

February 13, 1991

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, February 13, 1991.

CALL TO ORDER

The meeting was called to order at 7:39 p.m. by Dr. John M. Wozniak, Vice President.

Members present: Dr. John M. Wozniak, Vice President; Walter B. Flintrup, Secretary; John J. Graham; Zelda Rich; Eva Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

Member absent: Diana Hunter, President.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; Susan Hagen Land, Head, Adult Services; and Tobi Oberman, Head, Circulation Services.

APPROVAL OF THE MINUTES OF THE MEETING OF JANUARY 9, 1991

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting of January 9, 1991 as written, subject to additions and/or corrections.

Mrs. Rich seconded the motion.

There were no additions or corrections.

The roll call vote for approval was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

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

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.

During discussion of bills, it was suggested we request a proposal from Otis Elevator Company for a maintenance contract covering all the Library elevators; it was noted that

personal book order reimbursements were higher; and it was requested that all credits be clarified on the General Operating Fund.

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

### CONSENT AGENDA ITEMS

CIRCULATION REPORTS  
LIBRARY USE STATISTICS  
PROGRAM STATISTICS THIRD QUARTER 1990-91  
REPORT(S) FROM DEPARTMENT HEAD(S)  
CORRESPONDENCE (7)

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

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 THIRD QUARTER 1990-91
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. CORRESPONDENCE (7)
  - Letter from Ardell Faulhaber
  - Letter from Sally Bishop, Library Video Network
  - Letter from Andrea Schwartz
  - Letter from James J. Szczepaniak, Public Information Officer, Village of Skokie
  - Letter from Anne E. Levinson, Assistant Director, Office For Intellectual Freedom, American Library Association
  - Letter from Jack Weinman
  - Letter from Jack Hafferkamp, Intro Coordinator, The Medill School of Journalism, Northwestern University

After discussion the motion to approve the Consent Agenda items passed unanimously.

### YEAR-TO-DATE BUDGETARY STATUS REPORT

The trustees reviewed and discussed the Year-to-Date Budgetary Status Report.

### SKOKIE PUBLIC LIBRARY PROJECTED BUDGET FOR 1991-92

The trustees reviewed the revised projected budget and discussed budgetary concerns.

Mrs. Anthony said she was advised that the Village is still in the process of cost-of-living adjustment (COLA) considerations and it appears a decision will not be available until May.

## PERSONNEL

The trustees noted the resignation of Barry Blake Arky, part-time Audio Visual Services Technical Manager, effective February 4, 1991 and Kristin Carlson, full-time Bookmobile Assistant, Community Services, effective February 14, 1991.

## DIRECTOR'S REPORT

Statistics--Circulation for the month was little changed from last year. Reciprocal borrowing and Interlibrary Loan both showed decreases for the month. Circulation of BPH materials and large type books was up. Total reference and information activity showed an increase of 10% for the month, due to gains in Youth Services, primarily in-person information requests.

New Adult Head--Susan Hagen Land joined the staff January 15 as new Head of Adult Services.

Replacement Lites--We have heard from Northbrook Insurance that they will not pay for ten replacement lites on the second floor. Although it seems like more than coincidence that all the lites on the south side of the building developed broken seals at about the same time, they consider the loss normal wear and tear. Replacement window units have been ordered at a cost of \$8768., not including installation.

Cable Subscribers--According to TCI, about 9000 homes in Skokie are cable subscribers, or about 40% of residences. Significantly, in a recent survey of 50 attendees at a Library program, three indicated that they had learned of the program via cable.

Cultural Diversity Grant--North Suburban Library System has filed a letter of intent to apply for an LSCA grant to help libraries serve diverse cultures. Skokie Public Library has indicated that it would be a participant, focusing this time on the Russian community.

Security--There has been some concern about the threat of terrorist activity in Skokie, related to the Gulf War. Police Chief Miller advises that night patrol of government buildings including the Library has been increased. They anticipate activity such as vandalism more than bombings. Nevertheless, there have been bomb threats at the Park District Skatium, the Mayer Kaplan Jewish Community Center and this week also one

at Village Hall. In the event of a bomb threat at Village Hall in extremely cold or inclement weather, Village staff will come to the Library. We have a policy for dealing with bomb threats in the Library.

National Library Week 1991--Mrs. Hunter and Mrs. Anthony met with representatives of NBD Bank regarding plans for National Library Week. NBD Bank will again fund a reception and cover some of our printing costs for bookmarks and invitations.

National Library Week 1992--An application has been submitted to the Illinois Arts Council for a grant in support of an artist's residency for National Library Week 1992. We have talked with Mary Ellen McGarry who will work with fourth graders on the elements of classical Greek drama.

