

October 13, 1998

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Tuesday, October 13, 1998.

CALL TO ORDER

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

Members present: John J. Graham, President; Diana Hunter, Vice President/President Emerita; Eva D. Weiner, Secretary; Zelda Rich and Carolyn A. Anthony, Director.

Member absent: Susan Greer.

Also present: Circulation Department staff member Carole Riding and Skokie resident, Edward Potash of 8710 Skokie Boulevard.

Mr. Graham expressed the Board's shock and sadness on the passing of Board member Leo Friedman on October 6, and read Director Anthony's tribute to him for the record as follows:

We were saddened to learn of the death of trustee Leo Friedman October 6. While Leo was a Board member for five years, his interest in the Library extends much further back. Leo led the Skokie Creative Writers Group which met at the Library and presented the Library two copies of the Group's book of published writings each year. He felt that children should be aware of the many countries represented by people in Skokie so he made a table top flagstand for Youth Services that displays an array of national flags. He helped public libraries secure the lists of doctors who accept Medicaid. He was a champion of the Bookmobile and eagerly awaited the new Mobile Library. His dedication to civic interest and welfare was noteworthy.

APPOINTMENT OF NEW TRUSTEES

Mr. Graham said the Board was encouraged with the number and quality of the applicants to the Board. He asked for a motion from the Board to appoint Richard J. Witry to complete the term of Leo Friedman (1993-1999) and to appoint Dr. John M. Wozniak to complete the term of Marcy Goodman (1995-2001).

Both men have a long history of public service to Skokie and a commitment to the community. They promise to bring a wealth of useful experience to the Board.

Mrs. Hunter made a motion seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE APPOINTMENT OF RICHARD J. WITRY AND DR. JOHN M. WOZNIAK TO THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES UNTIL THE CONSOLIDATED ELECTION IN APRIL, 1999.

The motion was unanimously approved.

APPROVAL OF THE MINUTES OF THE MEETING OF SEPTEMBER 9, 1998

Mrs. Rich made a motion, seconded by Mrs. Hunter to approve the minutes of the meeting of September 9, 1998, subject to additions and/or corrections.

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

CONSENT AGENDA ITEMS

CIRCULATION REPORT
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE
GIFTS
PERSONNEL

Mrs. Hunter made a motion, seconded by Mrs. Rich:

MOTION: 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 Betty Bezman

5. GIFTS

\$4,500 (matching Illinois State Library grant) from Eva Weiner for the purchase of updated SALS computer equipment; \$20 from Rodkin & Associates, Inc. in appreciation of Standard Rate and Data Services; \$25 from Sidney and Hanna Block in memory of Lillian Davis; and \$55 from Lee and Barbara Silver in appreciation, and, for the purchase of a book about the Holocaust

In memory of Steve Oserman

\$125 Skokie Public Library Colleagues of Steve Oserman

\$25 from Sidney Fox

\$10 from John and Laura Hammond

\$50 from Maryann Mondrus

\$25 from Ruth S. Schwab

\$45 from Frances Roehm

In memory of Leo Friedman

\$100 from Harmon Lisnow, Executive Director, Institute for Career Development

6. PERSONNEL

Appointments: Sana G. Ansari, part-time Clerk, Circulation Department, effective September 30, 1998; Brian Herman, full-time Network Specialist, Technical Services Department, effective November 16, 1998

Status Change: Tracy Halsema, from full-time temporary to full-time salaried, Adult Services Department, Readers Advisory, Interlibrary Loan, Periodicals Desk support and Digitization/Reference Assistance, effective October 1, 1998; Mary Corbett, part-time Readers Services Information Assistant, increase in scheduled hours per week, effective October 5, 1998; Ardell Faulhaber, from Head of Youth Services Department to part-time Librarian, Youth Services Department, effective November 1, 1998

Resignations: Socorro Mucino, Substitute Information Assistant, Youth Services Department, effective September 13, 1998; Caralee Witteveen-Lane, Bookmobile and Readers Services Assistant, Adult Services, effective October 2, 1998; Richard T. Trauth, Technical Support Specialist, Technical Services Department, effective October 17, 1998; Tracy Halsema, full-time salaried Adult Services Department, Readers Advisory, Interlibrary Loan, Periodicals Desk support and Digitization/Reference Assistance, effective October 30, 1998

Promotion: Sharon Weinberg, from Readers Services Information Assistant to Readers Services Librarian, effective September 28, 1998

The Consent Agenda items were unanimously approved and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION
(LIMRICC) ANNUAL FINANCIAL REPORT
LIST OF BILLS

