

January 12, 2005

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, January 12, 2005.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:36 p.m.

Members present: John Graham, President; Zelda Rich, Secretary; Diana Hunter; Eva Weiner; Susan Greer (arrived at 7:37 p.m.); John M. Wozniak; and Carolyn A. Anthony, Director.

Member absent: Richard Witry, Vice President.

Guests present: Barbara A. Kozlowski, Associate Director for Public Services, Richerdine Nordmeyer, Manager of Adult Popular Services; Patty Witry, 7835 Niles Center Road, Skokie.

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

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

Mrs. Greer arrived 7:37 p.m.

Mr. Graham asked the Board to move the regular order of business and go directly to Partnership with the Skokie Historical Society. The Board agreed.

APPROVAL OF PARTNERSHIP WITH THE SKOKIE HISTORICAL SOCIETY

Mr. Graham introduced Patty Witry representing the Skokie Historical Society.

Mrs. Anthony stated that for over a year now, representatives of the Library have been meeting and talking with people from the Skokie Historical Society and the Skokie Park District (which has a signed agreement with the Skokie Historical Society) about how the Library might assist the Skokie Historical Society. It has become clear that the Skokie Historical Society needs help with cataloging their collection and with making it more accessible to the public.

The need to preserve, describe and provide access to local information is not limited to the collection of the Skokie Historical Society. The Library recently was loaned a large packet of correspondence and records from the Skokie Clergy Forum, with a request that

we organize the information and advise on preservation of significant material. Questions have arisen about essential records of membership and activity of other Skokie organizations such as the Cosmos Club, Chamber of Commerce, Rotary, etc. The Village has some archives in a vault at Village Hall, the contents of which are known primarily by the Village Clerk. With some regularity, a question arises about the Library's position in relation to the writings of local residents.

Mrs. Anthony thinks that the Library needs to develop a policy about its role in regard to the organization and preservation of local information as well as facilitating access to that information. While she is not prepared at the present time to put forward a draft policy, her investigation does enable her to describe some of the issues which the Board may want to consider in policy development.

The matter of cataloging is central not only to the internal organization of the collection of the Skokie Historical Society, but to external access to the collection. To date, only about 10% of the collection is cataloged, using software "Past Perfect" which is designated for use by museums. With ninety percent of the collection yet to be cataloged, it is important to ask at this point whether the software is best for continued use. An essential consideration is the ability to integrate the listings into larger consortial databases. In the digitization projects the Library has undertaken in recent years with LSTA grant funding, we have integrated access to information concerning the threatened Nazi march, firehouses, local photographs and maps, and now Dr. Louise Klehm, with the larger Digital Past database as well as facilitating access through the Library's Web site and SkokieNet. The regional Digital Past database is being integrated into OCLC's Digital Management program which will make access easier and more apparent to the international library community.

Past Perfect software is supposed to be compatible with the standardized MARC record format used by the Library of Congress. Our Technical Services staff will need to review the records that have been classified to see what mapping is necessary to translate the records to MARC 21. This project is complicated by the various formats of materials in the Skokie Historical Society collection. There are monographs (books), correspondence, clippings, photographs, three dimensional objects, etc. Our staff has no expertise in the cataloging of objects which is more of a museum function. Integrating access to individual documents through the Library's catalog and/or Web site does not seem feasible. We would most likely need to group the documents by subject into broad categories as has been done with the previously mentioned digitization projects.

The organization, evaluation and oversight of the cataloging of the Skokie Historical Society collection would involve considerable staff time. The Library would benefit from easier access to material related to Skokie's history. An important question is how many resources the Library is willing to direct to this project. It seems that we could continue in a slow, but consistent way to work with this material as we have with the succession of digitization projects. Staff time is the most costly resource. Both for reasons of minimizing staff time and for obtaining the best quality of scanning for each type of material (e.g. photographs, fragile documents), we have outsourced all the scanning in the digitization projects. The oversight of each of the digitization projects has taken about five hours per week of a reference librarian's time which could be roughly translated to about \$6,000. per year. Mrs. Anthony thinks it advisable that the Library's role continue to be one primarily of organizing and administering projects rather than doing the cataloging and digitization in-house.

