

-CORRECTED-

April 11, 1990

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, April 11, 1990.

CALL TO ORDER

The meeting was called to order at 7:40 p.m. by Diana Hunter, President. (The Board had dinner at 5:30 p.m. and a tour of the Library at 6:30 p.m. Mrs. Hunter called a Special Session meeting from 7-7:30 p.m. to discuss attendance of professional meetings by a Board member.)

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

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; Gary Newhouse, Head, Adult Services; Brenda Murphy, Head, Youth Services; Tobi Oberman, Supervisor of Circulation Services; Merle Jacob, Coordinator of Collection Development; Hal Dickens, Page Supervisor, and Deborah Becker, Assistant Page Supervisor, Adult Services.

Visitor present: Charlotte Storer, President of the Des Plaines Public Library Board of Trustees.

APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 14, 1990

Dr. Wozniak moved that the Board of Trustees approve the minutes of the meeting of March 14, 1990, as written, subject to additions and/or corrections. Mr. Flintrup seconded the motion.

Dr. Bloch asked that the following corrections be made.

Page 3, first paragraph, third sentence, should be corrected to: "However, he questions the assumption that the budget should increase by 8 or 9% each year and would..."

Page 4, first paragraph, last sentence should be incorporated into previous sentence correcting it to: "Youth Services circulation continues to climb, accounting for more than 30% of total Library circulation in February, contrasted with FY '86 when Youth Services..."

Page 4, last paragraph, last sentence should be corrected to: "If approved by the Board this tool will be..."

Page 6, third paragraph, strike the word "the" correcting sentence to: "The trustees discussed three options for containing personnel costs without reducing..."

The motion to accept the minutes 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 Dr. Wozniak:

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, THE 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 Mrs. Anthony apprised the Board that she has asked Johnson Controls to prepare a report based on data from their Energy Management Control System since utility costs have risen dramatically this year.

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

CIRCULATION REPORTS

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

Mrs. Zatz 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 REPORTS
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE

Letter from Bridget L. Lamont, Chairperson, Illinois White House Conference

During discussion the trustees noted there were no attendance statistics listed on the Program Coordinator's Report for March, 1990 for the Inside Writing and Publishing programs. Mrs. Anthony will report attendance at the May meeting.

The motion to approve the Consent Agenda items passed unanimously.

YEAR-TO-DATE BALANCE SHEET WITH REVENUES RECEIVED AND PROJECTED / FY 1989-90

The trustees reviewed and discussed the Year-to-Date Balance Sheet with Revenues Received and Projected.

BUDGET LINE ITEM TRANSFERS

The Board reviewed the 1989-90 Budget line item transfers recommended by the Director.

During discussion Mrs. Hunter recommended a separate line for tuition reimbursement.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE 1989-90 BUDGET LINE TRANSFERS AS FOLLOW:

\$25,800 TO LINE 12 UTILITIES--\$16,000 FROM LINE 33 CONTINGENCY, \$3,000 FROM LINE 18 PROGRAMMING, \$4,500 FROM LINE 20 JCPL OPERATING, AND \$2,300 FROM LINE 21 CABLE; \$4,600 TO LINE 13 CONFERENCES, MEMBERSHIPS AND WORKSHOPS--\$2,800 FROM LINE 26 SMALL EQUIPMENT AND \$1,800 FROM LINE 32 BANK SERVICE CHARGE; \$2,700 TO LINE 24 NONPRINT MATERIALS--\$1,800 FROM LINE 25 MICROFORMS AND \$900 FROM LINE 31 ADVERTISEMENT OF VACANT POSITIONS; AND \$10,500 TO LINE 3 SALARIES FROM LINE 30 FURNITURE AND EQUIPMENT.

After discussion the roll call vote for approval was unanimous.

Mrs. Anthony recommended that additional revenues of up to \$50,000 beyond those budgeted be appropriated for use by the Library. Such revenues, the balance in Line 35, Capital,

and any unexpended balance in the Operating Budget would be transferred to the Reserve Fund for capital projects.

