

December 13, 1995

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, December 13, 1995.

CALL TO ORDER

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

Members present: Diana Hunter, President; Zelda Rich, Secretary; Leo Friedman; Marcy Goodman; John Graham; Susan Schreck Greer and Carolyn A. Anthony, Director.

Member absent: Eva Weiner, Vice President.

Visitor present: Paul D. Gilson, P.E., Consulting Associate who arrived at 7:55 p.m.

APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 8, 1995

Mr. Graham made a motion, seconded by Mr. Friedman, to approve the minutes of the November 8, 1995 meeting, subject to additions and/or corrections.

There being no additions or corrections, the motion to approve the minutes as written was unanimously approved. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LISTS OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, REPORT ON THE FINE ARTS ACQUISITION FUND, LIBRARY NOTE FUND, AND YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED; AND THAT THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND AND THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval of the financial statements and the lists of bills was unanimous.

CONSENT AGENDA ITEMS

CIRCULATION REPORT
 LIBRARY USE STATISTICS
 REVISED PROGRAM STATISTICS SECOND QUARTER F.Y. 1995-96
 REPORT(S) FROM DEPARTMENT HEAD(S)
 GIFT
CORRESPONDENCE

Mrs. Rich made a motion, seconded by Mr. Friedman:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:
1. CIRCULATION REPORT
 2. LIBRARY USE STATISTICS
 3. REVISED PROGRAM STATISTICS SECOND QUARTER F.Y. 1995-96
 4. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 5. GIFT: \$50 from Donald H. and Gloria Kraft in honor of Mary Radmacher on the occasion of her 80th birthday
 6. CORRESPONDENCE (6)
 Letters from: James M. O'Brien, Executive Director, Library Insurance Management and Risk Control Combination (LIMRiCC); Robert J. Nowak to Albert J. Rigoni re 1995 Tax Levy Ordinance; Ellen Blum Barish; George H. Ryan, Secretary of State and State Librarian re Per Capita Grant award; Teri and Dan Room; and Team 8 Staff, Lincolnwood School District 74

Mrs. Hunter suggested the Library consider publishing complimentary letters in our UPdate calendar, much as the Village does in the Newskokie. Mrs. Hunter complimented Library staff for their generous support of the Adopt-a-Family program.

The motion to approve the Consent Agenda items passed unanimously.

DIRECTOR'S REPORT

Usage--Circulation in November was over 87,000, an increase of 11% from last November. Adult book circulation was up more than 11%. Audiovisual materials accounted for nearly 22% of adult circulation and just under 19% of youth circulation.

Unemployment Compensation Dividend--The LIMRiCC Board, which oversees the library unemployment insurance cooperative, declared a dividend in November and distributed holdings in excess of \$1,000,000. among libraries in the pool over ten years. Skokie Public Library received a check for \$7,280.31.

In Library Use--A report has been completed on a survey of materials used in the Library during the week of October 2-8. The sample results, extended to a year, indicate average use of 10.92 items per person in the Library, compared with 17.4 average items checked out per person during the year. In-library use, together with reference and program attendance, help give a more complete picture of the use made of the Library and, in turn, the staff workload. When we last sampled in-library use in fall, 1990, the average was 5.0 items per person.

SkokieNet--Gail Shaw, LAN Administrator and Mrs. Anthony gave a presentation on SkokieNet to the Kiwanis Club November 16. SkokieNet was also the subject of a feature article in the *Skokie Life* this week.

Automation--According to the item count of Library holdings, circulation and registration, Skokie Public Library's share of JCPL expenses in 1996-97 will increase from 43.17% to 44.03%. Skokie now has 52% of consortium circulation, 41% of holdings and 39% of registered borrowers.

In other automation news, the Dynix Telecirc function is finally operational as of December 7. This is the function which will enable patrons to call up and renew or reserve books as well as check on their account to see what they have checked out or if there are overdue materials. We will continue to test the function for another month or so before making it available to the public.

Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; Gail Shaw, LAN Administrator; Gail Muirhead, Systems Manager; and Mrs. Anthony met with David Tuttle of Dynix to discuss a transition from DOS to Windows environment on Dynix and the interrelation of JCPL and the SPL LAN.

Tax Levy Ordinance--The Library's 1995 tax levy request went through the second reading at the Village Board December 4. At the same meeting, the Village reduced the Village 1994 levy by \$2,079,903.26.

Issues Confronting Public Libraries--Trustee Goodman, Trustee Weiner and Director Anthony attended a workshop at NSLS on the issues confronting public libraries. Issues were identified and prioritized during a brainstorming session. There was general consensus on major issues such as technological change, funding, training needs and intellectual freedom.

