

February 11, 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, February 11, 2009.

CALL TO ORDER

John Graham, Vice President, called the meeting to order at 7:30 p.m.

Members present: John Graham, Vice President; Dayle Zelenka, Secretary; Richard Basofin; Zelda Rich; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Members absent: Diana Hunter, President/President Emerita; Susan Greer.

Staff present: Beth Dostert, Manager of Human Resources.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 14, 2009

Mr. Zelenka made a motion, seconded by Mr. Basofin, to approve the minutes of the regular meeting of January 14, 2009, subject to additions and/or corrections.

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

CONSENT AGENDA (Financial Statement; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Correspondence; Gift; Personnel)

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

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

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE: EMAIL FROM BRUCE TAYLOR AND MARK HOPPE, COLETAYLORBANK TO CLIENTS AND FRIENDS, DATED FEBRUARY 3, 2009
5. GIFTS: \$35. FROM MR. AND MRS. RONALD COHEN IN MEMORY OF RITA ARNOW FOR THE PURCHASE OF BOOKS

6. PERSONNEL: HIRE: VINCENT TAM, PART-TIME TECHNOLOGY ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE JANUARY 22, 2009;
TERMINATION: EMME GUEST, PART-TIME COMPUTER ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE JANUARY 25, 2009.

The vote for approval was unanimous.

BENEFIT EVALUATION

Ms. Dostert distributed information comparing the Library's current medical plan coverage through NSLS with the LIMRiCC medical plan coverage which is through Metropolitan Library System. Skokie Public Library needs to give NSLS 120 days notice to leave the plan so Ms. Dostert is asking for review and approval in order to meet the March 1 deadline. Action on the item is not requested February 11 since the item was not on the agenda issued in advance of the meeting date.

Lengthy discussion followed as Ms. Dostert compared the major differences of both plans; cost comparisons; and cost savings.

The Board agreed to reconvene this meeting and discussion on Wednesday, February 25, 2009. Some items for Ms. Dostert to investigate include:

- If Skokie Public Library were to pick up the difference between the LIMRiCC and NSLS life insurance plans what would the cost be?
- What is the dollar amount Skokie Public Library pays each month for life insurance?
- Does the NSLS 3-month penalty include medical, dental and life insurance?
- Are employees double-covered for three months (July, August, September)?
- What is the history of yearly increases/decreases in premium costs for both LIMRiCC and NSLS plans?
- How many Skokie Public Library "lives" are covered currently?
- Clarify the 'break-even' point.
- Mrs. Anthony should inform Mrs. Hunter of the February 25 date so she can participate by telephone.

The Board complimented Ms. Dostert on her easy-to-understand and thorough presentation. The Board was asked to call Ms. Dostert in advance with additional questions. Ms. Dostert left the meeting at 8:11 p.m.

YEAR-TO-DATE BUDGETARY STATUS

The Year-To-Date Budgetary Status was noted.

BILLS

A motion was made by Mrs. Rich, seconded by Mr. Zelenka:

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

The roll call vote for approval was unanimous.

BALANCE SHEET FOR THE NINE MONTHS FROM 5/1/08 THRU 1/31/09

The Balance Sheet for the Nine Months from 5/1/08 thru 1/31/09 was noted.

DIRECTOR'S REPORT

USAGE----Circulation in January was up nearly 7%, with strong gains in the circulation of youth books (14%) and adult books (7%). Self-check was up 12% for the month, but 44% for the year-to-date, accounting for more than a quarter of all circulation. Gains in the use of digital formats are strong although the absolute numbers are still relatively small. The gate count was down by 8%. The number of persons logging on to use databases was unchanged from last January, but use of various databases was down 23%. There were big declines in the use of NoveList and CultureGrams, but substantial increases in the use of Newspaper Direct and Live Homework Help. Clearly, promotion of the resources drives use. SkokieNet had 31,901 page views while ChicagoJobs had 43,397 page views.

LIBRARY OF THE YEAR----Skokie Public Library has been named Library of the Year by North Suburban Library System. Though local rather than national like the IMLS National Medal, this award is determined by vote of staff in area libraries so it reflects the regard in which Skokie Public Library is held by our nearby colleagues. The Library will receive a check for \$1,000. and a plaque at the NSLS Awards Banquet March 20. Staff hope to fill a couple tables for the celebration.

PLA PUBLICATION----Skokie Public Library's Collection Development Plan has been published by the Public Library Association and was featured in the ALA Bookstore at Midwinter. This is a third edition of the publication which has been a best seller for PLA.

SYNERGY----Librarian Mick Jacobsen has been accepted for the 2009-2010 class of SYNERGY participants by the Illinois State Library. Linda Sawyer, Holly Jin, Toby Greenwalt, Jennifer Phillips-Bacher, Laura McGrath, Richard Kong and Trustee Zelenka have also participated in the statewide library leadership program.

AWARD FROM INDIAN COMMUNITY----The Indian Community of Niles Township presented Mrs. Anthony with an award for "Excellence in Administration and Leadership" at the India Republic Day ceremonies at Niles West January 24. Frances Roehm accepted the award on her behalf since Mrs. Anthony was in Denver at the ALA Conference.

