

July 9, 2003

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, July 9, 2003.

CALL TO ORDER

John M. Wozniak, President, called the meeting to order at 7:31 p.m.

Members present: John M. Wozniak, President; Richard Witry, Vice President; Zelda Rich, Secretary; John Graham, Susan Greer (arrived at 7:35 p.m.); Diana Hunter, President Emerita, and Carolyn A. Anthony, Director.

Member absent: Eva Weiner.

Visitors present: Michael Gerrish and Jim Dyer, Fred Berglund & Sons, Inc.; Barbara A. Kozlowski, Associate Director for Public Services (arrived at 7:32 p.m.).

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF JUNE 11, 2003

Mr. Witry made a motion, seconded by Mr. Graham, to approve the minutes of the regular and closed meetings of June 11, 2003, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file. Mrs. Hunter abstained from voting.

Dr. Wozniak asked the Board to move the regular order of business and move directly to Building Project. The Board agreed.

BUILDING PROJECT

Mrs. Kozlowski arrived at 7:32 p.m.

Approval of Change Orders

Mrs. Anthony reported that there are seven current change orders totaling \$9,513.20. There is also a recommendation regarding 94 change orders submitted by Connectivity on Richard Spicer's last day of work. Many of these date back over a year and Mrs. Anthony questions whether there is not an attempt to take advantage of the change in personnel at Berglund by resubmitting requests that have been reviewed previously and denied. After review by Jack Lesniak, Mike Gerrish and Mrs. Anthony, Mrs. Anthony recommended approval of nine change orders in the amount of \$7,079.31, of which \$1,171.10 will be back charged to trades.

The current change orders all represent adjustments for conditions and preparation work for other vendors such as the security system provider. By trade, the change orders may be summarized as follows:

Camosy:

Concrete patching by loading dock and in courtyard	\$733.00
Install oven, cooktop and core for stop sign	\$1,542.00
Demolish drywall partition	\$1,307.00
Demolish and replace aggregate sidewalk by screen wall	<u>\$3,821.00</u>
Subtotal	\$7,403.00

Commercial Electrical Solutions

Install quad outlets for security cameras	\$342.50
Install key switch for book sensors	<u>\$665.70</u>
Subtotal:	\$1,008.20

ValleyCrest Landscaping

Additional landscaping on north side of Library and deletion of plants along fence line of existing property	\$1,102.00
Total:	\$9,513.20

Of Connectivity's submitted change orders for work completed, Mrs. Anthony recommends approval of the following at the present time:

PCO#115	Rework conduit at 234	\$105.00
PCO#119	4-Clean Power Quad & 7 data for Checkpoint	\$1,929.12
PCO#132	Replace dryer-women's (Back charge to Camosy)	\$217.00
PCO#137	Water softener control (Back charge to Monaco)	\$537.10
PCO#138	Wire Circ Work Room Door (labor only)	\$250.50
PCO#140	Change to IG Receptacle	\$266.68
PCO#152	Data jacks at stage	\$2,747.41
PCO#158	Correct door at garage (Back charge to Camosy)	\$416.91
PCO#162	Temporary Lighting in Readers Services	<u>\$609.50</u>

Total: \$7,079.31

In summary, Mrs. Anthony recommends approval of current change orders in the amounts of: \$7,403. to Camosy, \$1,008.20 to Commercial Electrical Solutions and \$1,102.00 to ValleyCrest Landscaping for a total of \$9,513.20. Mrs. Anthony also recommends approval of change orders for work completed by Connectivity in the amount of \$7,079.31, of which \$1,171.10 will be back charged to trades.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE SEVEN CURRENT CHANGE ORDERS: CAMOSY, INC., \$7,403.; COMMERCIAL ELECTRICAL SOLUTIONS, \$1,008.20; AND VALLEYCREST LANDSCAPING, \$1,102.00 FOR A TOTAL OF \$9,513.20.

The roll call vote for approval was unanimous.

Susan Greer arrived at 7:35 p.m.

