

April 13, 1994

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, April 13, 1994.

CALL TO ORDER

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

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

Member absent: Susan Brill Schreck.

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

APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 9, 1994 AND THE SPECIAL MEETING OF MARCH 15, 1994

Mrs. Zatz moved that the Board of Trustees approve the minutes of the meeting of March 9, 1994 and the special meeting of March 15, 1994 as written, subject to additions and/or corrections. Mr. Friedman seconded the motion.

There being no additions or corrections, the motion to approve the minutes of March 9, 1994 as written was unanimous. Mr. Graham abstained from voting on the March 15 minutes, since he was not present at the special meeting. There being no additions or corrections, the motion to approve the minutes of March 15, 1994 passed and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

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, THE LIBRARY NOTE FUND, YEAR-TO-DATE BUDGETARY STATUS AND THE REVENUE/EXPENDITURE COMPARISON 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.

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

END OF FISCAL YEAR FUND TRANSFERS

Board action is needed to transfer funds remaining in the Operating Budget. Of the approximate \$390,000. balance, about \$100,000. is committed to capital expense which will need to be paid in the next few months. Therefore, Mrs. Anthony recommends transferring \$150,000. to the Reserve Fund for the Purchase of Sites and Buildings for payment of these commitments and for reserve for other capital expense related to sites and buildings.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE TRANSFER OF \$150,000. FROM THE GENERAL OPERATING FUND TO THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS AS RECOMMENDED BY THE DIRECTOR.

The roll call vote for approval was unanimous.

Mrs. Anthony further recommends that \$35,000. be transferred to the JCPL Growth Fund which will be depleted by the upcoming expenditures for the Dynix system.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE TRANSFER OF \$35,000. FROM THE GENERAL OPERATING FUND TO THE JCPL GROWTH FUND AS RECOMMENDED BY THE DIRECTOR.

The roll call vote for approval was unanimous.

There should still be approximately \$200,000. remaining in the Operating Budget at the end of the Fiscal Year. Mrs. Anthony recommends that any remaining balance be designated for the Working Cash Fund.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE TRANSFER OF \$200,000. (OR THE REMAINING BALANCE IN THE GENERAL OPERATING FUND) TO THE WORKING CASH FUND AS RECOMMENDED BY THE DIRECTOR.

The roll call vote for approval was unanimous.

During discussion Mr. Graham recommended Mrs. Anthony speak with Lincolnwood School District 74 Superintendent John Cahill regarding fiberoptics.

DRAFT 1994-95 BUDGET

The Board reviewed the final draft of the 1994-95 Budget, which Mrs. Anthony revised since the last meeting. Overall the budget is increased 4%.

The Board will wait until the May meeting to act on possible cost-of-living increase for staff.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE 1994-95 OPERATING BUDGET AS PRESENTED IN THE AMOUNT OF \$4,991,550. (copy attached)

The roll call vote for approval was unanimous.

CONSENT AGENDA ITEMS

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

Mr. Graham 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 REPORTS
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
4. CORRESPONDENCE (6)

Letter to the Honorable George H. Ryan, Secretary of State and State Librarian re Per Capita Grant

Letters (2) from Lisa Singer Edelson, Executive Director, Skokie Chamber of Commerce re Library Partners and Business After Hours

Letter from Ann E. Tennes, Assistant Executive Director, Solid Waste Agency of Northern Cook County

Letter from Robert L. Cusma, Executive Director, IMRF (Illinois Municipal Retirement Fund)

Letter from John C. Hopp

5. PERSONNEL

Appointment: Jon Theisen, First Assistant, Youth Services Department, effective May 16, 1994