^{MRS.} Mr. Zatz made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RECOMMENDATION OF THE DIRECTOR THAT ADDITIONAL REVENUES OF UP TO \$50,000 BEYOND THOSE BUDGETED BE APPROPRIATED FOR USE IN THE CAPITAL LINE AND THE RESERVE FUND.

The roll call vote for approval was unanimous.

SKOKIE PUBLIC LIBRARY PROPOSED BUDGET FOR FISCAL YEAR 1990-91

The trustees discussed the information prepared by Mrs. Anthony regarding projected revenues and expenditures for the 1990-91 budget year, reflecting the 1989 Library levy of \$2,895,300. approved by the Board in July, 1989 as increased by the Village of Skokie from \$2,685,000. originally requested by the Library Board. The difference between the levy originally proposed and that approved is \$210,000., the amount of FICA costs to be paid by the Library in 1990-91.

The JCPL Operating and Capital Line 19, of \$250,000. includes the Skokie Public Library's contribution of \$81,580. to the JCPL growth fund; \$36,000. has been budgeted for the Library's Capital Fund; and the salary line has been decreased by 1%.

Discussion ensued.

Dr. Bloch is not satisfied with efforts on salary cost containment and he will vote against the budget if \$18,000. for additional clerical and page help is included in the salary line. He stated, although our employees are not overpaid, a freeze should be put on the number of people on the payroll and productivity of employees be increased by whatever means possible.

It was suggested we look into improving Circulation Desk procedures, perhaps by combining into one motion the desensitizing process and the charging out of materials and that the postage line be increased because of the rate increase scheduled early in 1991.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE 1990-91 BUDGET AS SUBMITTED BY THE DIRECTOR IN THE AMOUNT OF \$3,558,880. (copy attached)

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

PERSONNEL

The trustees noted the appointment of Steven Jablonski, temporary full-time Information Assistant, Adult Services Department, effective June 18-September 7, 1990 and the maternity leave-of-absence of Cheryl Sachnoff, Reference Librarian, Adult Services, effective May 5-August 26, 1990.

DIRECTOR'S REPORT

Statistics--Circulation was up more than seven percent in March, led by continuing growth in Youth Services circulation. Adult book circulation was also up this month, perhaps reflecting the success of the new Most Wanted book display. Use of the Apple IIe microcomputers is down. An Apple GS has been ordered.

Phone Calls to the Library Before 9 a.m.--The Switchboard will no longer answer calls to the Library before 9 a.m. Staff may call in on 673-7778 before 9 o'clock to report an illness or to contact a staff member in the event of an emergency.

Brenda Murphy Elected--Head of Youth Services, has been elected to the Board of the Youth Librarians Association for a two year term beginning in July.

Caldecott Reception--The reception at the Library April 4, in honor of the exhibit of Caldecott banners, was a successful event. District 73-1/2, cosponsor of the reception, was delighted with the arrangements and the publicity for their award-winning banner.

Young Student Hurt--A fourth grade student was injured in the Petty Auditorium April 5, during a National Library Week rehearsal. Paramedics were called. Due to the unusual type of splinter puncture wound to the abdomen the student was hospitalized for observation for a few days. Doctors wanted to make certain there were no internal injuries. The fourth grader has returned to participate in rehearsals.

