

November 12, 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, November 12, 2003.

CALL TO ORDER

John M. Wozniak, President, called the meeting to order at 7:32 p.m.

Members present: John M. Wozniak, President; Richard Witry, Vice President; Zelda Rich, Secretary; John Graham; Diana Hunter, President Emerita; and Carolyn A. Anthony, Director.

Members absent: Susan Greer and Eva Weiner.

Visitors present: Thomas English, President, and Joshua English, Boyle, Flagg & Seaman, Inc.; Jan Watkins, Head of Youth Services; and Barbara A. Kozlowski, Associate Director for Public Services.

Observers present: Adrienne Spain, 1915 Maple, Evanston, IL 60201; Alexa Tiriteu, 4200 West Enfield, Skokie, IL 60076; Robert Cobb, PO Box 588, Skokie, IL 60076.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF OCTOBER 8, 2003

Mr. Witry made a motion, seconded by Mr. Graham, to approve the minutes of the regular and closed meetings of October 8, 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 as she was not present at the October Board meeting.

CONSENT AGENDA (Financial Statement; Circulation Report; Library Use Statistics; Program Statistics Second Quarter F.Y. 2003-2004; Report(s) from Department Head(s); Correspondence; Personnel)

Mr. Graham made a motion, seconded by Mr. Witry:

MOTION: THAT THE FINANCIAL STATEMENT BE APPROVED, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. PROGRAM STATISTICS SECOND QUARTER F.Y. 2003-2004

4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. CORRESPONDENCE: COMPLAINT FROM SKOKIE RESIDENT ROBERT COBB AND RESPONSE FROM CAROLYN A. ANTHONY; LETTER FROM JEAN WILKINS, DIRECTOR, ILLINOIS STATE LIBRARY, TO CAROLYN A. ANTHONY DATED OCTOBER 22, 2003 RE LIBRARIAN OF THE YEAR AWARD
6. PERSONNEL: TERMINATION: LESLIE BERG, TEMPORARY SUMMER READING CLUB PROGRAM ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE JULY 31, 2003; JUSTIN SCHNAEDTER, CUSTODIAN, MAINTENANCE DEPARTMENT, EFFECTIVE AUGUST 26, 2003; RETIREMENT: ROSE MARIE HUEPFL, SENIOR CLERK, TECHNICAL SERVICES DEPARTMENT, EFFECTIVE NOVEMBER 7, 2003; DISABILITY LEAVE: SUSAN LEE, INTERMEDIATE CLERK/PERIODICALS, ADULT SERVICES DEPARTMENT, EFFECTIVE NOVEMBER 18, 2003

The motion passed unanimously.

BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/03

Mrs. Anthony reported that the Library is running a bit short of revenues again this year. Discussion ensued. Mrs. Anthony will look into economizing expenses.

Mrs. Hunter inquired as to the drop in bookmobile circulation. Discussion ensued. Different routes, different promotions, examining how the bookmobile is being utilized and more analysis were mentioned. Do staff know of any locations where there is a drop in bookmobile usage? Mrs. Anthony will ask staff.

YEAR-TO-DATE BUDGETARY STATUS

The Board noted the Year-to-Date Budgetary Status report.

Mrs. Hunter asked Mrs. Anthony to supply statistics re Library Cable Network use. Mrs. Anthony will check on this.

BILLS

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS, THE 2001 BUILDING EXPANSION PROJECT BILLS, AND THE LIST OF BILLS FOR PAYMENT APPROVAL, AS PRESENTED, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

AUDIT – 2003-2004 FISCAL YEAR

Mrs. Anthony explained that some issues were raised in connection with the Library audit for FY 2003 that merit comment. Some of these issues are due to new requirements of the Governmental Accounting Standards Board (GASB); some are due to limitations on what the auditors are allowed to do with our books in the wake of Enron; others are due to illness of a key staff member. The auditors needed to do more at year end close than they feel they should have had to do to separate out accounts and reflect an accrual basis of accounting. The request for clearer separation of funds has been made before and Mrs. Kim (former Administrative Assistant for Accounting) thought she had addressed the issue with implementation of new accounting software. We had some consultation in use of the software and Mrs. Kim had some training. It is not clear at this point whether the software was inadequate or Mrs. Kim did not fully implement said software due to her illness and absences during the year.

