

October 13, 2004

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, October 13, 2004.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:30 p.m.

Members present: John Graham, President; Richard Witry, Vice President; Zelda Rich, Secretary; Susan Greer (arrived at 7:41 p.m.); Eva Weiner; John M. Wozniak; and Carolyn A. Anthony, Director.

Member absent: Diana Hunter, President Emerita.

Guest present: Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 8, 2004

Mrs. Rich made a motion, seconded by Mrs. Weiner, to approve the minutes of the regular meeting of September 8, 2004, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

Mr. Witry and Dr. Wozniak abstained.

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

Mrs. Rich made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, 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. GIFT: \$100. FROM MITZI WALCHAK IN MEMORY OF BRENDA B. WEISS FOR THE PURCHASE OF A FICTION BOOK ON CD
5. PERSONNEL: TERMINATION: JUSTIN BENNETT, PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT,

EFFECTIVE SEPTEMBER 30, 2004; PROMOTION: DANNY VAN DUSEN, FROM PART-TIME SHELVING, TO PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE OCTOBER 11, 2004.

The motion passed unanimously.

BILLS (2001 Building Expansion Project; List of Bills for Payment Approval)

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

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

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

USAGE----Circulation in September was up 5.6% over the same month last year, with strong increases in adult circulation, particularly of video and audio formats. Still, circulation of books to adults was up nearly 6%. Our ILL lending continues to be low because our holdings are still in process of being installed in the OCLC database after the discontinuation of the NSLS LIAISON (union) catalog. Reciprocal borrowing continues to increase, accounting for almost 15% of circulation. Self-check and Web renewals are both up considerably over last year.

LSTA GRANTS----We received good news that all three of our LSTA Grant requests were approved for funding. One grant for \$16,654.00 would make the Youth Services Department a more welcoming place for children with special needs. We would work with the Niles Township District for Special Education to acquire materials, assistive devices and staff training that would enable staff to better serve the 1,602 special needs children who are enrolled in Skokie schools. Another grant for \$3,450.00 would enable us to purchase comprehensive language instruction sets on CD. We will purchase one set each for speakers of Russian, Mandarin and Korean to learn English, three sets for different levels of English for Spanish speakers, three sets for different levels of Spanish for English speakers and one set teaching Hebrew. The third grant for \$5,081.00 will enable us to digitize materials in the Skokie Historical Society's collection related to Dr. Louise Klehm, who practiced medicine in Niles Center in the early years of the

twentieth century. She was Skokie's first woman doctor and an important figure in the history of the Village.

In an unrelated grant request, the Library was awarded \$1,500. by the Healthy Families Coalition for a special program regarding family health that will be held in Spring, 2005.

MARKETING COMMITTEE----The Marketing Committee is continuing to meet with consultant Alexis Sarkisian. At the meeting in September, the Committee reviewed demographics re ethnicity in Skokie. Each Committee member also prepared a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis of a Library service area and discussed several of these. The Committee will meet again October 12 to continue to look at the SWOT analyses and also at the intended audiences and actual users of individual Library services.

ILLINOIS LIBRARY ASSOCIATION----Fourteen staff members attended at least a portion of the recent conference of the Illinois Library Association on Navy Pier. Mrs. Anthony spoke on two panels: one on the topic of support staff and the other on a combination of reflections and projections for the ILA by several past presidents. The keynote speaker Lynne Lancaster had interesting observations about what the different generations bring to the work place and how they interact with each other. The Public Policy Committee's program featured Skokie's representative Lou Lang who talked candidly about politics in Springfield and the importance of advocacy. He stressed that there is nothing like a face-to-face meeting. He also advised that being non-partisan does not mean that you don't get involved in issues. He encouraged attendees to ask questions of their reps, to challenge them and to hold them accountable if they don't vote in ways favorable to libraries. The Library sponsored Fern Schumer Chapman, author of Motherhood: Beyond the Holocaust: A Daughter's Journey to Reclaim the Past at the Illinois Authors' Luncheon which was well attended by people who came to hear Nancy Pearl, the librarian action figure model and author of Book Lust: An Appreciation of Books and Libraries.

HEALTH SCREENINGS----NSLS is offering on-site health screenings at the Skokie Public Library November 1. Several tests will be done free for participants in the NSLS health plan. Others may take part in the screenings for a fee. Flu shots were to be offered, but have been withdrawn following the announcement of rationing of the vaccine.

CLASS AT UIC----Mrs. Anthony has been invited to teach one class session on issues in Internet censorship to a group of junior level undergraduates enrolled in a course on Ethics in Computer Science at UIC. The class was held October 13 and went very well.

PER CAPITA GRANT APPLICATION----We have filed an application for a Per Capita Grant from the State for FY 2005. The deadline is October 15 this year, later than usual, and we will have until June 30, 2006 to spend the money. In effect, the extended schedule will eliminate one grant cycle.

LIBRARY FINANCES----The Village Board approved the Library's request for a short term loan to cover cash needs, pending receipt of Fall property tax revenues. To date, we have drawn \$650,000. of the \$1,500,000. authorized. It has been announced that the tax bills are being sent out so we should begin receiving tax revenue in November.

VOTER REGISTRATION----The Library had a colossal voter registration drive from September 11 through October 5, coordinated by Frances Roehm. Forty five volunteers, including several staff members and attorney Heidi Katz, contributed 83 hours for voter registration, initially Saturday, September 11 and then Sunday afternoons until the last few days of registration when there were also evening hours Friday, October 1, Monday, October 4 and Tuesday, October 5. Frances reported that we registered 127 people, many of whom were new citizens. Corie Ginsburg told a wonderful story of registering an Iraqi woman who had recently become a citizen. Typical for Corie, she asked if the woman had read Reading Lolita in Tehran and proceeded to get her signed up for a Library card also. The woman had thought she couldn't afford to belong to the Library.

