

May 11, 1988

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, May 11, 1988.

CALL TO ORDER

The meeting was called to order at 7:40 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter B. Flintrup; Eva D. Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 13, 1988

Mr. Flintrup moved that the Board of Trustees approve the minutes of the meeting of April 13, 1988 as written subject to additions and/or corrections.

Dr. Wozniak seconded the motion.

Dr. Bloch called for the following corrections.

Page 3, under LINE TRANSFERS IN 1988 BUDGET, the motion is not complete and should be corrected to read:

MOTION I: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE APPROPRIATION OF \$160,000, ESTIMATED REVENUE TO BE COLLECTED BEYOND BUDGETED AMOUNT INTO THE EXISTING BUDGET: \$25,000 TO CAPITAL LINE 36 AND \$135,000 TO CONTINGENCY LINE 33.

The first point in the motion to approve the eight line transfers on Page 3, under MOTION II, should read:

1. "Transfer \$15,000 from Contingency in line 33 into Salaries and \$2,000 from line 9..."

The eighth point at the top of Page 4, under MOTION II, should read:

8. "Transfer \$30,000 from Contingency from line 33 to line 8 Maintenance of..."

Page 5, first line should read: "...raise our salary budget by such a percentage each year indefinitely."

With the consent of the movers to correct the minutes as noted by Dr. Bloch the roll call vote for approval was unanimous. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS LISTS OF BILLS

Mrs. Zatz made a motion, seconded by Mr. Flintrup:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS AND THE LISTS OF BILLS ON THE CONSENT AGENDA SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CIRCULATION REPORTS ANNUAL CIRCULATION REPORTS CORRESPONDENCE LIBRARY USE STATISTICS REPORT(S) FROM DEPARTMENT HEAD(S)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:

1. CIRCULATION REPORTS
2. ANNUAL CIRCULATION REPORTS
3. CORRESPONDENCE
4. LIBRARY USE STATISTICS
5. REPORT(S) FROM DEPARTMENT HEAD(S)

The motion passed unanimously.

The trustees noted that Bookmobile statistics were rising.

YEAR-TO-DATE BUDGETARY STATUS

The trustees discussed the Year-to-Date Budgetary Status statement which was not on the Consent Agenda this month.

Mrs. Anthony told the Board that the auditors, Peat Marwick Main and Co., have contacted us in preparation of their audit.

PROGRAM STATISTICS FOURTH QUARTER, 1987-88

The trustees noted the fourth quarter report of program statistics prepared by Gary Newhouse, Coordinator of Audio Visual Services and First Assistant, Adult Services Department.

PERSONNEL

The trustees noted the appointments of: Maryann Meyenberg, part-time Circulation Clerk, effective April 9, 1988; Melody Lucchesi, part-time Circulation Clerk, effective April 11, 1988; Diane Stine, substitute Librarian, Public Services, effective May 3, 1988; Susan Hankey, part-time Circulation Clerk, effective May 4, 1988; and Daisy Kondelis, substitute Librarian, Public Services, effective May 5, 1988.

Mrs. Anthony advised the Board that Tobi Oberman has been appointed Supervisor of Circulation Services, and Pat Groh has been appointed Coordinator of Community Services, both positions being filled from within the Skokie Public Library.

DIRECTOR'S REPORT

Dates for July and August Board Meetings--The July Board meeting (7/13/88) falls during the American Library Association Annual Conference and Mrs. Anthony has vacation plans for the first two weeks in August, therefore, she suggested that the July meeting date be July 20, and the August meeting date August 17. The Board approved these changes and appropriate announcements will be posted.

Statistics--Mrs. Anthony will give a fuller annual report in June when more complete figures have been compiled for other aspects of service, but it is noteworthy that circulation for the year exceeded 700,000 for the first time, actually totalling 715,636.

Community Survey--Elrick and Lavidge, Inc. has begun the community survey and will be interviewing evenings and weekends until 400 interviews have been completed. Mrs. Anthony was at the Survey Center Monday evening for the briefing of the interviewers and to monitor the first interviews. The Village of Skokie is interested in the results and is also considering doing a survey. Village Manager, Albert J. Rigoni, will meet next week with Mrs. Anthony to talk about how they may build on the results of our survey. It could be mutually beneficial to have sequential studies.

System Funding--There is great concern in some areas of the state about the adequacy of system funding. In a recent memo to the Suburban Library System (SLS) Board of Directors, Jay Kahn, SLS System President, noted that, "I found it reassuring that member library board presidents have enough regard for system services to believe they could be continued through local contributions. They observed how library systems add elements of efficiency, equity and quality of services across a diversity of libraries." He also noted that there was concern that larger libraries would not be compensated for their effort in serving smaller libraries and smaller libraries might pull out if they could not afford the fees.

State Workshop for Trustees--The Illinois State Library will host a workshop in Springfield on June 11, 1988. Keynote speaker will be Gary Strong, California State Librarian. Topics covered include finance, parliamentary procedure, programming and marketing, hiring, evaluating and firing the director.