Before the Library would commit substantial staff time to the organization and oversight of cataloging the entire collection and digitizing additional portions, Mrs. Anthony recommends that the Library have a formal agreement with the Skokie Historical Society as the Park District does. The Skokie Park District has the right to appoint a voting representative to the Skokie Historical Society's Board of Directors. The agreement between the Skokie Historical Society and the Skokie Park District specifies that, in the event of the demise of the Skokie Historical Society, ownership of the collection would pass to the Skokie Park District. If the Library is to invest staff time on a continuing basis into the Historical Society's collection, the Library's rights in relation to the descriptive records, digitized images and original items in the collection should also be spelled out. The Library should also have a role in the formulation of collection development policy for the Historical Society's collection.

The need for the Library to play a role in physically housing the document collection of the Skokie Historical Society is not clear. The Skokie Park District has the space and is willing to continue housing the collection. There is a need for additional flat files, storage boxes, etc. to properly house the documents. Access to the collection is somewhat of an issue as the hours of public access to the Heritage Museum in the old firehouse have become more limited. As more of the collection is cataloged and digitized, physical access becomes less of an issue. In most cases, it is desirable to limit handling of the original documents in the interest of preservation.

Mrs. Anthony distributed a piece written by Mrs. Witry about the Skokie Historical Society and both SkokieNet and the Skokie Public Library. Another piece, headed

“Skokie Historical Society Collections” was prepared by Reference Librarians Michaela Haberkern and Jane Hagedorn. It reflects some of the questions and issues to be considered.

In summary, Mrs. Anthony recommends that preservation and access to local history is an issue of considerable concern to the Library and the Library should play an ongoing role. We need to define what the Library’s role will be and what level of resources we are willing to devote to this project. The Library needs to formalize this role in an agreement with the Skokie Historical Society and the Skokie Park District. We should also see what role the Village might play in this partnership.

Lengthy discussion followed regarding grant writing/grants (Mrs. Hunter suggested the Illinois Humanities Council); the different collections at Skokie Historical Society to be digitized; and the Library’s role. The Library Board wants to be supportive as long as there is no monetary commitment.

It was decided there should be a meeting, with a presentation by the Skokie Historical Society, of where they are and where they would like to be with all parties present—Village, Library, Park District and Skokie Historical Society. This meeting would be arranged by the Skokie Historical Society.

Mr. Graham thanked Mrs. Witry for coming to the meeting. Mrs. Witry left the meeting at 8:12 p.m.

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

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

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 HEADS
4. GIFTS: \$18. FROM MRS. L.M. KEER IN MEMORY OF BRENDA B. WEISS FOR A FICTION BOOK ON TAPE; \$30. FROM EVELYN MARKS SIEGEL IN APPRECIATION; \$1,000. FROM

NORWOOD BUILDERS AND THE ADREANI FAMILY FOUNDATION; AND \$250. FROM GLORIA D. BLOOM IN MEMORY OF SAMUEL C. BLOOM FOR MYSTERIES IN AUDIOBOOK FORMAT.

The motion passed unanimously.

BILLS

A motion was made by Mrs. Rich, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS AND THE BUILDING AND EQUIPMENT FUND BILL, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

PROJECTED OPERATING BUDGET FY 2006

Mrs. Anthony reported that the Board's increase of 7% for the 2004 Tax Levy was presented at two meetings of the Village Board in December without public comment. Based on the experience of recent years, given the corporate tax appeals, we can expect to collect 4.5-5.0% more in taxes in FY 2006 than we will collect in FY 2005.

Although this is early in the budgeting process and the Board will not adopt a budget until April, it is helpful to look at major trends and factors. Salaries account for the majority of Library expense. According to the Bureau of Labor Statistics, salaries for civilian and state and government workers increased 2.0% from September, 2003 through September, 2004. On the other hand, the Library's contribution rate to IMRF is increasing from 5.18% to 8.14% next year which will cost the Library an additional \$120,000. for the year.

