

October 13, 2010

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, 2010.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:30 p.m.

Members present: Diana Hunter, President/President Emerita; John Graham, Vice President; Susan Greer; Karen Parrilli; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Members absent: Zelda Rich, Secretary; Richard Basofin.

Staff Present: Barbara A. Kozlowski, Associate Director for Public Services; and Toby Greenwalt, Virtual Services Coordinator.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF SEPTEMBER 15, 2010

Dr. Wozniak made a motion, seconded by Mr. Graham to approve the minutes of the regular and closed meetings of September 15, 2010, subject to additions and/or corrections.

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

Mrs. Hunter asked Mrs. Parrilli to act as Secretary Pro Tempore.

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

Mr. Graham 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. CORRESPONDENCE: LETTER FROM SHERWOOD BENSON TO MRS. ANTHONY DATED SEPTEMBER 22, 2010 RE PRAISE OF SERVICE
5. PERSONNEL: HIRE: NANCY HELLGETH, PART-TIME COMPUTER LAB ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE SEPTEMBER 14, 2010.

The motion passed unanimously.

### BILLS

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

Mrs. Hunter noted that Michael Phillips' fee should indicate it was paid out of the Harry Hunter Memorial Fund. Items that are underwritten should be indicated as such on the List of Bills.

### DIRECTOR'S REPORT

USAGE----Circulation in September was up more than 8% from last September for a total of nearly 180,000. Circulation of audiovisual and other non-print materials is about 45% of circulation at the Library (excluding Bookmobile and interlibrary borrowing). Use of digital formats is up 45%, but it is still a tiny portion of Library circulation. Use of self-check continues to increase. The gate count showed a decrease of 11% from last September. Logged sessions on online databases were up 13% for the month and the number of individuals who logged in increased 4%. There were increases in the use of Live Homework Help and Mango Languages, but the use of most databases was either flat or slightly down.

TAX BILLS----News stations have reported that the Cook County property tax bills will be sent out November 22. Although this means that the Library will not receive much revenue before December, we have sufficient funds to make the bond payment due December 1 and to cover expenses through December.

DCEO GRANT----The Library received notice of the award of a grant in the amount of \$50,000.00 from the Illinois Department of Commerce and Employment Opportunity. The money is from federal stimulus dollars and is being given for work on the Library

parking lot. It was permissible to submit for work done since July 2009. A check for \$38,135. has already been received. Mrs. Hunter commended Mrs. Anthony on working on this grant and securing the funds.

FOUR STARS AGAIN----Library Journal has released their list of Star libraries for 2010 and Skokie Public Library was once again given four stars. Only 258 libraries (out of more than 7,000 nationally) received one or more stars. Nonetheless, the five star rating continues to elude us.

WIRELESS FIRE ALARM----As part of the new emergency response center at the new Village Police Station, the Library will have a wireless fire alarm connection to the Village. The Library is not required to pay for the requisite installation or software to make this system operational.

EMILIO DEL ROSARIO----Staff were saddened to learn of the death of Emilio Del Rosario of the Music Institute of Chicago who has been a great friend to the Library for over 25 years. He advised, until the past couple years, the Library every spring to help in the selection of young musicians to perform in the Young Steinway Concert Series. He knew all the teachers and many of the students. He was gracious in giving his time and using his connections on behalf of the Library.

OPEN MEETINGS ACT AMENDED----PA 96-1473 was signed by Governor Quinn in late August, amending the Open Meetings Act with the following provisions: Minutes must be approved within 30 days or at the second subsequent regular meeting, whichever is later. Minutes must be posted on the website within ten days, if the agency maintains a site. It requires a public body to permit the public to address the body under rules they may establish.

ILLINOIS LIBRARY ASSOCIATION CONFERENCE ---- Mrs. Anthony attended the Illinois Library Association Conference at Navy Pier September 28-30. The Library had a table at the Illinois Authors' dinner as we sponsored two authors: Sharon Fiffer and Emily Ecton. Mrs. Anthony attended the Awards Assembly and Membership Meeting, the Past Presidents' Breakfast, a program on diversity, a program on government documents at which our own Steven Jablonski spoke and a program on the SPL Business Portal at which Chamber Executive Director Howard Meyer spoke, along with staff members Toby Greenwalt and Mick Jacobsen. The theme of the conference was partnerships and it was refreshing to hear from people outside the Library about their positive experiences working with libraries. One vendor of furniture suited to wireless

use held a visit to their office in the Merchandise Mart which was quite informative. The beautiful weather helped all to have a good experience.

LIBRARY/COMMUNITY INVOLVEMENT----September 23, Mrs. Anthony welcomed visitors to a reception for the Hard Times exhibit. Our own Board member Dr. John Wozniak was honored on that occasion. Mrs. Anthony also spoke briefly at the Gandhi Memorial October 2 and the same day welcomed attendees to the program in honor of Philippine American History Month. October 5, Mrs. Anthony moderated a program on Non-violence in Everyday Life, held at the Library and sponsored by the Gandhi Memorial Trust. Mrs. Anthony attended the opening of the new Glenview Public Library on October 9.

