

January 12, 2011

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, January 12, 2011.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:30 p.m.

Members present: Diana Hunter, President/President Emerita; John Graham, Vice President (arrived at 7:31 p.m.); Zelda Rich, Secretary (arrived at 7:46 p.m.); Richard Basofin; Susan Greer; Karen Parrilli; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Staff Present: Barbara A. Kozlowski, Associate Director for Public Services; Christie Robinson, Manager of Marketing and Programs.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 8, 2010

Mrs. Parrilli made a motion, seconded by Mr. Basofin to approve the minutes of the regular meeting of December 8, 2010, subject to additions and/or corrections.

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

Mr. Graham arrived at 7:31 p.m.

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Gifts; Personnel)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, 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. GIFTS: 20 SHARES OF EXXON MOBIL CORP STOCK FROM GLORIA BLOOM IN HONOR OF DR. SAMUEL BLOOM; \$18.

FROM BARBARA KEER IN MEMORY OF BRENDA B. WEISS  
FOR PURCHASE OF A BOOK ON CD

- 5: PERSONNEL: RETIREMENT: CECILIA JUDD, PART-TIME  
DEPARTMENTAL SECRETARY, ADULT SERVICES  
DEPARTMENT, EFFECTIVE JANUARY 14, 2011.

The motion passed unanimously.

### BILLS

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

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

The roll call vote for approval was unanimous.

### DIRECTOR'S REPORT

USAGE----Circulation in December was up a modest 1.6% from the same month last year. Circulation of books was down slightly, while gains continue to accrue in the AV formats and Adult Periodicals. Use of e-books nearly doubled from last December, but is still relatively small. Both borrowing and lending through LINKin is up by double digits. Traditional Interlibrary Loan was down by over 40% for the month. The Gate Count was virtually flat with a gain of less than 1%.

PER CAPITA GRANT----The Library finally received its 2010 Per Capita Grant in the amount of \$64,684.64 on December 11. Figures from the Office of the County Clerk show the total valuation of property in Skokie to be down in 2009 to \$3,113,630,617. from \$3,202,002,087. in 2008.

FEDERAL NEWS----Mrs. Anthony received good news from Washington with the reauthorization of the Library Services and Technology Act (LSTA) December 14 and also with the confirmation of Susan Hildreth, Director of the Seattle Public Library and former Head of the California State Library, as Director of IMLS. That position requires Senate confirmation and she received a unanimous vote just before the holiday break. The top official at IMLS alternates between someone from the museum community and someone from the library community. Mrs. Anthony has worked with Susan Hildreth on PLA projects and has a high regard for her. The previous library head of IMLS was from the academic community so it is nice to have someone from the public library sector in that position.

COOK COUNTY SURVEY----Mrs. Anthony was asked to respond to a survey by Cook County about the impact of late mailing of the tax bills. She took this as a good sign that they realize there are both direct costs and lost opportunities occasioned by the tardy tax collections.

SCULPTURE PLAQUE----The plaque for the gift sculpture by Ted Gall from Federal Mogul has been installed on the building.

ALA MIDWINTER----Mrs. Anthony was in San Diego January 6-10 for the Midwinter meeting of the American Library Association. She continues to Chair the ALA Public and Cultural Programs Advisory Committee, and to serve on the PLA Budget and Finance Committee, the PLA Leadership Task Force and the Certification Review Committee for the Library Support Staff Certification Program. Mrs. Anthony also spent some time in the exhibits looking at RFID systems since we are sending out a request for proposals for a new system. Some highlights include: PLA's virtual spring symposium on March 30 from 10am-5pm; ebooks; streaming audio and video content to users; civic reflection; and a new controversial publication on the perception of libraries by OCLC.

COMING TOGETHER IN SKOKIE----Coming Together in Skokie will focus on the Filipino community this year and will kick off with a program at Niles West High School Friday evening January 28. Mrs. Anthony hopes that some Board members will be able to participate in one of the book discussions of *When the Rainbow Goddess Wept* by Cecilia Brainard or to attend one of the other programs. The intent is to foster greater understanding of the cultures in our community. The Skokie Park District has joined as a cooperating partner this year, along with District 219, Oakton Community College, Skokie Hospital, some of the elementary school districts, the Village, and the Skokie Public Library.