SKOKIE PUBLIC LIBRARY PROPOSED BUDGET FOR FY 1990-91

	A	B	C	D	E	F	G
1	Account Name	Budget	Transfer	Revised Budget	Account Name	Budget	Note
2	Fiscal Year 1989-90	FY 1989-90		FY 1989-90	FY 1990-91	FY 1990-91	
3	Salaries	\$1,777,000		\$1,777,000	Salaries	\$1,930,000	7% + \$18,000 new
4	Professional Services	\$9,000		\$9,000	Professional Services	\$12,000	33% Increase
5	Audit	\$1,500		\$1,500	Audit	\$1,500	No Change
6	Binding	\$5,000		\$5,000	Binding	\$4,000	20% Decrease
7	Maintenance of Equipment	\$13,000		\$13,000	Maintenance of Equipment	\$13,000	No Change
8	Maintenance of Buildings & Grds	\$80,000		\$80,000	Maintenance of Buildings & Grds	\$75,000	6.25% Decrease
9	Maintenance of Auto Equipment	\$6,500		\$6,500	Maintenance of Auto Equipment	\$6,500	No Change
10	Insurance (Health, Dental & Life)	\$115,000		\$115,000	Insurance (Health, Dental & Life)	\$135,000	17% Increase
11	Insurance	\$40,000		\$40,000	Insurance	\$40,000	No Change
12	Utilities	\$50,000		\$50,000	Utilities	\$70,000	40% Increase
13	Conference, Mbrshps, Wkshps	\$28,000		\$28,000	Conference, Mbrshps, Wkshps	\$32,000	14% Increase
14	Postage	\$10,000		\$10,000	Postage	\$10,000	No Change
15	Printing and Publicity	\$20,000		\$20,000	Printing and Publicity	\$22,000	10% Increase
16	Data Processing	\$10,000		\$10,000	Data Processing	\$10,000	No Change
17	Reception & Entertainment	\$5,000		\$5,000	Reception & Entertainment	\$5,000	No Change
18	Programming	\$20,000		\$20,000	Programming	\$20,000	No Change
19	Photocopier Leasing	\$25,000		\$25,000	Photocopier Leasing	\$25,000	No Change
20	JCPL Operating & Capital	\$195,000		\$195,000	JCPL Operating & Capital	\$250,000	28% Increase
21	Cable	\$12,000		\$12,000	Cable	\$11,000	8% Decrease
22	Books	\$337,000		\$337,000	Books	\$359,000	6% Increase
23	Periodicals	\$70,000		\$70,000	Periodicals	\$75,500	8% Increase
24	Nonprint Materials	\$44,000		\$44,000	Nonprint Materials	\$48,000	9% Increase
25	Microforms	\$22,000		\$22,000	Microforms	\$29,000	32% Increase
26	Small Equipment/10-11-89	\$4,000	4,000	\$8,000	Small Equipment	\$6,000	25% Decrease
27	Library Supplies	\$45,000		\$45,000	Library Supplies	\$48,000	6% Increase
28	Janitorial Supplies	\$19,000		\$19,000	Janitorial Supplies	\$19,000	No Change
29	Office Expense and Transportatn	\$1,900		\$1,900	Office Expense and Transportatn	\$1,500	21% Decrease
30	Furniture and Equipment	\$20,000		\$20,000	Furniture and Equipment	\$25,000	25% Increase
31	Advertisement of Vacant Positn	\$2,000		\$2,000	Advertisement of Vacant Positn	\$1,500	25% Decrease
32	Bank Service Charge	\$1,900		\$1,900	Employers' FICA and IMRF	\$210,000	New Account
33	Contingency/10-11-89	\$25,000	-4,000	\$21,000	Contingency	\$28,300	34% Increase
34	Sub Total	\$3,013,800		\$3,013,800	Sub Total	\$3,522,800	16% Increase
35	Capital	\$80,000		\$80,000	Capital	\$36,000	55% Decrease
36	Total	\$3,093,800		\$3,093,800	Total	\$3,558,800	15% Increase

Incidents--The Police were called to the Library twice in the last month for incidents involving youths. I have met with Detective Degelman, Juvenile Services Officer for the Skokie Police Department, and I am making arrangements for him to talk with a staff group.

Unemployment Reimbursement Rates--We received a notice from the Suburban Library System that we have had no unemployment insurance claims paid in the last three years. Consequently our rate is 0.20%, the lowest rate possible.

Leadership Breakfast--On April 18, Skokie Public Library will host an invitational breakfast meeting sponsored by the Skokie Rotary Club. Twelve to fifteen agency heads will discuss the ethnic diversity in Skokie and agency program initiatives developed in response to emerging needs.

Professional Activities--Mrs. Hunter, Mr. Flintrup, Mrs. Weiner and Mrs. Anthony attended a workshop March 24, at the North Suburban Library System (NSLS) on "Stretching Your Library Dollar."

Mrs. Anthony attended the Public Library Association (PLA) Very Best workshop on Performance Improvement. Other staff attended workshops on Readers Advisory Service and Youth Services.

