

June 12, 2002

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, June 12, 2002.

CALL TO ORDER

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

Members present: John M. Wozniak, President; Richard Witry, Vice President; Zelda Rich, Secretary; John Graham; Susan Greer; Diana Hunter, President Emerita; Eva Weiner; and Carolyn A. Anthony, Director.

Visitors present: Jim Dyer and Richard Spicer, Fred Berglund & Sons; Barbara A. Kozlowski, Associate Director for Public Services; Barbara Balbirer, Trustee, North Suburban Library System (arrived at 8:20 p.m.).

APPROVAL OF THE MINUTES OF THE REGULAR MEETING AND ANNUAL MEETING OF MAY 8, 2002

Mrs. Hunter made a motion, seconded by Mr. Witry, to approve the minutes of the regular meeting and the annual meeting of May 8, 2002, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

Dr. Wozniak asked the Board to move the regular order of business and move directly to Building Project. The Board agreed.

BUILDING PROJECT

Change Orders

Mrs. Anthony reported that architect Bob Hunter would not be at the Board meeting as he was undergoing tests in the hospital.

The winter conditions change order is for \$22,119., an amount above the base allotment of \$50,000. for winter conditions in the general trades' contract. Although the

winter was mild, there was a need for temporary heat in the west building, for enclosure of the third floor and for temporary heat on the third floor to protect masonry work.

Mr. Graham voiced his displeasure with learning of this change order at this late date. Mr. Graham asked Mr. Spicer and Mr. Dyer to keep the Board informed in a timelier manner. Mr. Spicer informed the Board that the \$60,000. figure (approved at the May Board meeting) to level the third floor may increase.

Following discussion, a motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CAMOSY, INC. FOR ADDITIONAL WINTER PROTECTION FOR \$22,119.00.

The roll was called. The motion passed unanimously.

The second change order is for electrical changes for all the service desks, the audiovisual collection area and several offices in Architect's Supplemental Instructions #13, totaling \$21,964.00 for Connectivity Solutions.

After discussion, a motion was made by Mrs. Rich, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CONNECTIVITY SOLUTIONS FOR THE COSTS INVOLVED IN THE ELECTRICAL REVISIONS PER ARCHITECTURAL SUPPLEMENTAL INSTRUCTIONS NO. 13 FOR \$21,964.00.

The roll was called. The motion passed unanimously.

The third change order is for some low voltage changes in data wiring for \$1,300. from Connectivity Solutions.

Mr. Graham made the following motion, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CONNECTIVITY SOLUTIONS FOR LOW VOLTAGE CHANGES IN VOICE/DATA CABLING FOR \$1,300.00.

The roll call vote for approval was unanimous.

A change in lighting specification resulted in a credit of \$734. from Connectivity Solutions.

The fourth change order is also from Connectivity Solutions for starters for the two cooling towers. These were not specified as it was not clear that the new cooling towers did not come with starters.

A motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CONNECTIVITY SOLUTIONS FOR STARTERS FOR THE TWO COOLING TOWERS FOR \$7,569.44. THIS AMOUNT INCLUDES DISCONNECT SWITCH AND EQUIPMENT NEEDED TO HOOK UP BASIN HEATER IN COOLING TOWER.

The roll call vote for approval was unanimous.

Also an addition, but something that would have been needed anyway, is carpet for the Petty Auditorium. The plan seemed to show carpeting only for the flat area in front of the stage in the Auditorium while it is needed in the seating area and stairs also.

Mr. Witry made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CAMOSY, INC. FOR ADDITIONAL CARPET AND STAIR NOSINGS IN THE PETTY AUDITORIUM FOR \$13,539.00.

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

The next change order is from McDaniels for \$2,018. for raising fire protection piping above the ceiling in the west building.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM McDANIEL FIRE SYSTEMS TO RAISE THE FIRE PROTECTION PIPING IN THE WEST BUILDING FOR \$2,018.00.

