

August 9, 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, August 9, 1995.

CALL TO ORDER

The meeting was called to order at 7:34 p.m. by Diana Hunter, President.

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

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 12, 1995

Mrs. Rich made a motion, seconded by Mrs. Goodman, to approve the minutes of the regular meeting of July 12, 1995 subject to the following corrections.

Mrs. Rich requested a correction on page 7, under "North Suburban Library System", noting that there was a June meeting of the NSLS Board, but she had no special information other than to report the usual business of the June meeting is to adjourn the old NSLS Board and convene with the newly elected NSLS Board. Mrs. Rich was again seated as the Secretary of the NSLS Board.

Mrs. Weiner also requested a correction under "Comments from Trustees" on page 8, stating that what she tried to convey regarding ALA Conference programs was that some of the more interesting sessions she would have liked to attend were scheduled at the same time, which created a conflict.

The motion to approve the minutes as corrected was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIST OF BILLS

Mrs. Rich 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, AND THE LIBRARY NOTE FUND BE ACCEPTED; AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

After discussion the roll call vote for approval of the financial statements and the list of bills was unanimous.

YEAR-TO-DATE BUDGETARY STATUS (Not on Consent Agenda)

The Board reviewed the Year-to-Date Budgetary Status statement.

CONSENT AGENDA ITEMS

**CIRCULATION REPORT
LIBRARY USE STATISTICS
PROGRAM STATISTICS FIRST QUARTER FY 1995-96
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE
PERSONNEL**

Mr. Graham 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. PROGRAM STATISTICS FIRST QUARTER FY 1995-96**
- 4. REPORT(S) FROM DEPARTMENT HEAD(S) (1)**
- 5. CORRESPONDENCE - (5)**
 - Letters from: Eddy H. Nakai, P.E., Municipal Engineer, Village of Skokie; Sharon Karmazin, Library Director, East Brunswick, New Jersey Library; Senator Carol Moseley-Braun; Secretary of State and State Librarian George H. Ryan; and Fire Chief James Eaves, Village of Skokie Fire Department
- 6. PERSONNEL**
 - Appointment: Richerdine Nordmeyer, Readers Advisory Services Specialist, Adult Services Department, effective August 21, 1995
 - Status Change: Melody Lucchesi, from part-time hourly to full-time Circulation Clerk, Circulation Services, effective July 31, 1995

During discussion Mrs. Weiner said she attended two of the Cultural Diversity workshops presented for staff which she found very interesting. She also said she was

surprised that no other Board members attended the Citibank Exhibit reception July 19, along with Mrs. Anthony - that it was important to have good Board representation at these affairs.

The motion to approve the Consent Agenda items passed unanimously.

DIRECTOR'S REPORT

Usage--Circulation in July was 94,599, a small increase over July, 1994, and a record for circulation in a month. Gains were strongest in circulation of audiovisual material and in use of the Bookmobile which has been in good repair and functioning daily. More than 56,000 used the Library in July, according to the gate count.

Parking Lot--The parking lot expansion to the west of the Library has been completed to the point that it is usable by staff and the public. The lot provides 32 new spaces for the public (more than are available in the Galitz lot) and six additional spaces for staff. The sprinkler system has been reinstalled to fit the smaller landscaped area. Light poles have been ordered and should be installed by the end of August. A fence and signage will also be completed. Landscaping will be done when the weather cools, perhaps in September.

Mr. Graham suggested we ask the Village to contact the contractor to have the old pipes and concrete refuse removed, which is strewn about the areas to be backfilled and landscaped. The debris needs to be cleaned up before the areas are landscaped.

Mrs. Hunter requested that the public be apprised the parking lot is now available, in the next edition of *Newskokie* noting the number of additional spaces, etc. and encouraging patrons to utilize the lot.

Tax Exempt Status 5241 Oakton--Mrs. Anthony attended a Cook County Board of Appeals hearing regarding tax exempt status for 5241 Oakton. The hearing officer requested graphic representation of the proximity of the property to the Library and clarification of responsibilities of the occupant. Mrs. Anthony will advise the Board when a final opinion is given.

Appraisal--We are in process of obtaining a new valuation of the Library and its property as this has not been done since the renovation. Given the changes to the building, the new phone system and computer systems, a new valuation seems warranted. We are working with Marshall and Stevens, the firm that has appraised the building previously.

Auditors--The Village has a new auditing firm this year, Pandolfi, Topolski, Weiss & Co., Ltd. We expect to receive the audit report in October or November.

Vestibule--b. Stromberg removed the vestibule grating after Library closing Saturday, July 22. The grating has been shipped back to the manufacturer to be reconditioned. It will be reinstalled in September after reconditioning and two new panels are fabricated.

Cooling Center--The Library has served as a designated cooling center during the recent spells of extremely hot weather. Individuals without air conditioning were referred to the Library and several other public buildings.

Lincolnwood Referendum--The Lincolnwood Public Library will seek approval of a bond issue on the November ballot to expand the Library by one third.

Library Cable Network--The Library Cable Network is planning an informative workshop for staff and Board members Thursday, September 21 at 9 a.m. in the Petty Auditorium. Speakers will talk about interactive cable and other trends in the electronic communication of information.

Cultural Diversity--Staff have attended a series of cultural diversity workshops this past month, coordinated by Barbara Kozlowski, working with the Skokie Human Relations Commission. Pat Groh, Coordinator of Community Services and Ellen Kaplan, Youth Services Information Assistant, served as facilitators for some of the sessions, after having received more extensive training from the Anti-Defamation League.

