

November 14, 1990

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, November 14, 1990.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Walter B. Flintrup, Secretary; Zelda Rich; Eva Weiner; and Carolyn A. Anthony, Director.

Members absent: John J. Graham and Norma Zatz.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; Thomas D. Kern, Coordinator of Reference Service; and Tobi Oberman, Supervisor of Circulation Services.

Visitor: Adrienne Wade, graduate student, Medill School of Journalism, Northwestern University.

APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 10, 1990

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting of October 10, 1990 as written, subject to additions and/or corrections. Mrs. Rich seconded the motion.

There were no additions or corrections.

The roll call vote for approval was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, AND THE REPORT ON THE FINE ARTS ACQUISITION FUND BE ACCEPTED, AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

After discussion the roll call vote for approval of the financial statements and bills was unanimous.

YEAR-TO-DATE BUDGETARY STATUS REPORT

The trustees discussed the Year-to-Date Budgetary Status Report.

PROGRAM STATISTICS SECOND QUARTER, 1990-91

Program statistics were reviewed and placed on file.

CONSENT AGENDA ITEMS

**CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (5)**

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

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

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

Letter from Diane Brodson, Head of Acquisitions, Arlington Heights Memorial Library

Letter from Rhoda Pierce, Acting Executive Director, Illinois Arts Council

Letter re The Herman S. Bloch Lectureship

Letter from Betsy Stunz, Chair, PLA Publications Committee

Letter from Lura Lynn Ryan

After discussion the motion to approve the Consent Agenda items passed unanimously.

The Board discussed the letter received from Professor Herman Pines, Department of Chemistry, Northwestern University. The Board concurred it would be appropriate to make a contribution on behalf of the Skokie Public Library to *The Herman S. Bloch Lectureship*

endowment fund at the University of Chicago established by his family and friends to perpetuate Dr. Bloch's memory. In view of Dr. Bloch's many contributions to the Skokie Public Library Dr. Wozniak made a motion, seconded by Mr. Flintrup:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE A CONTRIBUTION BE MADE TO THE DR. HERMAN S. BLOCH LECTURESHIP FOUNDATION ENDOWMENT FUND AT THE UNIVERSITY OF CHICAGO ON BEHALF OF THE SKOKIE PUBLIC LIBRARY IN THE AMOUNT OF \$500.

The role call vote for approval was unanimous.

PERSONNEL

The trustees noted the appointment of Teri Foster, full-time Readers Advisory/Audio Visual Librarian, Adult Services Department, effective November 19, 1990; Kristin Carlson, full-time Bookmobile Assistant, Community Services, effective October 29, 1990; and Andrij Karpenko, full-time Interlibrary Loan Assistant, Adult Services, effective October 29, 1990.

Also noted was the resignation of James I. Koehnlne, full-time Information Assistant, Adult Services, effective December 16, 1990; the promotion of Laura Hammond to Bookmobile/Clerical Assistant, Community Services, effective August 27, 1990; and the promotion of Richard Trauth, to full-time Assistant to the Automation Consultant and Assistant to the Coordinator of Collection Development, effective October 2, 1990.

DIRECTOR'S REPORT

Library Usage--Circulation was up more than 6% for the month over October, 1989. In addition to increases in Youth Services there were gains in audiovisual, adult monographs, BPH materials and Interlibrary Loan requests. A Document Delivery study will be conducted this month.

Per Capita Grant--The Per Capita check of \$60,278. was received from the State this week.

Commonwealth Edison--Commonwealth Edison representatives acknowledge they inadvertently stopped billing us at the "heat of light" rate in 1989, effectively increasing our rate by 45%. A significant credit is forthcoming.

Energy Management Control Service--Consideration of renewal of the Energy Management Control Service provided by Johnson Controls is an agenda item at next month's Board meeting. This service includes computerized monitoring of building conditions including night-time alarm service. Recently Johnson analysts reported a savings in natural gas expense from May 1987 through March 1990 of \$7,540.

Telephones--Illinois Bell was requested to move two computers with modem operations from the Library's basic group of six lines for general calls to dedicated lines. It was discovered that all fifty lines into the building are in use and Illinois Bell installed an additional fifty lines.