Some larger items that we anticipate acquiring are an irrigation system for the grounds for more uniform watering and a new CD/DVD cleaning/buffing machine. As circulation of the AV formats increases, it is necessary to do more cleaning and polishing. Our current machine takes only one disk at a time and has been experiencing frequent breakdowns.

Mrs. Hunter questioned the decline in book sale receipts this December from last December. Mrs. Nordmeyer said we lowered the price of items for sale and are actually selling twice as much. Mrs. Hunter suggested promoting the book sale room.

Mrs. Rich commented that she reads the Skokie Review weekly and usually only sees items relating to the Lincolnwood Library. She rarely sees a Skokie Public Library item in the Skokie Review. Mrs. Anthony will look into this.

DIRECTORS REPORT

USAGE----Circulation in December was up amazingly more than 9% over the same month last year. While there were the usual big increases in audiovisual circulation, the circulation of books to adults and youth was also up respectably. Interlibrary Loan lending has rebounded now that Skokie Public Library records are showing in the OCLC World Cat. The big increase in reserves undoubtedly reflects the new service of reserving audiovisual materials which was not in place last year. It is nice to see the gate count up, albeit slightly.

STAFF DAY----Judging by the staff reviews, we had one of our most successful Staff Days ever December 10. Staff learned more about Skokie demographics from Steve Marciani of the Village Planning Department; about nutrition from an Australian expert in the subject and about relaxation through controlled breathing and monitoring thought patterns. Some of the best sessions were presented by our own staff who taught some basics of terms for library transactions in Spanish and Russian; reviewed books and films in the collection; and discussed the art in the Library. The crowd favorites were definitely a slide show of various staff, compiled by Cathy Maassen and a staff-produced skit which allowed us to laugh a bit. Mrs. Anthony distributed the text of her remarks at Staff Day. Our thanks to Co-Chairs Cathy Maassen and Gail Kay who, along with the rest of their committee, presented a great day of learning and fellowship.

VILLAGE PLANS----Mrs. Anthony attended meetings of the Plan Commission hearing on the plan for Downtown Skokie and of the governments affected by the downtown TIF District. The Village plans to extend portions of the downtown TIF to the maximum eight year time limit. Plans for downtown Skokie call for a mixture of residential and retail, recognizing that the retail will be primarily local for people living in the area, but with a recommendation for an ethnic market place to draw people from other parts of Skokie and elsewhere into the downtown.

MARKETING COMMITTEE----The Marketing Committee has reviewed a draft of a Marketing Plan which features newcomers, persons of Indian extraction and families as target groups for the coming year. The Plan also talks about developing new partnerships, educating the staff about marketing and involving all staff in aspects of marketing. Another focus will be on PR and Promotion, with concern to try new means of increasing

the Library's visibility, establishing a unified look for Library communications and making the Library more welcoming to the entire community. The Committee will continue to meet to develop an implementation strategy. Library staff worked with consultant Alexis Sarkisian in development of the plan.

EMILIO DEL ROSARIO----Mrs. Anthony attended a concert honoring Emilio del Rosario for forty years of teaching piano at the Music Institute of Chicago. Mr. del Rosario has been Artistic Advisor to the Young Steinway Concert Series for all 23 years of its existence. A number of former Young Steinway artists (pupils of Mr. del Rosario's) played at the concert and several cited the Young Steinway performance in their brief bios in the program. Mrs. Anthony gave Mr. del Rosario a letter of thanks from the Board for his many years of counsel and also one of each season's brochure for the Young Steinway series so that he can review the photos of many former students and his own appearances at anniversary concerts.

PLAN 125 EXTENSION----At a recent meeting of the Village Board, the Trustees approved extension of permitted expenses under plan 125 (for medical expenses and child care) to include over-the-counter medications. Mrs. Anthony thinks the Library should do the same. Receipts would still be required.

No action was taken on this item.

LIBRARY THEFT----One of the Security Guards apprehended a patron leaving the Library with materials that had not been checked out. We believe that additional losses may be attributable to this patron and are working with the Skokie Police in preparation for a January 19 court date.

MAKE A DIFFERENCE AWARD----The Library received a Make a Difference Award for "valuable contributions to voters in Cook County", recognizing the Library's efforts in voter education and registration prior to the November election, particularly the promotion on September 11. Frances Roehm coordinated this program and several staff members were trained as registrars.