Midwinter--Mrs. Anthony attended an excellent seminar on the future of library automation sponsored by RMG at Midwinter. The CEOs of fifteen automation vendors spoke about trends they see in the coming decade.

Chamber Luncheon--Mrs. Hunter and Mrs. Anthony attended the annual Chamber of Commerce luncheon for the installation of new officers.

Korean Grant--Our project for reaching out to the Korean-American community, undertaken as a cooperative LSCA grant with Chicago Public Library, Lincolnwood Public Library and Morton Grove Public Library, is proceeding well. We have had three programs to date with attendance over 100 for each. The audience for those programs was about 60% Korean and 40% other. A presentation by a popular Korean author drew an audience of 65, largely Korean.

Telephone Volunteer--Mr. Bert Olea, a Skokie resident and former employee of Illinois Bell, now a telephone consultant, offered to do some volunteer work for us because the Library was helpful to him in starting his business. He will be looking at the way staff are using (or not using) certain telephone features and make recommendations to us for training and/or modification of the telephone set up.

LACONI (Library Administrators Conference of Northern Illinois) Youth Services Program--Brenda Murphy, Head, Youth Services, and Mrs. Anthony attended an inservice

workshop sponsored by the Youth Services Section of LACONI. It was intended for Youth Services Heads and their Directors, attending as teams. Focus was on improving communication and working together to solve problems.

Borders Books--Mrs. Kozlowski, Mrs. Land and Mrs. Anthony visited Borders Books in Oak Brook. The book store was praised for its design in Crain's Chicago Business. We came away with some ideas for the adult short-term use and Youth Services areas of the Library.

Security Systems for AV--We are in the midst of looking at options for securing audiovisual materials so that they may be put out on open shelves. We would like to make a selection and start that process soon so that we will be ready when the renovation is completed.

Building Renovations--We have had two meetings with Robin Johnson, Hammond Beeby and Babka. We are working on a timetable and refining ideas for service desks, layout and location of office areas. Meanwhile, the Village is pursuing options for financing. Nothing has been presented yet to the Village Board.

"People First"--Many scenes in this 50 minute videotape, produced by the Library Video Network for ALA were shot in Skokie Public Library. The tape was developed as a training film for library staff in handling patrons with disabilities. It was available at Midwinter.

Macintosh for Public Use--Youth Services will have a Macintosh computer available for patrons for booking February 14, 1991.

The Director requested a brief executive session at 8:35 p.m. to address two personnel matters.

The regular order of business resumed at 8:50 p.m.

#### AVENUES TO EXCELLENCE II - REVIEW OF PROGRESS

Because the State Library requires all public libraries requesting a per capita grant to attest that the Board and Administrator have jointly reviewed the Library's progress in

meeting standards outlined in *Avenues to Excellence II* within the preceding year the Skokie Public Library's progress was reviewed.

While the Skokie Public Library meets or exceeds most standards in *Avenues to Excellence II*, the Board discussed some of the areas meriting attention.

The Board agreed to review the Library's policies on a regular basis; the Board and staff representatives will conduct an annual "walk-through" to assess the image projected by the Library; and that while certain target groups have been identified, including disabled persons, new residents and members of ethnic groups such as Korean or Russian, our regard for patrons' privacy has not allowed us to gather data that might enable us to quantify use of the Library by these groups.

The just released preliminary 1990 census figures for Skokie were discussed and the Board asked for clarification of the classification of "Other" on the chart published in the February 13 issue of the Chicago Tribune which lists a figure of 32.

During discussion of the possibility of increasing Sunday hours and the impact this would have on costs the Board agreed that staff reaction and willingness to work additional hours were major factors, and that it would be advisable to re-examine our overtime policy if the Board approved an increase in Sunday hours.

Under the heading of Personnel, the minimum salary for entry level professionals was discussed. In FY 1989-90, the Skokie Public Library minimum salary for a graduate with an MLS was \$21,645., increased to \$22,673. in FY-1990-91. This salary level is average for the Midwest and low nationally according to ALA's annual survey of librarian salaries, reported in Library Journal October 15, 1990. Mrs. Anthony recommended that we plan for above average salaries to attract and retain superior staff. It was the consensus of the Board that Mrs. Anthony bring back a figure for further discussion at the March meeting.

Other standards met include implementation of a planned orientation program for all new employees; review and updating our materials selection policy including procedure for

reconsideration of library materials; and preparation of a written plan for collection development this past year.