Mr. Dyer commented regarding Connectivity's change orders for work completed in the amount of \$7,079.31. Mr. Dyer recommends holding these change orders until Berglund is able to do a complete review of all submitted change orders from Connectivity. There are over 100 change orders. Discussion ensued. Connectivity will be in the Library for another three to four weeks completing punchlist items. It was the consensus of the Board that all change orders for work completed from Connectivity be submitted at one time.

Budgetary Status of Construction Project

Mrs. Anthony presented the bimonthly report of the status of the building project fund showing total projected expense of \$19,580,948.00 including contractual commitments and other budget considerations.

A summary of project revenues to date includes:

Bond Proceeds	\$17,500,000.00
Reserve Fund	\$1,927,212.00
Interest on Bond Fund	<u>\$353,682.00</u>
	\$19,780,894.00

Balance in the Bond Fund as of June 30, 2003, was \$1,651,357. and the Reserve Fund for Sites and Buildings \$1,013,658. Current outstanding liabilities, excluding additional property purchases, are approximately \$1,900,000.

Approval of Cleaning Building Exterior

Mrs. Anthony reported that we had planned to have the precast concrete on the exterior of the building cleaned at the end of the project and had budgeted \$30,000. for this work. That estimate was suggested by Richard Spicer at Berglund.

Mrs. Anthony asked Michael Gerrish of Berglund to give her a price for the exterior cleaning as Mr. Spicer had previously volunteered that Berglund performed such work. Mrs. Anthony presented a quote from Pullman Building Restoration Co. which was obtained by Michael Gerrish. The pricing of \$54,800. to clean the concrete panels and columns and an additional \$11,400. to clean the lower face brick is unacceptably high. Mrs. Anthony does not recommend approval of this quote.

Mr. Gerrish will secure other quotations and bring this matter back to the Board at a future meeting.

BILLS

List of Bills for Payment Approval

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LIST OF BILLS FOR PAYMENT APPROVAL AS PRESENTED FOR \$110,089.67, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

Invoice No. 0061658 from O'Donnell Wicklund Pigozzi and Peterson for \$21,843.21 dated June 20, 2003

A motion was made by Mr. Witry, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF INVOICE NO. 0061658 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON FOR \$21,843.21 DATED JUNE 20, 2003.

The roll call vote for approval was unanimous.

Project Application and Project Certificate for Payment from Jack R. Lesniak, AIA, Director, Construction Administration, O'Donnell Wicklund Pigozzi and Peterson dated May 31, 2003

Application and Certificate for Payment from ValleyCrest Landscaping for \$25,758.90 dated June 30, 2003

Application and Certificate for Payment from Camosy Incorporated for \$233,580.40 dated June 30, 2003

Application and Certificate for Payment from Alliance Glass & Metal for \$43,911.00 dated June 30, 2003

Application and Certificate for Payment from McDaniel Fire Systems for \$35,330.00 dated June 30, 2003

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT TO THE FOLLOWING:

VALLEYCREST LANDSCAPING	\$25,758.90
CAMOSY, INC.	\$233,580.40
ALLIANCE GLASS & METAL	\$43,911.00
McDANIEL FIRE SYSTEMS	<u>\$35,330.00</u>
	\$338,580.30

The roll call vote for approval was unanimous.

Discussion ensued regarding the parking lot. Mrs. Anthony explained we are waiting for the Metropolitan Water Reclamation District permit before proceeding. The fence along the south side of the Library will be installed shortly.

Mr. Dyer and Mr. Gerrish left the meeting at 7:57 p.m.