Mrs. Rich made a motion, seconded by Mrs. Hunter:

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF SEPTEMBER, 1998, THE LIBRARY NOTE FUND, THE YEAR-TO-DATE BUDGETARY STATUS AND THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (LIMRICC) ANNUAL FINANCIAL REPORT BE ACCEPTED AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

Usage--Total circulation in September was unchanged from circulation for September, 1997. Within categories of types of material, circulation patterns were also remarkably consistent, although adult video circulation was up over twenty percent. Interlibrary loans were also up nearly twenty-eight percent. The gate count was down slightly, by a little more than three percent. The Library's website had 7,077 successful requests in September for an average of 236 requests per day.

Dedication of Mobile Library--The new mobile library was dedicated Sunday, October 4. A steady flow of people from the Farmers' Market stopped by to tour the new vehicle, listen to music and have some refreshments. Children delighted in the games and buttons, sporting designs by artist Norris Hall who was on hand to autograph his work. Phil Carlsen, Laura Hammond and Gail Dunlap took the Bookmobile to the National Conference in Ohio this past weekend.

Exterior Painting--The West building has been painted on the exterior over the past week. The East building will receive a similar treatment in the spring.

Contact with the Schools--Several students and a teacher from District 69 came to interview Mrs. Anthony about the Library as part of a school project to learn more about businesses and agencies in Skokie. Mrs. Anthony attended a "Business After Hours" at McCracken School and talked with the superintendent and librarian about possible areas of cooperation. At a Rotary meeting the Superintendent of District 73-1/2 asked if someone from the Library could give a presentation about the Internet to the PTA. Bruce Brigell and Silvia Kraft-Walker were happy to oblige.

WYCC TV Interview--Joey Rodger of the Urban Libraries Council and Mrs. Anthony were interviewed by Channel 20 on the topic of "The Role of the Library Today" for a program that will air in mid-November.

LCN 15TH Anniversary--Library Cable Network celebrated its 15th anniversary at the Skokie Public Library October 8 with presentations by radio personality Aaron Freeman, Rabbi Barry Schechter and Jim Szczepaniak, Public Affairs Director of Ameritech-New Media. A panel answered questions about trends in cable technology and programming. The audience viewed a tape of LCN program highlights which ended with a message of Congratulations from NSLS Director Sarah Long who was unable to join us for the evening.

Focus Group on Literacy--Laura McGrath, Reference Librarian, and Mrs. Anthony participated in focus groups on the Library's role in literacy programming conducted by the Graduate Library School of the University of Illinois.

21ST Century Information Literacy--The Public Policy Committee of ILA (Illinois Library Association) has developed a proposal for 21st Century Information Literacy which

ILA hopes will be approved and funded by the State legislature by May, 1999. It will be presented to the ILA membership at the Conference later this month.

Tax Bills--Mrs. Anthony noted that because the second installment of the property tax bills were mailed out late, the Library has not received adequate revenues to cover expenses. With the Board's approval, for the short term, it is recommended that we borrow from the Reserve Fund for the Purchase of Sites and Buildings to meet bills, until such time as anticipated tax revenues are received.

The Board unanimously approved.

EXTENSION OF OPEN HOURS

The Library has been open 72 hours per week for many years with a schedule of Monday - Friday 9-9, Saturday 9-5 and Sunday 1-5. Evening and weekend use is consistently higher than weekday use, with the greatest volume of traffic on Sunday afternoon. It is not unusual for about as many people to use the Library during the four hour Sunday opening as during a twelve hour Friday.

For a number of years the Board has proposed that we consider extending Sunday hours. The projected costs involved in adding two hours to the Sunday schedule and one hour to the Saturday schedule for weekend hours have been reviewed. (Saturday 9-6 and Sunday Noon-6). The additional hour Saturday from 5-6 is proposed to effect a consistent weekend closing time of 6 p.m. Departments would require some additional part-time hours to accommodate this schedule as it is proposed that the six-hour work day on Sunday (including one 20 minute break) would be compensated as a full, 7.5 hour work day with employees scheduled for Sunday being given another day off during the week.

Department Heads have anticipated their need for additional hours to effect this change in scheduling as follows:

Circulation	2 staff	15 hrs. per week
Adult	1 MLS staff and 1 Info. Asst.	20 hrs. per week
Youth	1 Info. Asst.	20 hrs. per week
Custodial	1 staff	20 hrs. per week

The additional part-time hours would be distributed throughout the week, with a mix of full-time and part-time staff working any given Sunday.

