

September 11, 1991

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, September 11, 1991.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Diana Hunter, President.

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

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

Brenda Murphy, Head, Youth Services arrived at 7:50 p.m.

Visitors present for the purpose of interior design presentations: Bernard Babka, Robin Johnson and Paul Steinbrecker of Hammond, Beeby & Babka, Inc. Architects (7:30 p.m.); Sharon A. Gonzalez and Marsha Woodhouse of Gonzalez Associates, Inc. (8:15 p.m.); and Russell S. Christianson of Russell S. Christianson & Associates (8:50 p.m.).

The regular order of business was changed to allow for the presentations.

After the last presentation at 9:20 p.m. Mrs. Hunter called for a short recess.

When the meeting resumed at 9:35 p.m. discussion ensued regarding interior design styles and projected costs. Some additional furnishings are called for in the renovation plan, however, much of the furnishings will remain and some will be refurbished. The trustees reiterated the importance of retaining the aesthetic sense of the building design and the elegance and simplicity of the interior. The Board concurred that it is paramount to integrate the old with the new and that more clarity be written into the interior design specifications.

Mrs. Hunter said that perhaps after the special board meeting September 24, when cost options are presented by the architects some of the concerns can be clarified.

No action was taken.

Mrs. Schreck left the meeting at 10:10 p.m.

APPROVAL OF THE MINUTES OF THE AUGUST 14, 1991 MEETING

Mr. Graham moved that the Board of Trustees approve the August 14, 1991 minutes of the regular meeting as written, subject to additions and/or corrections. Mr. Flintrup seconded the motion.

Mrs. Anthony said that at the August Board meeting "the trustees requested that all building renovation costs disbursed to date from the Reserve Fund for the Purchase of Sites and Buildings, including costs incurred for the services of Mr. Rohlf, be reimbursed, and that an accounting of such repayment be included in the 1991 Library Project Fund Statement."

Because some of the costs have come from the General Operating Fund rather than the Reserve Fund this should be clarified and stated in the form of a motion and the August 14 minutes be corrected.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THAT ALL BUILDING RENOVATION COSTS TO DATE, WHETHER DISBURSED FROM THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS OR THE GENERAL OPERATING FUND, BE REIMBURSED FROM THE LIBRARY PROJECT FUND TO THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS.

The roll call vote for approval was unanimous.

Mrs. Anthony said that the motion on Page 9, under "Microfilm Reader/Printer Proposal" needs clarification since it does not reflect the final cost of the Minolta RP605Z after group discount and with accessories and coin-op. The motion should be corrected giving the total cost because the bank handling the lease-purchase agreement requires a copy of the motion to proceed with the arrangements.

Mr. Flintrup made a motion seconded by Mr. Graham to correct the August 14 motion to reflect the final cost of the Minolta RP605Z with accessories and coin-op of \$6,608.90 as follows:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE SPECIAL GROUP QUOTATION PREPARED BY MICROIMAGE TECHNOLOGY, INC. FOR ONE MINOLTA RP605Z READER PRINTER AT A TOTAL COST OF \$6,608.90 INCLUDING ACCESSORIES AND COIN-OP.

The roll call vote for approval was unanimous.

Mr. Flintrup asked that clarification be made on Page 7 regarding the roof under "Building". It should be indicated that at the time the motion was made the trustees were aware that three bids were received by Huls America and that the contract was being awarded by Huls to the low bidder. The Board concurred that documentation to whatever extent possible be obtained from Huls and incorporated in the minutes.

The roll call vote for approval of the minutes as corrected passed unanimously and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS

Mr. Graham 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, 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 BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

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 (3)

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. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE (3)
 Letter from Jay F. Hein, Assistant to the Secretary of State
 Letter from State Senator, Howard W. Carroll, 1st District
 Letter to Mary Foreman, Grants Specialist, U.S. Dept. of Education

The motion to approve the Consent Agenda items passed unanimously.

DIRECTOR'S REPORT

Usage--Circulation for August showed little change from August last year except the Bookmobile which posted a strong gain in circulation. Increases were also significant in circulation of BPH and large type materials, children's audiocassettes and AV kits and adult pamphlets and periodicals. Reference activity was up considerably over last year.