SKOKIENET----SkokieNet was attacked by a hacker and seriously compromised in late January. SkokieNet uses an open-source software and is hosted at a remote site so the virus did not threaten the Library website or other software hosted locally. An outside contractor is helping to rebuild the site which will have a skeletal appearance for a time until full functionality can be restored. Staff from Congresswoman Jan Schakowsky's Office helped 14 people in January and 8 people are enrolled in a Citizenship class at the Library.

ALA MIDWINTER----Mrs. Anthony attended an all day meeting of the Task Force working on a program for certification of library support staff. The project is ahead of schedule and expects to roll out in 2010 after field testing this year. Response has been favorable and even eager for the opportunity to participate in this program which will be offered by the Allied Professional Association affiliate of ALA. Mrs. Anthony serves on the PLA Budget and Finance Committee which is concerned about the impact of the economic downturn on attendance at events and possibly on membership although that is strong at the moment. Registration for the PLA Symposium in March is down 20% from two years ago, perhaps reflecting leaner library budgets and the imposition of travel restrictions in some jurisdictions. There is considerable dissatisfaction with the settlement Google is offering public libraries regarding access to Google's digital books. Google has offered one computer station per library building with the provision that the library must collect royalties on Google's behalf for printed copies made. New York Public Library is leading the challenge. Mrs. Anthony has arranged for Adam Goodman, Director of the Leadership Institute at Northwestern University, to speak at a program of PLA's Leadership Development Task Force this July when ALA is in Chicago.

NILES TOWNSHIP PROPERTY TAX COALITION----Mrs. Anthony was unable to attend the semi-annual meeting of the Niles Township Property Tax Coalition, but

received the reports. The matter of the right of school districts and other taxing bodies to intervene in Tax Objection Complaints (as opposed to PTAB hearings) is still pending. More Tax Objection Complaints than PTAB appeals are filed in recent years so it would be advantageous to gain the right of intervention. Other news from the fall was that the Cook County Board approved Cook County Assessor Jim Houlihan's proposal to reduce and simplify assessment levels, bringing them to 10% and 25% of market value. The old classification ordinance called for residential property to be assessed at 16% of market value, and commercial and industrial to be assessed at 38% and 36% respectively. While the new provision will not reduce the amount of taxes paid, it should make the structure easier for people to understand. Skokie Public Library's share of expense for six months for the Property Tax Coalition was \$672.35.

COLLECTION SHIFT----Staff in Adult Services are in the midst of a collection shift which should make more room for the World Languages collection and make the current periodicals and English as a Second Language materials more accessible. The 800's (literature and criticism) have been moved to the second floor to make room for the other materials on the first floor. Since recent periodicals are no longer used in connection with indexes for research purposes, they will be housed in acrylic boxes for browsing access and circulation on the first floor in the area where World Languages used to be and the World Languages collection will be in the area formerly occupied by the 800's.

NORTH SUBURBAN BUSINESS AND COMMUNITY DEVELOPMENT

FOUNDATION----Mrs. Anthony is chairing this initiative for the Skokie Chamber of Commerce. The Foundation had a very successful program on Career Transitions in November for the community, attended by just over 100 people. Now the Foundation is planning a workshop for the business community in early May on the topic of credit and the current economy. Bruce Taylor of Cole Taylor Bank has already agreed to speak and the Foundation is attempting to secure participation of a representative from the Federal Reserve Bank in Chicago. It is proposed to hold the meeting in the Petty Auditorium. It is not yet clear whether the early morning program will be funded by sponsorship or through a registration fee. Would the Board be agreeable to a possible fee for this program as an exception to the Library's policy of free programs? Discussion followed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
PERMIT THE NORTH SUBURBAN COMMUNITY AND BUSINESS

DEVELOPMENT FOUNDATION TO CHARGE A FEE FOR THEIR
MAY 2009 PROGRAM HELD AT THE SKOKIE PUBLIC LIBRARY.

The motion passed unanimously.

BACKLOT BASH----After discussion with department heads and some staff, it is the feeling that the Library should be open this year during the Backlot Bash. Discussion followed. This item will be placed on the March Board meeting agenda.

WEST PARKING LOT PROJECT

Landscape Contract for West Parking Lot and Foundation

Mariani Landscape presented their conceptual proposal for landscaping for the West Parking Lot and Foundation at the November Board meeting. There were a few comments about the height of shrubbery and size of plantings, with general support for the vision. Mariani has tweaked the proposals, incorporating Board suggestions. Mrs. Anthony distributed two proposals for the Parking Lot landscaping at \$54,182.54 and the Foundation plantings at \$13,708.75 for a combined total of \$67,891.29. These proposals are in addition to the paverwalk proposal approved by the Board at the January meeting in the amount of \$12,675.83.

Architect Paul Steinbrecher has reviewed these proposals and recommends their approval. Approval at this time will enable Mariani to get the plantings and materials on order to proceed with installation in the spring. Mrs. Anthony displayed the large schematic diagram of the landscaping at the meeting.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE PROPOSAL FROM MARIANI LANDSCAPE FOR
PARKING LOT LANDSCAPING IN THE AMOUNT OF \$54,182.54.

