

November 13, 2002

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 13, 2002.

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; Eva Weiner; and Carolyn A. Anthony, Director.

Member absent: Susan Greer.

Visitors present: Richard Spicer, Fred Berglund & Sons; Thomas English, President, Boyle, Flagg & Seaman, Inc.; and Trudi Westwood, 9459 Drake, Evanston.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 9, 2002

Mr. Witry made a motion, seconded by Mrs. Rich, to approve the minutes of the regular meeting of October 9, 2002, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

Dr. Wozniak asked the Board to move the regular order of business and move directly to Insurance. The Board agreed.

INSURANCE

Mr. English was welcomed by the Board.

Mrs. Anthony presented quotations for renewal of the Library's various insurance coverages. The cost of the combined package with automobile, umbrella, boiler and machinery and Directors and Officers is \$50,109., an increase of 40 percent from last year.

Anticipating a substantial increase, Mrs. Anthony asked Library insurance agent Thomas English to come to the meeting to talk with the Board. As trustees are probably aware from dealing with insurance matters re their home and car, rates are up significantly because of the depressed stock market and, to a lesser extent, to big losses the companies have experienced from a variety of circumstances such as 9/11 and mold. Due to these occurrences, companies are also instituting new exclusions e.g. acts of terrorism.

Mr. English discussed the two handouts he distributed to the Board. Regarding glass coverage there is a 0 deductible, which the Library currently has, vs. a \$1,000. deductible. The premium savings with the \$1,000. would be \$2,767.

After discussion, Mr. Graham made the following motion, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE TAKING THE \$1,000. DEDUCTIBLE FOR GLASS COVERAGE.

The roll call vote for approval was unanimous.

Mr. English also discussed the Library's additional coverage: Fine Arts, Valuable Papers, Computer Hardware, and Boiler & Machinery Coverage.

Mr. English stated the Library's Directors & Officers Liability Coverage is currently with Gulf Insurance and it is proposed to rewrite it with St. Paul Insurance Company. Mr. Witry questioned if the Library was covered with regards to violations of the First Amendment. Mr. English replied that it is very difficult to say regarding professional liability. Factors to consider would be—Were you warned of this? Did you go against the advice of your attorney? Mr. Witry would like a review of this to reassure the Board. Mr. English said the form has not changed, only the company.

After brief discussion, Mr. Witry made the following motion, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHARGE FOR COVERAGE OF PUNITIVE DAMAGE UNDER DIRECTORS & OFFICERS LIABILITY COVERAGE FOR \$476.00.

The roll call vote for approval was unanimous.

Mr. English was able to secure a quote for Umbrella insurance that came in lower than the quote given the Board in their Friday packets. For 10 million in coverage the new Umbrella would be \$10,957. Mr. English doesn't recommend switching Umbrellas or the \$10 million limit since we are still under construction.

After discussion, a motion was made by Mr. Witry, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INSURANCE PROPOSAL FROM TRAVELERS FOR THE SKOKIE PUBLIC LIBRARY FOR 2002-2003 AS PRESENTED BY THOMAS ENGLISH OF BOYLE, FLAGG & SEAMAN, INC. IN

THE AMOUNT OF \$47,251.00 (THIS REFLECTS THE MOTIONS MADE EARLIER).

The roll call vote for approval was unanimous.

Dr. Wozniak thanked Mr. English for his presentation. Mr. English left the meeting at 8:21 p.m.

BUILDING PROJECT

Approval of Change Orders

Mrs. Anthony explained that there are twelve change orders this month for a total of \$155,030.08. This is a bit misleading as all but a little over \$42,000. is work that had been budgeted, but not previously bid.

The first change order is for additional millwork subcontracted by Camosy and includes:

| | |
|----------------------|-------------------|
| Reference Desk | \$25,762.00 |
| Carrels and catalogs | \$38,948.00 |
| Wall paneling | <u>\$3,872.00</u> |
| | \$68,582.00 |

This millwork was in the budget and the remaining furniture allowance will be decreased accordingly.

A motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CAMOSY FOR ADDITIONAL MILLWORK FOR \$68,582.00.

The roll call vote for approval was unanimous.

Mr. Spicer announced that the Reference Desk will be delivered on December 2.

