

June 18, 1997

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, June 18, 1997.

CALL TO ORDER

Diana Hunter, President, called the meeting to order at 7:43 p.m.

Members present: Diana Hunter, President; Zelda Rich, Secretary; Leo Friedman; Marcy Goodman; John Graham; Susan Greer and Carolyn A. Anthony, Director.

Member absent: Eva Weiner, Vice President.

Mrs. Hunter graciously thanked the Board for appointing her President Emeritus for Life and reminisced briefly on her initial appointment to the Board in 1969. That year the population of Skokie was projected to reach 70,000, which, by law, necessitated that a seventh member be added to the six-member Library Board.

APPROVAL OF THE MINUTES OF THE REGULAR AND ANNUAL MEETINGS OF MAY 14, 1997

Mr. Friedman made a motion, seconded by Mr. Graham to approve the minutes of the regular and annual meetings of May 14, 1997, subject to additions and/or corrections.

There being no additions or corrections the minutes were unanimously approved and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

Mr. Graham made a motion seconded by Mrs. Greer:

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF MAY, 1997, THE LIBRARY NOTE FUND AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED, AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

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

CONSENT AGENDA ITEMS

CIRCULATION REPORT
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S) (1)
GIFT
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 REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
4. GIFT

Oxford Dictionary of the Christian Church and *Oxford Dictionary of the Jewish Religion* from Eva Weiner

5. PERSONNEL

Appointments: Gregory Grucel, part-time Roving Technology Guide, Adult Services Department, effective May 28, 1997; Lewis Hagedorn, part-time Microcomputer Assistant, Youth Services Department, effective May 23, 1997; and Licarion E. Mendoza, Jr., part-time Roving Technology Guide, Adult Services Department, effective May 27, 1997

Promotion: John Kadus, full-time Readers Advisory/AV Librarian, Adult Services Department, to Reference/Serials Cataloger, Technical Services Department, effective June 23, 1997

Status Changes: Caralee Witteveen, part-time Bookmobile Assistant, additional hours as a part-time Clerk, Circulation Services Department, effective May 12, 1997; and Alpana Shah, from full-time to part-time Clerk, Circulation Services Department, effective May 1, 1997

Mrs. Hunter complimented Youth Services Department for the consistent, excellent attendance at their varied programs. She also said that because the Adult Services Department Inside Writing and Publishing Series this year was not well attended, we should re-evaluate

perpetuating programs with low attendance.

After discussion all Consent Agenda items were unanimously approved and placed on file.

ANNUAL REPORTS F.Y. 1996-97

FINANCIAL STATEMENT
LIBRARY NOTE FUND
STATISTICAL SUMMARY FY 1996-97
PROGRAM STATISTICS FY 1996-97
ADULT SERVICES DEPARTMENT
YOUTH SERVICES DEPARTMENT
GOALS AND OBJECTIVES FINAL REPORT FY 1996-97

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE ALL THE ANNUAL REPORT CONSENT AGENDA ITEMS, EXCEPT THE GOALS AND OBJECTIVES FINAL REPORT FY 1996-97, WHICH SHOULD BE PLACED ON THE JULY AGENDA FOR DISCUSSION.

After discussion the motion was unanimously approved.

AUDITED FINANCIAL STATEMENTS FOR IPTIP

The Board reviewed the recent financial audit for the years ending June 30, 1996 and 1995. Thomas C. McNichols, IPTIP Director, stated that as of June 30, 1996, there were 4160 accounts with assets totaling \$2,245,000,000 in the Pool.

DIRECTOR'S REPORT

Usage--Circulation in May was up over 5% above May 1996. Circulation of youth books was up over 14 percent. Our ILL lending, reciprocal borrowing, school district circulation and reserves were all up significantly. TeleCirc regularly receives about 3,000 calls per month.

Technology Volunteers--Five technology volunteers have been recruited and trained to assist patrons with word processing and the Internet. They work in two-hour shifts three evenings per week and Saturday and Sunday afternoons. Pat Groh, Frances Roehm and Rich Trauth have implemented this program to provide additional help with technology to our users.

MARC Authority Records--Marc Authority Records have been loaded into the Library catalog and the indexes are in the process of being rebuilt. It appears that there was a problem with over nine hundred video records, which did not transfer correctly. We will be working on correcting this problem. Meanwhile, however, we can enjoy the benefit of authority entries which gather an author's works under one form of his name, eliminate stray single entries for titles which are in fact the same works as listed elsewhere, and in other ways help users conduct more successful searches.

Conversion of Network to Windows NT--Conversion of the network from Novell to Windows NT has been challenging, primarily because of difficulties with setting up the menus. The work has been largely completed, however, and individual PCs are being switched over to the new system. There will be a catalog only terminal in each department as well as in the lobby for users who prefer a keyboard to a mouse. Staff will walk around to assist the public in use of the new system.

