

March 8, 1995

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, March 8, 1995.

CALL TO ORDER

The meeting was called to order at 7:38 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Eva Weiner, Vice President; Leo Friedman; John Graham; Susan Schreck Greer; Norma Zatz; and Carolyn A. Anthony, Director.

Zelda Rich, Secretary arrived at 7:40 p.m.

Visitors present: Candidates seeking election to the Skokie Public Library Board of Trustees, Martin Hamer and Kenneth Rezwin.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 15, 1995

Mr. Graham made a motion, seconded by Mr. Friedman, to approve the minutes of the regular meeting of February 15, 1995 as written, subject to additions and/or corrections.

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

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LISTS OF BILLS

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

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 THE 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.

Mrs. Hunter questioned the payment from the Reserve Fund for the Purchase of Sites and Buildings of \$1,190.42 to the Cook County Collector, since the Library is a tax-exempt organization. She would like to be kept apprised of our attempts to obtain tax exempt status for the residences purchased by the Library last year. The Director explained that we have obtained tax exempt status for 5237 Oakton. We are in the process of seeking tax exempt status for 5241 Oakton. This tax bill represents taxes due from 1994 as part of the real estate transaction and credit was given at closing for that portion of taxes due.

### CONSENT AGENDA ITEMS

CIRCULATION REPORT  
LIBRARY USE STATISTICS  
REPORT(S) FROM DEPARTMENT HEAD(S)  
GIFT  
PERSONNEL

Mrs. Rich made a motion, seconded by Mrs. Greer:

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. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
4. GIFT: \$5. from David and Muriel Afton in honor of the marriage of Mr. & Mrs. Bob Kelison
5. PERSONNEL
  - Resignations: Circulation Services Department - Victor Hsiang, part-time Clerk, effective March 19, 1995; Tracy Ann Halsema, full-time Senior Clerk, effective March 18, 1995
  - Retirement: Yong In Lee, part-time Reference Librarian, Adult Services Department, effective April 17, 1995

The motion to approve the Consent Agenda items passed unanimously.

### PROJECTED PRELIMINARY BUDGET 1995-96

The Board reviewed the preliminary projected 1995-96 budget.

Mrs. Anthony expects to have salary information compiled for the April Board Meeting.

### DIRECTOR'S REPORT

Usage--Circulation in February was nearly 83,000 for an increase of 10% over circulation last February. Significant increases were in audiovisual materials, youth circulation and

bookmobile circulation. Interlibrary loan was down about 16% and reciprocal borrowing decreased 14%.

Communication--At one of the Staff Day sessions, staff were led through an exercise to identify particular areas of strength and weakness in library operations. Consensus was that internal communication could be better. A Communications Committee, consisting of two representatives from Adult Services and Circulation and one representative from each of the other departments, was convened by the Director in January. The Committee developed a survey to assess the effectiveness of present means of communication and to identify problem areas. Some results of the survey may be summarized as follows:

1. More than 50% of respondents rated communication regarding policies, personnel information and the new telephone system as good or excellent. Less than 50% rated communication regarding procedures, staff news and the computer system as good or excellent. Perceived communication problems are greater in Adult and Youth Services than in other departments. Communication is seen as a problem by more full-time staff than part-time staff.
2. The most used means of communication are library memos, department head minutes, voice mail and word of mouth, in that order. The least used means are the Board packet, service desk binders and committee meetings. Other significant sources reported by some staff include UPdate, Newskokie, Director's Report, bulletin boards, yellow staff calendar of library events, Board packet and service desk binders.
3. Overall, 70% of respondents rated communication within the department as good or excellent. All departments rated communication between departments as the worst. The Committee has reviewed the survey results and made a number of recommendations which are in process of implementation. Changes will be made in the distribution of publications. One measure will be to prepare binders for each department and service desk to organize key publications and ensure that information is kept up-to-date. A staff newsletter, including highlights of committee meetings and library happenings as well as personal news of staff, will be published monthly. Interdepartmental visitation will be encouraged on an individual basis and through department open houses. Other suggested improvements dealt with new staff, departmental meetings, bulletin boards and the use of voice mail for news of late-breaking developments.

Mrs. Weiner congratulated staff in their effort to improve communications and for coping with the many changes that have taken place in the Library in the past year.