The roll call vote for approval was unanimous.

A motion was made by Mr. Basofin, seconded by Mr. Zelenaka:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE PROPOSAL FROM MARIANI LANDSCAPE FOR
FOUNDATION PLANTINGS IN THE AMOUNT OF \$13,708.75.

The roll call vote for approval was unanimous.

PROPOSED BUDGET FY 2009-2010

Mrs. Anthony is continuing to look at the proposed budget for FY 2010 in light of the nine month expenditure report available this month and also the revenues to date. While it is hard to make predictions in the current economic climate, it seems advisable to adjust revenue forecasts for Corporate Replacement Taxes and Interest downward. Mrs. Anthony has also lowered projections for Fines and Fees based on this year's experience. The reduction of \$105,000. in revenue estimates has been balanced on the expense side with a reduction in the amount allocated for the Capital line. As proposed, the Library's operating budget would be \$9,868,125., with \$1,559,923. allotted to capital expense for a total of \$11,428,048. Additionally, \$1,450,000. is allotted to repayment of outstanding bond debt.

Mrs. Anthony distributed a copy of the table of the cost of wages and salaries for state and local government workers, showing a 3.1% increase in costs in 2008. In recent years, we have adjusted all staff salaries and the salary ranges to reflect this annual change. Therefore, Mrs. Anthony has continued a 5% increase in the Salaries line to allow for this Cost of Labor adjustment as well as 2% step increases for eligible staff. Mrs. Anthony has allotted a bit more to Maintenance of Equipment based on this year's experience, a bit less to Insurance and bit more to Nonprint Materials.

Next month, Beth Dostert, Manager of Human Resources, will come to the meeting and present additional information about salaries and benefits. Mrs. Anthony also expects to have more information about the lease of copiers and other equipment for that meeting.

Board comments and questions about projected revenues and expenses are welcome.

Discussion followed. The Board asked Mrs. Anthony to check on the CPI.

RENEWAL OF INN-REACH WITH INNOVATIVE INTERFACES

The Library received an invoice for renewal of the software license for INN-Reach with Innovative Interfaces at the continuing cost of \$24,000. for the year from February 1, 2009-January 31, 2010. This is the software that allows the Library to offer immediate and direct borrowing of materials from other area libraries using Innovative, without the staff intervention of an interlibrary loan request. This is a popular and growing service, with use up 15% this year to date as compared with last year. LINKin also serves as a back-up catalog at times when the Library catalog is not available.

Other participating libraries are Arlington Heights, Gail Borden, and the College of DuPage. Cook Memorial Library is in process of implementing INN-Reach, adding another robust collection to the mix. With more libraries participating, the Library can

expect usage to increase. At the present rate of use, the cost per transaction for LINKin is about \$3.00, a cost that will decrease as use increases.

LINKin represents a real bargain in resource sharing and Mrs. Anthony recommends renewal of the license for the INN-Reach software for twelve months at \$24,000.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE RENEWAL OF THE LICENSE FOR THE INN-
REACH SOFTWARE FROM INNOVATIVE INTERFACES FOR
TWELVE MONTHS IN THE AMOUNT OF \$24,000.00.

The roll call vote for approval was unanimous.

INVESTMENT POLICY

Last month, Mrs. Anthony brought to the Board's attention that the Investment Policy has not been reviewed in nearly a decade. Mrs. Anthony also brought up the possibility of investment in a program called CDARS which would enable the Board to purchase CDs in a number of different banks through Cole Taylor Bank.

Heidi Katz, our attorney, raised a number of questions regarding the CDARS program. Mrs. Anthony has been unable to obtain definitive information about some points such as the statement that funds in a checking account bearing less than 5% interest are fully FDIC insured, regardless of the amount.

Given the uncertainty of provisions concerning CDARS and the stability of various banks, it may be best to defer any decision on participation in such a program. Mrs. Anthony could watch to see how the program develops and what experience other institutions have with the program.

Due to the current economic climate, the Board requested that the Investment Policy be re-examined in nine months to a year.

LIBRARY PRODUCTION STUDIO CHANNEL 24

The January 2009 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

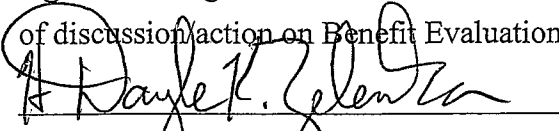
There was no report from Mr. Zelenka.

COMMENTS FROM TRUSTEES

Mrs. Rich praised the Youth Services staff for their participation in a variety of outside committee work.

ADJOURNMENT

At 8:58 p.m. a motion was made by Mrs. Rich, seconded by Mr. Zelenka to adjourn the regular meeting and reconvene on Wednesday, February 25 at 7:30 p.m. for the purpose of discussion/action on Benefit Evaluation. The motion passed unanimously.

A handwritten signature in cursive script, appearing to read "Dayle Zelenka", is written over a horizontal line.

Dayle Zelenka, Secretary