULATION REPORT
 LIBRARY USE STATISTICS
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 PROGRAM STATISTICS THIRD QUARTER F.Y. 1999-00
 GIFTS
PERSONNEL

Mr. Witry 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 REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. PROGRAM STATISTICS THIRD QUARTER F.Y. 1999-00
5. GIFTS

\$50 from Ruth Ramis Music Fund in appreciation

6. PERSONNEL

Resignation: Mohammed Baseer, part-time Roving Technology Guide, Adult Services Department, effective January 24, 2000;

Position Reclassification: Gail Shaw, from LAN Administrator to Technology Manager, Technical Services Department, effective January 17, 2000; William Hamilton, from Technical Support Specialist to Technical Specialist II, Technical Services Department, effective January 17, 2000;

Appointments: Elaine Comar, Roving Technology Guide, Adult Services Department, effective January 31, 2000;

Kelley D. Shelton, Roving Technology Guide, Adult Services Department, effective January 31, 2000; Allan

Zirlin, Roving Technology Guide, Adult Services Department, effective January 31, 2000; Michael Eiermann, Technology Specialist II, Technical Services Department, effective February 14, 2000;

Status Changes: Steven Jablonski, from hourly to full-time Reference Librarian, Adult Services Department, effective February 1, 2000; Mary L. Corbett, from hourly to part-time salaried Information Assistant/Readers Services, Adult Services Department, effective January 31, 2000; Rafael Tarelo, from hourly to full-time Page, Circulation Department, effective January 31, 2000.

The motion to place the Consent Agenda items on file was unanimously approved.

YEAR TO DATE BUDGETARY STATUS

Brief discussion ensued regarding the Year to Date Budgetary Status. Mrs. Anthony reported that the 'bottom' line is fine.

PROJECTED BUDGET 2000-2001

Mr. Graham pointed out that the budget shows no increase for library materials in FY 2001. Funds have been diverted to the Salaries line to address the recommendations of the compensation consultant. Dr. Wozniak expressed concern for maintenance of an adequate materials budget. The budget will be on the March Agenda.

DIRECTOR'S REPORT

Usage—Circulation in January was up nearly 12% over last January, but then last January there was a blizzard and we were closed Saturday and Sunday at the start of the month. It is nice to see that circulation of books was up 5.5% in Adult Services and nearly 9% in Youth Services. AV formats continued to post strong gains as did the Bookmobile. Circulation to the schools was up 20%, reflecting Youth Services' successful new school loan program. Gate traffic may not have increased as much as it appears. The security sensors were reset to pick up security on the DVDs and there has been an increase in the number of alarms, requiring more people to pass through the gates again.

Personnel—Mrs. Anthony reported that we have set up interviews for a Secretary in Administration. Response has been good to the ad for a Human Resources Director and we will schedule those interviews soon.

Fiction Book Sale—The Fiction Book Sale in January yielded \$3,058., an increase of 33% over last year. Locating the sales tables in front of the Petty Auditorium appears to have made the offerings more visible than location within the Mary Radmacher Meeting Room. Staff observed that they had a lot of opportunity for readers' advisory service while working the sale. On bargain day, a

young Russian speaking boy was delighted to pick out a bag of books of his own. Another patron selected a number of children's books to send to an Indian reservation. Ricki Nordmeyer coordinated the sale and a number of staff helped as volunteers.

Electronic Book Order—Mrs. Anthony reported that we have ordered a Rocket Book loaded with ten fiction and nonfiction titles in electronic format. It will be made available to staff so that they can begin to explore and become familiar with this new text format.

Mr. Graham asked for a definition of a Rocket Book. Mrs. Anthony explained it is a very small computer on which a number of complete books may be loaded. Mrs. Anthony will bring it to the March Board meeting.

NSLS Library Advocate Award—Mrs. Anthony has been informed that she will receive an NSLS Library Advocate Award this year for her work as President of ILA and with the NorthStarNet Policy and Planning Advisory Committee. Applause ensued from members of the Board. One of our SkokieNet volunteers Barbara Goodfriend will also be honored as a Library Advocate. Phyllis Rieman, the Librarian at Niles West High School is the School Librarian of the year. Awards will be presented at the NSLS Annual Banquet at Chandler's Restaurant in Schaumburg, March 3.