OPEN HOUSE----The Library will have an Open House this Sunday, October 10, in conjunction with the Open House at Village Hall. The Village Green renovation has been completed and the Green will be opened to pedestrians Sunday. The Library will have Ac Rock performing, three tours and ongoing showings of the power point tour of the Library. There will be special children's activities, balloons, refreshments, Library card sign up, etc. Board members are invited to attend the festivities from 1-4 p.m.

CONSTITUENT SERVICES----A Constituent Advocate from Jan Schakowsky's office was at a table in the West Lobby of the Library from 7-9 p.m. Wednesday, October 6, to help people with questions about immigration, passports, veteran's issues, social security and other problems or questions related to Federal agencies. She is scheduled to provide this service at the Library on the first Wednesday of each month. A member of Cook County Commissioner Larry Suffredin's staff was also on hand to help with property tax questions.

FINAL PAYMENT ON PARKING LOT

Mrs. Anthony distributed an invoice from Camosy for final payment on the west parking lot in the amount of \$21,800.00. This is the amount approved by the Board as a change

order on the project. The request comes with Final Waivers of Lien from Meade Electric, Hardin Paving and Camosy, Inc. Mrs. Anthony recommends approval of the payment.

Mr. Witry made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE APPLICATION AND CERTIFICATE FOR PAYMENT FROM CAMOSY, INCORPORATED FOR FINAL PAYMENT ON THE WEST PARKING LOT IN THE AMOUNT OF \$21,800.00 DATED SEPTEMBER 30, 2004.

The roll call vote for approval was unanimous.

FINAL PAYMENT TO CONNECTIVITY

Mrs. Anthony has been working to resolve outstanding issues with Connectivity Solutions, the electrical contractor, and is happy to report that they have come to an agreement, subject to Board approval. Mrs. Anthony distributed a summary of the adds and deducts agreed to which is included in her letter of September 20 to Guy Willis, Jr. Mr. Willis agreed to settle as proposed, with the addition of \$740. to item #92 re fire alarm adds for the elevator. Mrs. Anthony recommends acceptance of this additional amount in order to close out this contract.

In summary, the Library owes \$24,000. in retainage on the original contract and, with the additional \$740., a net \$9,774.54 in adds for a total close-out payment of \$33,774.54.

Mrs. Anthony recommends approval of this payment.

Mrs. Anthony has also been working with Connectivity to obtain the programming, prints and final documentation for the fire alarm system so that we can secure a maintenance contract for that system with Convergent. Convergent was the installation contractor and a subcontractor to Connectivity on the fire alarm installation.

If payment is approved by the Board, the check will not be sent until information regarding the fire alarm system is obtained. A final waiver of lien has been received.

Library legal counsel has written a Settlement Agreement and Release for Mr. Graham and Connectivity to sign if payment is approved.

Dr. Wozniak made a motion, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE APPLICATION AND CERTIFICATE FOR PAYMENT FROM COMMERCIAL ELECTRICAL SOLUTIONS OF IL LLC FOR

FINAL PAYMENT IN THE AMOUNT OF \$33,774.54 DATED
OCTOBER 7, 2004 AND AUTHORIZE MR. GRAHAM TO SIGN THE
SETTLEMENT AGREEMENT AND RELEASE.

The roll call vote for approval was unanimous.

STAFF DAY

Mrs. Anthony said that Staff Day has become a much-anticipated occasion at the Skokie Public Library. Feedback last year was overwhelmingly positive about the in-service sessions which featured opportunities to get to know SPL services and staff better. This year's Staff Day Committee plans to build on that success.

Board approval is requested to close the Library Friday, December 10, in order to hold Staff Day. December is the lightest use month and Friday the least busy day for library service.

Board members are invited to join the staff for lunch and other parts of the day according to time and interest.

A motion was made by Mr. Witry, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE CLOSING THE LIBRARY ON FRIDAY, DECEMBER 10,
2004 FOR AN IN-SERVICE STAFF DAY.

The motion passed unanimously.

NORTH SUBURBAN LIBRARY SYSTEM

The "Report Card: Skokie Public Library" and letter from Debbie Taylor, Consultant, North Suburban Library System to Carolyn Anthony dated October 6, 2004 re OCLC's CONTENTdm Digital Management System were noted.

COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

CLOSED SESSION

At 7:39 p.m. Mr. Witry made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO
INTO CLOSED SESSION TO DISCUSS A PERSONNEL MATTER.

The motion passed unanimously.

Mrs. Greer arrived at 7:41 p.m. Discussion followed.

Adjournment

At 7:42 p.m. a motion was made by Dr. Wozniak, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADJOURN FROM CLOSED SESSION AND RETURN TO OPEN
SESSION.

The motion passed unanimously.

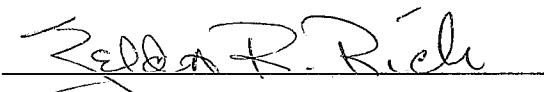
A motion was made by Mrs. Weiner, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE PAYMENT OF \$3,307.08 TO ILLINOIS BONE AND JOINT
INSTITUTE.

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

ADJOURNMENT

At 7:43 p.m. a motion was made by Mr. Witry, seconded by Dr. Wozniak to adjourn the
regular meeting. The motion passed unanimously.


Zelda R. Rich, Secretary