

June 14, 1995

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, June 14, 1995.

CALL TO ORDER

The meeting was called to order at 7:36 p.m. by Diana Hunter, President.

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

Member absent: Eva Weiner, Vice President.

Leo Friedman arrived at 7:38 p.m. and Susan Schreck Greer arrived at 7:53 p.m.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 10, 1995

Mr. Graham made a motion, seconded by Mrs. Rich, to approve the minutes of the regular meeting of May 10, 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. Rich 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, THE LIBRARY NOTE FUND AND THE YEAR-TO-DATE BUDGETARY STATEMENT BE ACCEPTED; AND THAT THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND AND RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

Mr. Friedman entered the Board Room at 7:38 p.m. He said the meeting could not go on, that he did not approve the minutes.

Mrs. Hunter said the minutes were already approved by the Board. A motion was made and seconded for approval of the financial statements and bills. She asked the Trustees if they were agreeable to listening to Mr. Friedman's concerns regarding the minutes.

Mr. Friedman said he wanted to know the date the robot is rescheduled to be in the Library.

Mrs. Anthony explained that we have been in contact with the Robot Factory representative and she has talked with Ardell Faulhaber, Head of Youth Services, to coordinate a date most beneficial for all concerned. She will advise Mr. Friedman of the date as soon as it is set.

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

Mr. Graham said it would be judicious for the Board to discuss reserving a percentage of the budget in our working cash fund. The Board concurred that this issue be discussed at the July meeting, prior to budget preparations in the Fall.

Mrs. Rich asked where the Board is regarding forming a Foundation or Friends group which was discussed some time ago - could these be a funding source for the Library?

Mr. Friedman said he has contacted Amoco Corporation of Chicago as a possible source of funding. They requested a detailed letter from the Board.

CONSENT AGENDA ITEMS

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

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

- 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 Norma Zatz in memory of the father, grandfather and great-grandfather of the Kacyn Family
 5. CORRESPONDENCE - Letter from Village of Skokie Mayor Jacqueline Gorell

6. PERSONNEL

Promotion: Dung Ho, from part-time Page, Youth Services Department, to part-time Microcomputer Assistant, effective May 29, 1995

Status Change: Thomas Gross, from full-time to part-time Clerk, Circulation Services Department, effective June 21, 1995

Reclassification: Virginia Gaiser, full-time, from Serials Clerk to Processing Supervisor, Technical Services Department, effective June 12, 1995

The motion to approve the Consent Agenda items passed unanimously.

ANNUAL REPORTS

The following annual reports for fiscal year 1994-95 were noted and placed on file:

General Operating Fund, Reserve Fund for the Purchase of Sites and Buildings, Report on Fine Arts Acquisition Fund, Library Note Fund, Statistical Summary and Program Statistics.

The Goals and Objectives Final Report will be discussed at the July meeting.

Mrs. Greer arrived at 7:53 p.m.

Mrs. Hunter showed a tri-fold brochure produced by the Evanston Public Library which includes pertinent information along with their annual report statistics. It is in a simple and concise format - one the Skokie Public Library might consider.

DIRECTOR'S REPORT

Usage--Circulation in May was up just over 6% from last year, with the greatest gains in circulation of audiovisual materials and periodicals.

Foreign Language Grant--Skokie Public Library, together with Evanston and Morton Grove, applied to the State for a cooperative collection development grant for purchase of foreign language materials. Each library will receive \$5,000. in LSCA funds for foreign language materials, the maximum grant available. Kay Walsh, Head of Adult Services Department, wrote the successful application on behalf of the three libraries.

Mrs. Hunter asked Mrs. Anthony to commend Ms. Walsh on behalf of the Board for her part in developing the grant application.

New Periodicals Vendor--We have agreed to purchase our periodical subscriptions through Ebsco, a change which will be effective with subscriptions starting in January, 1996.

New Stationery--After twenty years, we have redesigned stationery and business cards. Stationery listing the names of Board members is available for their correspondence.

Automation--Judy Pueschel, Acquisitions Librarian and Sandra Hoffman, Acquisitions Assistant, with the help of Senior Cataloger Lee Myers-Hickey, have done a tremendous job of converting acquisitions from our home-grown system to Dynix. In Youth Services, the Kids' Catalog, an iconographic catalog for young children, is finally up and running. We are working now on making the JCPL database available on the Internet.

Volunteer Luncheon--Community Services staff planned another exceptional Volunteer Recognition Luncheon, which was held Sunday, June 11 at 1:30 p.m. In attendance, representing the Board, were Mr. and Mrs. Harry Hunter, Dr. and Mrs. Irwin Rich, Mrs. Goodman, Mr. Friedman and Mrs. Weiner.