On April 3, Mrs. Anthony was the co-presenter at a workshop on collection development at the Wayne/Oakland Library Federation, outside Detroit.

Mrs. Hunter, Mr. Flintrup and Mrs. Anthony participated as delegates at the Illinois Pre-White House Conference April 4-6. The Joint Computer Program for Libraries (JCPL) Bibliofile database was featured in the NSLS exhibit at the conference.

On Saturday, April 7, Mrs. Anthony attended a meeting of the Advisory Committee for a Kellogg-funded project of the PLA to produce a manual for development of library programs for adults in career transition.

On Monday, April 9, Walter Flintrup and Mrs. Anthony attended the First Annual Legislative Breakfast at NSLS.

Mrs. Anthony will assist the American Library Association (ALA) this month in screening applicants for the Library/Book Fellows program, sponsored by the U.S. Information Agency.

Automation--A new software release 12.5 will be installed on April 17. We expect at least one day of downtime and possibly two in connection with the installation. Improvements in the online catalog will include the ability to search by number in the title or keyword and the possibility of searching by media, language or publication date in boolean searches. Other features will assist the catalogers in their work. The Turbo processors will be installed May 15, at which time we may again experience a day or two of downtime. Circulation will operate on microcomputer backup and catalog assistance will be provided from the Bibliofile catalogs and the Subject Guides during downtime of the online systems.

GOALS AND OBJECTIVES, 1990-91

The Board complimented Mrs. Anthony on the Draft Goals and Objectives, 1990-91 which were developed from a meeting in January of the Long Range Plan Committee.

JOHNSON CONTROLS, INC. RENEWAL OF ALLIANCE PLANNED SERVICE AGREEMENT

The Board discussed the renewal of the Johnson Controls Alliance Planned Service Agreement contract for one year at the same cost as in 1989-90 of \$3,041.50 per month, or \$36,498.00 per year. This contract covers repair and maintenance of our air conditioning and heating equipment.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSED RENEWAL OF THE ALLIANCE PLANNED SERVICE AGREEMENT FOR ONE YEAR IN THE AMOUNT OF \$3,041.50 PER MONTH, OR \$36,498.00 PER YEAR.

The roll call vote for approval was unanimous.

At 9:00 p.m. Mrs. Hunter called for a short recess.

SPACE UTILIZATION

The meeting resumed at 9:10 p.m.

Mrs. Anthony made a slide presentation to the Board at this time, using the transparencies and overlays prepared by Ms. Robin Johnson, Architect, Hammond, Beeby and Babka, Inc., since a

change in the Board schedule precluded Ms. Johnson's presentation of the material. Some overlays incorporate wall and furniture placement, while others use color coding to show public and nonpublic areas. Together, they show the net gain in public space and the aesthetics of the arrangement.

Mrs. Hunter introduced a population projection for Skokie of 56,000 in 1992. The projection was published in 1988 by the Northern Illinois Planning Commission. She suggested that we should wait for the results of the 1990 Census before making decisions about space utilization. Lengthy discussion ensued regarding the likelihood of a slight increase or decrease in Skokie's population and whether such a change would have an impact on Library services.

Because of the importance of this renovation issue Dr. Bloch suggested a special meeting be scheduled to discuss space reallocation. The Board concurred and a special meeting was called for Wednesday, May 16, at 7:30 p.m.

Specific information requested by trustees for the meeting includes an estimate from Robin Johnson on the costs and time involved; information on the municipal ^{LEASE PURCHASE} finance arrangement, including projected yearly payment; recarpeting costs; cost of alterations to the Circulation Desk; figures on additional collection space gained; and figures on additional square footage gained. Some suggestions were made, such as the addition of a dumb waiter, or chute between the proposed adult nonfiction collection area on the second floor and the first floor level; and the possibility of both of the first floor elevators near the Circulation Desk being used by patrons.

Mrs. Weiner suggested that staff be allowed input at the space utilization meeting, pro or con, to enable the Board to look at things from the staff's perspectives.