Section 125 Plan--The Section 125 Plan for establishment of optional deferral accounts for payment of non-covered medical and dependent care expenses will be available to staff for 1991. We were unable to implement the plan in 1990 because of the process of implementing the new Village payroll system.

Arts Grants--Notice of \$1,200. from the Illinois Arts Council of a grant for the residency of the Chicago Moving Company in connection with National Library Week has been received. The Skokie Fine Arts Commission has awarded \$150. for a puppet show in connection with the winter reading program for youth.

NSLS 25th Anniversary--The System will observe its 25th Anniversary the evening of December 4. It has been suggested that libraries might wish to recognize individuals from their libraries who have provided distinguished contributions to the System as Board members, such honors to be recognized in the program.

After discussion the Board concurred that all past representatives to the North Suburban Library System Board should be recognized at the Anniversary Dinner.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE A CONTRIBUTION OF \$100. TO THE NORTH SUBURBAN LIBRARY SYSTEM FOR RECOGNITION OF ALL PAST SKOKIE PUBLIC LIBRARY TRUSTEES WHO SERVED AS REPRESENTATIVES TO NSLS AS FOLLOW: L. O. GREEN, DONALD KRAFT, HOWARD HUMMER, DIANA HUNTER, WALTER FLINTRUP AND EVA WEINER.

The roll call vote for approval was unanimous.

NSLS Mentoring Grant--The North Suburban Library System has obtained an LSCA grant entitled Recruitment Through Mentoring. The grant will place twenty college student interns in area libraries to work full-time with a librarian for eight weeks in summer, 1991. Each student would earn \$3,000., half to be paid through grant funds and half by the host library.

Mrs. Anthony recommended that the Skokie Public Library apply to host one or two students.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY MAKE APPLICATION TO THE NORTH SUBURBAN LIBRARY SYSTEM (NSLS) FOR PLACEMENT OF TWO STUDENT INTERNS IN THE SKOKIE PUBLIC LIBRARY FOR EIGHT WEEKS IN THE SUMMER, 1991, THROUGH THE NSLS/LSCA MENTORING GRANT AT A COST OF \$3,000. TO THE LIBRARY.

The roll call vote for approval was unanimous.

Oakton Community College Planning--Pat Handzel and a consultant working with Oakton Community College met with Dan Brown of the Skokie Park District and Mrs. Anthony to discuss development of the Oakton East campus and educational trends.

Parking on Laramie--The Village has opened up parking on the west side of Laramie as the Board requested. The Village has been most cooperative in working with the Library on resolution of our parking concerns.

The Board concurred that a letter of appreciation be sent to the Village.

White House Conference--Mrs. Hunter, Mr. Flintrup and Mrs. Anthony attended the Northwest Regional White House Conference meeting on Saturday, October 20 at Harper College.

Workshop in Madison--Mrs. Anthony will speak to librarians in Madison, Wisconsin, November 29 on the subject of Online vs. CD Rom catalogs.

Youth Services Materials Complaint--We have not had a formal "Request for Reconsideration" from the patron who objected to two titles in Youth Services.

AUDIOVISUAL MATERIALS POLICIES

The Board discussed the recommendations of the Director that the limit on videocassettes checked out at one time be increased from two to three; and that compact discs be made available to reciprocal borrowers. After reassurance to the Board that our collections are large and strong enough that Skokie residents will still have a large choice in media selection, Dr. Wozniak made a motion, seconded by Mr. Flintrup:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES INCREASE THE LIMIT TO THREE VIDEOCASSETTES TO BE CHECKED OUT AT ONE TIME FOR SKOKIE PUBLIC LIBRARY CARDHOLDERS ONLY.

The motion was unanimously approved.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE IN OUR COMPACT DISC LOAN POLICY AS RECOMMENDED BY THE DIRECTOR, THAT COMPACT DISCS BE MADE AVAILABLE TO RECIPROCAL BORROWERS.

The motion was unanimously approved.

INSURANCE PROPOSAL AND ERRORS AND OMISSIONS POLICY RENEWAL

The trustees reviewed the insurance proposal from Boyle, Flag and Seaman and the quotes on the business package policy from Northbrook and Continental Insurance Companies.

After discussion of the bid comparisons Mrs. Rich made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE BOYLE, FLAGG AND SEAMAN BUSINESS PACKAGE INSURANCE PROPOSAL FOR THE SKOKIE PUBLIC LIBRARY WITH THE NORTHBROOK INSURANCE COMPANY.