WHAT USERS WANT----A recent editorial in Library Journal was headed "What Users Want", drawing on comments from patrons who nominated librarians for the recent *New York Times* Librarian Awards. She comments that "First and foremost, library users want community." People used terms like the "cultural hub of the city" and talked about the library enabling them to have an "intellectual and imaginative life." Secondly, users want an "almost endless source" of reading and recommendations, viewing, entertainment, research and technology. Finally, customers value the librarian who "shares their wealth

of knowledge” and makes the Library a welcoming place for people of all backgrounds and needs. Mrs. Anthony found the editorial inspiring.

NATIONAL LIBRARY WEEK----Cole Taylor Bank has pledged \$3,000. to the Library once again in support of National Library Week.

DEMONSTRATION OF ELECTRONIC BOOKS AND AUDIO BOOKS BY MANAGER OF ADULT POPULAR SERVICES RICKI NORDMEYER

Mrs. Anthony introduced Mrs. Nordmeyer.

Mrs. Nordmeyer said she had been looking for an ebook vendor for some time. After a vendor meeting at NSLS, the Library chose Overdrive because it had the best selection of ebooks, good public relations, and a good reputation for support. We have joined a consortium with Park Ridge Library since the start-up fee is so costly. Mrs. Nordmeyer demonstrated how ebooks and audiobooks can be reserved and checked out.

The cost for a digital audio book is \$39.95. Some are less expensive; some are more expensive. Mr. Graham would like to know what the average cost for an audio book is. Our initial start up collection will have 300 titles of ebooks.

Mrs. Hunter questioned the copyright issues of downloading an audio book and burning it to a CD. Mrs. Nordmeyer said the publisher and author have agreed to put their material into an audiobook format, knowing that a downloaded copy may be retained. The ebooks work differently as one can only copy limited portions of that format.

In the future, text books may be available as ebooks.

The Board thanked Mrs. Nordmeyer for her presentation and Mrs. Nordmeyer left the meeting at 8:51 p.m.

Mrs. Kozlowski left the meeting at 8:51 p.m.

LIBRARY CREDIT CARD

Mrs. Anthony said for a number of years now, the Library has had a corporate American Express card, used primarily for conferences, continuing education and guaranteeing hotel rooms in connection with staff attendance at conferences and meetings. This has worked well. Susan Dickens, Administrative Assistant, reconciles all invoices with arrangements made each month.

In recent months, Acquisitions has found a need for a Mastercard or VISA to deal with smaller vendors, suppliers of out-of-print publications, etc. We had originally selected American Express because of the reports on expenditures, but Susan feels that she can

track expenses just as well with the VISA invoices. There is a further advantage with the VISA in that there is no annual fee.

Mrs. Anthony asked for the Board's approval to apply for a corporate VISA card and discontinue the American Express when it expires April 30.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
AUTHORIZES THE DIRECTOR TO APPLY FOR A CORPORATE
VISA CARD AND DISCONTINUE THE AMERICAN EXPRESS
CARD WHEN IT EXPIRES APRIL 30.

The roll call vote for approval was unanimous.

PROPOSAL FOR AUTOMATIC CHILLER VALVES

Mrs. Anthony presented a proposal from North Town Mechanical for installation of automatic valve operators on the chillers. Completion of this work will enable each chiller to operate in isolation, controlled by the Andover automated system.

Even before work on the building was completed, there were discussions among John Domenz of North Town, Paul Gilson, the architects and representatives of the HVAC contractor regarding the intended design of the chiller operation and the lack of efficiency in having two chillers operating partial loads. John Domenz asked, "Won't running both systems result in short cycling of the compressors, lower efficiency, abnormal wear and shortened life?" The current installation requires a manual adjustment to switch from one chiller to the other. The Andover system is capable of allowing either chiller or both chillers to be enabled.

Paul Gilson notes from HVAC literature that "In installations involving two or more chillers it becomes necessary to limit chiller cycling for reasons of economy. This can be accomplished by the use of two-way valves and a bypass valve to maintain constant pressure differentials between the supply and return mains."

