

September 11, 1996

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, September 11, 1996.

CALL TO ORDER

The meeting was called to order at 7:36 p.m. by Diana Hunter, President.

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

Marcy Goodman arrived at 7:44 p.m.

Member absent: John Graham.

Also present, Associate Director for Public Services Barbara A. Kozlowski.

PRESENTATION BY LEO FRIEDMAN, SKOKIE CREATIVE WRITERS

Mr. Friedman presented three copies of the Skokie Creative Writers Association's most recent publication, *Words, Time and Meaning*, to the Library. He noted that this is the Association's thirteenth book.

Mrs. Hunter thanked Mr. Friedman on behalf of the Board.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 14, 1996

Mrs. Greer made a motion, seconded by Mrs. Rich, to approve the minutes of the regular meeting of August 14, 1996, subject to additions and/or corrections.

Mrs. Weiner called for a correction to the third paragraph on page 5. The first sentence should read: "Mrs. Weiner asked, since she would not utilize any of the allotted \$75. per diem for transportation and meals, could this be applied toward a fifth night's hotel room?"

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

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIST OF BILLS

Mrs. Rich made a motion, seconded by Mrs. Greer:

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, THE LIBRARY NOTE 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.

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

AUDIT - PANDOLFI, TOPOLSKI, WEISS & CO., LTD.

The Board reviewed the following audit information prepared by Pandolfi, Topolski, Weiss and Co., Ltd., CPAs: Annual Financial Report for the Year Ended April 30, 1996; the Skokie Public Library Services and Construction Act Title I Grants Project I-96-0295-103 Financial Statements, June 30, 1996; the Skokie Public Library Single Audit Report, April 30, 1996; and the Management Letter for the Year Ended April 30, 1996.

After discussion of the recommendations noted in the management letter

Mrs. Rich made a motion, seconded by Mr. Friedman, to accept all four parts of the Audit.

The roll call vote for approval was unanimous.

CONSENT AGENDA ITEMS

CIRCULATION REPORT
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S) (1)
GIFT
PERSONNEL

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

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. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
4. GIFT

\$20. from Sander Rodkin, Rodkin & Associates, Inc. in thanks for service provided

5. PERSONNEL

Promotion: Fazila Vaid, part-time Page II, to part-time Circulation Clerk, Circulation Services Department, effective September 16, 1996

Resignation: Laurie Popiel, part-time Circulation Clerk, Circulation Services Department, effective September 16, 1996; Lewis Hagedorn, part-time Computer Assistant Youth Services Department, effective August 23, 1996

After discussion all consent agenda items were unanimously approved and placed on file.

DIRECTOR'S REPORT

Usage--Circulation in August was down slightly from the previous year, primarily in Youth Services. Since the gate count was up by nearly seven percent, it is assumed that people were using materials, services or equipment in the Library though they were not checking out as many items.

Pay for Performance Study--We have entered into an agreement with the Executive Service Corps for consulting services to conduct a study of the feasibility of a pay-for-performance system for the Skokie Public Library. "Pay-for-performance" is a term for a compensation system in which annual pay increases may vary from one staff member to another, depending on performance. The study will be conducted by a staff task force over a four month period. This is an open-ended process which will generate a report, to be reviewed by managers within the Library and by the Board.

Plumbing Leak--A plumbing leak developed in a hot water pipe in the first floor women's washroom this past month and part of the washroom wall had to be disassembled to gain access to the broken pipe. Both the problem vertical pipe and an adjoining horizontal pipe have been replaced with copper.

Computer Vandalism--This past month, the Library experienced difficulty with a patron using computers in the Library in inappropriate ways, gaining access to command levels, changing file names and other such activities. Passwords have been changed and the patron's library privileges have been suspended. All public computers have a warning notice posted that tampering with Library equipment is vandalism.

New Head Custodian--David Runge joined the staff as Head of the Maintenance Department September 3. Richard Simon did an excellent job as acting department head during the seven weeks Leo Ramirez was off before his retirement became effective September 3. In recognition of his service above and beyond during this period and also last winter when Leo was out for twelve weeks with foot surgery, he will receive a bonus.