After discussion with Village Finance Officer Bob Nowak and the auditor Linda Abernathy, we agreed to look into the capabilities of the Peachtree software and also into other options. Mrs. Anthony checked with the Arlington Heights Library and it turns out that the Village runs all their financial reports and prints out warrant checks as well as payroll. Bob Nowak is investigating whether we might have a similar arrangement, including use of the I-Net to enable Mrs. Tam (current Administrative Assistant for Accounting) to input information from the Library. Mrs. Tam feels comfortable that she can make the adjustments to reflect an accrual basis of accounting as needed.

The Management letter notes a significant problem in which a large property tax distribution was not recorded. It was in fact immediately transferred to debt payment. The lack of adequate recording is uncharacteristic of the previous Administrative Assistant for Accounting and again may be attributed to the unusual circumstances of this past year.

The auditors would ideally like to have different people doing the recording and bank reconciliation. Our staff is not large enough to permit this separation of responsibility, but Mrs. Anthony has agreed to occasionally check the bank reconciliation. The auditor was satisfied with this solution.

The auditors have asked that we track more closely any fixed assets which, individually, are worth more than \$5,000. We do not have that many items in this category so Mrs. Tam should be able to implement this record-keeping.

The auditors have asked that the checks be stuffed into envelopes by someone other than the person who prepares them. We should be able to work this out within the Administrative Office. The auditors also asked that any returned checks be delivered to the Director rather than to the Business Office. Although this is a rare occurrence, we will follow this recommendation.

Mrs. Anthony was concerned that our debt payments do not show in our audit. The Auditor explained that the debt is fully shown on the Village's audit and would only show for the Library if there were a formal agreement transferring responsibility for the debt to the Library. There certainly is such an understanding, but no formal agreement was requested or executed.

Lengthy discussion ensued. The Board prefers not to utilize staff at the Village for some items suggested. Mrs. Anthony reported that Ms. Abernathy will come back to the Library once the new capabilities of Peachtree software have been implemented. The Board prefers that Mrs. Anthony not reconcile bank statements; perhaps we could contract someone to do that periodically. The Board would like an update in six months on how issues in the Audit letter were addressed.

Mr. Witry asked Mrs. Anthony to circulate a list of the fixed assets to the Board when it is available.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ACCEPT THE AUDIT AS PRESENTED BY MCGLADREY &
PULLEN, CERTIFIED PUBLIC ACCOUNTANTS.

The motion passed unanimously.

DIRECTOR'S REPORT

USAGE--Circulation in October was nearly 126,000 for an increase of ten percent over the same month last year. The biggest gains are in the use of audiovisual materials by adults, with those collections showing usage up fifty percent. Nevertheless, book circulation to adults was also up nine percent for the month. Renewal by phone continues to decrease as more users take to renewal by Web. We are beginning to have counts for the use of the Express Check-out stations which only account for about eight percent of

circulation in October. It will be interesting to see if we can encourage greater use of self-check in the coming months.

LSTA GRANT--A notice was received from the Secretary of State that the Library has been awarded an LSTA grant in the amount of \$6,577. for digitization of materials in connection with the Skokie Fire Department History Project. Librarian Michaela Haberkern will carry out this project in conjunction with representatives of the Skokie Historical Society.

PRESS AT THE LIBRARY--A film crew from the Canadian Broadcasting Company was at the Library Monday night for an appearance by Karen Levine, author of Hana's Suitcase. The network is preparing a feature on Karen which will be aired in December.

PUBLIC PRESENTATIONS--Mrs. Anthony made two more public presentations this past month, one at a panel on the First Amendment at Roosevelt University sponsored by the Illinois Press Veterans and others and the second on the PATRIOT Act in Lake Forest, sponsored by the League of Women Voters of Lake Forest and Lake Bluff. She also facilitated a discussion at the Chicago Library System on "The Future of Patron Rights". The discussion focused on concerns regarding patron confidentiality, threatened not just by legislation such as the PATRIOT Act, but by technological developments.