The roll was called. Dr. Wozniak--yes; Mrs. Rich--yes; Mr. Flintrup--no; Mrs. Weiner--yes; Mrs. Hunter--yes. The motion passed.

Because of a previous request by the Board to have the Directors and Officers Errors and Omissions policy renewed at the same time our business package comes due for renewal our Agent, Thomas P. English of Boyle, Flagg & Seaman, Inc. arranged with our carrier, the Chicago Insurance Company, to cancel the policy effective January 1, 1991, and re-write the policy with a new effective date of January 1, 1991, as this policy must renew on the first of a month.

Although renewal of the Directors and Officers Errors and Omissions policy was discussed, no action was taken.

BUILDING PROGRAM

The Board reviewed the renovation financing options proposed by Commercial and Municipal Financial Corporation.

A General Obligation Bond would require presentation of the proposed work to the Village Board and a subsequent bond sale. The Municipal Lease Purchase Agreement involves reimbursement from an escrow account. The Note and Security Agreement gives the Library direct control over the investment of the Note proceeds and is least cumbersome according to Daniel W. Ryan, Village Finance Director.

After lengthy discussion Mrs. Rich made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE FINANCING \$1,500,000. FOR THE LIBRARY RENOVATION PROJECT THROUGH COMMERCIAL AND MUNICIPAL FINANCIAL CORPORATION USING A NOTE AND SECURITY AGREEMENT BEFORE JANUARY 1, 1991.

The roll call vote for approval was unanimous.

The trustees noted the letter from Bernard Babka, Hammond Beeby and Babka, in

which he accepted our proposal of 10.8 percent of the construction cost as the architectural fee for the scope of services as outlined. However, he also states there are some concerns with the addenda to the standard agreement, which their insurance carrier will review.

AUTOMATION

The trustees noted the October 10, 1990 letter from Nick Haley, Vice President of Geac Canada Limited, in which he apologized for the problems we experienced during the upgrade process.

Mrs. Anthony said that at the November 8 meeting of the Joint Computer Program for Libraries (JCPL) Board it was their decision not to press for credit for the excessive down time during May and June.

The Board also noted the tables documenting use of the online catalog in October, which show that most searches are done by title.

LIBRARY CABLE NETWORK

The trustees noted the November, 1990 Library Cable Network Program Guide for Cable Channel 22.

REFERENCE UPDATE

Thomas D. Kern, Coordinator of Reference Service, Adult Services Department, reported some of the recent developments in Skokie Public Library reference service. He discussed the importance of reference guidelines and of developing a draft "Reference Skills Evaluation Checklist" to be used in evaluating the Library's reference service.

He spoke of the varied, useful and effective new technology in the Skokie Public Library with enthusiasm, adding that he is deeply appreciative of his association with us. "Skokie is the place to be on the North Shore", he said.

Mrs. Hunter thanked Mr. Kern for his excellent presentation.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the Board of Directors meeting of the North Suburban Library System.

NSLS Director, Sarah Long is looking for photographs or memorabilia to be displayed at the NSLS 25th year anniversary celebration.

The System budget, reciprocal borrowing and library funding were also discussed.

COMMENTS FROM TRUSTEES

Dr. Wozniak suggested that a letter be sent to the Village Traffic Engineer thanking him for his assistance and cooperation during the resolution of our parking concerns.

Mrs. Hunter apprised the Board of the Skokie Sculpture Park project of paving several prime locations in the park (a one-half mile stretch of grass, trees, shrubs and walkways) with bricks engraved with donors names. She asked if the Board would consider "purchasing" one brick in the name of the Library at a cost of \$50.


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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A CONTRIBUTION ON BEHALF OF THE SKOKIE PUBLIC LIBRARY TO THE SKOKIE SCULPTURE PARK IN THE AMOUNT OF \$50. FOR ONE BRICK TO BE ENGRAVED "SKOKIE PUBLIC LIBRARY".

The roll was called. Dr. Wozniak--yes; Mrs. Rich--yes; Mr. Flintrup--abstain; Mrs. Weiner--yes; Mrs. Hunter--yes. The motion passed.

ADJOURNMENT

The meeting was adjourned at 10:00 p.m.


Walter B. Flintrup, Secretary