Our Document Delivery rate has remained at 30% within one week and dropped slightly from 73% to 72% within 30 days. The standards for these fill rates are 33% and 75% in one week and one month respectively. We will continue to try to improve in this area.

The collection turnover rate was 2.15 in May 1990. Guidelines in *Avenues to Excellence II* indicate that, among public libraries in Illinois, the 50th percentile for turnover rate was 1.9 and the 75th percentile was 2.6 based on 1987 data. Our objective for FY 1991 is 2.5.

We are presently devoting attention to Physical Facilities. In addition, Mrs. Anthony has requested a busy study be conducted by Illinois Bell to see how frequently people get a busy signal when calling the Library. Issues that have been addressed this past year include parking improvements, study of space needs and development of a written building program.

Under System and ILLINET Membership Responsibilities, the issue of participation in intersystem reciprocal borrowing continues to be problematic. Also, we presently respond to Interlibrary Loan requests by mail only--not to our electronic mailbox on OCLC. At some point, we will need to respond to ILL requests sent electronically.

These areas will all be addressed.

### BUILDING PROGRAM

Mrs. Anthony reported that she has met twice with Robin Johnson, architect from Hammond Beeby and Babka, Inc. In order to fit all services for adults on the first floor as called for in Plan C, it may be necessary to move almost all offices and nonpublic functions to the second floor.

A tentative building renovation time schedule has been developed. Scheme C will be further developed for Board review in March. If all were to proceed on an optimum schedule, construction could begin in August, 1991.

We will strive to keep the Library open throughout the project which will be done in phases.

#### AUTOMATION

Joyce Mitchell, Systems Librarian, Joint Computer Program for Libraries, (JCPL) informed the Board at its meeting Friday, February 8, that she will retire effective April 1, 1992. Because of this the JCPL Board felt it would not pursue any change in the system until such time as a new Systems Librarian was hired.

The equipment has been dependable.

#### PHOTOCOPIER

The Board reviewed the two proposals submitted as part of the ongoing replacement process of older photocopiers used by the public. The photocopier in the Periodicals area needs to be replaced.

The bid from Cook County Photocopy Company for one MITA DC-2255 coin operated copier with cabinet at \$3,800., including trade in, was the lower bid.

Mrs. Anthony will begin lease purchase arrangements for one MITA DC-2255 coin operated photocopier.

#### LIBRARY CABLE NETWORK

The trustees noted the February, 1991 Library Cable Network Program Guide for Cable Channel 22.

#### CIRCULATION DEPARTMENT UPDATE

Tobi Oberman, Supervisor, Circulation Services, reported on the daily functions and responsibilities of the Department which include Circulation Desk activities: check-out, check-in, patron registration, overdue processing, patron information and interpretation of circulation procedures and library policies.

Circulation staff also direct incoming calls, handle reserves, check shelves for "claims returned" materials, discharge materials from patrons' records, desensitize and sort materials into broad categories for reshelving and empty the bookdrop at specific times.



The Department employs seven full-time clerks, three full-time pages, thirteen part-time clerks, seven part-time pages and two security guards.

#### NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the January meeting of the North Suburban Library System Board of Directors.

He suggested Skokie Public Library Board members review the NSLS Long Range Plan, noting this is an excellent document.

#### COMMENTS FROM TRUSTEES

Mrs. Zatz reported that in the February, 1991 issue of American Libraries that Montgomery County, Maryland, citizens called to jury duty at the courthouse in Rockville find "Recycled Reads" awaiting them. The county's Department of Public Libraries places day-glo-bright stickers on library discards. The sticker invites potential jurors to "Read and enjoy" and "return at your convenience to any library or bookmobile." She agrees this is a wonderful outreach and PR tool, and we should investigate this service for the Skokie Court House.

Mrs. Zatz said that although we are phasing out art prints those that remain in the collection should be displayed neatly and not hung in disarray.

Mrs. Weiner expressed her deep appreciation to the Board and staff for their visits, cards and telephone calls during her hospitalization for hip replacement surgery. She said the outpouring of concern made her feel even more a part of the Library and it was truly heart-warming.

She also noted she always thought she understood what it meant to be disabled, but now understands completely what it is to be physically disabled--and unfortunately, there are a number of things the Library still must do to be truly "accessible." For example, the doors to the rest rooms are much too heavy to be opened by disabled patrons: using a walker, in a wheelchair or on crutches. It's an extremely long way from the Board Room to the only handicapped washroom in the Library. These things should be looked at as part of the building renovation project.

ADJOURNMENT

The meeting was adjourned at 10:57 p.m.

  
Walter B. Flintrup, Secretary