The second item, also anticipated, is for the replacement of the elevator cab interiors. This work had been quoted by Schindler at more than \$60,000. and was not accepted. Camosy took the same quote from Cabworks, the subcontractor, and, with their addition, is proposing to redo the interior of the cabs in the public elevators for \$44,149.00.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CAMOSY, INC. FOR

REPLACEMENT OF THE ELEVATOR CAB INTERIORS FOR
\$44,149.00.

The roll call vote for approval was unanimous. Mrs. Anthony stated the elevator cab interiors will be frosted glass panels with the Library logo.

Two change orders are for work required by the elevator inspector. Kerrigan needed to put new drain pans in the elevator equipment room to ensure that no leakage from the roof drain piping could flow to the elevator equipment. The cost of this work is \$1,560.00. McDaniel Fire Systems had an additional \$1,400. for adjustments in the elevator equipment room required by the inspector. Adjustments were made to valve packing and flow switches as required.

Mr. Witry made the following motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM KERRIGAN PLUMBING FOR NEW DRAIN PANS IN THE ELEVATOR EQUIPMENT ROOM TO ENSURE THAT NO LEAKAGE FROM THE ROOF DRAIN PIPING COULD FLOW TO THE ELEVATOR EQUIPMENT FOR \$1,560.00.

The roll call vote for approval was unanimous.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM McDANIEL FIRE SYSTEMS FOR ADJUSTMENTS IN THE ELEVATOR EQUIPMENT ROOM REQUIRED BY THE ELEVATOR INSPECTOR FOR \$1,400.00.

The roll call vote for approval was unanimous.

Another change order is to install perforated metal covers on the four columns in the Bookmobile garage and two columns in the West entrance. The columns in the Bookmobile garage would otherwise have exposed fireproofing. The cladding will both protect the fireproofing from damage and, brightly painted, will be a safety feature for the driver maneuvering the vehicle into the garage. The two columns in the West entry are scarred above what had been the baffled ceiling. They are now exposed to a greater height and need an attractive cover. The cost of the column work is \$7,063.00.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CAMOSY, INC. FOR INSTALLATION OF PERFORATED METAL COVERS ON THE FOUR COLUMNS IN THE BOOKMOBILE GARAGE AND TWO COLUMNS IN THE WEST ENTRANCE FOR \$7,063.00.

The roll call vote for approval was unanimous.

Plans did not originally call for replacement of the drinking fountains by the first floor restrooms. Kerrigan proposes to demolish the old fountains and install a replacement matching those on the second and third floors for a cost of \$4,165.00.

The Board questioned if there will be a drinking fountain near the Petty Auditorium. Mrs. Anthony will check on this.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM KERRIGAN PLUMBING. FOR REPLACEMENT OF THE DRINKING FOUNTAINS BY THE FIRST FLOOR RESTROOMS FOR \$4,165.00.

The roll call vote for approval was unanimous.

Five change orders are for miscellaneous adjustments as follows:

Camosy-

| | |
|-------------------------------------|------------|
| Additional framing and drywall | \$6,753.00 |
| Patching interior aggregate columns | \$4,359.00 |

Monaco-

| | |
|--|------------|
| Additional VAV boxes to accommodate ceiling and lights on second floor | \$5,751.00 |
|--|------------|

Commercial Electrical-

| | |
|--|------------|
| Various adjustments on time and material basis | \$7,617.08 |
|--|------------|

Alliance Glass & Metal-

Three new interior glass panes and labor for replacement of two

exterior panes

\$2,956.00

A motion was made by Mr. Witry, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE TWO CHANGE ORDERS FROM CAMOSY, INC. FOR ADDITIONAL FRAMING AND DRYWALL IN THE AMOUNT OF \$6,753.00 AND FOR PATCHING INTERIOR AGGREGATE COLUMNS FOR \$4,359.00.

The roll call vote for approval was unanimous.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM MONACO MECHANICAL FOR ADDITIONAL VAV (VARIABLE AIR VENTILATION) BOXES TO ACCOMMODATE CEILING AND LIGHTS ON THE SECOND FLOOR FOR \$5,751.00.

The roll call vote for approval was unanimous.

A motion was made by Mr. Witry, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM COMMERCIAL ELECTRICAL FOR VARIOUS ADJUSTMENTS ON TIME AND MATERIAL BASIS FOR \$7,617.00.

