

April 12, 1989

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, April 12, 1989.

The regular order of business was set aside to allow Leo Friedman, Chairman of the Skokie Creative Writers, to present three copies of the group's book *The Silence Within Words* to the Skokie Public Library.

Mr. Friedman also brought the flag stand (including state flags) which he has crafted in the hope children will learn more about the United States and the states through interest stimulated by the flags. The Board approved purchase of the flag stand at the December meeting with the thought that it could be on display in Youth Services.

Mr. Friedman left the meeting at 7:40 p.m.

#### CALL TO ORDER

The meeting was called to order at 7:43 p.m. by Dr. John M. Wozniak, Vice President.

Members present: Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter B. Flintrup; Eva Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

Member absent: Diana Hunter, President.

#### APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 8, 1989

Mr. Flintrup moved that the Board of Trustees approve the minutes of the meeting of March 8, 1989 as written subject to additions and/or corrections.

Dr. Bloch seconded the motion.

Dr. Bloch called for a correction on Page 2, in the second to the last paragraph. The paragraph should read: "Mrs. Hunter apprised the Board that, on the Board's behalf, she had sent a condolence letter to Dorothy Rasmussen, former Head of Skokie Public Library Adult Services Department, and a letter of congratulations to Liene Sorenson, winner of the Illinois Library Association Alexander J. Skrzypek Award."

The motion to accept the minutes of March 8 as corrected passed unanimously. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, REPORT ON FINE ARTS ACQUISITION FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS 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 was unanimous.

CIRCULATION REPORTS  
LIBRARY USE STATISTICS  
REPORT(S) FROM DEPARTMENT HEAD(S)  
CORRESPONDENCE

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:  
1. CIRCULATION REPORTS  
2. LIBRARY USE STATISTICS  
3. REPORT(S) FROM DEPARTMENT HEAD(S)  
4. CORRESPONDENCE (6)

LETTERS FROM:

Albert J. Rigoni, Village Manager, Village of Skokie  
Chet Dallas  
Elizabeth Kessler, Community Recreation  
Supervisor, Skokie Park District  
Liene Sorenson, Manager, SALS

LETTERS TO:

Liene Sorenson  
Dorothy Rasmussen

After brief discussion the motion to approve the Consent Agenda items passed unanimously.

YEAR-TO-DATE BALANCE SHEET WITH REVENUES RECEIVED AND PROJECTED/FY 1988-89

The trustees reviewed the balance sheet noting the flow of spring revenues from the Collector's office.

BUDGET LINE TRANSFERS

The trustees reviewed the information on the "Proposed Budget Transfers FY 1988-89".

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE LINE ITEM TRANSFERS FROM THE 1988-89 FISCAL YEAR BUDGET AS FOLLOWS: \$5,700 FROM LINE ITEM 12 (UTILITIES)--\$3,000 TO LINE ITEM 7 (MAINTENANCE OF EQUIPMENT) AND \$2,700 TO LINE ITEM 33 (CONTINGENCY); \$6,500 FROM LINE ITEM 23 (PERIODICALS)--\$5,000 TO LINE ITEM 22 (BOOKS) AND \$1,500 TO LINE ITEM 25 (MICROFORMS); AND \$75,000 FROM LINE ITEM 36 (CAPITAL) TO THE RESERVE FUND FOR SITES AND BUILDINGS.

The roll call vote for approval was unanimous.

GIFT OF \$50.00 IN MEMORY OF MAMIE JACOBSON FROM THE ELLIOTT BALTER FAMILY

The trustees noted the gift of \$50.00 to the Skokie Public Library from the Elliott Balter Family. Mr. Balter asked that we purchase books relating to millinery in memory of his Aunt.

PERSONNEL

The trustees noted the appointment of Diana Hirschberg, full-time Serials Assistant, Technical Services, effective March 20, 1989; Karolyn Fukuda, part-time Clerk Typist, Youth Services, effective April 4, 1989; Janet Vavloukis, full-time Bookmobile Assistant, Community Services, effective April 24, 1989; and Steven Jablonski, part-time temporary Information Assistant, Adult Services effective May 29 through September 8, 1989.

Also noted was the maternity leave of Janet Torstensson, full-time Bookmobile Assistant, Community Services, effective April 3, 1989 through July 4, 1989 and the

resignation of Wilma J. Wolk, full-time Information Assistant, Youth Services, effective April 23, 1989.

### DIRECTOR'S REPORT

Library Statistics--Circulation continues to increase. At this point, we have exceeded last year's circulation with one month left in the fiscal year. Increases are led by juvenile materials, both in the Library and on the Bookmobile. The number of loans among JCPL libraries is also up and the fill rate is about 80%. Intraconnect among automated libraries in the System started functioning April 1 without perceptible impact.