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

A new item is for interior signage throughout the building. A budget of \$60,000. was allotted for this part of the project. Sandy Ga Nun of OWP&P specified the signage, in consultation with Barbara Kozlowski and Mrs. Anthony. Mrs. Anthony passed around a notebook of the sign types. Most signs are of a chrome background with black lettering. End-of-stack signs are aluminum and allow for white paper inserts. There are some special "green glass" acrylic signs for special collections such as the Jeanne and Paul Simon Braille Book Collection and for several author quotes which will appear on end panels in the Youth Services Department. It is recommended that this package be treated as a subcontract with the general trades contractor Camosy. ASI's bid for entire package was \$85,088.00 and with Camosy's mark-up\* totals \$95,417.00.

Since this amount is significantly over the amount budgeted, Mrs. Anthony suggested deleting the three internally illuminated fiber optic signs which were intended

to establish a strong identity for each of the first floor departments: Youth Services, Audiovisual and Readers Services. This change would cut \$17,247.72 from the base bid for a base of \$67,840.28 and, with Camosy's mark-up\*, the total is \$76,075.41, much closer to the budgeted amount. We still do have a gobo light at the entrance to the audiovisual area to call attention to this new department. The gobo light shines a projected image of words on the floor or wall, depending on how it is directed. Conventional signs for the departments would be \$125. each while the fiber optic signs are \$5,800. each.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CAMOSY, INC. FOR SIGNAGE, AS INDICATED ABOVE, FOR \$76,075.41.

The roll call vote for approval was unanimous.

The next three change orders were approved by the Board Building Subcommittee and need ratification by the full Board.

The first change order is from Refurbished Office Environments for additional components for the Inscape office system for the third floor for \$27,289.

A motion was made by Mr. Graham, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RATIFY THE AUTHORIZATION PREVIOUSLY GIVEN THE DIRECTOR FOR THE CHANGE ORDER FROM REFURBISHED OFFICE ENVIRONMENTS FOR ADDITIONAL COMPONENTS FOR THE INSCAPE OFFICE SYSTEM ON THE THIRD FLOOR FOR \$27,289.00.

The roll was called. The motion was ratified unanimously.

The second change order is from Cain Millwork/Camosy for casework including the Youth Services Desk and display cabinets at the entrance of Youth Services as well as some other finer cabinetry pieces for \$76,531. and with Camosy's mark-up\* totals \$86,015.

A motion was made by Mr. Graham, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RATIFY THE AUTHORIZATION PREVIOUSLY GIVEN THE DIRECTOR FOR THE CHANGE ORDER FROM CAIN MILLWORK/CAMOSY INC. FOR CASEWORK FOR \$86,015.00.

The roll was called. The motion was ratified unanimously.

The last change order is for audiovisual shelving and listening equipment for Youth Services for \$60,697.00.

A motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RATIFY THE AUTHORIZATION PREVIOUSLY GIVEN THE DIRECTOR FOR THE CHANGE ORDER FROM LIBRARY FURNITURE INTERNATIONAL FOR AUDIOVISUAL SHELVING AND LISTENING EQUIPMENT FOR YOUTH SERVICES FOR \$60,697.00.

The roll was called. The motion was ratified unanimously.

Mrs. Kozlowski left the meeting.

#### Building Project Budget Update

Mrs. Anthony presented the overall Project Budget as of May 31, 2002, with nine months construction behind us. Briefly summarized, current expense and commitments include:

Construction	\$12,671,427.00
Professional Fees	\$2,192,364.00
Additional Services	\$65,514.00

Furniture	<u>\$993,776.00</u>
	\$15,923,081.00
Anticipated expenses include:	
Other Budget Considerations	\$2,946,500.00
Pending Change Orders (on Board Agenda)	<u>\$204,182.00</u>
	\$3,150,682.00
Total: \$19,073,763.00	

As more change orders have been introduced, the construction contingency has been reduced to \$250,000. Some minor additional work can still be covered by an allowance within the trades' contracts. We are also still carrying an owner's contingency of \$200,000.