Baker & Taylor Visit--Thursday, December 7, Director Anthony visited Baker & Taylor, our primary supplier of books and other library materials, at their Momence Service Center for their First Annual Public Library Market Forum. Twelve library representatives met with a number of the management staff from Baker & Taylor. Their warehouse in Momence was impressive to see. Automation has transformed their service within the past six months.

Holiday Generosity--Staff have been extremely generous in their contributions to assist the Library's adopted family for the holidays. We collected more than \$500., enabling us to purchase suggested gift items and still provide a number of Jewel gift certificates for the family.

Staff Day-- Board members are invited to join staff at the holiday luncheon Friday, December 15 at Noon and are welcome to sit in on any of the morning or afternoon programs.

Vestibule--The grating has been reinstalled in the vestibule. John Kelly from b. Stromberg is not satisfied with the fit and some adjustments will be made. Latexing will be done during Staff Institute Day, Friday, December 15 with the finish covering of the cement perimeter installed the following Tuesday. The vestibule will need to be closed Tuesday, December 20, with the disabled access door used as the public entrance and exit.

HVAC IMPROVEMENTS

Paul D. Gilson, P.E., Consulting Engineer, was introduced at 8:00 p.m. to present information regarding improvements to our heating, ventilating and air conditioning systems.

Mr. Gilson has been exploring options for the chiller which uses a type of Freon no longer made and illegal after 1997. He considered options of replacing the chiller, making modifications so that the whole building runs from one chiller, and converting the chiller to operate with a different refrigerant. Replacing the chiller would cost at least \$75,000. The second option of making some piping and duct changes so that the whole building could be cooled from one chiller is possible, but has some drawbacks. It has been helpful to have two chillers, so that when one is out of order, a part of the building is still comfortable.

Mr. Gilson recommends the conversion option be selected. He has obtained a proposal from Chicago Conditionaire to convert the 75 ton west refrigeration unit from R-12 to R-22

refrigerant at a cost of \$3,835. R-22 is approved for use until 2010, giving the Library at least twelve years before the need to arrange for chiller replacement.

In addition, there is the possibility a pneumatic head pressure controller may be required, but Chicago Conditionaire will not be able to tell until the conversion is in progress. The additional cost will be \$2,590.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CONVERSION OF THE WEST BUILDING CHILLER, AS RECOMMENDED BY HVAC CONSULTANT PAUL GILSON, NOT TO EXCEED \$6,425.

The roll call vote for approval was unanimous.

Mr. Gilson also recommends conversion of the supply air fan motors to electronic variable speed control at this time to enable us to tie the controls into the computerized monitoring system previously approved for installation by North Town.

The quote figures were reviewed by the Board and after discussion Mrs. Greer made a motion, seconded by Mrs. Goodman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FOR THE PURCHASE OF THE AIR PRODUCTS GRAHAM VSD, FOB SKOKIE, AT A COST OF \$12,484. WITH THE INSTALLATION AND STARTUP FROM JC POWERS CONTROLS AT A COST OF \$1,915. FOR A TOTAL OF \$14,399.

The roll call vote for approval was unanimous.

Mr. Graham said he and the Board are most appreciative of the work Mr. Gilson has done on the various HVAC projects during these past months and for his concise presentations, but especially for his clarity and logic in reporting the information to the Board.

Mr. Gilson thanked the Board and left the Board Room at 8:10 p.m.

CUSTOMER SERVICE PLAN

A Customer Service Plan was written in May, 1995 and a Service Statement developed, as one of our Long Range Plan Goals for 1995: "The Skokie Public Library will ensure consistent, quality service" and one of the Objectives set to accomplish this Goal — "A Customer Service Plan, including service protocols (standards or descriptions of behaviors) will be completed."

All staff has had the opportunity to review drafts and many of their suggestions were incorporated. Board input is welcome.

The next step is the development of service protocols which will be used in performance reviews and a short survey for patrons to evaluate the service they receive.

The Board complimented staff.

Mr. Graham said he is enormously impressed with our staff - that they are remarkable.

AUTOMATION

Mrs. Anthony noted JCPL information in the Director's report.

LIBRARY CABLE NETWORK

The Board noted the Library Cable Network December 1995 TCI Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich had no report.

COMMENTS FROM TRUSTEES

Mrs. Greer said the North Suburban Chapter of the Autism Society met in the Library November 14 and it was a very successful meeting. Participants commented on how nice the staff was, especially the custodian who made the coffee, and how beautiful our facilities are. The group will meet again in January.

Mrs. Rich commented on the Library of the Year Award, received this year by the Charlotte, North Carolina Public Library, and shared photographs.

Mr. Friedman has requested local newspapers publicize the 190 page book in our collection: *U.S. Holocaust Museum*.

The meeting was adjourned at 8:35 p.m.


Zelda R. Rich, Secretary