

October 12, 1988

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, October 12, 1988.

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; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter B. Flintrup; Norma Zatz; and Carolyn A. Anthony, Director.

Member absent: Eva Weiner.

Observer present: Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE REGULAR AND EXECUTIVE SESSION MEETINGS OF SEPTEMBER 14, 1988

Mr. Flintrup moved that the Board of Trustees approve the minutes of the meetings of September 14, 1988 as written subject to additions and/or corrections.

Dr. Wozniak seconded the motion.

There were no additions or corrections.

The motion to accept the minutes as written passed unanimously and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIST 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 LIST OF BILLS ON THE CONSENT AGENDA SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

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

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

The motion passed unanimously.

Mrs. Merritt noted that circulation of compact discs has gone down and suggested we increase the loan period and in addition suggested that instructions for the care of CDs be placed on the disc.

Mrs. Merritt asked if the September 25, 1988 Rembrandt Chamber Players concert had been cancelled, and said if not, an attendance figure is missing on the report.

GIFT OF \$10.00 IN MEMORY OF JOEL LARKIN FROM IRVING & SYLVIA BLIVAS AND EARL & RENEE STRUM

This donation of \$10.00 will be added to the Fine Arts Acquisition Fund.

PERSONNEL

The trustees noted the promotion of Marlene Voigt, from part-time Service Desk Assistant to part-time Information Assistant, Adult Services, and the return from a leave of absence of Shabnam Rafique, part-time Clerk Typist, Youth Services, effective October 3, 1988.

DIRECTOR'S REPORT

Staff Awards Committee--The Staff Awards Committee met twice this past month and, using the criteria established by the Board, selected recipients for awards. Announcement of the awards will be made at the annual staff holiday party.

Discussion ensued.

Mrs. Hunter suggested the Awards program be placed on the Agenda in January, 1989. She asked that employees who served on the Awards Committee, Sandra Hoffman, Technical Services, and Pat Groh, Community Services, be commended for their diligence and invaluable assistance.

Mr. Flintrup suggested that the Library purchase Dana C. Rooks' *Motivating Today's Library Staff: A Management Guide*. This book provides practical advice on major management issues and would be beneficial in appraising the Skokie Public Library Employee Awards Program.

Library Cable Network Planning--The Library Cable Network is currently engaged in planning to clarify direction and objectives for the cooperative. The following mission statement has been adopted: The Library Cable Network promotes the use of cable television as an extension of library service in member communities. Through cable television, the Network provides quality informational and cultural programming with emphasis on local interests and the promotion of existing library services.

Visit from Glenview Public Library Representatives--Three Board members and two staff members, including the Acting Director, visited the Skokie Public Library to see the online catalog, as they are contemplating the development of one. Joyce Mitchell, Manager, Joint Computer Program for Libraries (JCPL) and Mrs. Anthony hosted the group.

Knox Box--The Skokie Fire Department has adopted a policy, supported by a Village ordinance, requiring many occupancies, including institutions connected to the Combined Dispatch Center, to install a "Knox Box" to permit emergency access to the building. The vault-like box is to include key(s) necessary for emergency after-hours entry. We are asked to sign an indemnification statement and agreement not to sue the Village in connection with the installation or maintenance of the lock box for use by the Village in the performance of its duties.

Discussion followed.

The trustees are interested in knowing the history of experience with this type of emergency access, and more importantly, they would like more details concerning the arrangements for designating custodian(s) of the "key."

Roof Leaks--Two leaks, one in a conference room in Adult Services and one in the canopy over the west doorway, were not due to problems with the TroCal roof. The leaks were attributed to a vent stack and its caulking and a clogged downspout respectively. Both situations have been remedied.

Elevator Motor Replacement--The motor in the staff elevator was knocked out by uneven power during 100+ degree weather in August. The replacement motor, installed, was nearly \$2,000. We received a check from Chubb Insurance for the balance, minus \$1,000 deductible.

OCLC Connection--Two outdated OCLC terminals, one in Technical Services and one on the Reader's Advisory desk, were replaced with new model Wyse terminals at the end of September. With the updated terminals, we are able to take advantage of a communications controller which links the upstairs and downstairs terminals with one modem and line to OCLC. Elimination of the second line saves \$268 per month so the new terminals will quickly pay for themselves.