Retirement--Hanna Moses, Reference/Serials Cataloger and Assistant Department Head in Technical Services will retire June 20 after nearly 27 years with the Skokie Public Library. She has overseen the growth of the foreign language collections, the Standing Order program and numerous changes in our acquisition of periodicals, including automation of serials check-in on the Dynix system. After a search, which attracted numerous qualified applicants, we have selected John Kadus for the position. John has held a variety of positions in the Library over the years from Page to Adult Services Secretary to Information Assistant to Reference Librarian. We are delighted that he will take on this new assignment.

Science Odyssey Grant--We have applied for a small grant under the PBS Science Odyssey outreach program. We propose to conduct a day-long Science Fair Festival in February or March, 1998, bringing in speakers from Northwestern, Fermi Lab and local industry to give

presentations to junior and senior high school students and their parents on preparing science fair projects. At least one speaker would also give a presentation to the adult community. We will also develop resources related to exploring careers in science.

Mrs. Greer asked that consideration be given to elementary school children who also would benefit from this type of presentation.

Employer Appreciation Award--We have received an award from Niles Township Cooperative Vocational Education recognizing our cooperation as an employer of some of their students. This summer, we will have two students working with us under funding from the Private Industry Council. In another program, we have had three Niles Township High School students work community service hours at the Library under a Peer Jury program designed to keep first time, non-violent young offenders out of the courts.

San Francisco Programs--Steve Oserman is responsible for the Public Library Association (PLA) President's Program featuring Richard Bolles, author of the bestseller What Color Is Your Parachute? The program is Saturday from 2-4. Mrs. Anthony will be part of a panel on the topic of PLDP-a ReVisioned Planning Process for Public Libraries Sunday 9-11.

Dominican Dean Named--Prudence Dalrymple has been named as the new Dean of the GSLIS (Graduate School of Library and Information Services) at Dominican University (formerly Rosary College). She has been Director of the Office of Accreditation at ALA.

Auctioned Chairs--Two Mies Van der Rohe "MR" lounge chairs were sold at auction by Leslie Hindman April 27 for \$200. each and two stools sold for \$200. and \$180. While this is less than we had hoped, it was nice to get a check for \$577.20 after commission and insurance fees.

Discounted Telecommunication Rates--A recent memo from Bridget Lamont, Director, Illinois State Library, advised that the State Library has been working with state education

agencies to make a case to the Illinois Commerce Commission for intrastate rates favorable for Illinois libraries. Specifically, they are seeking intrastate discounts at least equal to the discounts on interstate services and measures to enable consortia to aggregate purchases in order to benefit from “bulk purchase” discounts, as well as the universal service discount.

Community--A number of staff from the Library worked at the Library booth at the Skokie Festival of Cultures May 17-18. Lydia Stux, Manager, Public Relations and Programs, and Mrs. Anthony have had an ongoing role in planning the event. In spite of cool and partly stormy weather, the Festival was well attended and successful.

Mr. Graham, Mrs. Rich and Mrs. Anthony attended a Cole Taylor lunch for community leaders. Mrs. Anthony attended an Oakton Affiliates breakfast on the topic of education and training partnerships. May 30 and 31, Mrs. Anthony attended a ReVision Committee meeting of the Public Library Association group, which is revising the planning process. Mrs. Hunter and Mrs. Anthony attended the luncheon portion of the Chamber golf outing June 9 and they will attend an Illinois Leadership Development Institute on Intellectual Freedom June 19.

Volunteer Luncheon--The annual Volunteer Recognition Luncheon held Sunday, June 15, in the Staff Room at 2 p.m. was well attended and a great success.

Building Technology Accessibility Grant--We have received word from Secretary of State and State Librarian George Ryan that we have been awarded a Building Technology Accessibility grant in the amount of \$22,500.00 for the purpose of adding a new 28 drive CD ROM Tower to the LAN.

Mrs. Hunter said that because she is unable to attend the annual ALA conference in San Francisco this year she would appreciate if board members attending would bring back information on what is available on current Bookmobiles. She suggested a more appropriate

name in the future would be mobile libraries. Her expectations to justify the purchase of a new Bookmobile would be the incorporation of new technologies as well as traditional features.

Mrs. Greer suggested we talk with people in the same type climate to determine the reliability of their bookmobile.

CHILLER

The chiller was installed in April as scheduled. However pending the resolution of some difficulties regarding the Carrier Centrifugal Chiller motor and/or starter we are withholding final payment of \$41,032. to North Town.

North Town has been an advocate on the Library's behalf in spite of resistance from Carrier, which has claimed that the imbalance in the operation of the motor is within tolerable limits and is due to fluctuations in the incoming voltage from Commonwealth Edison.