Mrs. Anthony recommends approval of completion of this work as proposed at a cost of \$7,613.00.

After brief discussion, Dr. Wozniak made a motion, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE PROPOSAL FROM NORTH TOWN MECHANICAL

FOR INSTALLATION OF AUTOMATIC VALVE OPERATORS ON
THE CHILLERS FOR \$7,613.00.

The roll call vote for approval was unanimous.

CRIMINAL BACKGROUND CHECKS

Mrs. Anthony presented a Criminal History Records Check employment policy and an employee authorization for a Criminal History Records Check (copies attached) as prepared by Assistant Director for Human Resources Gail Kay. Both documents were provided by the Library attorney.

We are planning to implement this policy immediately, at \$16. per check through the Illinois State Police. Turnaround time is two to three weeks and continued employment will be contingent upon passing this background check of Illinois convictions. Mrs. Kay anticipates having to do only about ten checks per year, since most people who are hired are part-time shelving staff and will not be checked until and unless they are promoted to another position, become part-time salaried, or become full-time.

The Board consensus is to move forward with this.

WARRANTY CARPET WORK

As the Board is aware, the Library has had problems since the completion of construction with rippling of the carpet in certain areas in the West addition on the first floor and throughout the second floor. Initially, the installer came out and made some repairs. As more areas became problematic, the installer contacted the manufacturer J&J/Invision to investigate. Representatives of the manufacturer and Dow Chemical which made the backing for the carpet came out to look at the trouble spots. Jack Lesniak of OWPP was also present at these meetings. At that point in the fall J&J/Invision authorized the installer to make repairs at trouble spots in the West addition, keeping track of hours and expense.

In December, Ed Shelton, Director of Customer Relations for J&J/Invision, contacted Mrs. Anthony to say that they were concerned about the expense of the repairs and the possibility that additional trouble spots could occur down the road. They had determined that the carpet in the West addition and the second floor had come from the same manufacturing lot and, while they had not determined the source of the problem (manufacturing, shipping, storage, etc), they wanted to propose replacing the second floor carpet as a more lasting solution to the problem. Per terms of the warranty, repair, replacement or refund are warranty options at the discretion of J&J/Invision.

Criminal History Records Check

Applicants for all Library positions except part-time, hourly shelvers must agree to execute a criminal history records check authorization form as a condition of employment. In addition, any part-time, hourly shelver who applies for, is transferred or promoted to any other Library position, including a part-time salaried shelver must agree to execute a criminal history records check authorization form as a condition of employment for the new position.

The Library shall not knowingly employ a person for whom a criminal records check has not been initiated. A conviction of a crime does not automatically preclude employment, and individual circumstances will be considered, such as the nature and severity of the crime, the number of convictions, how long it has been since the convictions occurred, and the duties of the position. However, the Library shall not knowingly employ a person who has been convicted of committing or attempting to commit certain offenses when the Library believes, at its discretion, that there is a relationship between the conviction and the responsibilities of the position that is or will be held. A relevant job-related conviction is grounds for termination of employment or non-selection of an applicant. A conviction is defined as including all felonies and misdemeanors except minor traffic violations in relation to any position which does not require driving. For positions that require the operation of a motor vehicle, the term conviction includes minor traffic violations.

Falsification of application materials, including failure to disclose criminal convictions, is grounds for termination of employment or non-selection of an applicant.

Applicants for employment who are convicted of a criminal violation after they have applied should contact Human Resources within five (5) days of the conviction. Individuals who have begun their employment with the Library and are convicted of a criminal violation must notify Human Resources within five (5) days of the conviction. Failure to report a conviction is grounds for discipline up to and including termination of employment or non-selection of an applicant.

If the Library intends to use the results of a criminal history background check as grounds for disqualification of an applicant or employee for a position, the Library will provide the applicant or employee with a copy of the report.

**Authorization for
Criminal History Records Check**

I understand that if the Skokie Public Library offers me employment, the Library will conduct a criminal history background check on me to be used solely for employment purposes.