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

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

MOTION: THAT THE FINANCIAL STATEMENTS AND THE LIST OF BILLS BE APPROVED FOR PAYMENT, 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: STATEMENT FROM OBENAU AUCTION SERVICES, INC. RE SALE OF THE LIBRARY'S 1994 OLDS CUTLASS IN THE NORTHWEST MUNICIPAL CONFERENCE AUCTION HELD MAY 31, 2003; LETTER FROM JEAN WILKINS, DIRECTOR, ILLINOIS STATE LIBRARY TO CAROLYN A. ANTHONY DATED JUNE 24, 2003 RE JUNE 29 GRAND CELEBRATION; EMAIL FROM THE BRACE FAMILY DATED JUNE 29, 2003 RE THANK YOU FOR A WONDERFUL REOPENING; EMAIL FROM SARAH LONG DATED JULY 2, 2003 RE CONGRATULATIONS
5. PERSONNEL: HIRES: JUSTIN SCHNAEDTER, PART-TIME CUSTODIAN, MAINTENANCE DEPARTMENT, EFFECTIVE JUNE 29, 2003; TERMINATIONS: MELISSA MORGAN, PART-TIME INFORMATION ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE JULY 3, 2003; TARA BURKHART, PART-TIME INFORMATION ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE JULY 18, 2003; ELIZABETH WOZNICZKA, PART-TIME INFORMATION ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE AUGUST 10, 2003
6. GIFT: \$25. FROM MAURICE AND DONNA STEINER IN HONOR OF DIANA HUNTER FOR THE ART SCULPTURE FUND

The motion passed unanimously.

DIRECTOR'S REPORT

GRAND REOPENING--The Grand Reopening Celebration held Sunday, June 29, was a grand success with an estimated 4,000 visitors to the Library over a six hour period. Staff and Mrs. Anthony have had numerous follow-up comments from the public regarding the great time they had at the Library, enjoying all the entertainment, and also how impressed

they are with the Library facilities and services. The staff really pulled together to get the Library ready for the day and many staff helped with tours and arrangements. Kudos for the great party goes to Tracy Shields-O'Reilly who arranged for all the entertainment. Gail Kay coordinated tours and other staff help while Susan Dickens and Karolyn Fukuda organized the brunch and cake service.

USAGE--Circulation in June was up an amazing 23%! While AV circulation led the gains, adult book circulation was up 11% and youth book circulation up 16%. The publicity about the opening may have stimulated greater use throughout the month because circulation June 29 was not extraordinary. Tobi Oberman reported that 22 people signed up for new cards that day, a typical number of registrants for a Sunday. Reciprocal borrowing for the month was up 28% as folks from neighboring communities came to check out the newly expanded Library. The gate count appeared to be down for the month, but that's because the people counter was not installed on the east entrance gates until July 2.

STATE FISCAL SITUATION--The State's budget woes have been well publicized, though the impact on libraries is not fully known yet. It appears that systems will have a 15% budget cut. NSLS is reviewing the possibility of charging for some services previously offered without fees to member libraries. We also understand that the State will impose an 8% administrative and overhead fee on most library funds which could cut into the Per Capita Grant receipts. The Library will be filing for a Per Capita Grant by the July 15 deadline.

PARKING LOT--Approval of the Plan Commission's recommendations for zoning changes necessary for development of the additional library parking lot was secured at the Village Board meeting June 16. We are waiting for the permit from the Metropolitan Water Reclamation Department before starting construction and expect approval within a week or so.

CONSTRUCTION--Although the party is over, there are still some ongoing construction issues regarding punch list items and millwork. We need to pass the fire alarm inspection and receive an occupancy permit from the Village before we can switch from Builder's Risk coverage to our general liability. We had a small test of the fire alarm system at 3:30 in the morning July 2 when a backflow preventer overflowed in the third floor mechanical room causing water to drip onto an alarm station in the second floor mechanical room. The incident gave us the opportunity to update the contents of the Knox Box and review some procedures with the Fire Department. We have a few items

to complete before the Library can be certified by the Fire Department. Cain Millwork is backed up so it looks like it will be into August before we get the new stack ends, the AV entry screen and the book drop for the east vestibule.

ADVOCACY--Mrs. Anthony has had more opportunities for advocacy for the first amendment, appearing on Chicago Tonight Thursday, June 28, to discuss the Supreme Court ruling on the Children's Internet Protection Act with Phil Ponce and a representative of Family PAC, a conservative political action group. Mrs. Anthony was interviewed and photographed by the Tribune for an article on the USA Patriot Act which appeared on the front of the Metro section July 3. July 13, Mrs. Anthony will be a panelist for the League of Women Voters Public Forum at Glenbrook South High School. Patrick Fitzgerald, U.S. Attorney for the northern district of Illinois, will provide a perspective as will the ACLU. Other panelists will talk about the impact of the Act on immigrants and financial institutions. The panel will be moderated by Adrienne Drell, a former award-winning legal affairs reporter for the Chicago Sun-Times, and now an assistant professor in the Medill School of Journalism at Northwestern University. The program is from 2-4 pm.