ILA Activities—As President of ILA, I taped a spot for a State Library Conference on Continuing Education held January 26. January 27, I was interviewed by WBEZ radio on the topic of selection and censorship for a fifteen-minute segment on the 848 program at 9:40 a.m. I have been asked to speak March 13 at a workshop at the State library "On the Front Lines" for the front line reference and interlibrary loan staff. I will speak on the topic of the Internet and children. I also attended a meeting of the Public Policy Committee of ILA earlier this week.

Community Activities—This past month Mrs. Anthony attended the installation luncheon and a Board meeting for the Skokie Chamber of Commerce. She also attended a quarterly meeting

of the Health Department's Community Advisory Council and a meeting of the Intergovernmental Tax Appeal Coalition.

NSLS Legislative Breakfast—The NSLS Legislative Breakfast will be held Monday, February 14 from 8:30-11 a.m. at the System headquarters in Wheeling. Julie Hamos, Jeffrey Schoenberg and an aide to John Porter have already responded that they will attend. Board members are encouraged to come. It is a great opportunity to talk with legislators and Board members from other libraries. Mrs. Anthony will attend.

Skokie Chamber Database—The Skokie Chamber of Commerce has arranged with a company Community Link to develop an Internet-based site for electronic commerce in Skokie. The company envisions the site as 60% information and 40% advertising and hopes to be online by July. They plan to install a kiosk at Old Orchard Shopping Center. After discussion, Community Link has agreed to give the Library the lead spot in the Education category for at least the first six months.

Community Development Block Grant—The Village is working on a new five year Consolidated Plan which will be used in applying for federal funding programs including the Community Development Block Grant (CDBG). General goals of the project are to provide decent housing, create a suitable living environment and expand economic opportunities. Projects must also principally benefit low income persons or prevent or eradicate a blighting condition. The Village is seeking input regarding the need for various services and physical improvements in the community and would like suggestions by February 11. Mrs. Anthony asked the Board for input. The Board suggested more senior assisted rental buildings.

ALA Midwinter—Mrs. Anthony attended the ALA Midwinter meeting in San Antonio from January 14-18. She is currently serving on a task force which is considering the establishment of an accrediting board external to ALA. The idea is to work with some of the

major related associations of law librarians, archivists and information science professionals, etc. in order to establish a more comprehensive educational review body. The Task Force has a two-year assignment. She attended an interesting session on the state of technology with panelists from the major library automation vendors, electronic book vendors, distributors, etc. She spent quite a bit of time in the exhibits, looking at new reference products and library automation principally although there were also some interesting ideas for marketing. She attended a meeting of the Highsmith Advisory Board. Sirsi had a seminar on migrating to a new automation system which had some very practical tips. Sarah Long launched ALA Goals 2005, an ambitious multi-year program that should leave a lasting legacy.

Board Report—Board members are reminded to save the day Monday, March 6 for a Board retreat. Michael Nees will be our facilitator. He has a Ph.D. in industrial/organizational psychology and has served as both an external and internal consultant to organizations and companies such as American National Can, Arthur Andersen, Baxter Healthcare and the Village of Long Grove. We will begin to provide direction for the feasibility study at this session.

Selma Regan Petty Portrait—The Board was invited to come to the Library Sunday, February 6 at 2:15 for a reception on the occasion of the hanging of a portrait of Selma Regan Petty outside the auditorium named for her. A number of children and grandchildren attended. The Young Steinway Concert followed. Mr. Witry reported that the family was very pleased with the portrait.

PROPOSED CHANGES IN CIRCULATION POLICIES FOR VIDEOS AND CD-ROMS

Mrs. Anthony reported that presently we have a loan limit of three videotapes per patron. Given the size of the collection and crowding of the shelves, staff recommend the limit be increased to five videos per patron.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES INCREASE THE LOAN LIMIT OF VIDEOTAPES FROM THREE TO FIVE VIDEOS PER PATRON.

The motion passed unanimously.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES OPEN CD-ROM CIRCULATION TO RECIPROCAL BORROWER'S AND THAT WE RAISE THE CHECK-OUT LIMIT FROM TWO TO THREE, AS PROPOSED BY THE DIRECTOR

The motion passed unanimously.