The roll call vote for approval was unanimous. Mr. Spicer stated that there will be more high and low voltage change orders forthcoming.

Mr. Witry said he toured the second floor tonight. He suggested that for the final walk-through of the second floor the Director be accompanied by a couple Board members.

A motion was made by Mr. Witry, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM ALLIANCE GLASS & METAL FOR THREE NEW INTERIOR GLASS PANES AND LABOR FOR REPLACEMENT OF TWO EXTERIOR PANES FOR \$2,956.00.

The roll call vote for approval was unanimous.

The final change order is from Kerrigan for \$675.00 including overtime work on Saturday and an additional \$150.00 permit fee from Cook County for capping of a 3" water line on Oakton. Mrs. Anthony approved the Saturday work because the capping necessitated shutting off water to the Library and Village Hall for up to four hours. Since work could not begin before 7 a.m., Village Hall as well as the Library, would have been without water for two hours on a weekday. With Saturday work, the Village was not inconvenienced.

A motion was made by Mr. Witry, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM KERRIGAN PLUMBING FOR OVERTIME WORK ON SATURDAY AND AN ADDITIONAL \$150.00 PERMIT FEE FROM COOK COUNTY FOR CAPPING OF A 3" WATER LINE ON OAKTON FOR \$675.00.

The roll call vote for approval was unanimous.

Building Project Budget Update

The Building Project Budget Update is an informational item.

Mr. Spicer explained that Robinette, the company that did the demoliton on the other houses, will give the Library a quote on demoliton of the property at 7925 Park. The figure will be presented to the Building Subcommittee for approval.

Mr. Spicer left the meeting at 8:58 p.m. The Board took a short break.

The meeting resumed at 9:04 p.m.

Approval of Additional Inscape Furniture

Mrs. Anthony explained that Refurbished Office Environments has given a quotation of \$13,239.58, inclusive of freight and installation, for additional components to complete the third floor. This includes panels for the front of the reception desk in Administration and various other files, shelves, brackets and tiles for a total of \$9,018.58. Freight, delivery and installation adds another \$4,221.00. This would be high merely for installation of a new product, but some reconfiguration is also necessary and the labor is factored in the summary fee.

A motion was made by Mr. Graham, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM REFURBISHED OFFICE

ENVIRONMENTS FOR ADDITIONAL COMPONENTS TO
COMPLETE THE THIRD FLOOR FOR \$13,239.58.

The roll call vote for approval was unanimous.

Services to be Provided During the Move to the Second Floor December 8-December 14
(except for December 13, when the Library will be closed for Staff Day)

Mrs. Anthony explained that this memo from Associate Director Barbara Kozlowski is presented for informational purposes.

Approval of Amended Shelving Order

In September, the Board approved a shelving order for the new audiovisual area in the amount of \$128,282.80. In reviewing the plans for the new audiovisual area, staff noted that the configuration allowed for five years growth. While significant growth is not planned in many areas of the collection, we do anticipate that the audiovisual collection will grow substantially. For example, the Library currently has about 1,500 DVDs. We expect this collection to grow to at least 9,000 which is the approximate size of the current videotape collection. Similarly, we have 12,000 CDs, but want to allow for at least 20,000 (the size of our former LP collection). While we can figure that videotapes may wane in popularity as DVDs grow, there is always a considerable overlap period in which people want both. Additionally, there is the potential for new formats.

The changes to the shelving units as described by Scott Fairbanks will increase capacity substantially at a cost of \$27,558. Mrs. Anthony recommends approval of this change and of the request for a 50% deposit which is customary with an order of this size.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGES TO THE SHELVING UNITS (AS DESCRIBED BY SCOTT FAIRBANKS OF LIBRARY FURNITURE INTERNATIONAL IN HIS LETTER OF NOVEMBER 8, 2002) TO INCREASE CAPACITY SUBSTANTIALLY FOR \$27,558.00 AND TOWARD MR. FAIRBANKS' REQUEST FOR A 50% DEPOSIT.