SKOKIE PUBLIC LIBRARY OPERATING FUND Projected Budget FOR FY 1994-95

	A	B
1	Account Name	Budget
2		FY 1994-95
3	Salaries	\$2,499,000
4	Professional Services	\$30,000
5	Audit	\$1,800
6	Binding	\$3,000
7	Maintenance of Equipment	\$16,500
8	Maintenance of Buildings & Grds	\$90,000
9	Maintenance of Auto Equipment	\$7,000
10	Insurance (Health, Dental & Life)	\$155,500
11	Insurance	\$45,000
12	Utilities	\$80,000
13	Conference, Mbrshps, Wkshps	\$46,000
14	Postage	\$14,000
15	Printing and Publicity	\$28,000
16	Data Processing	\$12,000
17	Reception & Entertainment	\$5,000
18	Programming	\$21,000
19	Photocopier Leasing	\$13,000
20	ILL and Access Fees	\$1,500
21	JCPL Operating & Capital	\$235,000
22	Cable	\$21,000
23	Books	\$440,850
24	Periodicals	\$90,000
25	Nonprint Materials	\$60,000
26	Microforms	\$40,500
27	Small Equipment	\$10,000
28	Library Supplies	\$48,600
29	Janitorial Supplies	\$18,000
30	Office Expense and Transportatn	\$2,500
31	Furniture and Equipment	\$18,000
32	Advertisement of Vacant Positn	\$2,000
33	Contingency	\$46,000
34	Employers' FICA and IMRF	\$402,800
35	OPERATING FUND TOTAL	\$4,503,550
36	Capital	\$220,000
37	Debt Services - Repayment	\$208,000
38	New Debt Services-3 yrs repayment plan	\$60,000
39	TOTAL	\$4,991,550

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

Mrs. Anthony will ask Phil Carlsen, Bookmobile Librarian, about the drop in Youth circulation and will keep the Board posted regarding pending IMRF legislation.

DIRECTOR'S REPORT

Usage--Circulation in March exceeded 90,000 for the first time ever and was up more than 7% over circulation last March. While the biggest gains are in circulation of AV materials, adult and youth books are also going out at a higher rate. Information services were also up for the month. The Bookmobile was on the road every scheduled day.

ARIEL Project--Skokie Public Library has been invited by the Illinois State Library to be one of 28 libraries in the state participating in an ARIEL demonstration project. Federal funds of \$163,000. will be used to supply equipment to participating libraries, enabling them to use advanced imaging technology to speed the transmission of data from one library to another. All state universities will participate and selected other libraries, making the project a multitype library demonstration. Communication among libraries will be via the Internet. We expect to start the project in June.

ILA Legislative Day--Steve Oserman and Maryann Mondrus will represent Skokie Public Library at ILA Legislative Day April 13 demonstrating the Employment Resource Center and reference service. This year ILA has planned to mount a demonstration working library in the rotunda of the Capitol building so that legislators can see a library in action. Libraries throughout the state will loan personnel, books and equipment to the project.

Mrs. Rich asked for a report on the mock library so she can relay it to the NSLS Board.

Tax Exempt Status of 5237 Oakton Street--Irv Funk of Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd. has filed a petition on behalf of the Library for tax exempt status for the property at 5237 Oakton Street.

Local Area Network (LAN)--Several staff members and Mrs. Anthony have been working to implement the master Local Area Network that will service the public and library staff for all automation access. The Dynix modules will be one server on the system. CD Rom reference products will be on another server. E-Mail will be a component as will Internet access

to remote databases. We are working together with the other JCPL libraries to ensure compatibility of hardware, software, formats and protocols, thereby effecting maximum resource sharing and interchange.

LSCA Grant Request--Barbara Kozlowski prepared an LSCA grant proposal requesting \$68,855.00 to develop customized training modules to assist the public in using the range of electronic resources that will be available with the new automation system. Following up on the preferred training modes as indicated in our automation survey last August, components will include computer based training, printed job aids at each computer and a short video overview of how the new expanded automation system can be used. The grant request was submitted April 1 and will be acted on before the end of May.

Against All Odds--Mrs. Anthony wrote a chapter entitled "Using Business Strategies to Manage" for a book *Against All Odds: Case Studies on Library Financial Management*, edited by Linda Crismond and published last month by the Highsmith Press.