JULY 4 PARADE--The Mobile Library appeared in the July 4 Parade in Skokie with a number of staff walking behind to promote summer reading. The visibility is always good, but it hardly seems necessary to promote the children's summer reading program with a record of over 1800 children already enrolled.

Mrs. Hunter thanked staff for marching in the parade as it was a very hot day.

RECIPROCAL BORROWING--The North Suburban Library System is stopping all reimbursements for reciprocal borrowing. Only a few libraries were still getting the payments and the money will be redirected to other System projects. NSLS will also not act as an intermediary for those libraries who have reciprocal borrowing with Chicago Public Library.

YOUTH SERVICES BANNER--A sample banner featuring artwork by Wendell Minor is hanging in Youth Services. The banner is part of our Read-Imagine-Explore theme which Jan Watkins is developing for the Department. In addition to the proposed artwork by Illinois illustrators, several quotes from Illinois children's authors will be featured in panels on stack ends.

APPROVAL OF UPGRADE OF COLOR COPIER AND REPLACEMENT OF STAFF COPIER

Mrs. Anthony reported that the Library has had its present color copier for the public nearly three years, during which time it has had somewhat problematic performance. Wagner Office Solutions, the firm that maintains our copiers at present, has proposed to replace our current color copier with a new one for only \$2.00 more per month. At present, we pay \$285. per month for our color copier. The proposal is for a 60-month lease @ \$287.00 per month, with the option for buyout at fair market value (10% of purchase price) at the end. The cost for the 60-month lease would be \$17,220.

Note that we have obtained a letter of assurance from Panasonic (which also provided our present copier) that we will not be responsible for any further lease payments on our present color copier which will be returned to Panasonic at no charge to us.

The second part of the proposal is for a new staff copier for Youth Services. The Department's present copier has 3.4 million copies on it which is 400,000 copies beyond its life span. It functions poorly. This copier has been paid for so we do not have current payments for the equipment, beyond service. It is proposed to replace the old copier with a new networkable copier printer at a cost of \$340. per month for 60 months with a fair market value buyout option at 10% of the purchase price. The total cost over 60 months would be \$20,400.

Wagner is offering to "throw in" a 15 copy-per-minute table top copier which will also be a useful office machine. They also offer a savings of \$10.00 per month if we put both machines on one lease.

We have been satisfied with service from Wagner and Mrs. Anthony recommends Board approval of both leases.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 60-MONTH LEASE FROM WAGNER OFFICE SOLUTIONS TO REPLACE THE COLOR COPIER @ \$287. PER MONTH WITH THE OPTION FOR BUYOUT AT FAIR MARKET VALUE (10% OF PURCHASE PRICE AT THE END)—COST OF 60-MONTH LEASE IS \$17,220.; AND FOR A NEW NETWORKABLE COPIER PRINTER FOR YOUTH SERVICES @ \$340. PER MONTH FOR 60 MONTHS WITH A FAIR MARKET VALUE BUYOUT OPTION AT 10% OF THE PURCHASE PRICE—COST OF 60-MONTH LEASE IS \$20,400.

The roll call vote for approval was unanimous.

SUPREME COURT RULING ON CIPA

Mrs. Anthony reported that the Supreme Court Ruling on the Children's Internet Protection Act (CIPA) was both disappointing and surprising. Since the Court has twice previously struck down similar measures, stating that they infringed on the rights of adults to have access to constitutionally protected speech, it was surprising that the judgment this time was that filters should be used on all library computers in libraries receiving federal assistance.

Although the judgment was 6-3, there was no majority report. Four justices signed the report written by Chief Justice Rehnquist, while Justices Kennedy and Breyer expressed concern for adults' access to information, but stated that the filters could be turned off for adults on request.