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

CONSENT AGENDA (Financial Statements; Balance Sheet for the Six Months Ending 10/31/02; Bills (Items D1-3); Circulation Report; Library Use Statistics; Program

Statistics Second Quarter F.Y. 2002-2003; Reports from Department Head(s); Correspondence; Personnel; Gifts)

Mr. Graham made the following motion, seconded by Mrs. Rich:

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE MONTH OF SEPTEMBER, THE BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/02, AND THE LIST OF BILLS, BE APPROVED FOR PAYMENT, 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. 2002-2003
4. REPORTS FROM DEPARTMENT HEAD(S)
5. CORRESPONDENCE: LETTER FROM GEORGE VAN DUSEN, MAYOR, VILLAGE OF SKOKIE, DATED OCTOBER 2002 RE IMMIGRATION OPEN HOUSE AND REFERENCE INFORMATION; AND THE LETTER FROM JESSE WHITE, SECRETARY OF STATE AND STATE LIBRARIAN, DATED NOVEMBER 7, 2002 RE AWARDING OF \$3,700. LSTA GRANT FOR "CREATING A SHARED VISION: STAFF DAY 2002"
6. PERSONNEL: HIRE: PARAG PARIKH, PART-TIME TECHNOLOGY ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE NOVEMBER 11, 2002; RESIGNATION: SUZANNE BRICE, FULL-TIME ASSISTANT SHELVING SUPERVISOR, CIRCULATION DEPARTMENT, EFFECTIVE NOVEMBER 21, 2002.
7. GIFTS: \$100. FROM STEVEN ROSENBERG IN MEMORY OF HIS UNCLE NORMAN HERSTEIN FOR THE PURCHASE OF HISTORY BOOKS; \$35. FROM THE FRIENDS OF BRENDA B. WEISS FOR THE PURCHASE OF A FICTION BOOK ON CD.

The roll call vote for approval was unanimous.

In regard to the Program Manager's Report, Mrs. Hunter would like to see the dollar amount of the grants received written into the report. Mrs. Hunter would also like to see the attendance of Short Story Gems analyzed.

BILLS (Items D4-12)

A motion was made by Mr. Graham, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE: INVOICE NO. 12637 FROM FRED BERGLUND & SONS, INC. FOR \$52,702.62 DATED NOVEMBER 7, 2002; APPLICATION AND CERTIFICATION FOR PAYMENT FROM J.P. GENERAL CONSTRUCTION, INC. FOR \$17,000.00 DATED SEPTEMBER 25, 2002; AND PAYMENT OF THE APPLICATIONS AND CERTIFICATES FOR PAYMENT FROM THE FOLLOWING:

| | |
|--|--------------------|
| CAMOSY, INC. | \$431,981.00 |
| RIDDIFORD ROOFING | \$86,680.00 |
| McDANIEL FIRE SYSTEMS | \$61,060.00 |
| F.J. KERRIGAN PLUMBING CO. | \$29,619.00 |
| MONACO MECHANICAL INC. | \$16,200.00 |
| COMMERICAL ELECTRICAL SOLUTIONS OF IL LLC | <u>\$69,323.48</u> |
| | \$694,863.48 |

The roll call vote for approval was unanimous.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status report was noted.

AUDIT

Mrs. Anthony was surprised to receive the management letter from Linda Abernethy of McGladrey & Pullen as previous management letters have had minor suggestions, if any, re changes in procedure. Mrs. Anthony called Ms. Abernethy to discuss the letter and to obtain further information regarding the extent of change needed.

Ms. Abernethy explained that there are new standards for accountants in the post-Enron environment. Although the Library's financial statements as currently prepared do

include accurate and full information, the statements are prepared on a cash basis and information on different funds is combined in one ledger. Ironically, we used to have separate ledgers, but combined them at the urging of the accountants a few years ago. Until now, accountants have been able to extract the needed information from our reports and make the necessary adjustments to reflect an accrual basis of accounting for the year-end report. Auditors are no longer permitted to make such adjustments to a client's reports as it opens the opportunity for manipulation of data.

According to Ms. Abernethy, the Library may continue to prepare monthly reports on a cash basis, but will need to make the year-end adjustments to reflect an accrual basis of accounting in summary reports. Further, each of the Library's funds (General Operating, Reserve Fund, Project Fund, etc.) will need to be maintained in a wholly separate ledger. This has been an advisable practice in recent years, but has become an imperative with the size of the Project Fund budget.

Mrs. Anthony discussed these issues with Mrs. Kim, Administrative Assistant for Accounting, and Mrs. Kim is prepared to make the necessary changes. Mrs. Kim will check with the software vendor re guidance in setting up the necessary ledgers. The Peachtree software she uses for the accounts does allow for such record keeping.

