

October 11, 1989

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, October 11, 1989.

CALL TO ORDER

The meeting was called to order at 7:40 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Walter B. Flintrup, Secretary; Dr. Herman S. Bloch; Zelda R. Rich; Eva Weiner; and Carolyn A. Anthony, Director.

Member absent: Norma Zatz.

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

APPROVAL OF THE MINUTES OF THE MEETING OF SEPTEMBER 13, 1989

Mr. Flintrup moved that the Board of Trustees approve the minutes of the meeting of September 13, 1989 as written, subject to additions and/or corrections. Dr. Wozniak seconded the motion.

There were no additions or corrections and the motion to accept the minutes of the meeting of September 13, 1989 as written passed unanimously. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LIST OF BILLS

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

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 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.

During discussion of the bills, Mrs. Hunter asked that those expenses listed on the List of Bills which are to be reimbursed to the Library be shown with an asterisk and

so noted, for the sake of clarity, as in the case of the Young Steinway brochure costs, which will be borne by Savings of America.

Mrs. Anthony advised the Board that Line 26 of the budget, Small Equipment, (a new line in the budget created at the suggestion of the auditors) has almost been depleted. She asked if the Board preferred to transfer money into that line now or at a later date.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE TRANSFER OF \$4,000 FROM THE CONTINGENCY FUND, LINE 33, TO SMALL EQUIPMENT, LINE 26.**

The roll was called. Dr. Wozniak--yes; Mrs. Rich--yes; Dr. Bloch--yes; Mrs. Weiner--yes; Mr. Flintrup--no; Mrs. Hunter--yes. The motion passed.

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

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

Dr. Wozniak 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)**

The motion to approve the Consent Agenda items passed unanimously.

**AUDIT REPORT**

The trustees reviewed the Management Letter and the Component Unit, Annual Financial Report for the Year Ended April 30, 1989, prepared by certified public accountants Karrison, Byrne, Jansey & Trimarco, Ltd.

After discussion Dr. Wozniak made a motion, seconded by Mr. Flintrup:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT AND PLACE ON FILE THE MANAGEMENT LETTER AND AUDIT, AS PREPARED BY CERTIFIED PUBLIC ACCOUNTANTS KARRISON, BYRNE, JANSEY & TRIMARCO, LTD. FOR THE FISCAL YEAR ENDED APRIL 30, 1989.**

The roll call vote for approval was unanimous.

#### PER CAPITA GRANT 1989-90

Mrs. Anthony reported that the Per Capita Grant application for FY 1990 has been completed and will be sent to the Illinois State Library.

Grant monies received must be encumbered no later than June 30, 1990 and spent no later than September 30, 1990. Beginning with FY 1991 applications, there will be a new deadline for the submission of Per Capita & Equalization Aid grant applications. For FY 1991, applications must be submitted to the Illinois State Library by July 15, 1990. This change in deadline will allow libraries to receive grant monies much earlier.

In making application this year we have requested funds to acquire two new microfilm reader/printers and display shelving for print and nonprint materials. Funds will also be used to match grants from the Illinois Arts Council or other funding agencies and for printing informational and publicity materials for the public.

#### PERSONNEL

The trustees noted the resignation of part-time Circulation Clerk, Katherine Kuo, effective October 4, 1989 and the promotion of Tracy Halsema, from part-time Page II, to part-time Circulation Clerk, effective October 4, 1989.

#### DIRECTOR'S REPORT

Circulation--Circulation increased 8.5% in September over the same month the previous year, with circulation of materials to youth increasing more than 22%. As circulation of materials to youth continues to increase, it accounts for a larger percentage of Library circulation, amounting to 31% of total Library circulation in September. Reference and

information activities have also increased with Adult Services showing an increase in reference requests by phone and a decrease in in-person requests.

Interns in Technical Services--Two graduate students from Rosary College are each working twenty hours in our Technical Services Department. We have agreed that Technical Services will be a site for internships from Rosary on a continuing basis. There is a particular shortage of professional librarians interested in Technical Services so we are assisting the profession in this way.

MacArthur Foundation Videos--The Library is the recipient of a gift of 23 educational videotapes, valued at \$7000. from the John D. and Catherine T. MacArthur Foundation. A press release has been sent out to alert the public to this fine addition to our video collection.

Display Shelving--Display shelving has been installed for Youth Services periodicals, and Adult Services books on cassette and new books. The shelving makes materials more visible and facilitates browsing titles on the lower shelves.

Geac Users Group--Three staff members will attend the Midwest-Eastern Geac Users Group meeting near Detroit this Thursday and Friday. The annual users group meeting is a good opportunity for staff to share information with staff from other libraries. Our staff will be inquiring about experience with upgrades to the 9000.

Joint Computer Program for Libraries (JCPL)--The JCPL Board held a special meeting to review the first draft of a contract received from Geac for the 9000. In addition, the Board met with Rob McGee who had useful information about negotiable issues. Joyce Mitchell, JCPL Systems Manager, visited with Geac staff at their headquarters outside Toronto this week and Rob McGee of Geac joined the conference by telephone.

Joyce has been getting estimates for improvements to the computer room. The 9000 will require that the floor be raised an additional 6"-7" and that under-the-floor air conditioning be installed.

The earliest we could have a contract for the Skokie Public Library Board to review would be December.