Conference Attendance--Camille Cleland, Assistant Director for Technical Services and Automation Coordinator, Tobi Oberman, Supervisor, Circulation Services and Lee Myers-Hickey, Senior Cataloger, Technical Services Department, attended the Dynix Users Group meeting in Utah last week. They were enthusiastic about Dynix's new windows-based public catalog, new

president and other developments at Dynix. Gail Shaw, LAN Administrator and Bruce Brigell, Coordinator of Information Services, are in Washington D.C. this week for a meeting on use of computers in libraries.

LSCA Grant Project--A proposal for cooperative collection development in foreign language resources among Skokie, Evanston and Morton Grove Public Libraries was prepared by Kay Walsh, Head, Adult Services Department, and has been encouraged by the State for development into a full proposal.

Illinois Library Association (ILA) Legislative Day--Steve Oserman, Reference Librarian, Adult Services Department, will represent the Skokie Public Library at ILA Legislative Day in Springfield March 15. He will host an exhibit on the Employment Resource Center as one of a number of displays in the Capitol rotunda. The exhibit was featured at the NSLS Annual Meeting March 3.

Oberman and Rich Award--The Reaching Forward Conference of Library Assistants has established an award in honor of Tobi Oberman, Supervisor, Circulation Services Department and Tom Rich (Warren Newport Public Library) to enable a worthy recipient to attend the Reaching Forward sixth conference in October, 1995. We are proud of Tobi Oberman's role in initiating and developing this very successful continuing education event.

Trustees praised Mrs. Oberman for her dedication and involvement in these annual conferences and asked Director Anthony to express their appreciation.

Caring for Kids Campaign--Family Counseling Service has received a grant for a child abuse prevention campaign. Skokie Public Library will serve as a cooperating agency, loaning books and videos on child abuse prevention, parenting and appropriate discipline techniques. The materials will be provided by Family Counseling as of April 2.

Change in Interlibrary Loan (ILL) Policy--North Suburban Library System will no longer handle ILL requests involving out-of-state libraries for any library that has OCLC access. This change will not affect us as we have already been handling our own out-of-state requests for some time now. By handling our own requests and using electronic communication where possible, we have significantly reduced the turnaround time in processing requests for material we don't own.

Video on Library Catalog--We will feature a short video on use of the Dynix catalog on the large screen television in the lobby. It will play on a long loop with six repeats at scheduled intervals. Meanwhile, we are making progress on development of computer based training modules for the catalog and other products on the SKO-KEY system.

Local Information Network--Mrs. Anthony is working toward development of a local information network in Skokie. The project will be a collaborative effort of a number of agencies in Skokie.

Illinois Library Association (ILA) Election--Mrs. Anthony reported that Ruth E. Faklis, Director of Prairie Trails Public Library District, was elected Vice-President/President Elect of ILA by a 35 vote margin.

#### VESTIBULE

At 7:55 p.m. Mr. Graham made a motion, seconded by Mr. Friedman to go into closed session to discuss litigation.

The motion was unanimously approved.

At 8:15 p.m., after discussion Mr. Graham made a motion, seconded by Mrs. Rich to adjourn closed session.

The roll call vote for approval was unanimous.

Mr. Graham made a motion, seconded by Mrs. Rich to return to open session.

The roll call vote for approval was unanimous.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE COUNSEL HEIDI A. KATZ TO SEND HAMMOND, BEEBY AND BABKA, INC., ARCHITECTS THE LETTER DRAFTED MARCH 9, 1995, EXPRESSING THE BOARD'S POSITION.

The roll call vote for approval was unanimous.

#### REORGANIZATION OF NORTH SUBURBAN LIBRARY SYSTEM (NSLS)

The Board reviewed information distributed by Dr. Ronald Rodgers, President, NSLS Board, to member libraries and representatives regarding reorganization issues and, Mrs. Anthony's March 2 memorandum in response to questions he posed.

Mrs. Rich said the proposed change in governance is of deep concern to all public libraries. Presently, of the 273 NSLS member library types 22 are academic, 48 public, 111 school and 92 special. The Illinois Library Systems Act requires that at least 51% of the system board be public library trustees.

Mrs. Rich distributed copies of letters sent to the System Board President both in support of and opposed to the changes.

She expressed the importance of responding to the survey individually and collectively as a Board, and to also send individual letters voicing our concerns. She encouraged action as soon as possible.

The Board concurred.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE BOARD PRESIDENT HUNTER TO SEND A LETTER ON BEHALF OF THE BOARD TO NSLS BOARD PRESIDENT RODGERS, EXPLAINING OUR DEEP CONCERN, THAT AT THIS POINT IN TIME, WE DO NOT SUPPORT ANY CHANGE IN GOVERNANCE OF THE NSLS BOARD OF DIRECTORS.**

The motion passed unanimously.