State Library Advisory Committee--After six years of service, Mrs. Anthony's term on the Illinois State Library Advisory Committee has come to an end. Secretary of State and State Librarian George Ryan came to the May meeting to thank her for her service and to present her with a plaque.

Community Leadership Award--District 219 presented Mrs. Anthony with a Community Leadership Award for her service on the District Leadership Council. The District has also nominated Mrs. Anthony for state recognition in the "Those Who Excel" program.

North Shore Magazine--Skokie Public Library received unflattering mention in an article on area libraries in the May issue of *North Shore Magazine*. The article provided extremely uneven coverage, and left some libraries, such as Park Ridge, out altogether. Mrs. Anthony's Letter to the Editor was in the June issue of the magazine and is included in the Board packet.

ULC Dialogue with Vendors--Bruce Brigell, Coordinator of Information Services and Mrs. Anthony attended a dialog with vendors sponsored by the Urban Libraries Council. Representatives and librarians met in Chicago to discuss issues concerning electronic access to periodical citations and text. Broad issue areas included pricing and fees, content and access.

Grant Project For Computer-based Training--Since it is evident that the original vendor with whom we contracted for development of computer-based training modules to assist the public

in use of the SKO-KEY system is unable to complete the project, we have interviewed other vendors and made plans to complete segments of the project in-house. We have kept in touch with legal counsel throughout recent communications with the former vendor.

Tours--Numerous librarians will be visiting Skokie Public Library before or after the ALA meetings in Chicago. We are scheduled to be a part of three large group tours and will also be visited by individuals interested in topics from architecture to bookmobiles.

Parking Lot--Demolition of 5219 and 5237 Oakton occurred within about two hours on June 2. It took a bit longer to haul away debris and fill in the site. Construction of the parking lot expansion began Monday, June 12, with tree and shrub removal. Weather permitting completion is expected about July 18.

Window Lite--We experienced major cracking of a window lite in Youth Services. The window was replaced from attic stock Tuesday, June 13. The Library will be reimbursed by the insurance company for the cost of installation and the cost of the lite.

Book Sale--The Library book sale June 9-10 netted more than \$7,000.

Book Awards--The Library presented book awards to one graduating senior at Niles North and Niles West who have shown exemplary use of the library. Maryann Mondrus, Reference and Young Adult Librarian, presented the students with a certificate and an unabridged *Random House Dictionary*.

LOCAL INFORMATION NETWORK

Mrs. Anthony has initiated meetings of representatives from local agencies to plan the formation of a Local Information Network Group in Skokie. To date, participating agencies include the Village of Skokie, Skokie Park District, Skokie Chamber of Commerce, District 219, District 68 and Rush North Shore Medical Center. Oakton Community College has indicated an interest in cooperating although they have not been represented at the meetings.

The creation of an interactive database would provide users with information on each participating agency. Information would include directory information about whom to contact for what, calendars of events, minutes of public meetings and feature services and "how to" information.

We are one of four libraries taking part in this NSLS pilot project. The System will put Skokie data on its server and also obtain regional data from the Northeast Illinois Planning Council and the Northwest Municipal Conference, to be available to all Local Information Networks.

The first draft of the NSLS Local Information Network Mission, Disclaimer and Acceptable Use Statements will be reviewed and discussed at the July Board meeting.

Cost/benefit concerns were raised and the question of which libraries now have a Local Information Network, and how it is used by them.

VESTIBULE

The Board reviewed the quote from b. Stromberg for modification of the vestibule as per Mr. Babka's specifications. The basic cost has increased \$456. in the last three months from the March quote.

The total cost depending on the finish selected will be \$13,763.-\$14,292.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR FOR VESTIBULE MODIFICATIONS IN AN AMOUNT UP TO \$14,292.

The roll call vote for approval was unanimous.

AUTOMATION

Mrs. Anthony reported that the new acquisitions system is much more complex than the former system. Staff have worked diligently to master the system and have been able to generate in the first month an equivalent number of orders as with the other system.

LIBRARY CABLE NETWORK

The Board noted the Library Cable Network June 1995 TCI Cable Guide and the programming report for 1994-1995.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported on the election of NSLS Board members in May. She was re-elected to the Board and has been nominated for Secretary for another term. The election will be in June. The NSLS reorganization is still in process.

COMMENTS FROM TRUSTEES

In Mrs. Weiner's absence she provided a written report on her attendance at the June 13 public demonstration of SKO-KEY, complimenting Bruce Brigell for a clear and informative presentation to more than 40 attendees.

ADJOURNMENT

The meeting adjourned at 9:18 p.m.


Zelda R. Rich, Secretary