INNOVATIVE DIRECTORS' RETREAT--Mrs. Anthony attended a meeting of the public library directors who use the Innovative automation system October 19-20. Jerry Kline, Innovative's CEO, talked about trends and future directions for the company. Public libraries account for 40% of Innovative's clients at the present time. The company is developing in metasearching (conducting a search across databases without re-entering search terms and strategy), digitization, and use via PDAs and similar devices. A local representative from Innovative will be out next week to talk with some staff about newer products and options for using software we already own more fully.

DIVERSITY TRAINING--Mrs. Anthony participated in a diversity training session sponsored by the Mayor's Diversity Initiative Task Force on which she serves, and conducted by the National Coalition Building Institute. The session was an excellent awareness-raising experience, conducted in a participative style. After talking with the Department Heads, we feel that it would be useful to have other Library staff participate in such training.

ULC SUMMIT ON PLANNING--November 7-8, Mrs. Anthony will participate in a Summit on Planning with the Urban Libraries Council. The meeting will be led by Andrew Blau who is with the Global Business Network and formerly of the Benton

Foundation and the Electronic Frontier Foundation. In preparation, we have read The Art of the Long View: Planning for the Future in an Uncertain World, by Peter Schwartz. The book looks at scenario building as an approach to planning. The meeting should help her gear up for our Library planning process which needs to begin again soon.

ILLINOIS LIBRARY ASSOCIATION--Mrs. Anthony attended the ILA Annual Conference in Springfield October 16-17. The highlight for Mrs. Anthony, of course, was receiving recognition as ILA's Librarian of the Year. There was a great contingent of SPL staff there to cheer her on. Mrs. Anthony has been truly honored by all the people who have congratulated her on the award. The Board dinner back in Skokie was a highlight she will always remember.

TIF--The Village has sent a notice that the Church/East Prairie TIF District will end by December 31, 2003.

BUILDING PROJECT

Mrs. Anthony reported that we are continuing to work at the completion of punch list items for the building project. Ed Siemsen of Fred Berglund & Sons has been out twice this week and will come about one day per week until the punch list is complete. Camosy is finishing some millwork this week including the book drops in the east vestibule and the AV feature wall as designed by Bob Hunter. Additional millwork approved by the Board in October is in production.

Connectivity has had three electricians out most days, but we have not seen much of the low voltage workers. Jim Dyer estimates that Connectivity's punch list is about 70% done at this point. Some work has been done on the fire alarm system, but an inspection has not been scheduled yet with the Fire Department and it is not clear that the system is ready for inspection.

Loren Slutzky, Jim Dyer, Mike Gerrish, Jack Lesniak and Mrs. Anthony met about the pending change requests from Connectivity and also some pending credit items. Mr. Slutzky has prepared a letter to send to Connectivity's law firm. If all were approved as proposed, Connectivity would have a net add of \$1,588. Connectivity apparently is still working on resolving their issues with their supplier.

We are running down to the wire in trying to get the staff parking lot completed this fall. There was a need for some re-design to accommodate existing utility poles and the required distance between parking lot lights and utility lines. This re-design has resulted in a temporary loss of four parking spaces so we now will gain 46 spaces with this phase

of parking lot construction. Three spaces should be regained when we complete the last phase. There have been delays caused by the low power and other utility lines that follow what used to be the alley, but now cross the parking lot. When the curbing was being installed, one of the existing utility poles started to lean. ComEd finally came out to secure the pole and Mrs. Anthony has been told that they will replace the poles with taller ones so that the lines can be elevated. So far, we still anticipate completion of at least a binder on the lot before Thanksgiving.

INSURANCE

Tom English, President, Boyle, Flagg & Seaman and Mr. English's brother, Joshua English, entered the meeting at 8:13 p.m.