Some budgetary considerations have been eliminated. The winter protection allowance will be cancelled out by the change order approved tonight. The lighting contingency has been used on various electrical additions. The signage package has a definite price. The furnishings and millwork allowance has been reduced by the amount of expenditures to date. Mrs. Anthony added a \$45,000. allowance for improvements to the LAN central control center for additional hubs, etc. necessary to support the larger network that will be in place in the new building configuration. We already have a price quote for these components (and installation) from BellCow, our technical consultants.

Discussion followed as Mr. Spicer and Mr. Dyer fielded questions from the Board. Mr. Spicer stated the Youth Services move is scheduled for the week of July 22 and the move to the third floor for the week of August 13.

Letter from State Senator Ira I. Silverstein to Carolyn Anthony and Letter from Carolyn Anthony to State Senator Ira I. Silverstein

The Board commended the Director for securing a \$20,000. Member Initiative Grant from Senator Silverstein. The grant will be used to equip a computer lab for the new Youth Services Department.

Building Issues

Ms. Balbirer arrived at 8:20 p.m.

Last month, the Board asked Mrs. Anthony to check with Counsel regarding the possibility of recovering expense for leveling the second floor deck from Carrigan, the General Contractor for the addition completed in 1972. Loren Slutzky informed Mrs. Anthony that there is a four-year statute of limitations and an additional ten-year repose for a total of fourteen years. Therefore, any possibility of seeking remedy from the former General Contractor would have expired in the mid-1980s.

Two contractors whose work is largely completed, namely Crouch-Walker for masonry and Jones and Brown for steel have requested that their retainage be reduced from ten percent to five percent since the total project will not be completed for some months yet. According to Mr. Spicer, this is a typical request, and five percent of their contracts would still be a sufficient amount to encourage follow up should remedial work be needed. Discussion followed. The trustees agreed that if after checking the contracts for both firms and everything is found to be in order it would be acceptable to reduce their retainage to five percent. Mr. Witry inquired as to the as-built drawings. Mrs. Anthony said OWP&P will update their CD-ROM version for us. Also, Ed Siemsen, construction site supervisor, will present the Library with his marked up drawings.

Trustees may have heard that there had been some difficulties with air conditioning and water. In trying to fill the cooling tower for start-up of air conditioning, Wednesday, May 30, NorthTown Mechanical tapped into a line that created a reverse pressure and brought outside water into the building. The sinks and drinking fountains were closed pending the results of testing by the Health Department. Development of test results takes about 24 hours and was so late in coming on Thursday that Kerrigan, our plumbers, introduced chlorine into the system as a precaution. While the Health



Department's tests turned out negative, it was necessary to retest after application of the chlorine. Surprisingly, late Friday afternoon, negative test results came back from the lab, indicating that the Library water had failed the test. More chlorine was introduced into the system and new samples submitted. Because the tests could not be started by the lab until Monday, it was Tuesday afternoon before we finally got the all clear on the water. The Library purchased cases of bottled water for the staff to drink during the time that the Library's water was not potable. Hand sanitizer lotion was made available to the employees and the public.

The air conditioning in the east building and west addition was operational Thursday, May 31. After obtaining a replacement starter, the air conditioning in the west building was started up Tuesday, June 4. Signs regarding the limited air and water were posted on the doors. Business continued as usual with few complaints.

Mr. Spicer and Mr. Dyer left the meeting at 8:39 p.m.

#### NORTH SUBURBAN LIBRARY SYSTEM

Barbara Balbirer was introduced to the Board. She is president of the Board of Lincolnwood Library and has been a trustee for 18 years. She is also an NSLS trustee.

Mrs. Balbirer played a 15-minute video describing new services provided by NSLS.

The Board thanked Mrs. Balbirer for her presentation. Ms. Balbirer left the meeting at 9:07 p.m. The Board took a short recess.

#### CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
BILLS

Mr. Graham made a motion, seconded by Mr. Witry:

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE MONTH OF MAY, 2002, AND THE LISTS OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll was called. The motion passed unanimously.

