

November 8, 1995

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, November 8, 1995.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Eva Weiner, Vice President; Zelda Rich, Secretary; Leo Friedman; John Graham; Susan Schreck Greer and Carolyn A. Anthony, Director.

Member absent: Marcy Goodman.

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

Visitor present: Paul D. Gilson, P.E., Consulting Associate who arrived at 8 p.m.

APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 11, 1995

Mr. Friedman made a motion, seconded by Mrs. Rich, to approve the minutes of the October 11, 1995 meeting, subject to additions and/or corrections.

There being no additions or corrections, the motion to approve the minutes as written was unanimously approved. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
AUDITS / PANDOLFI, TOPOLSKI, WEISS & CO., LTD.
LISTS OF BILLS
LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL
COMBINATION (LIMRiCC)

Mr. Graham made a motion, seconded by Mrs. Rich:

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, LIBRARY NOTE FUND, THE PANDOLFI, TOPOLSKI, WEISS & CO., LTD. AUDITS AND THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (LIMRiCC) REPORT BE ACCEPTED; AND THAT THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND AND THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The Board reviewed the Management Letter; the Annual Financial Report for the Year Ended April 30; the LSCA Title I Grant Project I-95-0294-120 Financial Statement, June 30, 1995; and the LSCA Audit Report April 30, 1995.

The Board duly noted and commended Administrative Assistant for Accounting Younghee Kim for the quality of her work and her diligence in working with the new auditing firm.

The auditors' recommendations will be followed.

After discussion the roll call vote for approval of the financial statements, audit reports and LIMRiCC Executive Director's Report and the lists of bills was unanimous.

YEAR-TO-DATE BUDGETARY STATEMENT (Not on Consent Agenda)

The Year-to-Date Budgetary Statement was noted.

CONSENT AGENDA ITEMS

CIRCULATION REPORT
LIBRARY USE STATISTICS
PROGRAM STATISTICS SECOND QUARTER F.Y. 1995-96
REPORT(S) FROM DEPARTMENT HEAD(S)

Mr. Friedman made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:
1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. PROGRAM STATISTICS SECOND QUARTER F.Y. 1995-96
4. REPORT(S) FROM DEPARTMENT HEAD(S) (1)

During discussion Mrs. Hunter asked if we could ascertain how many of the Short Story Gems book discussion participants are Skokie residents. Mrs. Anthony will ask that a sign-in sheet be provided for this purpose.

The motion to approve the Consent Agenda items passed unanimously.

DIRECTOR'S REPORT

Usage--Circulation in October was 91,039, up about two percent from estimated circulation in October, 1994, and nearly ten percent from October 1993, circulation of 82,940. Youth

circulation accounted for 40% of total circulation for the month and there was a sharp increase in interlibrary loan use.

Change of Payroll Software--Mrs. Anthony and Mrs. Kim spoke with Village Finance Director, Robert Nowak, about converting the Library's payroll to the software the Village has been using for nearly two years. The switchover will require Mrs. Kim to change from a Macintosh to a PC. We will begin using the new system in January, 1996.

System Nonresident Fee--Eight or nine years ago, the Board elected to adopt the average system nonresident fee as the nonresident fee for the Skokie Public Library. According to a recent NSLS report, the average system fee is \$152.07. Since the Library's nonresident fee is currently \$150., it should remain as the rate for 1996.

Online '95--Since the Online '95 Conference was held at the Palmer House in Chicago this year several staff attended sessions dealing with the Internet, CD ROMS and online searching. An interesting feature was an Internet Demonstration room where people gathered in groups of 15-20 at six different stations to hear experienced searchers talk about their favorite Internet browsing tools and tips.

SkokieNet--Joe Accardi and staff from NSLS came to Skokie October 24 to teach representatives of information provider agencies how to upload information and use basic hypertext markup language (html). This will enable agencies to expand their information offerings and keep the listings current. Gail Shaw, LAN Administrator, will meet individually with each agency to help them through the process the first time.