Mr. English presented the Insurance Proposal for Skokie Public Library for 2003-2004. The Board requested Mr. English inquire as to the required notification time period of a claim for Directors and Officers Liability Coverage. Mr. English will check into this.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE TAKING THE TERRORISM COVERAGE IN THE DIRECTORS & OFFICERS LIABILITY COVERAGE FOR AN ADDITIONAL PREMIUM OF \$171.00.

The motion passed unanimously.

Ms. Spain and Ms. Tiriteu left the meeting at 8:29 p.m.

Discussion continued as Mr. English explained the various rate increases.

Ms. Spain returned to the meeting at 8:33 p.m.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INSURANCE PROPOSAL FROM TRAVELERS IN THE AMOUNT OF \$57,729.00 (THIS REFLECTS THE MOTION MADE EARLIER) AND THE INSURANCE PROPOSAL FROM ILLINOIS PUBLIC RISK FUND FOR \$35,902.00 BOTH FOR THE SKOKIE PUBLIC LIBRARY FOR 2003-2004 AS PRESENTED BY THOMAS ENGLISH OF BOYLE, FLAGG & SEAMAN, INC.

The motion passed unanimously.

Mr. English and his brother left the meeting at 8:38 p.m.

FILTERING OF INTERNET WORKSTATIONS

Jan Watkins, Head of Youth Services, made a Powerpoint presentation about filtering of Youth Services computers. Discussion ensued regarding computer lab use, monitoring software, firewalls, chat rooms, staffing in the youth lab and other libraries' use of filters. The Board is concerned about the safety of children using the Internet. Ms. Watkins stated that the Library is doing many proactive things from totally segregating adult and youth Internet use and staffing the lab to educating staff, students and their parents about Internet safety. Ms. Watkins does not believe installing filters on Youth computers at this time is warranted. The Board concurred but would like to be kept apprised of any new developments. The Board thanked Ms. Watkins for her presentation. Ms. Watkins left the meeting at 9:15 p.m.

NETWORKING EQUIPMENT PURCHASE

Mrs. Anthony reported that LAN staff recommend the purchase of a new switch with redundant power supply to minimize the potential of downtime in portions of the Library's computer network. Mrs. Anthony distributed a memo with a more detailed explanation by staff.

The proposal is to purchase the switch directly from SBC at a 40% discount due to our participation in the Illinois Century Network. The cost of the switch and related components is \$20,867.68. This amount is within the budget for Technology/Network for this year.

A motion was made by Mrs. Hunter, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE PURCHASE OF A NEW SWITCH WITH
REDUNDANT POWER SUPPLY FROM SBC FOR \$20,867.68.

The roll call vote for approval was unanimous.

RULES OF PATRON CONDUCT

Mrs. Anthony said that perhaps because the building expansion is attracting newer Library users who are unfamiliar with our policies, staff have asked that we post a statement of rules that can be referred to in enforcing policies. The statement will be laminated or put in a sign holder in two or three locations on each floor.

When Mrs. Anthony introduced this statement last month, she commented that the individual points represent current policy, with the exception of the statement that "Water in covered containers is welcome in the Library." Our policy, adopted in 1983, states "that there shall be no eating, smoking or drinking in the book and materials areas and in the study and conference rooms." In recent years, the carrying and use of bottled water has become so common that it is accepted in public places. Staff would like to see water bottles permitted in the Library. Last month, the Board asked about staff's willingness to enforce these rules. This subject has been discussed in departmental meetings and staff have said that it would help them greatly in enforcement of the rules if there were a designated area where people could eat. We would like to have the book sale area on the first floor which has linoleum flooring be designated as an area where food may be consumed.