NSLS----North Suburban Library System received a payment of \$716,715.39 on January 12 for the July 1, 2010-June 30, 2011 fiscal year. Metropolitan Library System also received a payment of \$936,721.27.

#### PROJECTED BUDGET FOR FY 2012

Mrs. Anthony reported that at the regular meeting of the Skokie Village Board December 20, 2010, the Village Board approved a 2010 Library Levy of \$12,383,836.00 which will fund the Library's FY 2011-2012.

Mrs. Anthony distributed the first preliminary look at a projected budget. The final budget does not need to be adopted until March or April of this year. The largest expense

is for Personnel. Figures from the Bureau of Labor for the increased cost of labor in the 4<sup>th</sup> quarter and calendar 2010 will not be available until later this month. Nevertheless, the rate of increase for the first nine months was 1.1% and Mrs. Anthony projects that this will not change significantly in the 4<sup>th</sup> quarter.

Savings in Bond Debt Repayment this year realized as a result of the refinance of most of the Library's outstanding debt will be \$165,625.00. Therefore, in spite of a levy that is only 2% greater than in 2009, Mrs. Anthony projects that the Library should be able to allot at least as much to Capital expenditure as in the current and past year.

We do not know now and may not know the amount of increase in health insurance before the budget must be approved. However, we may know by general articles in the press what kind of increase to anticipate there. Mrs. Anthony has allotted for a 10% increase in this preliminary budget.

Re the Conference and Travel budget, there will be a Public Library Association Conference in Philadelphia in March, 2012. The ALA Annual Conference in the summer of 2011 is in New Orleans, while Midwinter 2012 is in Dallas. It is always somewhat more expensive in the years in which there are three major conferences, all out-of-town.

Expense for Maintenance of Auto Equipment has been low this year. We had some larger expenses for the Bookmobile last year. The Library van will be eight years old going into this Fiscal year, but the mileage is still relatively low and it is holding up well.

Board questions and comments are welcome as the budgeting process begins for a new Fiscal Year.

#### APPROVAL OF INVESTMENT POLICY

Last month, the matter of the Library's investments was discussed in connection with a proposal from Cole Taylor Bank that the Library participate in the CDARS program. The matter was tabled to the January meeting.

Mrs. Anthony distributed the Library's Investment Policy. At the present time, the Library participates in the Illinois Fund and the IMET Convenience Fund. In November 2009, the Board approved giving the Director the ability to make deposits and investments at her discretion as long as the funds are 100% insured and pay .50% interest. That rate sounds high compared to recent returns.

Mrs. Anthony asked for further guidance from the Board re maximizing the return on the Library's revenues.

Mrs. Rich arrived at 7:46 p.m.

Discussion followed. The consensus of the Board was to stay with the present policy.

APPROVAL OF LIGHTING IN PETTY AUDITORIUM

Mrs. Robinson stated that the lighting system in the Petty Auditorium has been requiring increasingly frequent service calls, and in November the control processor (the brains of the system) failed completely. The entire system has reached the end of its expected lifespan and is obsolete; that is, parts are no longer made. Our vendor was able to find a rebuilt control processor, so we were not out of business long. However, we will not be so lucky the next time the control processor or other parts fail. The current system was installed in January 1999 with a life expectancy of 10 years.

Rich Simon, Head of Maintenance, and Mrs. Robinson have obtained a quote from Chicago Spotlight in the amount of \$45,471. A second quote was received for over \$100,000.

In addition to replacing the current system with a modern one, staff need to have a spare control processor on hand and programmed that can be swapped into service in case of failure. This is considered standard practice, although we do not have one now. If funds permit, it would also be desirable to add a wireless remote control system that would take advantage of technological advances to add flexibility to the system. For example, it could be used by a speaker to change the lights while at the podium or by staff from any location within the auditorium or at the entrance, thus avoiding hurried climbing of the steep stairs into the projection booth. This remote would be locked in the podium when not in use for a Library function.