Reaching Forward--The sixth annual Library Assistants Conference was again a huge success with over 1,000 in attendance at the Chicago Marriott. What a credit to Tobi Oberman, Supervisor, Circulation Department, who was a cofounder of the conference and continues to serve on the Planning Committee!

Mrs. Anthony attended "A World of Difference" a program on sensitivity to diversity, led by Skokie Public Library staffers Pat Groh and Ellen Kaplan Goffin.

NLS Planning Committee--Mrs. Anthony is serving as the public library representative to the NLS Planning Committee which is charged with developing a process for the next NLS planning effort. A completed plan is anticipated by December, 1997.

Vestibule--Stromberg Construction completed cement work in the vestibule October 27. We are awaiting receipt of the grating from the manufacturer so that the vestibule may be completed.

Repair of Bathrooms in "Green Room"--Mano Kohn has put new tile floors in the bathrooms in the Green Room off the Petty Auditorium. With the replacement floors and a new coat of paint, the rooms look significantly better.

Naperville Staff Day--Mrs. Anthony participated in a panel of three library directors at Naperville Staff Day. Moderated by Don Wright, the panel responded to staff questions about training, technostress, security and dealing with diverse populations.

Adopt a Family--A memo from the Office of Human Services stated that there is a greater need for assistance in Skokie this year at holiday time. Library staff has agreed to adopt a family. Near the end of November, we will be assigned a family, with the first names and ages of children so that we can purchase appropriate gifts.

Subcommittee on Systems--Mrs. Anthony attended a meeting of the Subcommittee on Systems, Tuesday, November 7 in Springfield.

GOALS AND OBJECTIVES 1995-96 INTERIM REPORT

The Board reviewed the Interim Report.

This year we limited ourselves to two to four objectives for each of the four goals adopted for the current long range planning period.

Significant progress has been made in achieving objectives.

MANAGEMENT PROFILE 1993-94 PREPARED BY ILLINOIS STATE LIBRARY

The Board reviewed the corrected 1993-1994 Skokie Public Library Management Profile prepared by the Illinois State Library.

INSURANCE RENEWAL PROPOSAL

The Board reviewed the insurance proposal submitted by Thomas P. English of Boyle, Flagg and Seaman.

Mr. Graham made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE INSURANCE PROPOSAL AS PRESENTED BY BOYLE, FLAGG AND SEAMAN, INC. IN THE AMOUNT OF \$30,214.

Although the premium quotation of \$3,746. for Directors and Officers Insurance is based on expiring information, the cost is not expected to be much higher.

After discussion the roll was called. Mrs. Weiner--yes; Mr. Graham--yes; Mr. Friedman--no; Mrs. Greer--yes; Mrs. Rich--yes; Mrs. Hunter--yes. The motion passed.

HVAC PROPOSALS

Paul D. Gilson, P.E., Consulting Engineer, was introduced at 8:10 p.m. to discuss the proposed purchase of a new building HVAC management system since the Library's present system from Johnson Controls was installed in 1985. We currently pay Johnson Controls an annual fee of \$8,033. for their personnel to monitor the system.

Mr. Gilson recommends replacement of the old building management system with a new system which would integrate management of all equipment into a central control point with an interactive panel. We would be able to receive our own alarms. Management capabilities in addition to controlling the operating schedule for equipment include setting temperature set points for space and equipment, reporting status and temperature trends, regulating intake of outdoor air, providing operating status of all equipment, setting alarm limits and installing operating sequences for air systems.

Mr. Gilson developed specifications for the new system, which will include additional control points and new sensors in the three air handlers to check for smoke, fire and freezing conditions.

Bids were solicited from North Town Mechanical and from Johnson Controls.

The North Town bid includes one year of monitoring in the price of their Andover Intelligent Infinity System at a cost of \$41,940. Johnson Controls bid the Metasys System at a cost of \$47,230.