COMPENSATION REVIEW

Mrs. Anthony said the two major recommendations of the compensation review report were to equalize part-time and full-time pay and to boost the midpoint of the pay ranges in order to approach the Board's goal of paying in the top quartile of comparable libraries. Mrs. Anthony distributed additional information to trustees providing them with five years worth of data to address these recommendations made by compensation consultant Lynne Peters. Much discussion ensued. Mr. Graham told trustees that they are only adopting one year at a time. We can go back and revisit this.

Mrs. Greer made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE SALARY SCALE ADJUSTMENT FOR THE FISCAL YEAR 2000/2001 (as attached).

The roll call vote for approval was unanimous.

TUITION REIMBURSEMENT POLICY

Mrs. Anthony reported that Skokie Public Library's Tuition Reimbursement Policy has a lifetime benefit of \$3,000. At the time this policy was first implemented in 1989, tuition for a course at Dominican University was \$630. By July, 1992, the tuition was up to \$930 per course.

At the present time, the tuition per course is \$1,425. Since twelve courses are required for an MLS degree at Dominican University, the current expense for a degree is \$17,100. To date, three staff members have used the tuition benefit to help in earning their MLS degree and two staff members have taken courses for an LTA degree. Given the need for more librarians and our desire to encourage preprofessional staff to continue their education, Mrs. Anthony recommends that the tuition benefit be increased to a maximum lifetime benefit of \$6,000.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RECOMMENDATION OF THE DIRECTOR THAT THE TUITION BENEFIT BE INCREASED TO A MAXIMUM LIFETIME BENEFIT OF \$6,000.

The motion passed unanimously.

PRESENTATION BY DISTRICT 219 SUPERINTENDENT GRIFF POWELL

Dr. Powell arrived at 8:26 p.m. with two members of his staff. He presented an 11-minute video about District 219's upcoming referendum and a short Powerpoint slideshow. Dr. Powell thanked the Library Board for their time and left the meeting at 9 p.m.

APPEALS OF 1998 ASSESSMENT AND PROPOSED INTERGOVERNMENTAL AGREEMENT

A new draft of the Intergovernmental Agreement was given to trustees in their Board packets. At a meeting of agency representatives, it was agreed that the Library could be eligible for Ex-Officio status, along with the Village. Ex-Officio status would allow the Library to support and participate in the Intergovernmental Agreement while limiting financial commitment by selecting those appeals in which it would participate as a full member. After discussion, Dr. Wozniak made the following motion, seconded by Mrs. Rich:

MOTION: THAT THE BOARD OF LIBRARY TRUSTEES APPROVE THE RECOMMENDATION OF THE DIRECTOR AND PARTICIPATE IN THE INTERGOVERNMENTAL AGREEMENT AS AN EX-OFFICIO MEMBER, NAMING THE DIRECTOR AS THE LIBRARY'S REPRESENTATIVE AND A BOARD MEMBER AS ALTERNATE.

The motion passed unanimously.

Mrs. Anthony also recommends that the Board approve the Library's participation in the challenge to the appeal of the Old Orchard Shopping Center and constituent entities of Bloomingdales, Marshall Field's Nordstrom and Saks 5th Avenue. More discussion ensued.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LIBRARY'S PARTICIPATION IN THE CHALLENGE TO THE APPEAL OF THE OLD ORCHARD SHOPPING CENTER AND CONSTITUENT ENTITIES OF BLOOMINGDALES, MARSHALL FIELD'S, NORDSTROM AND SAKS 5TH AVENUE.

More discussion ensued. Mr. Witry recommends a flat grant of \$5,000. be given in this particular case. Mr. Witry made the following motion to amend Dr. Wozniak's original motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LIBRARY'S PARTICIPATION IN THE CHALLENGE TO THE APPEAL OF THE OLD ORCHARD SHOPPING CENTER AND CONSTITUENT ENTITIES OF BLOOMINGDALES, MARSHALL FIELD'S, NORDSTROM AND SAKS 5TH AVENUE BY ISSUING A FLAT GRANT OF \$5,000 IN THIS PARTICULAR CASE.

