

October 9, 1991

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, October 9, 1991.

CALL TO ORDER

The meeting was called to order at 7:33 p.m. by Diana Hunter, President.

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

Board member Susan Brill Schreck arrived at 8:05 p.m.

Observers present: Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; Susan Hagen Land, Head, Adult Services; and Tobi Oberman, Supervisor of Circulation Services.

Brenda Murphy, Head, Youth Services arrived at 7:45 p.m.

Visitors present: Scott Gendell representing the Mitchell S. Levey Foundation and Julian and Lois Levey of Skokie.

Observers present: Carol M. Moulden, Public Services Librarian, National-Louis University, Evanston; and Thomas P. Marlin, RCM Laboratories, Inc.

The regular order of business was changed.

President Hunter recognized Mr. Gendell who gave a brief history of the establishment of the Mitchell S. Levey Foundation by four very close friends of Mitchell Levey after his sudden death.

Mr. Gendell introduced Mr. and Mrs. Levey, who presented the Board with a check in the amount of \$2,000. for the purchase of children's books in memory of their son.

Mr. Gendell noted that a newspaper article is scheduled to appear about the Foundation and its formation. (The Board would like copies of the article mailed to them as soon as it is available.)

Mrs. Hunter thanked Mr. Gendell and Mr. and Mrs. Levey for their thoughtful and generous donation.

Mr. Gendell and Mr. and Mrs. Levey left the Board Room.

The meeting was returned to the regular order of business.

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 11, 1991  
AND THE SPECIAL MEETING OF SEPTEMBER 24, 1991**

Mrs. Zatz moved that the Board of Trustees approve both the minutes of the regular meeting of September 11, 1991 and the special meeting of September 24, 1991 as written, subject to additions and/or corrections. Mr. Flintrup 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  
LISTS 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, REPORT ON THE FINE ARTS ACQUISITION FUND, YEAR-TO-DATE BUDGETARY STATUS, 1991 LIBRARY PROJECT FUND, AND LIBRARY NOTE FUND BE ACCEPTED, AND THAT THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND AND THE 1991 LIBRARY PROJECT FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.**

During discussion Mr. Flintrup asked if Baker and Taylor could be paid with one check, instead of six or seven. Mrs. Anthony will look into this.

Mrs. Anthony asked if the Board would want to adjust the Small Equipment line of the budget at this meeting as it is overspent. It was the consensus of the Board to review all budget line expenditures at the November meeting.

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

**CONSENT AGENDA ITEMS**

**CIRCULATION REPORTS  
LIBRARY USE STATISTICS  
REPORT(S) FROM DEPARTMENT HEAD(S)  
CORRESPONDENCE (5)**

Mr. Flintrup made a motion, seconded by Mr. Graham:

- 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. REPORT(S) FROM DEPARTMENT HEAD(S)
  4. CORRESPONDENCE (5)
    - Letter from Mindi Schryer, Tot Learning Center Supervisor, Skokie Park District
    - Letter from Robin A. Johnson and Bernard F. Babka, Hammond Beeby and Babka, Inc.
    - Letter from George H. Ryan, Secretary of State and State Librarian
    - Letter from E. Judith Bloch (Mrs. Herman S. Bloch)
    - Letter from State of Illinois Public Treasurers' Investment Pool

During discussion Mr. Flintrup expressed concern over the number of books weeded from the collection. Mrs. Anthony will invite selectors to a Board meeting to discuss the process of selection and weeding.

The motion to approve the Consent Agenda items passed unanimously.

#### DIRECTOR'S REPORT

Usage--Circulation was up nearly 7% in September 1991 over last year. Audiovisual formats are still showing strong gains, but book circulation was also up 4% for both adults and children. Bookmobile circulation continues to climb, however BPH materials circulation has decreased, down 80%.

Staff In-Service Day--Eighty-four staff and two board members attended the Staff In-Service Day, September 13. Becky Schreiber led the staff through a Myers-Briggs assessment and discussion of personal styles of operation. Of seventy responses to questions on an evaluation form, sixty-three indicated that they found the in-service day helpful.

Staff Picnic--Staff had another opportunity to get together at an all-staff picnic, September 15. The picnic was organized by Tobi Oberman, Supervisor of Circulation Services and Virginia Gaiser, Library Assistant, Technical Services.

Crime Prevention--Mrs. Anthony met with officers from the Crime Prevention Unit of the Skokie Police regarding prevention techniques that might be implemented at the Library and also talked with detectives investigating the recent theft of paychecks.

Mrs. Schreck arrived. (8:05 p.m.)

Service Desk Design--There have been several meetings with architects, department heads and coordinators regarding design of the new service desks.

Bid Documents--Preliminary bid documents for construction have been reviewed by our attorneys in preparation for the special Board meeting October 24. Our insurance agent has also reviewed matters related to insurance in this document as he did for the architectural contract.

Cooperative Collection Development in Foreign Languages--The development of foreign language collections is an appropriate area for cooperation among libraries. Susan Hagen Land, Head, Adult Services Department, convened a meeting of representatives of the North Shore Public Libraries Group to review opportunities in this area.

New Residents' Coffee--Lydia Stux, Coordinator of Programs and Exhibits, represented the Library at the New Residents' Coffee this year.

Roof--Work on the roof replacement began this week and is expected to take about two weeks. Details of the bids have been requested from HULS America, but have not been received.

After discussion the Board concurred that HULS America should be notified again and advised that all roof work must stop until such time as the bid information requested by the Board is received.

Jury Duty--Barbara A. Kozlowski, Associate Director of Public Services, will serve a two week term of jury duty in Will County.