The Board discussed Paul Gilson's June 10, 1997 memorandum and Mr. Domenz' letter of June 9 to Scott McCollam of Carrier Building Systems and Services. Mr. Domenz states that Krug-Northwest Electric Motors performed tests on the system and concluded that there was a fault in the motor itself and a possible fault in the starter. They recommended replacement of the motor, or extension of the warranty, to cover the increased risk of failure of the motor.

Mr. Gilson also favors replacement of the motor, or removal and repair, under the warranty for the motor and starter.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE FINAL PAYMENT OF \$41,032. NOT BE PAID UNTIL SUCH TIME AS MR. GILSON AND THE BOARD ARE COMPLETELY SATISFIED WITH THE CARRIER CHILLER INSTALLATION.

The roll call vote for approval was unanimous.

After further discussion it was the consensus of the Board that the chiller motor be replaced and that it be covered with a five-year warranty from date of our acceptance.

SURETY BOND

After filing the Annual Report to the State of Illinois, we were asked about our surety bond. Since the Village is fiscal agent for the Library, we have not needed a separate bond. It was pointed out however, that according to the Illinois Compiled Statutes 5/4-9, the custodian of Library funds is to be covered by a bond not less than 50% of the total funds received by the Library in the last year. The current amount of the surety bond on the Village Finance Officer is \$1,000,000.

Mrs. Anthony has asked the Village Finance Officer to inquire of his bonding agent the cost of increasing the bond to \$2,500,000. with the cost to be borne by the Library.

The Board agreed that the approximate cost of \$200-\$400 for an increase, retroactive to May 1, would be appropriate and acceptable.

LOAN POLICY / YOUTH CDS

Although audio compact discs for adults have had a three-week loan period since 1989; the loan period for youth CDs has been two weeks.

The shorter loan period helped stretch a newer, smaller collection of compact discs in Youth Services. Now that the collection is substantial it is proposed to extend the loan period to three weeks to conform to the policy for circulation of adult audio discs.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE EXTENDING THE LOAN PERIOD OF YOUTH CDS TO THREE WEEKS, TO CONFORM TO THE POLICY FOR CIRCULATION OF ADULT AUDIO DISCS.

The motion passed unanimously.

A SURVEY OF PUBLIC LIBRARIES AND LOCAL GOVERNMENT

The Board reviewed the Executive Summary of the special report prepared by the Illinois State Library with LSCA funding. We received two copies of A Survey of Public Libraries and Local Government, which reports the results of a state survey complementing a national study undertaken by the Library Research Center at the University of Illinois at Urbana-Champaign. One copy of the publication has been cataloged and, if trustees would like to read the full report, the other can be borrowed from the Administrative Office. Of particular interest is anticipated support of public library funding.

LIBRARY CABLE NETWORK

The Board noted the June 1997 Library Cable Network Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich included information for Skokie Public Library trustees to review regarding concerns of Ed Snow, public relations professional, that NSLS was allowing member public libraries to solicit businesses to mount their home pages on NorthStarNet. His argument is that taxpayer money is supporting a service that competes with the private sector. Mrs. Rich also noted that Skokie Public Library invites businesses to post a listing on our community information network, SkokieNet.

Discussion ensued.

It was the consensus of the Board, because this topic relates to the Library's goals and objectives, this issue and its implications be discussed further at the July Board meeting with consideration given to the possibility of developing guidelines and/or policy.

Mrs. Hunter thanked Mrs. Rich for her four hard, earnest years of service to NSLS as a representative to the NSLS Board and as a member of their Board of Directors. She served admirably on the Management Affairs Committee and as Secretary to the NSLS Board of

Directors. Mrs. Hunter complimented her for her dedication and for doing a yeoman's job deserving of a 21-gun salute.

The Board congratulated Mrs. Rich, who thanked the Board.

Mrs. Hunter said that with the recent NSLS by-laws change, which now allow a library staff member to serve as representative to the NSLS Board, we will seize the opportunity by appointing Pat Groh, Coordinator of Community Services, to be Skokie Public Library's Representative. The Board concurred with this appointment.

COMMENTS FROM TRUSTEES

Mr. Graham said he and Dr. Wozniak met with Mary Radmacher, former Chief Librarian of the Skokie Public Library and visited some art galleries and sculptors' studios recently to find an appropriate piece to purchase with the Mary Radmacher Art Fund. She will be out of town for a few weeks, however, upon her return they expect to make a final decision.


Mrs. Hunter asked the Board to reserve two Sunday dates, August 3 and 10, because she is trying to arrange a Legislative Brunch. The final date will depend on the availability of Senator Howard Carroll and other legislators. She will apprise the Board of the date.

Mrs. Hunter also said that she would contact Abner Mikva, hopefully to do a program in the fall on the Supreme Court decision on the Communications Decency Act and its ramifications. He promises to be an excellent presenter.

Mrs. Anthony said that she purchased a rug for the Listening/Viewing Area and the Board might want to take a look at it after the meeting.

ADJOURNMENT

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


Zelda R. Rich, Secretary