Bibliofile--Five Bibliofile Intelligent Catalog stations with the JCPL database on CD-ROM have been received and are ready for installation. These catalogs will supplement the online catalog at time of peak use and provide features such as cross references which are not available in the online catalog. Although catalog downtime has been minimal, Bibliofile will also be a backup catalog when the online catalog is down. Total cost for the five stations, including updates and maintenance for a year, is \$15,675. By agreement of the JCPL Board, \$5,890 of this expense will come out of the JCPL growth fund. Mrs. Anthony proposes that the balance of \$9,785 be covered by Per Capita Grant funds.

Discussion followed regarding placement of the five stations; use of the *JCPL Quick Subject Guide* and the online catalog.

The removal of the card catalog will be postponed for another month.

Mrs. Merritt stated her malcontent is with the quality of the database and the length of time it takes to locate something.

Dr. Wozniak suggested patrons be given ample notice of the removal of the card catalog.

Board Election--Shirley Merritt and Norma Zatz have terms expiring in April, 1989. Petitions may be circulated after October 25, 1988, and the dates for filing are January 16-23, 1989.

SALS Success Stories--Leonard Warshawsky is using the Community Services office on Saturday mornings to teach sign language to six people.

Arthur Weeks, who is blind, and taught himself computer skills on the microcomputer in the SALS office, has become U.S. sales representative for an Australian microcomputer product. The Australian Company is paying for Mr. Weeks to attend the Closing the Gap Conference in Minneapolis.

Mrs. Hunter reported that blind and visually impaired sports fans who like to follow their favorite teams can now receive free from the Library of Congress season schedules printed in Braille for many major sports, including football, hockey, basketball, indoor soccer and baseball.

RMG Site Visits--RMG consultants made site visits to each of the JCPL libraries in late September to get a broader picture of automation in each agency. They were impressed with the variety and sophistication of microcomputer uses.

Pancake Breakfast--Mrs. Anthony participated as a volunteer in running a pancake breakfast which was part of the Skokie Park District's 60th Anniversary celebration. The breakfast was funded by Rotary and Kiwanis to benefit Orchard Village, Orchard Mental Health Center and the Niles Township Sheltered Workshop.

Voices and Visions--We received notice that we were not among the 25 demonstration sites selected to participate in ALA's Voices & Visions project. Selection from 136 applications considered a balance of urban and rural settings, large and small libraries, representation of all regions of the U.S. and no more than one library per state.

Asia Fest--Mrs. Hunter and Mrs. Anthony met with two consultants in ethnic affairs, preparatory to launching the planning for an Asian-American festival, to be held at the Library in warm weather during FY 1990. In developing plans for the festival, we hope to build bridges between the Library and the Asian-American community in Skokie.

ILTA Workshop--On Saturday, October 1, Beth Mueller of Suburban Library System (SLS) and Mrs. Anthony gave a workshop on library planning and *Avenues to Excellence* at the ILTA meeting in Mt. Vernon, Illinois. About 75 persons attended, of which about 50 were trustees.

Reference Interview Workshop--On October 4, Mrs. Anthony gave a half-day workshop on the reference interview to 40 librarians at Suburban Library System.

Systems Subcommittee Meeting--On October 5, Mrs. Anthony attended a meeting of the Subcommittee on Systems in Springfield. Implementation of the recommendations of the blue ribbon committee regarding the HBW report was discussed. The Subcommittee reviewed several systems' proposed bylaws for multitype systems, considered adjustments to the formula for funding systems and looked at evaluation of systems.

TUITION REIMBURSEMENT

The Skokie Public Library Personnel Code currently provides for staff members' training and development through encouragement of attendance at professional meetings and conferences related to library work. There is provision in the Library budget for the expenses of these meetings to be paid by the Library. The present policy does not cover tuition reimbursement for continuing education coursework and Mrs. Anthony asked the Board for their thoughts regarding a tuition reimbursement policy.

Discussion followed.

It was the consensus of the Board to explore this benefit.

The Board requested that Mrs. Anthony develop a proposal with specifics, i.e., who would be eligible, what kinds of courses would be included, what amount would be covered (total or 50/50), reimbursement upon receipt of certificate and what grade would we require.

Mrs. Merritt suggested we ask what the practice is at other libraries.

ILLINOIS INTERLIBRARY LOAN CODE (REVISED JULY, 1988)

The Illinois Interlibrary Loan Code was approved by the Illinois State Library, effective July, 1988, and endorsed by the Board of Directors, North Suburban Library System, July 25, 1988.

The Illinois ILL Code governs all interlibrary loan lending in Illinois among ILLINET libraries, including all NSLS public and affiliate library members.

Mrs. Anthony noted that among the changes in the new code is a provision that the lending library initiate processing of requests within one working day of receipt and complete the transaction within three working days of receipt. We will, therefore, need to let a requesting library know if we can not fill the request immediately because the item is on loan.