PER CAPITA GRANT----On October 13, Mrs. Anthony submitted the Library's 2011 Per Capita Grant application. To date, the check for our 2010 Per Capita Grant has not been received. The award letter was received in February 2010.

FLU SHOTS----The Village offered the remaining 80 doses of the flu vaccine to Library staff at no charge.

OAKTON STREET----Mrs. Anthony contacted the Village of Skokie regarding the proposed plan of putting Oakton Street on a 'road diet' as there was concern about leaving the Library and turning right onto Oakton. The question was if they go to a center turn lane and Oakton Street is only one way east, how hard will it be to exit onto Oakton? Fred Schattner, Village engineer, acknowledged the question and will get back to Mrs. Anthony.

NLSL----On October 12, North Suburban Library System received their LSTA check from the State so they can continue delivery through December.

SCULPTURE----Federal Mogul has been contacted and will deliver the donated sculpture soon to the Library. An installer will then be contacted.

#### PRESENTATION ON VIRTUAL SERVICES BY TOBY GREENWALT, VIRTUAL SERVICES COORDINATOR

Mr. Greenwalt explained that he has been the Library's Virtual Services Coordinator for two years and has a mission to make the Library's virtual presence interesting, dynamic, fun, and more human. The virtual community is built piece by piece. He described various ways of communicating virtually: IM (instant messaging); mobile presence (texting); Constant Contact emails; QR Codes, to name a few. He helped to launch the

business portal and is currently working on imbedding library information on student records in District 73.5 and 73 with other districts to follow hopefully.

The Board thanked Mr. Greenwalt for his presentation and Mr. Greenwalt left the meeting at 8:09 p.m.

#### APPROVAL OF DIRECTOR'S SALARY

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES SET CAROLYN ANTHONY'S (LIBRARY DIRECTOR) SALARY AT \$165,500.00 FOR 2010-2011, EFFECTIVE AS OF MRS. ANTHONY'S ANNIVERSARY DATE OF SEPTEMBER 19.

The roll call vote for approval was unanimous.

Mrs. Parrilli mentioned that she attended a session at the Illinois Library Association Conference that demonstrated the new rules for the Open Meetings Act.

#### APPROVAL OF ETHICS STATEMENTS

In our recent review of the new edition of Saving Our Public 2.0, the Illinois library standards document, it was recommended that library boards approve two statements on ethics issued by the American Library Association. One is a basic Code of Ethics for the profession, outlining principles that guide the work of librarians and other library staff as well as trustees. The other is an Ethics Statement for Public Library Trustees.

While we have certainly observed these principles in practice, the only ethics statement adopted as policy is one required by the State of Illinois for public officials.

Mrs. Anthony distributed copies of both ethics statements and recommended them for approval.

Mrs. Parrilli made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE AMERICAN LIBRARY ASSOCIATION CODE OF ETHICS AND THE ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES AS PRESENTED (COPIES ATTACHED).

The roll call vote for approval was unanimous.

#### APPROVAL OF INTERNET ACCESS AGREEMENT

## ***Code of Ethics of the American Library Association***

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association *Code of Ethics* states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment. We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted June 28, 1997, by the ALA Council; amended January 22, 2008

Adopted by Skokie Public Library Board of Trustees, October 13, 2010

## **Ethics Statements for Public Library Trustees**

Trustees in the capacity of trust upon them shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of or a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of the American Library Trustee Association, July 1985.

Adopted by the Board of Directors of the Public Library Association, July 1985.

Amended by the Board of Directors of the American Library Trustee Association, July 1988.

Approval of the amendment of the Board of Directors of the Public Library Association, January 1989.

Adopted by Skokie Public Library, Board of Trustees, October 13, 2010.



## **Skokie Public Library Internet Usage Policy**

By choosing the "I accept" option you acknowledge your willingness to abide by the terms enumerated on this page. Failure to follow these guidelines may result in the revocation of Library Internet privileges and/or Library use privileges.

Internet access is provided by the Library to ensure universal access to this vast and vital source of information and communication. Skokie Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content.

The computing resources offered by Skokie Public Library are to be used in accordance with principles of respect for other users of the system and the equipment.

Examples of unacceptable use include, but are not limited to:

- conducting illegal activity, accessing illegal materials or exhibiting materials which are considered obscene by local community standards
- violating another user's privacy
- attempting to install or run outside software on Library computers
- violating computer system security
- tampering with Library computer hardware or software

Though the Library makes every effort to maintain a secure network through use of virus protection and firewalls, it cannot guarantee the complete privacy of transmitted personal information such as credit card and Social Security numbers. Users are advised to give personal information only through Web sites that encrypt data with Secure Socket Layering (SSL).