State Library Advisory Committee--Mrs. Anthony attended a meeting of the State Library Advisory Committee September 25 in Springfield. Alan Sorkin, White House Conference Delegate from Skokie, is among the new members of the group. State money for libraries has been reduced by 2.5 million this year, reflected in reduced support for the public library per capita

grant (.91 instead of 1.00) and a 45% funding cut to the state resource and reference centers. The latter will have a significant impact on interlibrary loan in the State.

Other Activities--Mrs. Anthony talked to combined third graders of Devonshire School; spoke to the forum of NSLS public library administrators; participated in an NSLS Committee on implementation of the new RBP tenets; and attended a Chamber of Commerce Business After Hours.

#### MEMORANDUM RE ELEVATORS AND SERVICE CONTRACTS

The trustees noted the information prepared in response to Mr. Flintrup's concerns regarding elevator maintenance contract costs and his request for repair history data.

#### INSURANCE

The Insurance Proposal for Skokie Public Library 1991-92 prepared by Boyle, Flagg & Seaman, Insurance Consultants was reviewed.

Mr. Flintrup stated he is uncomfortable with the lack of competitive bids from other insurance companies.

Mrs. Hunter reminded Mr. Flintrup that Boyle, Flagg & Seaman has obtained proposals each year at the Board's request in an attempt to provide the Library with good rates and coverages with reputable carriers.

After discussion the Board concurred that two or three additional insurance bid proposals should be obtained by Boyle, Flagg and Seaman and presented at the November Board meeting.

#### RENOVATION PROGRAM

The September 25, 1991 letter from Robin A. Johnson was reviewed, which noted the Board's requests regarding an add alternate for installing sprinklers in the original 1958 building and a deduct phasing alternate; the inclusion of cleaning existing light fixture lenses, estimated at \$1,200; and investigating replacement solutions to the cracked panels in the courtyard, not to exceed \$15,680.

The construction documents will be presented to the Board at the special meeting October 24, 1991 and bids are scheduled to go out the following week.

### Asbestos Survey

Proposals were solicited by Mrs. Anthony from five companies for an asbestos survey. Each company responded. Three of the firms sent a representative to the Library to look through the building and at building plans. The survey costs were fairly close at about \$4,500. Costs for specifications, design and report varied. ATEC is the only firm that indicated the Library would not own the final report, but that they would keep it for five years and make it available to the client as needed.

References were checked by the Director and after careful analysis of the proposals it was her recommendation that the Board accept the RCM Laboratories, Inc. proposal.

The Board discussed asbestos identification requirements, recommendations, responsibilities and problems.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL OF THE LOWEST BIDDER, RCM LABORATORIES, INC. FOR ASBESTOS CONSULTING AND TESTING SERVICES.**

The roll call vote for approval was unanimous.

Mrs. Hunter called for a short recess at 8:45 p.m.

### Interior Design

The meeting resumed at 8:55 p.m. with the discussion and review of interior design proposals.

Estimated costs from Russell Christianson were in the range of 5.5% to 7% of the estimated furnishings budget of \$500,000., equivalent to \$27,500-\$35,000. Sharon Gonzalez, in her letter of September 17 estimated a fee of 5% for basic services after schematic design, assuming a furnishings budget of \$500,000. Her original proposal estimated a fee of \$9,000. for the schematic design phase, bringing her total estimated fee to \$34,000. Robin Johnson initially proposed Hammond Beeby and Babka's fee as 10%, but submitted a modified version of that proposal, including a detailed breakdown of services, in her letter dated October 3, 1991.

Hammond Beeby and Babka proposed that compensation for services described be converted to a lump sum of \$50,000.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RETAIN HAMMOND BEEBY AND BABKA, INC. FOR INTERIOR DESIGN RENOVATIONS OF THE SKOKIE PUBLIC LIBRARY AS PER THEIR MOST RECENT PROPOSAL DATED OCTOBER 3, 1991.**

The roll was called. Mrs. Weiner--yes; Mr. Graham--yes; Mr. Flintrup--no; Mrs. Schreck--yes; Mrs. Rich--yes; Mrs. Zatz--no; Mrs. Hunter--yes. The motion passed.

MEMORANDUM FROM JOHN GRAHAM RE BOARD SELF-EVALUATION

Mr. Graham suggested discussion be deferred indefinitely in regard to the Board's self-evaluation until time permits.

AUTOMATION

The Board noted the Geac Computer Corporation Limited audit report as of April 30, 1991 from Deloitte & Touche.

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network October, 1991 Program Guide for Cable Channel 50.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the meeting of the Board of Directors of the North Suburban Library System (NSLS), noting that Terry Miller has resigned as President of the Lincolnwood Public Library District Board and Vice President of the NSLS Board, as she is marrying and is moving to Chicago.

Reciprocal borrowing tenets, approved by the NSLS Board, call for elimination of lost book reimbursements to member libraries, effective July, 1992. Discussion continues of the redistricting of systems.

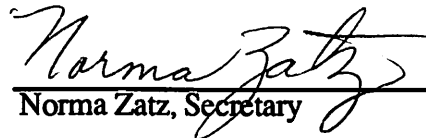
COMMENTS FROM TRUSTEES

Mrs. Weiner said the program "Introduction to New Books" given by Pat Groh, was wonderful and well attended. She also distributed a report to the Board sharing her observations during the September 13 Staff Institute Day.

Mr. Flintrup asked that interest rate comparisons be made in order to determine if there is a benefit to participating in the Illinois Public Treasurers' Investment Pool.

ADJOURNMENT

The meeting adjourned at 9:37 p.m. and the Board reconvened for a special meeting immediately thereafter.

  
Norma Zatz, Secretary