Mrs. Anthony was on a panel of authors from the book at a program at the Public Library Association Conference.

Gift Slide Projection Equipment--The Library received a gift of two Kodak Ektagraphic Slide Projectors from Paul Knutson of Skokie.

Rosary Graduate School of Library and Information Science--Mrs. Anthony was asked to be part of a "site-visit" team to the GSLIS as part of a self-study the school is conducting in completion of requirements for their accrediting agency, the North Central Association.

Insurance Changes--We have received information from the Village of Skokie of a new underwriter for the Life Insurance program for Village and Library employees. The underwriter is North American Life Assurance Company. There is also a new claim administrator for the North Suburban Employee Benefit Cooperative, namely Health Plan Management, effective May 1, 1994.

Public Library Association Conference--The Public Library Association Conference in Atlanta was a success. The preconference on fundraising was especially helpful. The main presenter was Andrew Currie of Currie, Ferner and DeVries, a Minneapolis-based firm of

development consultants. (Mrs. Anthony distributed material from that preconference meeting to the Board regarding "The Fundamentals of Fund Raising" .) Mr. Currie was quite convincing that there is money available. Universities started foundations in the 60s, hospitals in the 70s, museums in the 80s. There is no reason why libraries can't get foundations launched in the 90s. She also heard Charlayne Hunter-Gault at the opening session, Jeanne Simon talking about the National Commission on Libraries and Information Science, Charles McClure on the Internet, Susan Epstein on planning for technology and a program on marketing the library. Steve Oserman was a presenter at a well-received program on job interview coaching at employment resource centers. The exhibits were excellent, with many vendors presenting programs on their products in a "New Product Showcase" featuring scheduled presentations throughout the conference.

FURNITURE PURCHASES

Carrels

In our three year furnishings plan, we anticipated the addition of a row of eight carrels in the adult reference area and ten carrels along the far wall in Youth Services. These carrels would have raceways and be cabled to accommodate PCs. We would like to order them at this time so that they will be available to accommodate some of the PC stations to be installed with the Dynix system.

The carrels in Adult Services will be developed by Continental Woodworking, using the remaining carcass of a prior service desk. The cost of development has been quoted at \$9,860. They will also build the Youth Services carrels out of plastic laminate as designed by Paul Steinbrecher. The cost has been quoted at \$6,450.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE PURCHASE OF EIGHTEEN CARRELS TO BE DEVELOPED BY CONTINENTAL WOODWORKING COMPANY IN THE AMOUNT OF \$16,310. AS DESCRIBED BY THE DIRECTOR IN HER MEMORANDUM OF APRIL 8, 1994.

The roll call vote for approval was unanimous.

Additional Seating

Additional seating will be needed for the new carrels in Adult Services, for five AV/computer stations being installed in Adult Services and for new computer stations in Youth Services. Thomas Interior Systems, Inc., supplier of Herman Miller task chairs, has quoted a price of \$360. per chair for twenty chairs, for a cost of \$7,200., plus \$175. for delivery and installation.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE PURCHASE OF TWENTY (20) HERMAN MILLER TASK CHAIRS FROM THOMAS INTERIORS SYSTEMS, INC., IN THE AMOUNT OF \$7,375.

The roll call vote for approval was unanimous.

Mrs. Hunter called for a short recess at 8:15 p.m.

The meeting resumed at 8:23 p.m.

BOOKMOBILE

The letter and justification report regarding the Library's Bookmobile from Ronald J. Lino, Automotive Superintendent, Village of Skokie, was discussed.

The Board concurred that clarification is necessary of Mr. Lino's suggestion to install a new diesel engine. The vehicle has a gasoline engine, and the Board agreed that since a gasoline engine is recommended for short trip driving and a diesel engine for long distance driving, it is not feasible to install a diesel engine in the Bookmobile.