No immediate action is needed in response to the ruling. The Federal Communications Commission (FCC) will issue rules on how libraries are to comply, but they will not be out before July 20 at the earliest. ALA is having a "summit on filters" with vendors August 14 to learn more about how filters work and to state librarians' concerns and needs. ALA has encouraged the FCC to allow libraries until July 1, 2004 to comply with the filtering mandate.

So far, the Skokie Public Library does not seem to be directly affected by the decision. Mrs. Anthony presented a chart showing Federal E-rate funds the Library has received in recent years as well as other grant and gift funds. The Library's E-rate funding has been for telephone service, not for costs of an Internet Service Provider so that would not be a problem. The Library does, however, benefit from our connection to the Internet through the Illinois Century Network, a State consortium. Skokie Public Library could be affected if the Illinois Century Network receives E-rate funding. CIPA's filtering provision applies to LSTA funds that are used to pay the costs of an Internet Service Provider or to purchase computers used for Internet access.

The CIPA language says that filters must "protect" against access to visual depictions defined in the act. The degree of protection is a local decision. Should the Board decide at some point that the Library needs to be in compliance, it may be possible to find a filter that minimally limits information for staff and adults. If an individual or group believes the library is in violation of CIPA, they may not initiate legal action against the library, but may complain to the FCC.

Mrs. Anthony will keep the Board informed as more information becomes available about CIPA compliance rules.

ARTICLES

Four articles were noted: “Rooftops used to be urban, now they can be downright bucolic”, Chicago Sun-Times, June 13, 2003; “Cuba’s jailed librarians get no succor from the ALA”, The Wall Street Journal, June 20, 2003; “Smut-filter law angers libraries: rejecting funds is one method to bypass rule”, Chicago Tribune, June 26, 2003; “Libraries guarding patrons’ privacy: records purged despite new law”, Chicago Tribune, July 3, 2003.

LIBRARY CABLE NETWORK CHANNEL 24

The July 2003 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

COMMENTS FROM TRUSTEES

Dr. Wozniak reminded trustees that the volunteer brunch is July 27.

The Board congratulated staff on the Grand Reopening. It was wonderful.

The new plantings in the courtyards and along Oakton and Park need watering—at least twice a day.

Mr. Witry complimented Mrs. Hunter on her selection of Tim Wittman who hung the permanent art collection. Mr. Wittman did a great job.

Mrs. Rich complimented the Youth Services staff on Harry Potter night.

At 8:28 p.m. the Board took a short recess.

The meeting resumed at 8:35 p.m.

CLOSED SESSION

At 8:35 p.m. a motion was made by Mr. Graham, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS LAND ACQUISITION.

The motion passed unanimously.

Discussion ensued.

Adjournment

At 8:46 p.m. a motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADJOURN FROM CLOSED SESSION.

The motion passed unanimously.

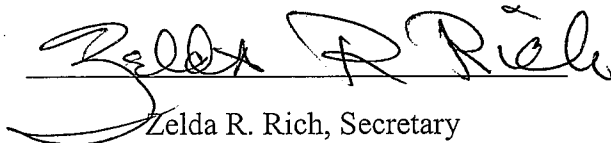
A motion was made by Mr. Graham, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
FORMALIZE THEIR OFFER TO PURCHASE 7929 PARK AVENUE
FOR \$300,000. WITH A CLOSING DATE OF NOVEMBER 15, 2003
OR THEREAFTER BY SENDING A LETTER TO GEORGE L.
STRATON, ATTORNEY REPRESENTING THE OWNER OF 7929
PARK AVENUE, SKOKIE.

The roll was called: Mrs. Hunter—yes; Mrs. Greer—no; Mr. Graham—yes; Mrs. Rich—
yes; Mr. Witry—yes; Dr. Wozniak—yes. The motion passed.

ADJOURNMENT

At 8:50 p.m. a motion was made by Mrs. Hunter, seconded by Mr. Witry to adjourn the
regular meeting. The motion passed unanimously.



Zeldia R. Rich, Secretary