National Library Week--The performance by the City Lit Theatre Company was well received by 160 attendees on Sunday, April 9 and 53 attendees on Monday evening, April 10. NBD Skokie Bank was an enthusiastic sponsor for National Library Week, underwriting the reception, flowers, banner in the lobby, printing and mailing of invitations and printing of a bookmark flyer of events which was enclosed with all bank statements and mailed to all Chamber of Commerce members. We will end National Library Week with a performance next Sunday by Cheri Lindell and the 540 North dance troupe. Prizes for the literacy poster contest will also be awarded at that time. This year marked a first with the use of a special National Library Week slug in all metered mailings from the Library.

Broken Pipe--A pipe for the cooling system cracked Sunday evening when low temperatures caused it to freeze. We try to have the cooling system operational by National Library Week in the event of warm temperatures. The system has been drained and the section of pipe replaced.

Grant for Chinese Music Foundation Performance--We received a grant for \$300. from the Illinois Arts Council toward expenses for a performance by the Chinese Music Foundation on June 11 which will be central to the Asian Fest.

Humidifiers--Preliminary investigation by Johnson Controls has led to an estimate of about \$35,000. to install humidifiers in the Library. A humidifier would be needed on each

of three air handlers and the expense is largely in labor to bring power and water to the air handlers.

Discussion regarding options followed.

It was the consensus of the Board that we obtain other proposals from local contractors regarding the installation of humidifiers and that consideration be given to requesting a township grant.

Tree Trimming--Mariani Landscaping has completed the pruning of the ornamental trees. The larger shade trees will be pruned by a subcontractor next week. All the trees will be fertilized after the leaves are out.

Space Planning--Barbara Kozlowski and Mrs. Anthony had an exploratory meeting regarding effective utilization of building space with Robert H. Rohlf, a partner with Lester L. Stoffel in Professional Library Consultants. Mr. Rohlf is the Director of the Hennepin County Public Library System and has served as building consultant to the Evanston Public Library in planning their new building, to the Palatine Public Library and the Lake Forest Library among others. At both Palatine and Lake Forest, he was a consultant in effective utilization of space.

Developing a building plan was identified as one of the highest priorities by the Long Range Plan Committee. We need additional collection space, especially for audiovisual materials and nonfiction, additional seating areas and adjustments to the placement and design of the service desks to better serve the public and to use technology effectively. Such a study should involve staff and Board members working together with a consultant. The study would take six to eight months and cost about \$15,000. in consultant services.

Mrs. Anthony asked the Board for their input in planning for the study and in determining the extent of Board involvement in the project.

Mrs. Zatz asked for more information on prior experience of the consultant and requested that more details of the perceived space needs be provided to the members of the Board. She asked Mrs. Anthony to share any staff input with the Board, i.e., a list of what

they feel is wrong with the building, and their suggestions to improve problem areas. She suggested that the Long Range Planning Subcommittee Reports be distributed to the Board to assist them in acting on the proposal.

Dr. Bloch suggested the consultant give special attention to the traffic flow in the Library.

Property, Casualty, Liability Insurance Pool--A property, casualty and liability insurance pool has been established. An informational program on the pool will be presented by Arthur J. Gallagher and Company, the insurance agent and provider, at the NSLS System Center Tuesday, May 2, at 9:30 a.m.

Mr. Flintrup will attend.

Parking--Mrs. Anthony has talked with Village Manager Al Rigoni and Traffic Engineer Fred Schattner regarding Library parking. She was assured that traffic will never be completely cut off on Oakton Street during flood control work and that our drives will always be accessible. They are willing to assist in effective utilization of existing parking. They also pointed out that several additional municipal lots have been added in the area in recent years, relieving some of the pressure on Village Green parking. We will continue to pursue the amelioration of Library parking.

Timely Provision of Library Materials--To better respond to demand for popular new titles, we have begun ordering more copies initially rather than making two or three later supplemental orders. By combining this ordering process with telephoning for reserves on popular materials, we were able to fill 58 waiting reserves for Star by Danielle Steel within three weeks and began to put copies out on shelves for general access. We purchased forty-seven copies of Star.

Business Reference Course--(In response to the Board's query last month.) Two staff members are taking Mike Madden's business reference course offered independently by Mr. Madden because NSLS said after three years, they would no longer sponsor it. The need is apparent with a current waiting list of 20.

Board Counsel--Since the last Board meeting, Mrs. Anthony had a luncheon meeting with Fred Lifton and another meeting of more than one hour with Heidi Katz. Both Allen Schwartz and Heidi Katz attended the National Library Week reception April 9. They have asked to see our meeting room policy, personnel manual and a history of the Library levy.

Mrs. Zatz recommended we obtain legal counsel's opinion as to the necessity of developing a general statement of responsibility for adult borrowers who check out R-rated videocassettes from the Library's collection, cautioning them of age restrictions.

Public Library Association (PLA) "The Very Best"--Several staff attended workshops at PLA's "The Very Best" cluster meetings in Chicago March 30-31. Mrs. Anthony introduced and monitored a panel of elected officials for the Political Communication workshop which had 100 attendees. Several librarians also spoke at the workshop about successful referenda campaigns and other such issues.