The roll was called: Mr. Witry—yes; Mrs. Greer—yes; Mrs. Rich—no; Dr. Wozniak—no; Mrs. Weiner—no; Mr. Graham—yes. The motion fails on a tie.

Mr. Graham then asked for a roll call vote on Dr. Wozniak's original motion.

Mrs. Weiner called the roll: Mr. Witry—no; Mrs. Greer—no; Mrs. Rich—yes; Dr. Wozniak—yes; Mrs. Weiner—yes; Mr. Graham—yes. The motion passed.

COLLECTION AGENCY SOURCE FOR LONG OVERDUE MATERIALS

Mrs. Anthony reported that last August, the Board approved a ninety-day trial of collection agency service for long overdues with Unique Management Services. Due to the initial set-up and training requirements, we actually started using the service in October. Since that time, more materials have been recovered and revenue from fines and fees were up 16% for the three-month period over the same time last year. Mrs. Anthony recommends continued use of the collection agency service with Unique Management Services including the secondary placement service for skip tracing, and, if necessary, credit reporting.

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

MOTION: THAT THE BOARD OF LIBRARY TRUSTEES APPROVE THE RECOMMENDATION OF THE DIRECTOR FOR CONTINUED USE OF THE COLLECTION AGENCY SERVICE WITH UNIQUE MANAGEMENT SERVICES INCLUDING THE SECONDARY PLACEMENT SERVICE FOR SKIP TRACING, AND, IF NECESSARY, CREDIT REPORTING.

Mr. Graham called for the question. Mrs. Weiner called the roll: Mr. Witry—yes; Mrs. Greer—yes; Mrs. Rich—no; Dr. Wozniak—yes; Mrs. Weiner—yes; Mr. Graham—yes. The motion passed.

IMPACT OF EXTENDED SATURDAY AND SUNDAY HOURS IN 1999

The Board reviewed the report on Impact of Extended Saturday and Sundays Hours in 1999.

AUTOMATION - JCPL

Mr. Graham noted that Mrs. Anthony will have additional duties due to the fact that Gail Muirhead, Systems Librarian for JCPL, has resigned. Mrs. Anthony will attend the CODI Conference in Tampa in March. Mrs. Anthony will keep the Board apprised of developments.

ADJOURNMENT

At 9:30 p.m. Mr. Witry made a motion to adjourn, seconded by Mrs. Greer. The motion was unanimously approved.



Eva D. Weiner, Secretary

SKOKIE PUBLIC LIBRARY

Salary Scale Adjustment for the Fiscal Year 2000/2001

6% increase for full time entry, 4% increase for the full time top of scale , 11% increase for the part time entry, and 8% for the part top of scale

FT/Supportive		Entry		Top		FT/Professional		Entry		Top		FT/Maintenance		Entry		Top	
	Annum	Hourly	Annum	Hourly		Annum	Hourly	Annum	Hourly		Annum	Hourly	Annum	Hourly		Annum	Hourly
S1	15,150	7.77	22,814	11.70	P1	25,913	13.29	39,025	20.01	M1	23,506	12.05	35,395	18.15			
S2	16,664	8.55	25,095	12.87	P2	28,506	14.62	42,927	22.01	M2	25,856	13.26	38,934	19.97			
S3	18,332	9.40	27,605	14.16	P3	31,356	16.08	47,219	24.21	M3	32,836	16.84	49,450	25.36			
S4	20,165	10.34	30,365	15.57	P4	34,493	17.69	51,940	26.64								
S5	22,181	11.37	33,401	17.13	P5	37,942	19.46	57,136	29.30								
S6	24,398	12.51	36,742	18.84	P6	41,735	21.40	62,847	32.23								
S7	26,838	13.76	40,416	20.73	P7	45,909	23.54	69,132	35.45								
S8	29,523	15.14	44,458	22.80	P8	50,499	25.90	76,046	39.00								
PT/Supportive		Entry		Top		PT/Professional		Entry		Top		PT/Maintenance		Entry		Top	
S1/Trainee		6.27		6.78													
S1		7.29		10.91		P1		12.55		18.74			11.37			16.95	
S2		8.01		11.98		P2		13.80		20.62			12.50			18.67	
S3		8.82		13.19		P3		15.18		22.66							
S4		9.71		14.49													
S5		10.68		15.93													
S6		11.74		17.53													