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

After several years experience with SALS service, Mrs. Anthony recommends revision of policy for SALS cardholders.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE SKOKIE PUBLIC LIBRARY SALS CARDHOLDER POLICY AS RECOMMENDED BY THE DIRECTOR. (copy attached)

The roll call vote for approval was unanimous.

Skokie Public Library Skokie Accessible Library Services (SALS) Cardholder Policy

Anyone in the Chicago metropolitan area and northern suburbs who is visually handicapped or blind, hearing impaired or deaf, or who is mobility limited may request Library privileges under the Skokie Accessible Library Services (SALS) program.

A card, to which a "SALS" sticker has been affixed, entitles the bearer to full use of all materials, resources, programs and facilities of the Skokie Public Library, and includes the following privileges:

- Large print books may be loaned for six weeks (ask at Circulation Desk).
- Videotapes may be loaned for one week instead of the usual three days with the approval of a Circulation staff member or librarian. Approval is based on the popularity of the video and may be withheld for items that are in high demand.
- Closed caption decoders and electronic print enlargers are available for loan through the Community Services Office.
- A family member or service provider may register for a disabled person or group.
- No card fee is charged to non-residents.

NOTE: Effective May 1, 1990, the standard fees—25¢ for reserving books and sound recordings and \$1.00 for checking out videos—will be expected of SALS patrons. **SALS patrons will also be expected to pay all overdue fines.**

If illness or weather conditions make it difficult to return materials on time, arrangements can be made to extend loan periods provided the Circulation Department is informed before materials become overdue.

It is possible to arrange in advance for an extended loan period on some materials by visiting or telephoning the Community Services Office. Community Services is open Monday-Friday, 9:00 a.m. to 5:30 p.m.

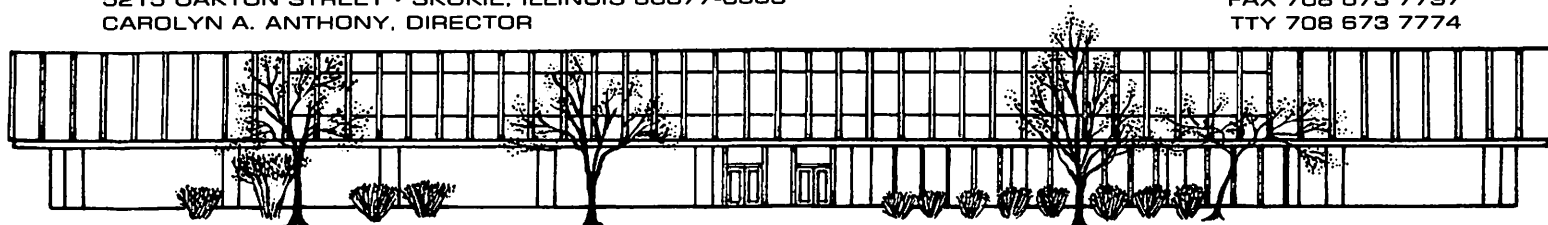
A detailed listing of SALS services appears in the Skokie Public Library brochure.

Please do not hesitate to contact the Community Services Office with questions or concerns.

Approved April 11, 1990

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LIBRARY CABLE NETWORK

The trustees noted the April, 1990 "Program Guide Cable Channel 22".

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the meeting of the Board of Directors of the North Suburban Library System.

There are three vacant seats on the System Board at present which will be filled by representatives from academic libraries in May or June, 1990.

Mr. Flintrup reported on voter reception of some of the recent public library referenda.

A video has been produced on the various services the North Suburban Library System offers. Mr. Flintrup suggested the Skokie Public Library obtain a copy.

COMMENTS FROM TRUSTEES

Mrs. Hunter and Mr. Flintrup reported on the Illinois Pre-White House Conference they attended as delegates along with Mrs. Anthony April 4-6, 1990. Mrs. Hunter recommended we obtain a copy of the speech made by George Munoz.

The White House Conference is scheduled for July, 1991 and Illinois will have 24 delegates.

ADJOURNMENT

The meeting was adjourned at 10:37 p.m.


Walter B. Flintrup, Secretary