Library Cable Network--Library Cable Network will air "Crossroads Cafe", a series of twenty-six videotapes produced by a consortium of states including Illinois, targeted to the English as a Second Language audience. The Series will be aired by PBS throughout the State except for the Chicagoland area. The first show date is expected to be in November.

LCN has begun to maintain a log of viewer comments. In the past month, they received calls from seven Skokie viewers with praise for the Irving Cutler show, the bagpipe show and show variety; requests for the guide, larger printing of dates in the guide and information on the arthritis show. The feedback on shows will be useful in future program planning.

Minimum Wage--Some Board members had questions about the potential impact on the Library of the phased-in increases in the minimum wage as passed by Congress. The Library will not be directly affected by these changes as even page trainees currently earn \$5.27 per hour, a higher hourly wage than the \$5.15 approved as the new minimum.

YOUTH SERVICES AUDIO-SHELVING

The Board reviewed the revised purchase recommendation for Youth Services Department audiovisual shelving, which was previously approved by the Board at the August 14 regular meeting.

Mrs. Anthony explained that there was a misunderstanding about the capacity of some of the units - that more units are needed to get the number of storage drawers required. Therefore, the total cost of the purchase would be \$15,360.07, not \$13,884.91 as approved by the Board last month.

After discussion, with the approval of the movers, Mrs. Greer made a motion to amend the August motion, seconded by Mr. Friedman as follows:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF AV SHELVING FOR YOUTH SERVICES AS PROPOSED, IN THE AMOUNT OF \$15,360.07 TO REFLECT THE ERROR IN SPECIFICATIONS, THEREBY AMENDING THE AUGUST 14 MOTION.

The roll call vote for approval was unanimous.

HVAC REPAIRS AND IMPROVEMENTS

Consulting Engineer Paul Gilson recommends the following HVAC repairs for completion by North Town Mechanical Services - replacement of: the outdoor air dampers for the S3 fan in the original building - they are worn and ineffective - cost \$3,357; condensate pump in the basement of the original building, which is corroded and does not function reliably - cost

\$1,917; and the installation of a CO₂ sensing and recording device to measure the level of carbon dioxide in the air - cost \$1,478. Total Cost \$6,752.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE THREE HVAC REPAIRS AS RECOMMENDED FOR A TOTAL COST OF \$6,752.

The roll call vote for approval was unanimous.

AUTOMATION

The Board reviewed information regarding the JCPL audit and the Ameritech Library Services Network consultants two day visit with JCPL member library staff in late August.

LIBRARY CABLE NETWORK

The Board noted the August 1996 Library Cable Network Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported there is no meeting scheduled during August of the NSLS Board of Directors.

She reported on the progress of the NSLS NorthStarNet / *Chicago Tribune* project, noting that there are *Tribune* computer experts available to project participants.

She is also now a committee of one to the NorthStarNet Committee in addition to being Secretary of the Management Affairs Committee.

COMMENTS FROM TRUSTEES

Mrs. Hunter reported on the progress of her endeavor to have a kiosk placed in the Old Orchard Shopping Center. In attendance at a meeting in the Skokie Public Library on the matter August 23, 1996 were Bob Koys and Chacko Sleetba from, Urban Properties Company Old Orchard Center; NSLS representatives, Director Sarah Long, Judith Ream and Dawn Tortorella;

and Skokie Public Library LAN Administrator Gail Shaw, Mrs. Anthony and Mrs. Hunter. It was a very productive and encouraging meeting.

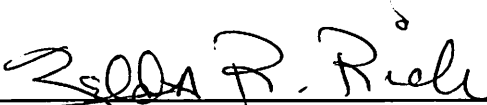
Mrs. Hunter said this progressive prototype shows much promise and should prove to be an exciting partnership. A computer operated by a customer service representative will initially be placed in the food court area and will combine homepages for Old Orchard and member stores with SkokieNet and NorthStarNet. A kiosk for direct use by the public should be ready by Spring, 1997. The possibilities of this undertaking are far reaching and very encouraging.

ADJOURNMENT

The meeting was adjourned at 8:30 p.m.

EXECUTIVE SESSION

A motion was made by Mr. Friedman, seconded by Mrs. Goodman to go into executive session for the purpose of evaluating the performance of the Director.



Zelda R. Rich, Secretary