The other statement which the Board asked be reviewed is the one concerning "taking photographs, distributing leaflets and petitioning on Library property." Currently, these activities are prohibited unless authorized by the Director. With photographs, we want to know the purpose of the photographs, where they will be used, and we want to be sure the photographer knows that children are not to be photographed without written release from a parent and adult patrons are not to be photographed without their consent. The restrictions on distribution of leaflets and petitioning are to ensure that Library visitors are not harassed or intimidated. After contacting other libraries, staff have learned that some other libraries allow these activities on library property (not in the building) if done away from the Library entrance. Mrs. Anthony sees no problem with such a provision. The conditions for leafleting and petitioning, like the conditions for photographing, could be described when permission is requested.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RULES OF PATRON CONDUCT WITH THE FOLLOWING CHANGES:

THE THIRD PARAGRAPH SHOULD READ: WATER IN COVERED CONTAINERS IS PERMITTED IN THE LIBRARY EXCEPT IN THE COMPUTER LAB OR NEAR ANY COMPUTER. EATING IS PROHIBITED IN THE LIBRARY.

THE SEVENTH PARAGRAPH SHOULD READ: TAKING PHOTOGRAPHS, DISTRIBUTING LEAFLETS AND PETITIONING

ON LIBRARY PROPERTY REQUIRES THE AUTHORIZATION OF
THE DIRECTOR.

THE EIGHTH PARAGRAPH SHOULD BE IN BOLD TYPE.

The motion passed unanimously (corrected version attached hereto).

COST-BENEFIT STUDY RESULTS

Mrs. Anthony reported that when the Library received the report from the researchers who completed the Cost-Benefit study funded by an IMLS grant, the Board asked for comparative information with other libraries involved in the study. Mrs. Anthony distributed a chart showing some comparative information.

Note that the willingness to pay covered materials use, computer use and programming, but was not a very adequate measure of the value of reference requests or staff assistance. The value of these library services was harder to capture because there are not readily available commercial alternatives.

LIBRARY CABLE NETWORK

The November 2003 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

COMMENTS FROM TRUSTEES

Mrs. Hunter is disturbed that three of the new marble tables are cracked. Mrs. Anthony stated that this is an unresolved issue with OWPP.

Mr. Graham suggested that OWPP be informed that the Board is dissatisfied with some of the furnishings and OWPP should exercise their support with our purveyor on our behalf. The Library should not pay Henricksen without first consulting with the Building Committee.

COMMENTS FROM VISITORS

Robert Cobb, a resident of Skokie, addressed the Board. Mr. Cobb distributed his responses to Mrs. Anthony's responses in regards to his initial complaint (see Correspondence).

The Board thanked Mr. Cobb for his comments.

ADJOURNMENT

The Skokie Public Library is committed to providing our patrons with a high quality, satisfying experience when they use the Library's facilities, services and materials. To this end, a well-trained, friendly staff will assist patrons in using Library services and in finding the materials and information they seek.

RULES OF PATRON CONDUCT

Patrons using the Library are to conduct themselves in a manner which is appropriate to the Library's vision and mission. Disruptive behavior affecting staff and other patrons is prohibited.

Smoking is not allowed in the building per Village ordinance.

Water in covered containers is permitted in the Library except in the computer lab or near any computer. Eating is prohibited in the Library.

Cell phones may be used in the vestibules and study rooms only.

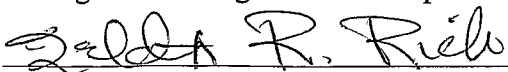
Parents are responsible for their children's behavior. Children under the age of 8 must be accompanied by a parent or care-giver of high school age or older. All children should be picked up before 9 p.m. If children are still here at 9:30 p.m. the police will be called.


Theft, vandalism and mutilation of library property is considered a crime and will be prosecuted. The Library reserves the right to inspect all backpacks, bags, briefcases and purses when staff members believe that this rule has been violated.

Taking photographs, distributing leaflets and petitioning on Library property requires the authorization of the Director.

Anyone who interferes with the proper use of the Library by other patrons, or who abuses Library property or Library Staff, may be asked to leave the building. Depending upon the severity of the infraction, a patron's Library privileges may be suspended for up to six months.

At 10:16 p.m. a motion was made by Mrs. Hunter seconded by Mr. Graham to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in cursive script, reading "Zelda R. Rich", is written over a horizontal line.

A large, stylized handwritten flourish or signature mark is positioned to the left of the typed name.
Zelda R. Rich, Secretary