Readers Advisory Services--Ricki Nordmeyer will join the Library staff August 21 as Readers Advisory Services Specialist. She has experience in readers advisory work at the Palatine Public Library, has been active in the area Adult Reading Round Table, and has launched a business of producing booklists and other readers advisory aids.

Chicago Computer Society--The Society has been meeting monthly in the Library. We had hoped that some of their members could provide computer assistance to patrons on a volunteer basis. Mrs. Anthony discussed with Howard Frank the possibility of non-resident volunteers earning a Skokie Public Library borrowers card after performing a certain amount of hours.

Lengthy discussion ensued regarding the Library's volunteer program, the scope of public service and volunteers' role in that service.

A number of issues regarding the use of volunteers were raised including: the need for a hold harmless agreement, assessment of volunteers' skill level, equitable treatment of all volunteers and consideration of a minimum number of volunteer hours. It was suggested that the fundamental purpose of the volunteer program is to encourage local citizens to invest in the Library, thereby gaining a sense of ownership.

Because of the variety of issues raised, the Board concurred that a comprehensive volunteer policy must be developed to ensure the equal treatment of all volunteers.

The Computer Society volunteer issue will be considered more thoroughly by the Board.

REVIEW OF POLICIES RE FINES AND FEES

The Board discussed the information presented in Director Anthony's memorandum of July 6, 1995 recommending changes in several fees - in the adult overdue fee, reserve fee, FAX fee and charge for materials held but not picked up.

Overdue/Extended Loan fee

The current fee for overdue materials (except videos) is .10 per day for adults and youth, a rate effective since May 1, 1986. Presently, a number of NSLS libraries charge .15 per day for adult overdues and Arlington Heights Memorial Library charges .20 per day.

It is the Director's recommendation that the adult fee be increased to .15 while keeping the juvenile fee at .10.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR TO INCREASE THE FEE FOR OVERDUE ADULT MATERIAL (EXCLUDING VIDEOS) TO .15 PER DAY.

The roll call vote for approval was unanimous.

Reserve Fee

The reserve fee has been .25 since September, 1986. It is recommended to increase the fee to .35.

Our patrons will soon have the capability of placing their own reserves. Libraries already providing this service have experienced a great increase in the number of reserves. Since we have a high volume of reserves anyway, further increases will require additional staff time.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR TO INCREASE THE RESERVE FEE TO .35 PER ITEM.

The roll call vote for approval was unanimous.

Mr. Graham suggested a comprehensive study would probably show that the increased fee does not cover our cost and said we may want to evaluate further.

Interlibrary Loan or Reserve Not Claimed

Circulation has recorded the number of "abandoned" reserves and ILL requests for a week. There were an average of 12.6 reserves not picked up each day with a range from as few as three to as many as thirty-one not picked up. (It is important to note that from two to seventeen additional reserves were waiting for those titles.) ILL requests not claimed range in an eight day period from none to as many as eight on one day.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR TO IMPOSE A \$1.00 CHARGE PER ITEM FOR EACH RESERVE OR INTERLIBRARY LOAN REQUEST NOT CLAIMED OR CANCELLED WITHIN THE ALLOTTED TIME FRAME.

The Board suggested that fee changes be effective October 1, 1995, with ample public notification of the impending changes.

The roll call vote for approval was unanimous.

FAX Fee

There is currently no fee for this service. Someone who comes to the Library to get a magazine article pays .10 per page to photocopy it, while the person who asks for it to be faxed obtains the article at no cost. It is proposed that a FAX charge be instituted of \$1.00 plus .10 per

page, to be charged to the user's account and paid at the time of their next visit to the Library. Persons who regularly use remote services could be billed when charges reach \$10.00.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FAX CHARGE OF \$1.00 PLUS .10 PER PAGE, AS PRESENTED.

The roll call vote for approval was unanimous.

LOCAL INFORMATION NETWORK

The "North Suburban Library System Local Information Mission, Disclaimer and Acceptable Use Statements" First Draft was reviewed.

The Board found nothing objectionable in the Draft as presented.

Guidelines will be developed by participants in the pilot project and each agency will be responsible for maintaining its own information.

AUTOMATION

Mrs. Anthony reported that Dynix representatives will be out August 24. There are a number of issues we expect to be resolved with this meeting.

LIBRARY CABLE NETWORK

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

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported on the July meeting of the NSLS Board of Directors. She said NSLS received a grant in the amount of \$100,000. for the development of a Learning Center, (Higher Education Consortium). The Center, housed at the System, will provide programs and training sessions for librarians throughout the System in their home library.

Mrs. Rich also reported that NSLS Board members will receive a modem for their use at home during their term of office.

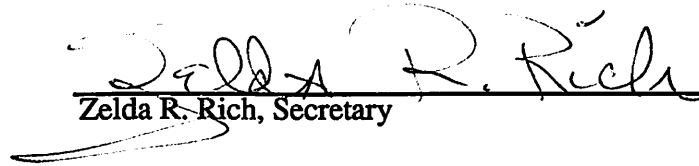
COMMENTS FROM TRUSTEES

Mrs. Hunter reminded Board members of the importance of telephoning, either Mrs. Hunter or Mrs. Anthony, in the event he/she is unable to attend the meeting - a quorum must be present in order to conduct business.

Mrs. Goodman reported on the meeting "Summer School for Library Trustees" which she attended July 15 in Rolling Meadows. It was not only geared to new trustees but for continuing public library trustees. Some of the topics covered were the role of trustees, the library in a world of changing technology, intellectual freedom and censorship. It was a very beneficial program.

ADJOURNMENT

The meeting adjourned at 9:12 p.m.


Zelda R. Rich, Secretary