Subcommittee on Systems--Mrs. Anthony attended a meeting of the Subcommittee on Systems in Chicago, September 19. Major points of discussion were system funding, draft standards for systems and the bylaws from the Chicago Public Library for a multitype system.

State Library Advisory Committee--The State Library Advisory Committee met in Springfield September 26 and 27. Priorities for funding of LSCA grants were determined.

Facsimile Protocols--Mrs. Anthony attended meetings at the North Suburban Library System and in Champaign regarding protocols and policy for facsimile use. It is interesting to see how quickly this technology has been adopted by libraries.

New Residents Coffee--Gary Newhouse, Head, Adult Services, represented the Library at the New Residents Coffee this year at Village Hall and commented on the number of young families with babies or small children at the affair.

Evaluating Reference Service--Mrs. Anthony spoke this morning to a group of about 100 reference librarians from NSLS on the subject of evaluating reference service. They are interested in developing reference policies, evaluating reference service and obtaining training through the system in the reference interview.

During discussion Mrs. Hunter relayed the problems she encountered during her attempt to investigate circumstances surrounding a telephone complaint she recently received from an angry patron at the Library. Mrs. Anthony will look into the matter.

Dr. Bloch raised some questions regarding the University of Illinois, Champaign-Urbana, Library Research Center 1987-88 Management Profile, which Mrs. Anthony sent the trustees September 13, 1989.

The Statistical Profile lists 1987-88 FTE (full-time equivalent) data for the Skokie Public Library as 60.9, with the average of the 10 libraries with the closest equalized assessed valuation (EAV) per capita in our library's population size group as 49.4, and the average of the 10 libraries with the closest total operating expenditures in our library's population size group as 45.5.

Dr. Bloch also noted that the range of circulation per FTE staff (10,118 for Skokie as compared to the other averages of 14,139 and 14,525) would indicate there is a need to look into the level of staffing at the Skokie Public Library.

Dr. Bloch's concerns include productivity; overstaffing; efficiency of staff; and the need to increase circulation for FTE staff.

Discussion followed regarding the number of volumes in each library's collection; the number of reference questions asked; and the size of each facility in the comparison group.

TAX FREE REIMBURSEMENT ACCOUNT UNDER INTERNAL REVENUE CODE SECTION 125

The trustees discussed the proposal to implement a tax free reimbursement account under Internal Revenue Code Section 125, which the Village Board of Trustees approved at their meeting earlier in October.

After discussion, Mr. Flintrup made a motion to lift from the table, for the purpose of discussion, the motion made at the September 13 meeting of the Skokie Public Library Board of Trustees.

Mr. Flintrup's motion was seconded by Dr. Wozniak.

After further discussion Mr. Flintrup made a motion, seconded by Dr. Bloch:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES IMPLEMENT A TAX FREE REIMBURSEMENT ACCOUNT UNDER INTERNAL REVENUE CODE SECTION 125 IN LINE WITH THAT APPROVED BY THE VILLAGE.

*THE MOTION WAS PASSED UNANIMOUSLY.*

Discussion ensued regarding the complexities of implementing and maintaining a tax free reimbursement account for employees.

Mrs. Hunter suggested that information be obtained from agencies with experience in offering this type of benefit to determine the amount and level of staff time needed to administer the account and to pass on the eligibility of claims.

Mr. Flintrup said we should consult with our attorneys before making a decision.

The Board agreed to rescind the motions and to postpone their vote until clarification is made of the aforementioned items.

#### MICROFILM READERS

It costs \$6,028 a year to operate the Library's five microfilm readers, whereas income is \$2,643.33. There is a fee of ten cents a copy, however, only one machine is coin operated. Patrons are on the honor system with the other machines and it appears that relatively little revenue is collected.

Discussion followed regarding the need to replace two machines and to install coin-operated boxes on all the machines.

It was the consensus of the Board that Mrs. Anthony obtain information on lease-purchase costs.

#### AUTOMATION

Mrs. Anthony reported on the JCPL Board meeting earlier in the meeting.

#### SPACE UTILIZATION PROCESS

Mrs. Anthony reported that Robert Rohlf, Professional Library Consultants, P.A., is in the process of working up the ideas we presented during the meeting in September.

#### LIBRARY CABLE NETWORK

The trustees noted the October, 1989 "Program Guide Cable Channel 22".

#### NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the September meeting of the North Suburban Library System Board of Directors, indicating that Director Don Jacobs has resigned from the Board.

He noted that Indian Trails Public Library District will have a program on non-traditional funding. He will notify our Board as soon as he learns the date, as it appears this would be a worthwhile program.

Mr. Flintrup suggested we again investigate the possibility of maintaining a library checking account with the Illinois State Treasurer's Fund.

Mr. Flintrup has been named Chairman of the Committee on SAVS (Suburban Audio Visual Services).

COMMENTS FROM TRUSTEES

Dr. Wozniak asked that the person(s) involved in the Banned Books display and effective bulletin board theme be commended.

Mrs. Weiner complimented staff involved in the program during Banned Books Week, which was very well done.

Mr. Flintrup asked Mrs. Anthony to look into the possibility of some means of identifying staff vehicles parked in the west parking lot, or approaching the Village with regard to signs to limit or prohibit parking in the employee parking lot.

ADJOURNMENT

The meeting was adjourned at 9:55 p.m. with a short recess before reconvening for the purpose of the yearly performance evaluation of the Director by the Board.

  
Walter B. Flintrup, Secretary