I understand that an offer of employment from the Library will be contingent on the receipt and evaluation of the criminal history background check report. If offered employment, I will provide the Library with my social security number and date of birth and any other information necessary, including the completion of any forms required by the entity conducting the background check, to permit the criminal history background check to occur. I understand that failure to provide consent or the required information after receipt of an offer of employment will result in the withdrawal of any offer of employment. If the Library hires me, it may request additional reports about me for employment-related purposes during the course of my employment. I understand that if the Library hires me, my consent will apply throughout my employment to the extent permitted by law.

I have carefully read and I understand this Background Check Consent Authorization. By my signature below, I consent to the release of criminal history background check reports to the Skokie Public Library within the terms of this Authorization. This Background Check Consent Statement in original, faxed, photocopied, or electronic form will be valid for any such reports that the Library may request.

Name (Print) _____
 First Middle Last

Signature

Date: _____

December 22, representatives of J&J/Invision (national and local) came out to make their proposal. Again, Jack Lesniak of OWPP was present. They proposed to replace the carpet on the second floor with carpet tiles in order to be able to work around the loaded stacks. The Library carpet is not ordinarily made in carpet tiles, but they made some custom to show us how it would look. Mrs. Anthony brought up the fact that the Library had a negative experience with carpet tiles twenty years ago. They assured her that the manufacture of carpet tiles has greatly improved and that rotating the tiles and other such maintenance procedures are no longer recommended. The warranty is the same as that for rolled goods.

If this remedy to the carpet problem is approved, they will begin manufacture of the tiles which will take four to six weeks and then begin installation. Because of the Library's long open hours, much of the work will need to be done while the Library is open. They did, however, promise to start work at 6 a.m. to get as much as possible done before we open to the public. No work would be done after mid-afternoon.

Jack Lesniak discussed the proposal with Susie di Francesca, OWPP's interiors person, and neither could see a down side to the proposal. They suggest that phasing and scheduling be coordinated with the Library; that repair/replacement of collateral finishes be addressed in the event that end panels or wall base is damaged during installation; that they propose a quantity of attic stock of the modular material so that we can make adjustments if any stacks need to be moved in the future; and that they produce evidence of liability insurance, naming the Library as an additional insured, since repairs will be made while the Library is open to the public.

Mrs. Anthony recommended that the Board approve this installation under the warranty provision by J&J/Invision with the stipulations indicated by Mr. Lesniak.

Discussion followed. Mrs. Rich voiced her concern regarding the color and style of the carpet tile proposed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL TO REPLACE THE ROLLED CARPET ON THE SECOND FLOOR OF THE LIBRARY WITH CARPET MODULES AT NO COST TO THE LIBRARY AS STATED IN J&J / INVISION'S LETTER OF DECEMBER 23, 2004 TO CAROLYN ANTHONY UNDER THE WARRANTY PROVISION AND WITH THE STIPULATIONS INDICATED BY MR. LESNIAK OF OWPP.

The roll was called: Mrs. Hunter—yes; Mrs. Greer—yes; Dr. Wozniak—yes; Mrs. Rich—abstain; Mrs. Weiner—yes; Mr. Graham—yes. The motion passed.

COMMENTS FROM TRUSTEES

Mrs. Hunter commented that the Alumni Young Steinway Concert on January 2 was superb. Gina DiBello was one of the best musicians she has heard in the Library. Tracy Shields-O'Reilly did a good job in organizing it. However, Mrs. Hunter suggested two lines for the reception / food line.

Mrs. Greer suggests a place for putting books down in the bathroom.

CLOSED SESSION

At 9:12 p.m. Mrs. Hunter made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS PENDING LITIGATION.

The motion passed unanimously.

Discussion followed.

Adjournment

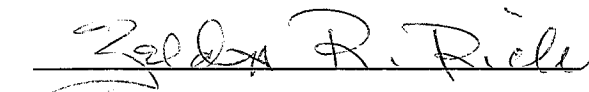
At 9:18 p.m. a motion was made by Dr. Wozniak, seconded by Mrs. Hunter:

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

The motion passed unanimously.

ADJOURNMENT

At 9:18 p.m. a motion was made by Dr. Wozniak, seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.


Zelda R. Rich, Secretary