While the loaning library can still determine the loan period, that loan period will commence when the borrowing library has received the material. It will be necessary, therefore, to factor in an additional week or so for delivery.

Mrs. Zatz made a motion, seconded by Dr. Wozniak.

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ADOPTION OF THE REVISED ILLINOIS INTERLIBRARY LOAN CODE FOR USE BY THE SKOKIE PUBLIC LIBRARY.

The motion passed unanimously.

USE OF LIBRARY FUNDS IN PROGRAMMING

Presently, performances and programs held in the Library are provided gratis. There have been a few times when the Skokie Fine Arts Commission or the Illinois Arts Council have funded a performance in the Library. Private sector funds from business and industry such as Savings of America, have supported other major events.

Mrs. Anthony is interested in the Board's input with regard to the possibility of a line in the budget specifically for the purpose of funding programs we would not otherwise be able to offer patrons. In many instances it may prove cost effective to pay someone to do a program, such as a puppet show, rather than purchase the equipment and train staff to do so.

It was the consensus of the Board that we should continue to seek outside sources of funding for special programs.

The Board agreed to consider the use of library funds for literary or other creative programs, not concerts or recitals, and asked Mrs. Anthony to develop some proposals regarding programming costs.

ASCAP

Mrs. Anthony apprised the Board that the American Society of Composers, Authors & Publishers (ASCAP) developed a new contract, more appropriate to not for profit institutions, such as the Skokie Public Library. The Blanket Concert and Recital

License Agreement between the Skokie Public Library and ASCAP is effective September 1, 1988. Because the Library falls into the 0-250 seating capacity and we are in the ticket price category of \$0.00-\$3.00 (no admission is charged to Library programs) our cost at \$7.00 per concert this quarter is \$112.00.

AUTOMATION

A Bibliofile Intelligent Catalog was set up in the Board Room.

Mrs. Anthony encouraged Board members to look over the microcomputer station.

LONG RANGE PLANNING PROCESS

Committee members have been selected and the first meeting of the Long Range Planning Committee was September 26. Staff members appointed to the Long Range Planning Committee are Hope Apple, Camille Cleland, Hal Dickens, Corie Ginsburg, Gary Gustin, Barbara A. Kozlowski, Tobi Oberman; Board members include Mrs. Hunter and Dr. Wozniak. The Committee is chaired by Mrs. Anthony and will meet again October 21. All Skokie Public Library Trustees are invited to attend this meeting to hear guest speakers which include Neil King, King Realty; Robert E. Molumby, Director, Planning Department, Village of Skokie; and Dr. Carolyn Anderson, Associate Superintendent, District 219.

Discussion followed.

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

Special programs are planned during December including a concert by "Easy Hearing Music", December 17.

Plans are progressing for a seminar to be held in the Skokie Public Library for teachers who work with the disabled, some time in mid-November or early December.

LIBRARY CABLE NETWORK

The trustees noted the October "Program Guide Cable Channel 22".

NORTH SUBRUBAN LIBRARY SYSTEM

Mr. Flintrup reported that the application of the Schaumburg Township Public Library to become a District Library was approved; Gail Borden Public Library District has restricted reciprocal borrowing; McHenry Public Library has applied for membership with the North Suburban Library System, leaving the Northern Illinois Library System; the NSLS amended budget was passed; the Suburban Library System has rejected the NSLS Long Range Plan; and a new Director, Paul Reisinger of Northbrook has been appointed.

Mr. Flintrup distributed copies of Chapter 81 (Libraries) and Chapter 85 (Local Government) of Illinois Library Laws, effective January 1, 1988 and recommended fellow trustees review them.

The System will conduct a survey on reciprocal borrowing in the near future.

COMMENTS FROM TRUSTEES

Mrs. Merritt recommended the Skokie Public Library dismiss the rule that a child cannot get a library card until he/she can sign his/her name.

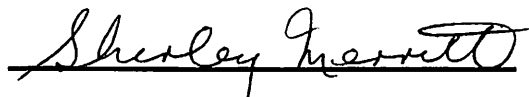
Discussion followed.

Mrs. Merritt again asked that the rule be dropped.

Mrs Hunter said Mrs. Weiner has been appointed to work on the Asian-American Festival.

ADJOURNMENT

The meeting adjourned at 10:05 p.m.

A handwritten signature in cursive script, reading "Shirley Merritt", is written over a horizontal line.

Shirley Merritt, Secretary