

August 2, 1989

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, August 2, 1989.

CALL TO ORDER

The meeting was called to order at 7:41 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Dr. Herman S. Bloch; Eva Weiner; Zelda R. Rich; and Carolyn A. Anthony, Director.

Members absent: Walter B. Flintrup, Secretary and Norma Zatz.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services and Brenda Nott, Head of Youth Services.

APPROVAL OF THE MINUTES OF THE MEETING OF JULY 12, 1989

Dr. Wozniak moved that the Board of Trustees approve the minutes of the meeting of July 12, 1989 as written subject to additions and/or corrections. Dr. Bloch seconded the motion.

Mrs. Hunter appointed Mrs. Rich as Acting Secretary.

The motion to accept the minutes of the meeting of July 12, 1989 passed unanimously. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIST OF BILLS

Dr. Wozniak made a motion, seconded by Mrs. Rich:

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, AND THE REPORT ON THE FINE ARTS ACQUISITION 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 list of bills was unanimous.

CIRCULATION REPORTS
LIBRARY USE STATISTICS
PROGRAM STATISTICS FIRST QUARTER F.Y. 1989-90
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (2)

Dr. Wozniak made a motion, seconded by Dr. Bloch:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:
1. CIRCULATION REPORTS
 2. LIBRARY USE STATISTICS
 3. PROGRAM STATISTICS FIRST QUARTER F.Y. 1989-90
 4. REPORT(S) FROM DEPARTMENT HEAD(S)
 5. CORRESPONDENCE (2)
Letter from Debra L. Hudkins, Personal Banking Officer,
Financial Service Center, NBD Skokie Bank, N.A.
Memorandum to Tobi Oberman and Staff

The motion to approve the Consent Agenda items passed unanimously.

COST OF HEALTH AND DENTAL BENEFITS

The summary chart of the type of health and dental benefits currently elected by staff and the cost of those benefits to the Library will be reviewed by the Board and discussed at the September 13 meeting.

The Board requested that Mrs. Anthony obtain comparative costs of health and dental benefits paid by other libraries.

SUMMARY OF REVENUES

The summary of Library revenues showing the amount of funds derived from various sources will be reviewed by the Board and discussed at the September 13 meeting.

YEAR-TO-DATE BUDGETARY STATUS

The trustees reviewed the Year-to-Date Budgetary Status statement, which was not on the Consent Agenda this month, and noted the Data Processing expenses to date.

Mrs. Anthony will check the increase in data processing costs.

PERSONNEL

The trustees noted the appointment of Ruth Brown, part-time Clerk, Technical Services, effective July 17, 1989; Sima Mirkin, part-time Bookmobile Assistant, Community Services, effective July 28, 1989; Katherine Kuo, part-time Clerk, Circulation Department, effective August 7, 1989; Thomas Kern, Coordinator of Reference Service, Adult Services, effective August 28, 1989; and Victor Hsiang, part-time Clerk, Circulation Department, effective September 11, 1989.

Also noted: the promotion of Virginia Boggs, from Cataloger to Audiovisual Materials Specialist, Technical Services, effective July 17, 1989; Doretta Fuhs, from part-time Information Assistant, to full-time Periodicals Section Manager, Adult Services, effective July 17, 1989; Mary Ann Michna, from Audiovisual Services Technical Assistant to Audiovisual Services Technical Manager, Adult Services, effective July 17, 1989; and the resignation of Sheila Burden, part-time Clerk, Circulation Department, effective August 1, 1989.

DIRECTOR'S REPORT

Statistics--Circulation was up 7% this past month with a continued strong increase in Youth Services circulation, both in the Library and on the Bookmobile.

Korean Visitor--Dr. Ock-Soon Noh, Director of the Ewha Women's University Library in Seoul, Korea and a former Skokie Public Library staff member, visited here for several days this past month to learn about library automation. Dr. Noh may send a staff member to intern with us for 6-8 weeks this winter.

Schaumburg Public Library--A group of staff and Board members from the Schaumburg Library will consult with Liene Sorenson, SALS Manager and Pat Groh, Coordinator of Community Services, in planning some building modifications to improve accessibility.

Books About Russia--Shirley Odegaard of the Skokie Park District called recently to report that a contact she made while on a visit to the Soviet Union with the Business and

Professional Women's Club is interested in making a gift of some English translations of Russian books to the Skokie Public Library. The donor is the Secretary of the U.S.S.R./U.S. Friendship Society and hopes that we might reciprocate by sending them some U.S. paperback fiction.

Anniversary--The Skokie Historical Society has inquired whether we plan to celebrate the Library's 60th anniversary in February, 1990. We have no plans to celebrate that occasion, but propose to celebrate 50 years as a tax-supported institution in 1991.

After discussion it was the consensus of the Board that the Library honor the women who supported the Library in the early years, recognizing their contribution with some type of display in the Library in February, 1990, and plan the Library's 50th year anniversary as a tax-supported institution in 1991 on a larger scale.