The following motion was made by Mrs. Hunter, seconded by Mrs. Rich:

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

The motion passed unanimously.

DIRECTOR'S REPORT

Usage-Circulation in October was up 3.37% over October last year. The largest gains were in Youth Services which continues to draw people into its attractive new environment. The Mobile Library also posted a significant increase in circulation. It is less remarkable that circulation of books to adults is down 5% than that video use is up 13%, considering that people have to walk from the East entrance to the furthest corner of the West addition to make their selections. Interlibrary loan has posted another large increase, but should soon level off as we reach the point of one year from when the Library's holdings became accessible again through OCLC late fall, 2001. Users have clearly become comfortable with renewing items online as evidenced by an 86% increase since last October. And, in spite of the construction and obstacles in the building, 2.42%

more patrons visited the Library this October than last when construction was just getting underway.

Web Site Down-We experienced a catastrophic hard drive failure on the Web server October 29. Fortunately, due to diligent back-up routines, only one day's work in additions and changes to the site was lost. Mark Kadzie, assisted by consultant Dave Nelson, diagnosed the problem, replaced necessary parts and restored files. It was a major undertaking of one week to get back to full functionality on the Web site.

Volunteer Lunch-We had a successful luncheon to recognize the Library's volunteers Sunday, October 13. Several volunteers have told me how much they appreciated the event and the tour of the new third floor. We regularly have more than 100 hours of volunteer service contributed per month and a growing number of volunteers who have been with the Library five or more years.

Village Open House-The Library had a table at the Village Open House October 13. Tracy Shields-O'Reilly, Frances Roehm and Mrs. Anthony took turns greeting new residents, distributing literature about the Library and signing people up for cards. It is always gratifying to hear positive remarks from people who have already discovered the Library.

Mayor's Workshop on Immigration-The Mayor and his Advisory Task Force on Immigration held a workshop at the Library October 18 for representatives from various ethnic groups to highlight changes in immigration law and enforcement in the past year. Congresswoman Jan Schakowsky spoke as did the Regional Director of the Immigration and Naturalization Service. Printouts of the New Americans pages from the Library's Web site were distributed. Katarina Zlotnikova developed and maintains the New Americans site.

NSLS Planning Retreat-Mrs. Anthony participated in a Strategic Directions Planning Retreat for NSLS at the Marriott Lincolnshire October 25-26. We reviewed the current situation regarding all types of libraries, including trends and concerns. An interesting part was the work in small groups as each group included staff or NSLS Board members from different types of libraries as well as one or two NSLS staff members. I got to know Frank Cervone who is the Assistant University Librarian for Technology at Northwestern. He, like many other participants, particularly appreciates the high quality, responsive continuing education offered by NSLS. We made suggestions for revision to the System mission and brainstormed services which could benefit from centralization or aggregation.

Skokie History Book on the Web-Frances Roehm, assisted by other staff, has succeeded in posting the Centennial History of Skokie on the Web. A class at Northwestern designed the site last spring. The book adds to our digitized historical resources.

Historic Book for Children-Bitty's Trip to Town, a Story of Historic Skokie—Mid 1800's, written by Susan Van Dusen, has been published by the Village of Skokie. The Library assisted with the research, editing and proofing of the manuscript. The book will be distributed to Skokie school children in elementary grades and we will offer it for sale at the Circulation Desk along with the previous historical book.

Elevator Inspection-The second elevator again failed to pass inspection due to a failure of a connection between the elevator and the fire control panel. This is an important safety element as it would shut the elevator down in the event of a fire. The electrician and representatives from Schindler were continuing to trace the problem and have confidently scheduled a re-inspection for next Thursday.

Grant-The Library received a Library Services and Technology Act grant from the Illinois State Library for \$3,700. for Staff Day 2003. This will include a session with presenter Becky Schreiber for the Board on Thursday, December 12 at 4 p.m. A light dinner will be served.

Filtering-The Supreme Court announced that it will tackle the question of whether Internet filters in public libraries violate constitutional free speech protections. The case began when ALA and the ACLU filed suit against the Children's Internet Protection Act (CIPA). A three-judge panel in Philadelphia overturned the law, stating that filters regularly blocked innocuous content while allowing some pornographic content to get through. The panel concluded that libraries could adopt less restrictive means to protect minors. The Justice Department has appealed the ruling of the Philadelphia Court.