CONSENT AGENDA ITEMS

CIRCULATION REPORT  
 LIBRARY USE STATISTICS  
 ANNUAL REPORTS F.Y. 2001-2002  
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)  
 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. ANNUAL REPORTS F.Y. 2001-2002: GENERAL OPERATING FUND; RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS; LIBRARY NOTE FUND; STATISTICAL SUMMARY; PROGRAM STATISTICS; ADULT SERVICES DEPARTMENT; INFORMATION DESK STATISTICS FY 2001-2002; TECHNICAL SERVICES DEPARTMENT; YOUTH SERVICES DEPARTMENT
4. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
5. CORRESPONDENCE: LETTER TO CAROLYN ANTHONY FROM CATHY NIEMET, PROGRAM MANAGER, OAKTON COMMUNITY COLLEGE, DATED MAY 16, 2002 RE ADULT LITERACY PROGRAM; "ILLINOIS GIFT BAN ACT DODGES A BULLET", IN BRIEF, JUNE 2002, FROM ROBBINS, SCHWARTZ, NICHOLAS, LIFTON & TAYLOR LTD
6. GIFTS: \$20. FROM LEO CORRIVEAU IN APPRECIATION FOR SERVICES PROVIDED BY TERI ROOM; RECEIVED IN MEMORY OF NORMAN HERSTEIN FOR THE PURCHASE OF HISTORY BOOKS--\$400. FROM ROSALINE HERSTEIN, \$250. FROM BARBARA H. ROSENWEIN, \$50. FROM EDITH LEBED, \$50. FROM CHARLES LEDBETTER, \$50. FROM GEORGE L. WOLFF, PH.D., \$25. FROM MRS. LILLIAN BOGOLUB

7. PERSONNEL: HIRES: ASHLEY SERO, PART-TIME TEMPORARY SUMMER READING PROGRAM ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE JANUARY 1, 2002; LAUREN ANTHONY, PART-TIME TEMPORARY INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE MAY 20, 2002; VALERIE MILLER, PART-TIME TEMPORARY SUMMER READING PROGRAM ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE MAY 31, 2002; DEBORAH VAUGHAN, PART-TIME REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT, EFFECTIVE JULY 1, 2002; TERMINATIONS: GEORGE MAVRIANOS, PART-TIME TEMPORARY INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE FEBRUARY 20, 2002; BILL BLACK, PART-TIME REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT, EFFECTIVE JUNE 10, 2002; NINA SPILIOPOULOS, PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE JULY 13, 2002.

The roll call vote for approval was unanimous.

INVOICE NO. 0057427 FROM O'DONNELL WICKLUND PIGOZZI & PETERSON FOR \$17,304.99 DATED MAY 7, 2002

INVOICE NO. 12140 FROM FRED BERGLUND & SONS, INC. FOR \$53,117.41 DATED JUNE 3, 2002

PROJECT APPLICATION AND PROJECT CERTIFICATE FOR PAYMENT FROM JACK R. LESNIAK, AIA, DIRECTOR, CONSTRUCTION ADMINISTRATION, O'DONNELL WICKLUND PIGOZZI & PETERSON DATED MAY 31, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CROUCH-WALKER CORPORATION FOR \$58,293.90 DATED MAY 20, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM JONES & BROWN COMPANY, INC. FOR \$16,384.50 DATED MAY 17, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CAMOSY INCORPORATED FOR \$354,275.00 DATED MAY 29, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM G.E. RIDDIFORD CO. FOR \$57,954.56 DATED MAY 23, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM MCDANIEL FIRE SYSTEMS FOR \$25,818.00 DATED MAY 17, 2002

APPLICATION FOR PAYMENT FROM F.J. KERRIGAN PLUMBING CO. FOR \$66,313.80 DATED MAY 23, 2002

PAY REQUEST NO. 9 FROM MONACO MECHANICAL INC. FOR \$84,015.90 DATED MAY, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM COMMERCIAL ELECTRICAL SOLUTIONS OF IL LLC FOR \$138,776.18 DATED MAY 29, 2002

The Project Application and Project Certificate from Mr. Lesniak was noted.

A motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE: INVOICE NO. 0057427 DATED MAY 7, 2002 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON FOR \$12,895.01 (REST OF INVOICE UNDER REVIEW); INVOICE NO. 12140 DATED JUNE 3, 2002 FROM FRED BERGLUND & SONS, INC. FOR \$53,117.41; PAYMENT OF THE APPLICATIONS AND CERTIFICATES FOR PAYMENT FROM THE FOLLOWING:

CROUCH-WALKER CORPORATION	\$58,293.90
JONES & BROWN COMPANY, INC.	\$16,384.50
CAMOSY INCORPORATED	\$354,275.00
G.E. RIDDIFORD CO.	\$57,954.56
MCDANIEL FIRE SYSTEMS	\$25,818.00
F. J. KERRIGAN PLUMBING CO.	\$66,313.80
MONACO MECHANICAL INC.	\$84,015.90
COMMERCIAL ELECTRICAL SOLUTIONS OF IL LL	\$138,776.18

The roll was called. The motion passed unanimously.

#### DIRECTOR'S REPORT

Usage—Circulation in May was down less than one percent despite construction disruptions. The gate count showed a decline of just about seven percent and reciprocal borrowing is off nearly fifteen percent. The Bookmobile continued to post gains. Also, interlibrary loan lending is climbing now that our holdings are accessible through the NSLS Union Catalog and OCLC.

NSLS Board Election—Pat Groh was re-elected to the NSLS Board. We are fortunate that she continues to be willing to represent the Library in this capacity.

Wellness Day—The staff Wellness Committee had scheduled a day of activities for May 31. Since we were limping without running water and with only partial air conditioning, the timing was great. The committee served healthy cereals in the morning and offered pieces of a giant whole wheat Subway at lunch, along with fresh fruit. A hand-out of healthy recipes was distributed. There was a presentation by an exercise professional and another on stretching. A representative from the Health Department took blood pressure and body composition screening. Construction-hat shaped stress balls were distributed just in time. Gail Kay chairs the Wellness Committee.

Chicago Public Library Program—Mrs. Anthony served as a panelist at the Chicago Public Library's Scholar in Residence program on the future of the public library May 20. About half the 150 participants were from the Chicago Public Library and the others from libraries throughout the metropolitan area. It was an interesting day and we found that the issues were similar whether you are in libraries in Chicago, the suburbs or Peoria.

Skokie's Awards—Skokie has been awarded a Governor's Hometown Award, to be presented in Springfield, Illinois, June 25. The Mayor has invited Mrs. Anthony to be part of a group going to Springfield by bus for the award ceremony. Skokie is also a finalist in the All American City competition and a group will travel to Kansas City for the National Civic League competition and presentation June 13-16. Skokie hopes to get one of ten top awards based on the Festival of Cultures, Peace and Harmony Rally and the Youth Court Call.

Internet Filtering Defeated—On May 31, the federal court threw out the Children's Internet Protection Act that would have mandated filters on Internet stations at public

libraries. The court said that CIPA went too far because it also blocked constitutionally protected speech. This means that we can accept our small E-rate grant without the need to filter. Another last-minute effort in the Illinois legislature threatened to impose filters on public libraries, but that failed to come to a vote before the end of the session.

Census Figures re Ethnic Composition—Recent Census figures on the ethnic composition in Skokie show that 23,437 or 37% of Skokie residents are foreign born and 27,183 speak a language other than English at home. Recent immigration trends are reflected in the fact that 9,196 people came to the U.S. in 1990 or later. This has implications for the Library's foreign language collections and ethnic programming.

Skokie Festival of Cultures—Mrs. Anthony reported that the Library was well represented at the Skokie Festival of Cultures, May 18 and 19, 2002, at Oakton Park. The bookmobile was on-site both days and attendance figures are estimated at about 25,000. Board President John Wozniak spoke on behalf of the Library at the Opening Ceremonies. A number of staff volunteered at the Library exhibit. Maryann Mondrus (Adult Services) organized the Polish cultural exhibit and Cathy Maassen (Youth Services) coordinated activities in the Children's Tent. The Library gave out balloons, coloring books by Kevin Luthardt, (Library artist) about Youth Services, and small boxes of crayons. Tables outside the Bookmobile featured multicultural titles.