After discussion Mr. Friedman made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE LOW BID OF \$41,940. FROM NORTH TOWN MECHANICAL FOR THE INSTALLATION OF AN ANDOVER INTELLIGENT INFINITY SYSTEM AS PROPOSED.

The roll call vote for approval was unanimous.

Mr. Gilson said he is also investigating options regarding replacement or upgrade of our cooling systems at a future date. Some changes will be necessary within the next eighteen months because our systems currently use a type of Freon which is no longer made, increasingly expensive and due to be phased out entirely by federal regulations. He will report his findings.

The Board thanked Mr. Gilson for his comprehensive presentation.

Mr. Gilson left the Board Room at 8:30 p.m.

MAINTENANCE AGREEMENT FOR TELEPHONE SYSTEM

The warranty period for our telephone system has ended.

Nortech, the vendor and installer of our new telephone system prepared a Maintenance Agreement to maintain the phone system, voice mail equipment and software on the site for an annual fee of \$5,650. It is proposed that the Library purchase an additional two months prorated service for \$942. to put the maintenance program on a calendar year.

It is proposed that the maintenance agreement renew automatically unless terminated in writing thirty days in advance.

After discussion Mrs. Rich made a motion seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FROM NORTECH AS RECOMMENDED BY THE DIRECTOR IN THE AMOUNT OF \$6,592. FOR MAINTENANCE OF OUR TELEPHONE AND VOICE MAIL SYSTEMS AS OUTLINED IN THE AGREEMENT.

The roll was called. Mrs. Weiner--yes; Mr. Graham--yes; Mr. Friedman--abstain;

Mrs. Greer--yes; Mrs. Rich--yes; Mrs. Hunter--yes. The motion passed.

COMPUTER PURCHASES

The Computer Technology Forum has recommended that most staff Macs be replaced by PCs so that they may incorporate fully into the LAN (Local Area Network) and exchange information as needed with other PCs.

Five of the six Macs which would be replaced date from 1987. A total of eight Compaq PCs are recommended for purchase. Three are for Administration, three for Youth Services, one for Circulation and one for Adult Services. Four printers are also needed. One high end laser printer for Administration and three low end laser printers of which one will be used at the Reference Desk and two will be used with public PCs in the business area.

After discussion Mr. Graham made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE EQUIPMENT PURCHASES AS OUTLINED IN THE DIRECTOR'S NOVEMBER 3 MEMORANDUM AT A TOTAL COST OF \$19,719.85.

The roll call vote for approval was unanimous.

AUTOMATION

The Joint Computer Program for Libraries (JCPL) Audited Financial Statements, April 30, 1995, from Evoy, Kamschulte, Jacobs & Company were received this morning and included in the Board's packet this evening. The Board will review the audit information.

LIBRARY CABLE NETWORK

The Board noted the Library Cable Network November 1995 TCI Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported that the Planning Committee is in the process of redefining the role of NSLS and that their Board is fortunate to have Mrs. Anthony on the Committee as public library representative.

The Skokie Public Library Board reviewed the selected statistics compiled by NSLS from 1996 Public Library Per Capita Grant Applications. Information includes percentages of population: over 65 age, with 8th grade level of education, with limited English, at

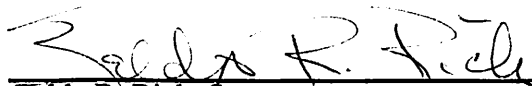
poverty level (families) and national origin. Of special interest were Skokie's figures of population over 65 — 20.7%, 8th grade education — 5.9% and 15.5% Asian population.

COMMENTS FROM TRUSTEES

Mrs. Hunter asked that we clarify whether the statements made in the new movie *Seven* are fact or fiction — regarding the New York Public Library database being connected to an FBI tickler file, which contains information on patrons who are checking out/requesting materials about terrorism and/or bombs. She suggested we contact the American Library Association to verify if this is indeed true and if not, suggest ALA release statement to that effect.

ADJOURNMENT

The meeting was adjourned at 8:51 p.m.


Zelda R. Rich, Secretary