Mr. Witry would like Mrs. Anthony to determine the status of the filtering issue recently taken up by the Supreme Court with Library counsel Heidi Katz. Ms. Katz should track the case and find out if the opinion has changed.

Who Wants to be a Millionaire-A Skokie resident called Mrs. Anthony and asked her to be a 'lifeline' on the TV show, "Who Wants to be a Millionaire". It was decided that the Reference Desk will be the 'lifeline'. The show will be taped November 20 and air sometime in May. Six different librarians will be working the Reference Desk on November 20 and will answer the call for "Alex Anthony".

EMPLOYEE INSURANCE

The memo from Gail Kay, Assistant Director for Human Resources, was presented for informational purposes. Firm quotations for new health insurance cannot be obtained until March, when the Library is within two months of the May 1 changeover date.

SKOKIE PUBLIC LIBRARY POLICY FOR RESPONDING TO SEARCH WARRANTS AND SUBPOENAS

Mrs. Anthony distributed a new version of the Skokie Public Library Policy for Responding to Search Warrants and Subpoenas just received this afternoon from Library legal counsel.

Mr. Witry has reservations about the first paragraph under Subpoenas. Discussion followed. A motion was made by Mr. Graham, seconded by Mrs. Rich to table this policy.

APPROVAL OF NEW CAR PURCHASE

Mrs. Anthony reported that the Library vehicle currently in use is a 1994 Olds Cutlass Sierra wagon with 64,000 miles. The wagon is used regularly by various staff for local errands and trips to the North Suburban Library System or other libraries for training and committee meetings. For eight or nine months this past year, Bookmobile staff used the vehicle to make trips back and forth to the Bookmobile parked at Public Works. Mrs. Anthony has driven to Springfield, Peoria, Decatur and elsewhere in the State for ILA meetings or business at the State Library. On the whole, the vehicle has held up fairly well, but it has had some transmission work and, recently, a new alternator. Mrs. Anthony indicated that it is important that the Library replace the vehicle often enough to ensure that it is reliable and safe for the staff using it.

Mrs. Anthony proposes that the Library purchase a Dodge Grand Caravan through the State contract. The vehicle could accommodate seven persons for attendance at training or events at the System. It also has the flexibility of removable rear seats making it helpful for maintenance staff taking a snow blower or lawnmower for service or hauling other large items.

The base price for the 2003 Grand Caravan on the State of Illinois fleet sales program is \$18,725.00. Mrs. Anthony proposes adding the rear air conditioning and heat package recommended for the Grand Caravan at \$1,250.00. Driver and passenger side airbags at \$375.00 seem an advisable safety consideration. Floor mats, keyless entry and AM/FM with CD player add \$480.00 for a total cost of \$20,830.00.

Because the Library retains vehicles for a number of years, the Board may also want to purchase the seven-year/70,000 mile added care warranty for \$695.00.

A motion was made by Mr. Graham, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PURCHASE OF A 2003 DODGE GRAND CARAVAN FOR \$20,830.00 PLUS THE SEVEN-YEAR/70,000 MILE ADDED CARE WARRANTY FOR \$695. THROUGH THE STATE OF ILLINOIS FLEET SALES PROGRAM FOR A TOTAL COST: \$21,525.00.

The roll call vote for approval was unanimous.

APPROVAL OF AGREEMENT FOR DIGITAL PAST

Mrs. Anthony explained that the North Suburban Library System has requested we sign an Agreement to Indemnify North Suburban Library System in regards to our Digital Past Program. Mrs. Anthony has checked with the attorneys and our insurance agent re concerns about the agreement.

A motion was made by Mr. Witry, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE SIGNING OF THE AGREEMENT TO INDEMNIFY NORTH SUBURBAN LIBRARY SYSTEM AGREEMENT AS PRESENTED (COPY ATTACHED).

The motion passed unanimously.

APPROVAL OF UPGRADED MIRCROFILM READER PRINTERS

The Library has an opportunity to upgrade our four digital microfilm reader printers to the latest MS6000 scanners and printers at a cost of \$1,092.00 per month which is the same as we are currently paying. The chief advantage to the newer model is that it can be controlled by a computer to allow the user to save information to a disk or to email it from the location in the Library. The Minolta dealer would also replace the coin boxes and would take back the older equipment. We would be released from our present agreement which began in November 1998 and would be due to expire at the same time in 2003. The advantage to Minolta is that they lock us in as a customer for an additional four years beyond the term of our present agreement.