The quote, from Chicago Spotlight, for the cost of the system is:

System Replacement and Installation	\$35,960.
Spare Control Processor	\$2,406.
Wireless Remote Control System	<u>\$7,105.</u>
Total:	\$45,471.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM CHICAGO SPOTLIGHT FOR LIGHTING IN THE PETTY AUDITORIUM: SYSTEM REPLACEMENT AND INSTALLATION \$35,960.; SPARE CONTROL

PROCESSOR \$2,406.; WIRELESS REMOTE CONTROL SYSTEM  
\$7,105. FOR A TOTAL AMOUNT OF \$45,471.

The roll call vote for approval was unanimous.

#### NORTH SUBURBAN LIBRARY SYSTEM

Due to inclement weather, Mrs. Parrilli did not attend the December 20 NSLS Board meeting. A summary of the agenda follows.

The items reported by the Acting Executive Directors were:

- Merger Design Team meetings
- retirement plan transfer, asking the Board to ratify the transfer of remaining retirement accounts from ING to Millennium Trust as of December 31, 2010
- update on the sale of the NSLS building
- a delivery study with Northwestern University
- an update on the online auction

Under New Business, a report was presented on the upcoming merger deadlines and decisions for the NSLS Board. A proposed resolution for the five library services to individually dissolve and merge will be presented at the January 24<sup>th</sup> meeting, with a vote to approve the resolution at the February 28<sup>th</sup> Board meeting. A copy of the draft version of the agreement and additional information can be found at the merger website ([www.systemsmember.info](http://www.systemsmember.info)).

Also up for vote is the repayment of NSLS public library delivery donations. Because of the uncertainty of future State funding, overall expenses of the upcoming merger (consultant and legal fees), delivery services expenditures, and large quarterly payments for unemployment claims, staff recommends that the Board table a vote on returning donations to the 47 public libraries.

Recent NSLS newsletters report on the Merger Design Team meetings, working toward the merger's July 1<sup>st</sup> deadline. The goal is to continue services demanded by library patrons, despite the lack of funding from the Illinois State Library. A quote from a DeKalb Daily Chronicle article on the Sycamore Public Library and the status of State funding states, "the merger is focused on continuing delivery services with loans, continuing online catalog systems and continuing services for people with disabilities. To ensure that libraries can stretch state funding, these are the priorities." (See the NSLS website for access to the complete article.)

#### COMMENTS FROM TRUSTEES

Dr. Wozniak praised the cleanliness of the washrooms and commended the maintenance staff.

Mrs. Hunter suggested staff put together a "If you like this movie, you might enjoy" list for DVDs/movies.

A suggestion was made, since Representative Jan Schakowsky's representative is at the Library twice a month, that staff contact her office to let them know that we are sensitive to what happened to Congresswoman Gabrielle Giffords in Arizona and ask what Library staff can do when Ms. Schakowsky's representative is in the Library in terms of security, notifying the Police, etc.

Mrs. Kozlowski announced the retirement of Ceil Judd, her secretary and 25 year Library employee. The Board and Mrs. Kozlowski wished Mrs. Judd well and thanked her for her dedicated service.

#### CLOSED SESSION

At 8:07 p.m. a motion was made by Mr. Graham, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS A PERSONNEL MATTER.

The motion passed unanimously.

Discussion followed.

#### Adjournment

At 8:11p.m. a motion was made by Mrs. Parrilli seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN FROM CLOSED SESSION AND RETURN TO OPEN SESSION.

The motion passed unanimously.

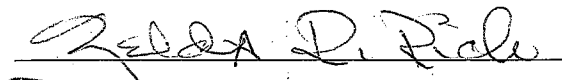
A motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE DIRECTOR TO ALLOW AN EXCEPTION FOR LONG-TERM EMPLOYEE, MARYANN MONDRUS, TO RETIRE IN FEBRUARY WITH 18 MONTHS OF COBRA INSURANCE COVERAGE.

The roll call vote for approval was unanimous.

ADJOURNMENT

At 8:12 p.m. a motion was made by Mr. Graham, seconded by Dr. Wozniak to adjourn the regular meeting. The motion passed unanimously.



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Zelda Rich, Secretary