The cost of these additional part-time hours would be \$1,280 per week or \$66,560 per year. In addition, 20 hour per week staff would be eligible for prorated benefits after one year of service.

It is expected that the expense would be offset somewhat by a reduction in the cost of overtime wages as full-time staff have been paid overtime for Sunday work, which has been an addition to their regular work week. Expense for overtime has been consistently about 3% of the personnel line or about \$56,000 in 1997. While some overtime pay would still be used for staff who work longer hours when colleagues are sick, to complete special projects, etc., the amount of overtime pay would be considerably reduced.

Considering both the costs involved in implementing this schedule change and the benefits to the Library user, it is the Director's recommendation that the Board implement a 75-hour per week schedule as proposed, beginning the week of January 4, 1999. The first longer Saturday and Sunday hours would be January 9 and 10, 1999.

Mrs. Anthony advised the Board that after discussion earlier in the week with some of the Department Heads, it was recommended that until September 1, 1999, staff be given the choice of overtime pay or a compensatory day. Several staff members regularly choose to work Sundays because they rely on the overtime pay. It would also give Department Heads the opportunity to phase in the scheduling of compensatory days.

During discussion, it was the consensus of the Board to defer action until it is determined how many staff members would opt for overtime pay; how many would prefer time off; and what the costs would be. The Board should also consider what will happen when overtime is no longer an option in September, 1999.

Mrs. Anthony will prepare information for the November 11 Board meeting.

MICROFILM READER-PRINTERS

The Library's eight microfilm reader-printers are of varied age and condition - the oldest machines are 6, 7, 8 and 10 years old. Two machines are 4 years old and another two are 2 years old. As the machines have aged the service contracts have increased in price.

Minolta has given us a quote on four new digital microfilm reader-printers in the amount of \$36,595. With a lease/purchase plan, the four new units could be acquired, together with a service contract for six microfilm reader-printers at a cost of \$1,126.73 per month, or \$13,520.76 per year for five years. The proposal would enable us to have six units (2 analog and 4 digital), each with universal carrier, zoom lens, prism, coin box and card reader, all covered by a service contract.

Mrs. Hunter made a motion seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL AS PRESENTED FOR FOUR MICROFILM READER-PRINTERS AND SERVICE FOR SIX MACHINES AT A MONTH COST OF \$1,126.73 FOR A TOTAL OF \$67,603.86 OVER FIVE YEARS.

The roll call vote for approval was unanimous.

VIDEO LOAN PERIOD

Currently non-fiction videos and youth videos circulate for one week while adult feature films circulate for three days. Many feature films at Blockbuster are now available for five-day loan. A loan period of one week is necessary to offer videos on the Mobile Library. Staff have

suggested that a longer loan period may help with overcrowding on the video shelves since people will keep videos out longer. It will also help people who come in to the Library early in the week, but want to borrow a video for the weekend. It is proposed that all videos and similar formats (e.g. Digital Video Disks) have a uniform loan period of one week. There would still be no reserves or renewals for feature films and the overdue fine would continue to be \$1.00 per day. The non-refundable insurance fee of \$1.00 per title on feature film videos would also remain.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE UNIFORM LOAN PERIOD OF ONE WEEK FOR ALL VIDEOS AND SIMILAR FORMATS AS PROPOSED.

The motion was unanimously approved.

The policy will be effective November 1, 1998.

AUTOMATION / JCPL

There was nothing to report.

NORTH SUBURBAN LIBRARY SYSTEM

The Board reviewed the report from Pat Groh, noting the success of the System's Literary Circle Series and the annual retreat scheduled for October 16 and 17 at the Schaumburg Holiday Inn.

Mrs. Hunter suggested a congratulatory letter be sent to Sarah Long, Director, on the successful author series.

Ms. Groh has been appointed to the NSLS Member Relations Committee.

COMMENTS FROM TRUSTEES

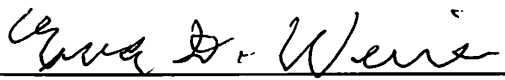
Mrs. Weiner said she received an urgent action alert regarding the revival of the Istook Amendment from Don Wood, American Library Association. She felt the Board might want to review the document this evening.

Mr. Graham suggested that photocopies be made for the Board to review as a closed meeting was scheduled immediately after the regular meeting.

ADJOURNMENT

The meeting was adjourned at 8:05 p.m.

The visitors, Mrs. Anthony and the minute taker left the Board Room.



Eva D. Weiner, Secretary