

September 9, 1992

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, September 9, 1992.

CALL TO ORDER

The meeting was called to order at 7:32 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Walter B. Flintrup, Vice President; Norma Zatz, Secretary; John J. Graham; Zelda Rich; Susan Brill Schreck; and Carolyn A. Anthony, Director.

Member absent: Eva Weiner.

Observer present: Susan Hagen Land, Head, Adult Services.

APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 12, 1992

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting of August 12, 1992 as written, subject to additions and/or corrections. Mr. Graham seconded the motion.

There being no additions or corrections the motion to approve the minutes was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LISTS OF BILLS

Mrs. Zatz made a motion, seconded by Mr. Flintrup:

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, 1991 LIBRARY PROJECT FUND, THE LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED, AND THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND, AND THE 1991 LIBRARY PROJECT FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

After discussion the roll call vote for approval of the financial statements and lists of bills was unanimous.

### CONSENT AGENDA ITEMS

CIRCULATION REPORTS  
LIBRARY USE STATISTICS  
REPORT(S) FROM DEPARTMENT HEAD(S)  
CORRESPONDENCE (2)

Mrs. Zatz made a motion, seconded by Mr. Graham to place the Consent Agenda items on file.

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 (2)
  - Letter from Doris Kaufman
  - Letter from Bridget L. Lamont, Director, Illinois State Library

After discussion the motion to approve the Consent Agenda items passed unanimously.

The Board agreed that the information compiled for the "August Online Search Survey" was very useful and that staff responsible for its development should be commended.

The practice of scheduling staff talk presentations to groups outside of Skokie was questioned. Mrs. Anthony will discuss with staff.

### PERSONNEL

The Board noted the resignation of Substitute Reference Librarian Stanley D. Moreo, Adult Services, effective September 1, 1992 and that Bruce Brigell, Coordinator of Information Services, Adult Services, will begin October 5, 1992.

### DIRECTOR'S REPORT

Usage Indicators--Circulation was down nearly five percent in August. Given the extent of disruption due to construction on the first floor, it is not surprising that circulation of adult materials was down more than seven percent. In Youth Services, following construction completion, circulation was nearly six percent higher than last August. Reference and information services were up eleven percent for the month.

Fire Alarm--When Mrs. Anthony returned from vacation on August 28, she learned that due to four false alarms in a three day period the Skokie Fire Department had taken our alarm

system off-line. With a representative of National Guardian and the contractor working together, they were able to identify a construction-activated short in the system. The problem was corrected and we were back on line by evening that same day.

Document Depository--Our request for Skokie Public Library to become an Illinois Documents Depository in lieu of North Suburban Library System has been approved. The effective date will be September 14, 1992.

The Illinois Documents Depository collection has been housed at Skokie but maintenance of it was the responsibility of the North Suburban Library System. With the System's request for termination of their status, and our assumption of the program, we will incur no direct costs, however, we will have to catalog the documents and maintain them which is expected to take approximately four to five hours per week.

New Automation System--JCPL is beginning the process of selecting a new automation system. Camille Cleland, Assistant Director for Technical Services and Automation Coordinator, will chair Skokie Public Library's Automation Committee and serve on the JCPL Steering Committee for selection of the new system.

Subcommittee on Systems, ISLAC--Mrs. Anthony chaired the September 2 meeting in Springfield of the Subcommittee on Systems of the Illinois State Library Advisory Committee. The Committee discussed the funding formula for allocation of state funds among systems, the concept of regional or statewide coalitions for some services such as back-up reference, guidelines for systems interested in generating additional revenue, and reviewed the report of the Illinois Library System Directors Organization on library system merger and realignment. Recommendations were made to the State Library Advisory Committee, whose meeting Mrs. Anthony will attend September 23-24.

Property Tax Revenues--The property tax bills for Cook County were sent out in August. We can expect to begin receiving revenues shortly.

### TERMINATION OF SYSTEM REFERENCE CONTRACT

North Suburban Library System has decided to consolidate staffing at the headquarters in Wheeling in order to increase flexibility in use of staff. System Reference staff will work out of Wheeling effective September 8.