#### COMPUTER PURCHASES

Mrs. Anthony reported that we need to purchase PCs for the computer labs in Youth Services and Adult Services. The PCs will be multifunctional and the larger screens will be helpful in the learning environment. The pricing from Dell is guaranteed to be the lowest government pricing, according to a state contract. The purchase will

come from the Technology line of the General Operating Fund. Total cost for purchase of 29 high-end PCs with 17" screens for the computer labs is \$59,218.00.

We would also like to purchase 16 laptop computers from Gateway for use in the patron wireless access project. This is a project to allow us to have computer use during the balance of the construction at times when cabling and/or the LAN is disrupted. After the building is completed, the laptops will be available for use by adults on the second floor in the quiet study room, individual study rooms or in any locations not wired for computers. The total cost of the project including other equipment such as antennas and access points, software, security and consulting fees is approximately \$60,000. The Library has received an Educate and Automate Grant from the State for \$30,000., with the stipulation that it be used to match local funds. The cost to purchase 16 Gateway laptops with accidental damage protection and a mobile cart for storage is \$30,599.00. Staff have researched the pricing online and found Gateway to have the lowest price.

The Board questioned the physical security of wireless laptops, where they will be stored, if the security system can be used with the laptops and if patrons will be trained in their use. Mrs. Anthony will research the security of the wireless laptops. At present, focus has been on the network security angle.

After discussion, Mr. Graham made a motion, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PURCHASE OF 29 HIGH-END PCS WITH 17" SCREENS FOR THE COMPUTER LABS FROM DELL FOR \$59,218.00.

The roll was called. The motion passed unanimously.

Mr. Witry made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PURCHASE OF 16 LAPTOP

COMPUTERS WITH ACCIDENTAL DAMAGE  
PROTECTION AND A MOBILE CART FROM  
GATEWAY FOR \$30,599.00.

The roll was called. The motion passed unanimously.

SENIOR DAY

Centre East founder Dorothy Litwin has developed a proposal for Senior Day, developed with representation from the Village, the Library, Skokie Park District, Oakton Community College, Rush North Shore Medical Center, Niles Township District 219 and representatives from the community. The concept is a senior information fair which would offer programs such as lectures or panels on health, politics or current events and performances as well as an information fair with representatives of the above groups and others distributing information on social services, activities and opportunities for Skokie's older community.

The Library was suggested as a possible venue for this event, proposed for September 17, 2003 (tentative). It would be an excellent opportunity to use our new meeting room complex of the Petty Auditorium and Mary Radmacher Meeting Room. Expenses for the programming and refreshments would be beyond what the Library would typically spend for a single program. The group suggests that some for-profit agencies such as a bank, travel agency, investment broker, etc. be invited to participate in the information fair and help underwrite expenses for the day.

After discussion, and agreeing that the Library will receive funding upfront from participating organizations, Mr. Witry made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CONCEPT OF SENIOR DAY TO BE HELD AT THE SKOKIE PUBLIC LIBRARY (DATE IN FALL 2003 TO BE DETERMINED).



The motion was approved unanimously.

### PROPOSED MODIFICATION OF LOCKER POLICY

The Library's Personnel Code currently has a section re Personal Property as follows:

#### **9. Personal Property**

An employee is responsible for exercising care in safeguarding his/her property while at work. Lockers are assigned to each employee with no personal office for this purpose. It is recommended that employees purchase locks to ensure the security of personal items kept in lockers. Purses and wallets should be kept out of sight and never left unattended on top of or under desks or in other areas of the building, including washrooms. Lockers remain the property of The Library and not employees of The Library. Lockers may be subject to inspection and/or search upon a reasonable basis.