In Touch Reception--The In Touch exhibit is attracting many interested patrons of all ages. The reception in the evening Monday, July 31, was attended by an enthusiastic group, including executives from Pioneer Press who expressed interest in supporting more projects in the future.

INSURANCE

Renewal notice for the Library's Professional Liability Policy was just received. This notice should be sent to us in early summer to enable us to discuss and act upon it before the renewal date of September 1.

We have no quotation on the cost of renewing our Directors and Officers Errors and Omissions Liability Insurance through Chicago Insurance Company, but need to complete and return the application at once. Mrs. Anthony will remind our agents Boyle, Flagg and Seaman we must have renewal information much earlier.

The premium last year was \$4,140., with an aggregate policy limit of \$1,000,000., a deductible of \$2,500., and covered prior acts.

Discussion ensued.

Dr. Wozniak made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RENEWAL OF THE PROFESSIONAL LIABILITY POLICY WITH THE PREMIUM NOT TO EXCEED \$4,500.

The role call vote for approval was unanimous.

STAFF AWARDS

The trustees discussed the concept of the staff awards program; the problems encountered by the Committee last year with the variety and quality of the nominations; and the merits of continuing the program.

Experience with the program in the first year indicated the need for a uniform nominating method. The Board endorsed the concept of a form which would aid the Awards Committee in selecting recipients and enable the nominators to adhere to the guidelines.

After further discussion Dr. Bloch made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CONTINUATION OF THE STAFF AWARDS PROGRAM ANOTHER YEAR; THAT A NOMINATION FORM BE DEVELOPED THIS YEAR; AND THAT THE PROGRAM BE REVIEWED BY THE BOARD AGAIN NEXT YEAR.

The role was called. Dr. Wozniak--yes; Mrs. Hunter--yes; Mrs. Weiner--yes; Dr. Bloch--yes; Mrs. Rich--present. The motion passed.

The Board agreed that the nomination form would best be developed by last year's Awards Committee and that it would be necessary to change the nomination deadline in order to allow time for the Committee to draft the form.

After discussion Dr. Bloch made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A CHANGE IN THE NOMINATION DEADLINE DATE AS OUTLINED IN THE GUIDELINES FOR SKOKIE PUBLIC LIBRARY EMPLOYEE AWARDS PROGRAM, FROM SEPTEMBER 1 TO OCTOBER 15, FOR THIS YEAR ONLY.

The motion was unanimously approved.

AUTOMATION

Mrs. Anthony reported that the Joint Computer Program for Libraries (JCPL) Board met this morning and voted to begin negotiations with Geac for an upgrade to the 9000 computer and related software for spring 1990 installation.

SPACE UTILIZATION PROCESS

Mrs. Anthony reported that Robert Rohlf was here for three days and met with the Board as a group and individually, with Department Heads as a group and individually, and with some staff members.

He will return September 11 and try to get a better view of what we like and what we would like to change and will meet with Board members who were unable to discuss their concerns during his first visit. In the interim he will review building plans and see how near or how far we are from original intentions.

Mrs. Anthony reported she wrote to Hammond Beeby and Babka, Inc. after the July Board meeting asking them at what point they would like to be involved in the process and what their schedule of fees would be. She is awaiting their response.

EMERGENCY PROCEDURES AND SPECIAL SITUATIONS MANUAL

After discussion of the *Emergency Procedures and Special Situations Manual* which was developed by a staff committee consisting of Tobi Oberman, Chair, and members Phil Carlsen, John Hammond and Phil Schoenwolf, Dr. Bloch suggested a few editorial corrections.

The Board expressed their appreciation to the Committee for the development of this excellent and well thought out manual.

Dr. Bloch made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ADOPTION OF THE EMERGENCY PROCEDURES AND SPECIAL SITUATIONS MANUAL.

The motion was unanimously approved.

COLLECTION DEVELOPMENT GIFT POLICY

After discussion of the policy "Receiving Donations of Materials" which is a part of the Collection Development Policy Manual a few editorial changes were suggested and agreed upon.

Dr. Wozniak made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ADOPTION OF "RECEIVING DONATIONS OF MATERIALS" POLICY.

The motion was unanimously approved.

LIBRARY CABLE NETWORK

The trustees noted the August 1989 "Program Guide Cable Channel 22".

Mrs. Anthony reported that Highland Park Public Library has withdrawn from the Library Cable Network consortium.

NORTH SUBURBAN LIBRARY SYSTEM


There was no report on the meeting of the North Suburban Library System Board of Directors in view of Mr. Flintrup's absence.

COMMENTS FROM TRUSTEES

Trustees discussed the Village flood control project and the potential problems for Library patrons and staff.

ADJOURNMENT

The meeting was adjourned at 9:30 p.m.


Zelda R. Rich, Acting Secretary