It is expected that Sarah Long, Director NSLS, will ask to terminate the contract early. The contract may only be terminated at the end of a fiscal year (June 30) by written notice prior to January 1. Therefore, regardless of when the System vacates the premises, they would be liable for payment of \$1,000. per month through June 30, 1993, and the liquidated damage charge of \$5,000. (The cost of the construction for NSLS was bid as an alternate at \$19,870.)

Ms. Long has inquired whether we would allow a concession on the monthly lease payment since we will have use of the space prior to June 30, 1993. We are not obligated to do so under the terms of the lease and since we have no immediate plans for the space Mrs. Anthony said she would not recommend such a concession. She discussed the lease termination with our attorneys who advised it would be at the discretion of the Board whether modifications of the present agreement would be negotiated with NSLS.

The Board discussed the Lease Agreement requirements and the request of Sarah Long to leave one person in the System Reference Office to handle the Foreign Language Standing Order program, which is also a part of the System Reference Service Department. The Board concurred that there is no question but that the contract should be adhered to. Special provisions were made to accommodate NSLS during the renovation of SRS space and for them to vacate the premises on such short notice is a great inconvenience.

### RENOVATION PROJECT

The Board reviewed Payment Request No. 7 in the amount of \$88,952.00; and Change Order Number 7 in the amount of \$80,336.00.

### AUTOMATION

While the present Geac automation system, installed in 1986, has served our needs well, it is time to look at acquiring a replacement system. No new software is being developed by Geac

for our system, nor can additional terminals be added. No additional memory can be added to the system at a reasonable cost and the equipment, especially terminals, is obsolete.

The first step is to have an informational meeting for the Boards of JCPL member libraries. The meeting is proposed for October 1, 7:30-9:30 p.m. and will be held at the Morton Grove Public Library due to the recarpeting of our Petty Auditorium. Handouts will be developed for distribution at the meeting and to trustees who may not be able to attend.

#### LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network September, 1992 Program Guide for Cable Channel 50.

#### UPDATE ON CUTBACKS IN SYSTEM SERVICES

The trustees reviewed and discussed the information prepared by Mrs. Anthony regarding cutbacks in System services.

As a result of all the changes, delivery is the only former core system service that Skokie Public Library will continue to receive as it has prior to July. Changes in other programs will result in decreased service from the System and increased workload for Skokie Public Library staff.

To protect services to Skokie residents, Mrs. Anthony recommended that Skokie Public Library discontinue universal access to system services and that we monitor the expense of fees incurred for periodical articles and other services, but that we absorb these fees at the present time rather than passing them on to Skokie patrons.

The Board concurred, and although Skokie Public Library has always been generous with regard to resource sharing, the implications warrant immediate action.

Mrs. Zatz made a motion, seconded by Mrs. Schreck:

**MOTION:     THAT THE SKOKIE PUBLIC LIBRARY BOARD OF  
TRUSTEES ACCEPT THE RECOMMENDATION OF THE  
DIRECTOR TO DISCONTINUE UNIVERSAL ACCESS TO  
SYSTEM SERVICES.**

The roll call vote for approval was unanimous.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the meeting of the North Suburban Library System (NSLS) Board of Directors, and the materials distributed to Skokie Public Library trustees.

Noted were the developments regarding Deferred Compensation fund deposits of laid-off NSLS employees; the NSLS 1992-1993 Proposed Budget; and the Report on Merger and Realignment of Illinois Systems.

COMMENTS FROM TRUSTEES

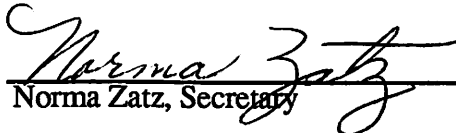
Mrs. Zatz will contact Mrs. Anthony with information regarding a forthcoming donation to the Library for staff members.

Mr. Flintrup suggested the Library consider giving a program for non-profit community groups on how to obtain funding; and asked that we purchase a copy of ALTA's *Draft Language for Liability Limitation Bill* for trustees to read.

Mrs. Hunter suggested the Board give consideration to nominating Savings of America for "The Major Benefactors Honor Award" sponsored by ALTA because of their continued support of our Young Steinway Concert Series. The Board concurred that the nomination form be completed naming Savings of America as a Skokie Public Library benefactor.

ADJOURNMENT

The meeting was adjourned at 9:00 p.m.

  
Norma Zatz, Secretary