**The Library is not responsible for damage to or loss of any personal property.**

Based on recent experience, it seems advisable to modify the policy to clarify what may appropriately be stored in employee lockers and what is a "reasonable basis" for inspection by the Library. After consultation with our attorneys, the following modification of the locker policy is proposed:

An employee is responsible for exercising care in safeguarding his/her property while at work. Lockers are assigned to each employee for this purpose. Employees must keep their lockers locked and their combinations confidential. Contents of the locker are the responsibility of the employee to whom the locker is assigned. Lockers are intended only for the storage of personal items; they are not designed or expected to store valuable personal property. Lockers may not be used to store library property, contraband (drugs, weapons, volatile substances, etc.) or anything that would interfere with library purposes. Purses and wallets should be kept out of sight and never left unattended on top of or under desks or in other areas of the building, including washrooms. Lockers remain the property of the Library and not employees of the Library. Employees have no expectation of privacy with regard to their lockers. Lockers may be subject to inspection and/or search as necessary for safety and security reasons and, in order to maintain order and discipline in the Library, there may be a seizure of allegedly unauthorized or contraband material.

**The Library is not responsible for damage to or loss of any personal property.**

Mr. Witry made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE AS PRESENTED ABOVE TO THE PERSONAL PROPERTY SECTION OF SKOKIE PUBLIC LIBRARY'S PERSONNEL CODE.

The motion passed unanimously.

#### ARTWORK FOR THE EXPANDING LIBRARY

Mr. Graham reported that the Harm's House, built in 1869, currently owned by the Skokie Park District, is scheduled for demolition in the near future. As a matter of historical significance to the Village of Skokie, he suggests memorializing the house with a framed finished watercolor by Park Ridge artist Eugene Paprocki. The cost would be \$5,000. and would be displayed in the Library. Mr. Witry said that attempts at securing a member initiative grant or state funding have been unsuccessful.

Mrs. Hunter stated that she will not support this issue. She said that the Fine Arts Acquisition Fund has been earmarked as seed money for a major piece of art (to be used in conjunction with matching grant funds). She stated that a painting of the Harm's House should be a project of the Skokie Historical Society. Mr. Graham disagrees. Mr. Witry would like to see more cooperation between the Library and Skokie Historical Society regarding archiving as the Library has the resources and the Skokie Historical Society does not. Also, state statute provides tax dollars for preservation of local history. Discussion followed.

Mr. Graham made a motion, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES INITIATE DISCUSSION WITH ARTIST EUGENE PAPROCKI FOR A PAINTING OF THE

HARM'S HOUSE, SUBJECT TO APPROVAL BY THE COMMITTEE OF THE BOARD, NOT TO EXCEED \$5,000. (FUNDS TO COME FROM FINE ARTS ACQUISITION FUND).

The roll was called: Mr. Witry—yes; Mrs. Hunter—no; Mrs. Greer—yes; Mrs. Rich—abstain; Mr. Graham—yes; Mrs. Weiner—yes; Dr. Wozniak—yes. The motion passed.

“READING” YOUR GRANDCHILD: CHOOSE THE PERFECT BOOK

The article “*Reading*” *Your Grandchild: Choose the Perfect Book* from Chicago Parent, June 2002, was noted.

LIBRARY CABLE NETWORK CHANNEL 24

The June Library Cable Network Channel 24 brochure was noted.

NORTH SUBURBAN LIBRARY SYSTEM

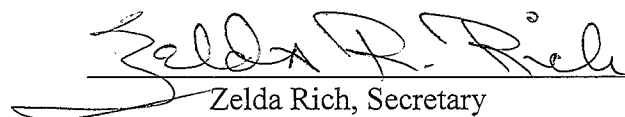
The NSLS Semi-Annual RBP Report, July-December 2001 and NorthStarNetNews, Spring 2002 was noted.

COMMENTS FROM TRUSTEES

Mrs. Weiner would like a time limit placed on agenda items.

ADJOURNMENT

At 10:04 p.m. the meeting adjourned.

  
Zelda Rich, Secretary

\* additional charge for oversight and coordination of installation.