As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. Because wireless Internet access is unfiltered and may be accessed through computers and devices not owned by the Library, parents and guardians are hereby notified and encouraged to place appropriate controls or restrictions on the use of personal mobile devices that their children may use in the Library.

The Library assumes no responsibility for damage, theft, or loss of any kind to a user's personal equipment, software, or data files.

It is the responsibility of the user to respect copyright laws and software licensing agreements.

Violation of these terms may result in suspension or revocation of Library Internet access privileges and/or library use privileges. Use of the computers for illegal activity may also be subject to prosecution by law enforcement authorities.

Adopted by Skokie Public Library, Board of Trustees June 8, 2005  
Rev. October 13, 2010

It is proposed to revise the Library's Internet Usage Policy to include a warning about wireless Internet access in the Library. It has been Library policy to allow Internet access for children in grade 8 and below only in the Youth Services Computer Lab which is always monitored by a staff person. However, wireless Internet access is available throughout much of the Library. While children do not generally have laptop computers, many have personal mobile devices such as gaming systems or smart phones that enable them to access the Internet. By including a statement about wireless Internet access in our Internet Usage Policy, we are alerting parents to their responsibility for monitoring their children's Internet use.

We have also added a phrase to the first and last paragraphs "and/or library use privileges" as past violations have sometimes led to library suspensions.

Mrs. Anthony distributed copies of the policy with proposed additional language.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INTERNET USAGE POLICY AS PRESENTED (COPY ATTACHED).

Discussion followed regarding filtering.

The motion passed unanimously.

ANGER AS A PRIVATE COMPANY TAKES OVER LIBRARIES, BY DAVID STREITFELD, THE NEW YORK TIMES, SEPTEMBER 26, 2010

PUBLIC ENEMIES, ENDANGERED OR SAVED?, LETTERS TO THE EDITOR, THE NEW YORK TIMES, OCTOBER 4, 2010

Both articles were noted.

#### NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Parrilli reported on the North Suburban Library System regular Board Meeting held September 20, 2010.

#### President's Report:

President Kathy Caudill reported on the September 14 meeting of the merging design committee. It was decided to form three sub-committees: 1) Operations, staffing, facilities; 2) future services; and 3) communication among the library services organizations and member libraries. The chair will be a member of one of the library

systems. At the meeting, Committee members went around the table explaining the status of their respective library systems: ALS will be out of money by December; DLS determined their property is worth approximately \$2 million, with 12-24 months to sell their property; MLS's property was estimated to be worth \$2.6 million. It is not for sale at this time, and the Board is considering a bank loan. PALS has a line of credit to stay open until December. They have four properties. If all goes well, the library services merger should take place by July 1, 2011. The next meeting will be held in early October.

Treasurer's Report:

The current budget should see NSLS services through September 30. There are no plans to seek donations from library members. NSLS is still waiting to hear about receiving the LSTA grant.

FY2010 Audit Report:

Daniel Berg of Sikich LLP distributed the final copy of the 2010 audit report. He gave a brief synopsis of the various funds status. Consequently, the management letter includes concerns about NSLS functioning through the end of the fiscal year. He complimented staff on their quick and thorough responses to all requests during this difficult time.

Directors' Report:

Interim Co-Director Mary Witt reported on the status of the delivery services. Because fewer stops have been made, mostly to schools, costs have been kept under control. Even when the LSTA grant is received, these stops probably will be not be reinstated.

As requested by Anne Craig of the Illinois State Library, she and Jan submitted to the Board the needed reports outlining current staff and services, system restructuring, communications, and fiscal status (letter of clarification) in compliance with the FY2011 System Area and Per Capita grant approval. The Board approved the letter of clarification as requested for the final phase of the grant approval.

Real Estate Committee Report:

The real estate contract was sent to the NSLS attorney, and Steve Trapp of Cushman and Wakefield was hired as the realtor. He made several helpful suggestions to sell the NSLS building, such as proper staging of the offices, having environmental inspections, and possibly having an open house. He estimated that the building might be valued at \$60 to \$95 per square foot and could take 16 to 18 months to sell.

Mrs. Parrilli will attend the October 25 Board meeting.

COMMENTS FROM TRUSTEES

Mr. Graham reported that he did go to the Niles Township Food Pantry and left his phone number for the person in charge. That person has not called him back. The pantry shelves looked well stocked.

Mrs. Hunter gave Mrs. Anthony an article about a new master chess place in Skokie that opened recently at 5500 Touhy Avenue. She suggested contacting them for a possible program/tournament.

Dr. Wozniak commended the Director on the excellent program on the *Hard Times* exhibit.

ADJOURNMENT

At 8:29 p.m. a motion was made by Mr. Graham, seconded by Dr. Wozniak to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in cursive script that reads "Zelda R. Rich". The signature is written in black ink and is positioned above a horizontal line.

Zelda Rich, Secretary