Illinois Library Association (ILA) Conference April 4-7--Stewart Brand opened the conference with a lively and thought-provoking presentation on technology and the movement from central control of information to individual control. Mrs. Anthony attended sessions on presenting and using data, treating patrons like guests, orienting a new trustee and forecasting public library services. Twelve staff and Board members from Skokie Public Library attended the awards banquet to see Liene Sorenson receive the Alexander J. Skrzypek Award for her contribution to services to the disabled in Illinois.

Head of Youth Services--We have had good response for the position of Head of Youth Services and will begin interviewing next week. A reminder that the reception for Florence Burmeister is April 30 at 4 p.m. in the Petty Auditorium.

#### DISPLAY SHELVING PURCHASE

At the March meeting the Board requested we obtain another quote in considering the purchase of display shelving for New Fiction, New Non-fiction, Books-on-cassette and Youth Services Periodicals.

The manufacturer, Estey, said that Bradford Systems is the only Chicago supplier of the line of shelving we selected. Estey gave us the name of Deming Associates in Madison, Wisconsin. Given the same specifications as Bradford, Deming quoted a price of \$11,639., including freight. Bradford's quote was \$6,699.45.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FROM BRADFORD SYSTEMS CORPORATION, IN THE AMOUNT OF \$6,699.45 FOR DISPLAY SHELVING AS RECOMMENDED BY THE DIRECTOR.

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.

#### COMPACT DISC POLICY

Mrs. Anthony proposed that the policy for circulation of compact discs adopted by the Board in August, 1986, which set a limit on the number of CDs, be revised.

Mrs. Weiner made a motion seconded by Mrs. Zatz:

Dr. Bloch suggested two editorial changes, which were approved by the Board.

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISED COMPACT DISC CIRCULATION POLICY AS FOLLOWS:

Compact discs will be circulated to holders of valid Skokie Public Library borrowers cards. There is no limit to the number of compact discs an individual may borrow. The loan period will be three weeks for most compact discs and seven days for designated new, popular titles.

Compact discs may be renewed twice if they have not been requested by another patron.

No fees will be charged and the fine for overdues will be .10/day as for other recordings.

The motion passed unanimously.

#### AUTOMATION

Joyce Mitchell, Manager, Joint Computer Program for Libraries (JCPL) and Chris Avialiotis, JCPL Operations Manager, will attend the combined midwest/east coast Geac



Users Group meeting in Cleveland, Ohio, April 20-21, 1989. The Geac Users Group meets to discuss issues and problems. Members share input and experience.

#### LONG RANGE PLANNING PROCESS

The trustees reviewed the Long Range Plan Report listing objectives selected for implementation during the 1989-90 fiscal year. Time parameters were assigned to each objective and a staff member identified who would be responsible for seeing that the objective was carried out.

A draft summary long range plan report will be issued by April 22, to be reviewed by staff and submitted to the Board for approval at the May meeting of the Board.

Discussion followed.

#### LIBRARY CABLE NETWORK

The trustees noted the April, 1989 "Program Guide Cable Channel 22" and viewed the Library Cable Network video clips of some of the new features, library programs and programs of local interest.

#### NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the meeting of the NSLS Board of Directors.

Both North Suburban Library System and Suburban Library System are working on the SAVS budget. Some changes are anticipated, but no increase. Ten thousand dollars have been allocated for promotion of SAVS services. SAVS has eliminated all fees; will facilitate next day delivery service; and is publishing a new CD catalog.

Information has been received that Ft. Sheridan library materials will be distributed first to other military bases.

The Illinois State Library is sponsoring a workshop "Third Annual Public Library Trustee Institute" for public library trustees to be held Saturday, June 3, from 9:00 a.m. to 3:30 p.m., at Jumers in Bloomington.

Mr. Flintrup will attend the Public Library Association (PLA) Public Library Systems Section preconference seminar "Systems in Transition: Looking In, Looking Out" in Dallas, Texas, June 22.

Mr. Flintrup's term as Skokie Public Library's representative to the North Suburban Library System Board expires June 30, 1989.

The System has requested that the new representative's resume/indication of candidacy be submitted as soon as possible in order to facilitate its duplication and distribution prior to the anticipated election May 12.

COMMENTS FROM TRUSTEES

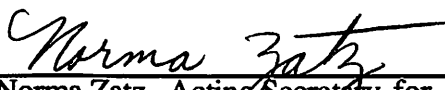
Mr. Flintrup, Mrs. Weiner and Mrs. Zatz attended the 1989 Illinois Library Association Conference "Libraries On The Wings of Change" in St. Charles, Illinois, in early April and commented on the overall good quality of the conference. They each attended several informative programs and were especially pleased to attend the award ceremony at which Liene Sorenson, Manager, Skokie Accessible Library Services (SALS) received the Alexander J. Skrzypek Award.

The Library sponsored author Susan Sussman at the Illinois Author's Luncheon, which staff and trustees attended.

Mrs. Weiner said the cracker barrel sessions on weeding presented by Merle Jacob, the Library's Coordinator of Collection Development, were very beneficial.

ADJOURNMENT

The meeting was adjourned at 10:15 p.m.

  
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Norma Zatz, Acting Secretary for  
Shirley Merritt, Secretary