As with the previous contract, the cost of service would be included. The equipment would be installed before the Department is reopened December 15. Payment would

AGREEMENT TO INDEMNIFY NORTH SUBURBAN LIBRARY SYSTEM

In consideration of being allowed to participate in the Digital Past Program sponsored by the North Suburban Library System ("NSLS"), the Illinois public library identified below (the "Library") represents and warrants that materials, images, documents and contents which the Library has caused or allowed, or which the Library in the future may cause or allow, to be scanned and displayed as part of the Digital Past Program do not infringe or otherwise violate any copyright, patent, or trade secret of any third-party. The Library further represents and warrants that the Library has taken all reasonable precautions to determine that scanning and displaying such materials, images, documents and contents as part of the Digital Past Program will not infringe or otherwise violate any copyright, patent, or trade secret of any third-party.

The Library shall not scan or allow to be scanned, or display or allow to be displayed on the Digital Past Program any materials, images, documents or contents whose scanning or display would infringe any patent or copyright or misappropriate any trade secret.

The Library agrees to defend, at its own expense, any action brought against NSLS to the extent that such action is based upon a claim that any of such material, image, document or contents infringed a patent or copyright, or misappropriates a trade secret. The Library will pay any resulting costs, damages and legal fees finally awarded against NSLS in any such action which are attributable to such claim, provided that NSLS notifies the Library promptly in writing of any such claim. The Library agrees that the Library shall have sole control of the defense of any such claim; provided, however, that no settlement shall be negotiated or approved without the express written permission of NSLS.

The right of NSLS to require indemnification by the Library shall not be affected by any previous waiver, forbearance, or course of dealing by NSLS.

The obligations of the Library under this Agreement to indemnify and hold harmless NSLS shall survive the termination of this Agreement.

This Agreement sets forth the entire agreement and understanding between and among the Library and NSLS with respect to the obligation of the Library to indemnify NSLS for scanning or posting on the Digital Past Program, and therefore supersedes and merges all prior oral and written agreements, discussions and understandings between the parties. Neither of the parties shall have any rights under any conditions, inducements or representations of the other party, other than as expressly provided for in this Agreement,

or as fully set forth on or subsequent to the date of this Agreement in a writing signed by a proper and authorized representative of the other party.

LIBRARY

NSLS

Skokie Public Library
5215 Oakton St.
Skokie, IL 60077-3680

North Suburban Library System
200 West Dundee Road
Wheeling, IL 60090

By: _____
President, Board of Library Trustees

By: _____
President, Board of Directors

Attest: _____
Secretary, Board of Library Trustees

Attest: _____
Secretary, Board of Directors

Date: _____

Date: _____

begin in January, 2003. The total cost at \$1,092.00 per month would be \$13,104. per year or \$65,520. over the life of the agreement.

A motion was made by Mr. Witry, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE UPGRADE OF FOUR DIGITAL MICROFILM READER-PRINTERS TO THE LATEST MS6000 SCANNERS AND PRINTERS AT \$1,092 PER MONTH, \$13,104. PER YEAR FOR A TOTAL OF \$65,520. OVER THE FOUR YEARS OF THE AGREEMENT FROM MINOLTA.

The roll call vote for approval was unanimous.

“SO MANY BOOKS, SO LITTLE SPACE”, THE NEW YORK TIMES, OCTOBER 26, 2002

The above article was noted.

LIBRARY CABLE NETWORK CHANNEL 24

The November 2002 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

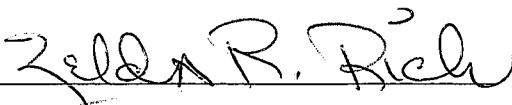
COMMENTS FROM TRUSTEES

Mr. Witry thanked staff members Tracy Shields-O'Reilly, Frances Roehm and Anna Caran for their help in arranging the Luxembourg Heritage Society meeting at the Library recently.

Dr. Wozniak congratulated Jane Hagedorn, on behalf of the Board, on her 35 years of service.

ADJOURNMENT

The regular meeting was adjourned at 10:12 p.m.


Zelda R. Rich, Secretary