The cost estimate of \$23,000. to refurbish the Bookmobile, extending its life 6-8 years, includes a rebuilt transmission, diesel engine and repainting.

DISCUSSION OF SKOKIE PUBLIC LIBRARY BY-LAWS AMENDMENT

Discussion of amendment to the *By-Laws of the Board of Directors of the Skokie Public Library, Skokie 1944* was requested by Mr. Graham in keeping with Article VI of the By-Laws, which states:

"These by-laws may be altered, amended, or repealed by a majority vote of the Board at a regular meeting, provided that any such proposed changes shall have been presented for consideration at the regular meeting prior to the one at which action shall be taken."

The proposed addition to Section 2 of Article III Officers follows:

An officer may be elected to the same office for no more than two (2) consecutive terms.

Mr. Graham said comments from past and present Board members over the years with regard to the length of officers' terms prompted his action. He said in order to put the matter to rest it should be brought before the Board for their consideration and vote. If adopted, the policy would not be retroactive.

Mrs. Zatz said she would be stepping down as Secretary of the Board should she be nominated again at the Annual May meeting because she feels every board member deserves the opportunity of serving as an officer on the Board.

Anyone now holding office will not be affected by any change in the by-laws.
During discussion Mrs. Rich suggested the Board also consider amending the by-laws to include wording to the effect that the election of officers at the May Annual meeting should coincide with the regular non-partisan April election.

Mrs. Zatz said the present election timing was set during the years the election of officers was mistakenly held every year instead of every other year. This matter can also be discussed at the May meeting.

AUTOMATION

Mrs. Anthony reported that the Dynix contracts are signed by the member libraries and so far Technical Services has been very busy. It is expected the system will be ready some time this summer.

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network April 1994 TCI Cable Guide.

Mrs. Zatz mentioned that our Library Channel 24 frequently has no sound.

Mrs. Anthony asked that she call the Library and report it whenever this happens so that we can rectify the situation.

Mrs. Hunter suggested that the large screen television in the Library lobby be tuned to other channels from time to time during events patrons might have a special interest in as a way of better serving our patrons' informational needs.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported that the NSLS Board of Directors met March 28.

COMMENTS FROM TRUSTEES

Trustees attending the PLA Conference praised the quality of the programs presented and their satisfaction with the entire conference in general.

ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

Mrs. Hunter asked for a motion to go into Executive Session for the purpose of discussion of land acquisition.

EXECUTIVE SESSION

The motion by Mr. Graham, seconded by Mrs. Zatz to go into Executive Session for the purpose of discussing land acquisition was unanimously approved.

After discussion, Mr. Graham's motion, seconded by Mrs. Zatz, to return to open session was unanimously approved.

OPEN SESSION

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE DIRECTOR AND COUNSEL TO MOVE AHEAD AT THIS TIME WITH THE PURCHASE OF THE PROPERTY AT 5241 OAKTON STREET.

The roll call vote for approval was unanimous.

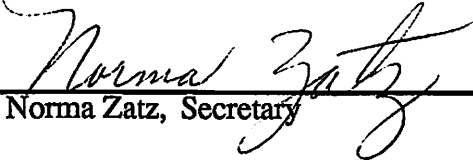
After further discussion Mrs. Rich made a motion, seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE DIRECTOR TO ASK THE VILLAGE FOR ASSISTANCE IN FINANCING THE PURCHASE OF THE PROPERTY AT 5241 OAKTON STREET, AT THE PRICE AGREED UPON; THAT WE REQUEST A SPECIAL USE PERMIT FOR 5237 OAKTON STREET, ACCEPTING THE VILLAGE'S PLAN G PARKING LOT; AND USE 5241 OAKTON AS A BUFFER FOR THE EXPANDED LIBRARY PARKING LOT.

The roll call vote for approval was unanimous.

ADJOURNMENT

The meeting adjourned at 9:30 p.m.



Norma Zatz, Secretary