The Board concurred Mrs. Anthony also respond to President Rodgers as outlined in her March 2 memorandum.

Mrs. Hunter thanked Mrs. Rich for her diligence and called for a short recess at 8:25 p.m.

#### AUTOMATION

At 8:35 p.m. the meeting resumed with Bruce Brigell, Coordinator of Information Services, giving a demonstration of the SKO-KEY System.

The Board thanked Mr. Brigell for his informative presentation.

Mr. Brigell left the Board room at 9:10 p.m.

#### LIBRARY CABLE NETWORK

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

#### NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported on the Reorganization of NSLS earlier in the meeting.

Mrs. Rich asked the Board to review the February 15 memorandum to the NSLS Board of Directors from Director Sarah Ann Long re NSLS Workplan Highlights.

COMMENTS FROM TRUSTEES

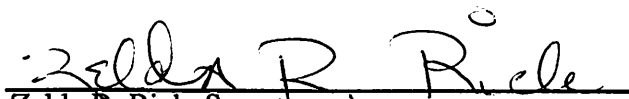
Mrs. Zatz complimented Mrs. Rich for her excellent introduction to the Gilbert and Sullivan program held in the Library Sunday, praising the program and Mrs. Rich's comments in support of funding for the arts.

Mrs. Rich said accolades should be given to Lydia Stux, Manager, Public Information and Programs, for developing the flyer in support of funding for the arts which is distributed to audiences.

Mrs. Zatz reported on her visit to the Scottsdale Arizona Public Library and shared some of their PR ideas and flyers with the Board.

ADJOURNMENT

The meeting adjourned at 9:17 p.m.

  
Zelda R. Rich, Secretary

## **Addendum to minutes from Norma Zatz, 4/3/95:**

Ralph Waldo Emerson wrote:

“To leave the world a bit better, whether by a healthy child, a garden path, or a redeemed social condition. To know that even one life has breathed easier because you have lived. This is to have succeeded.”

Everyone in this room has succeeded. Yet none of us has done it alone. We have grown with each other and learned with and from each other. I feel honored that friends of 20 years are here to share in this day. I owe so much and want to take a few moments to thank you for what you have given me.

First Diana—This party reflects your philosophy about friendship. You give, with a full heart. As always you and Harry show the best of giving without reservation and you do it with dignity and honesty—also any political “savvy” I may have, I got from you.

Wally & Connie—I’ve really missed Connie’s patience. Wally showed me how to accomplish what needed to be done. More important how to win a few and lose a few with the same good grace.

From John & Mary—I saw how to live well. The memories of times spent and laughter shared can warm a soul more than any furnace. John, more than anyone else I know, has the ability to treat everyone as if they are the most important person he has met. The mere mention of his name brings smiles to ex-students and all of us who have had the good fortune of serving with him on the Village or Library board.

Shirley has been a true friend. Always there when I truly needed a friend and even when I thought I didn’t. Our different ways of looking at problems was NEVER a wedge, BUT, served with mutual respect to solidify this friendship. And if I may make a private joke public—I think we all owe her our thanks for teaching us that Death is NOT the only option for no longer serving.

Eva shows us that life begins anew each day as we awaken. Physical pain does NOT stop one when there are still needs to be filled. Eva, with her pain, still goes out to find the ways to make life easier for others.

Which brings me to those who could not be here with us but to whom we owe a debt of gratitude for the legacy they have passed on to us.

I’ll begin with Karl, who Eva can attest to, brought a love of library and caring to our board. Eva learned this from him, and we all learned it as we watched him groom Diana to one day take his place to carry on his dreams for us.

Then there’s Herman Bloch, whose love of details saved us all hours of having to read the minutes. Right now I can see him take out his pen-jot down a few points and get quickly to the heart of a matter and usually have the best solution to it.

I don’t intend to go on for hours about my mentor and friend—Dick Lindberg. We all have our own favorite story (or 2 or 3). As if any of us could forget our private wake at his favorite pub. But as long as Dick was around—no one could ever put on any airs. He always had that perfect story to shoot us down fast! Humility and how to show gratitude for kind deeds done for us are the gifts he left to us.

And as staff shows our faces to the community, words alone could never show how thankful we were as Mary, Florence and Dorothy turned our institution into a home away from home.

Today, I think of myself as a sum of all these parts and so I leave to you—Carolyn, Zelda, Leo, and all future staff and trustees this legacy. May you continue to build it even better and along with us, succeed.