Magazine Collection--We will be installing the Magazine Collection this week, which includes full text and indexing of several hundred magazines on microform which can be used directly by the public. They are viewed on a machine which can make copies directly on bond paper. This is part of our project to acquire more backfiles of magazines on microform and reduce the print copies for economy of space, and greater availability. The microfilm cartridges have no missing pages as bound volumes may have. We will also save on staff time effort taken to collect runs of many magazines for binding and save in direct binding costs.

Summer Sunday Openings--Sunday opening in the summer has already generated considerable interest. There have been some suggestions that we have some special promotions, such as two for the price of one video offering and an amnesty day.

The trustees discussed various aspects of amnesty days and promotional ideas including: announcing year round Sunday openings at all movies; distributing a bookmark at checkout reminding patrons of increased Sunday openings; sending a flyer or letter to all Skokie schools and the Park District before summer vacation begins; and a news release be sent announcing that the Library will give a free book bag with every new/first library card application on Sundays.

It was the consensus of the Board to wait until June or July to decide if additional promotion will be necessary.

Volunteer Reception--Mrs. Anthony reminded the Board of the reception for volunteers on Sunday, May 15 at 4 p.m. in the Staff Room, stating that all Board members are cordially invited to acknowledge the contribution of other volunteers and to, in turn, be recognized for their service.

Mrs. Merritt said the Skokie Public Library has had a superb volunteer for the past 29 years, and it would be particularly appropriate for the Library Board to consider doing something special in recognition of his contribution to the Library. Allen Schwartz, Great Books Discussion Leader, will enter his 30th consecutive year with the Skokie Public Library this fall.

Discussion ensued as to an appropriate award for Mr. Schwartz in recognition of his many years of dedicated volunteer service. Mrs. Hunter will look into the cost of a plaque.

Public Library Association (PLA) Conference--Two trustees and four staff attended PLA in Pittsburgh. The exhibits were larger than at the last PLA conference. Mrs. Anthony attended sessions on non-tax sources of revenue for public libraries; service to the deaf; the changing demographics of children's service; service to children in the year 2008; and heard Barbara Tuchman and Mister Rogers. Attendance at the conference was a record 3,300.

Mr. Flintrup and Mrs. Weiner each gave a brief report on the meetings they attended.

Speech in Philadelphia--At the invitation of the Free Library of Philadelphia, Mrs. Anthony is giving a talk on working through the planning process May 26.

JCPL--The consortium has approved the purchase of another port board to allow sufficient ports for Intraconnect, due to start July 1 and for dial-in access from the outside to the catalog.

Jury Duty--Mrs. Anthony has been called to jury duty at the Criminal Court of Cook County on June 2.

Community Involvement--The Rotary Club came to lunch at the Library on April 19, during National Library Week. Fifty-three were in attendance at the luncheon and went on a tour including Youth Services; Reference; Business Reference; the Employment Resource Center; SALS; and the online catalog.

COMMUNITY SURVEY

Mrs. Anthony covered details of the community survey in her Director's Report.

CONTRACTUAL EMPLOYEES

The trustees reviewed the report from Charlene Louis, Public Relations Consultant, of the 1988 National Library Week play production, and the Director's memorandum regarding ongoing assignments and the two major annual programs for which Mrs. Louis is responsible.

Discussion followed regarding public relations; securing more newspaper coverage; and promoting Library events.

The Board went into closed session.

AUTOMATION

Mrs. Anthony reported on the Joint Computer Program for Libraries (JCPL) consortium in her Director's report earlier.

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The trustees noted the "Monthly Report, Community Services Section: Services to Persons with Disabilities, April 1988"; the article from the March 24, 1988, Skokie Life, "Library can be blind man's eyes"; and the June 7, 1988 "Planning and Implementing Public Library Services For Persons With Disabilities", workshop registration form.

LIBRARY CABLE NETWORK

The trustees noted the "Program Guide Cable Channel 22, May 1988".

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the Illinois Library Association ILA Legislation Day, April 13, 1988 in Springfield, Illinois, stating that it was a very successful meeting. He met with Senators Carroll and Kustra, and Representatives Lang and Sutker and discussion included bills on censorship.

The trustees noted the "Report, Reciprocal Borrowing Program (RBP), January-March, 1988" and the "NSLS Legislative Notes, 88-1, April 11, 1988 and 88-2, April 27, 1988.

COMMENTS FROM TRUSTEES

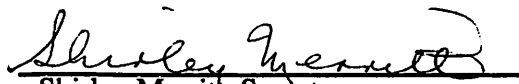
Mrs. Merritt asked if the Skokie Public Library will avail itself of the recent McArthur Foundation offer to sell libraries classic videocassette series from PBS archives at rates reduced by subsidies.

Mrs. Anthony indicated that the Skokie Public Library has ordered a miniseries of ten PBS videocassettes.

A suggestion was made that the Library consider installing its own announcement board which would list upcoming Library events, such as the Book Sale.

ADJOURNMENT

The meeting adjourned at 10:10 p.m.


Shirley Merritt, Secretary