Best of the North Shore--Skokie Public Library was selected by readers of North Shore Magazine as "The Best of the North Shore in 1991".

Incidents in the Library--Staff and Skokie Police were quick to respond when we learned that a five-year-old girl, left by her father in Youth Services, was missing from the Library. A neighbor called to report that the child had walked home on her own.

Two paychecks were apparently stolen from a desk drawer in Technical Services where they had been left overnight. Payment was stopped on the checks and the Police were notified.

Grant for Russian Language Materials--The U.S. Department of Education has notified the Skokie Public Library of the award of a foreign language materials grant in the amount of \$10,000. Barbara Kozlowski, Associate Director for Public Services, prepared the grant proposal for funds under LSCA Title V. This is the first year that funds have been authorized in that title. The money will be used to purchase materials in the Russian language during the grant period from October, 1991 through September, 1992.

Great Books Gift--Members and friends of the Great Books Discussion Group which has met at the Library for 32 years have contributed nearly \$1,000. for the purchase of a set of the newly revised Great Books of the Western World. The Books will be presented to the Library November 12.

Illinois Arts Council Grant--We have received a \$600. grant from the Illinois Arts Council for our National Library Week artist in residency program. Lydia Stux, Coordinator of Programs and Exhibits, has been invited as one of two sponsor representatives to speak at an Illinois Arts Council Arts-in-Education Residency Orientation Conference. She will focus on promoting community involvement and publicizing residencies.

Parking on Laramie--The Village Board approved an ordinance reinstating parking restrictions on Laramie at the request of a number of condominium owners. Staff members have parked on Laramie for the past year since parking was permitted.

Karl Weiner's Photograph--A photograph of Karl Weiner has been enlarged and framed for the Board Room.

Vending Machine--The vending machine which was installed in the Staff Room in August, 1986, generated revenues sufficient to repay the \$3,722. cost of the machine by February, 1990. The machine is now generating a profit. It will be up to the staff committee to decide whether to use the profit to reduce the price of goods or to fund something for the staff.

Insurance--Mrs. Anthony will solicit proposals for our insurance coverage, to be presented to the Board at the October meeting. All our insurance coverages are now on the calendar year.

The memorandum prepared in response to Mr. Flintrup's request regarding elevator repairs and service contracts will be reviewed by the trustees and discussed at the October meeting.

RENOVATION PROGRAM

The rough work schedule prepared by Hammond Beeby and Babka was reviewed and discussed.

There may be a need for additional special Board meetings this fall to obtain the Board's approval on pricing and bid specifications.

The asbestos issue will be handled in two separate steps. We will obtain proposals from environmental firms for initial investigation including air quality sampling, core samples of ceilings and walls to determine presence of asbestos, review of drawings for proposed construction to assess the degree to which asbestos may be disturbed, recommendation of treatment (or nontreatment) of asbestos in various locations, additional air quality sampling during construction as needed and after completion of construction.

An advantage of separating this aspect of the investigation from the treatment contract is that we should get an independent analysis reflecting health concerns and options for treatment.

Gamze-Korobkin-Caloger, Consulting Engineers, who are working with Hammond Beeby and Babka on the renovation plans, met with Johnson Controls regarding our heating,

ventilating and air-conditioning equipment. The engineers have requested considerable data describing the current performance of the equipment as necessary baseline data for development of plans for modification to the system.

The proposal prepared by Johnson Controls to supply this data at costs not to exceed \$11,800. for the air balancing analysis and \$2,480. for electrical study was discussed. The Board concurred that Johnson Controls, as the contractor who has maintained our HVAC system for over ten years, should have records on file of all HVAC modifications made during that time.

However, it was the consensus of the Board that the architectural agreement entered into with Hammond Beeby and Babka indicates that this is an area of the architect's responsibility and any cost incurred from Johnson Controls re the above should be borne by them.

After lengthy discussion the Board authorized Mrs. Anthony to consult with our attorney, and, if need be, to ask the attorney to contact Hammond Beeby and Babka of the Board's opinion.

DRAFT INTERGOVERNMENTAL AGREEMENT BETWEEN THE SKOKIE PARK DISTRICT AND THE SKOKIE PUBLIC LIBRARY

After review of the Draft Intergovernmental Agreement Mr. Graham made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE SKOKIE PARK DISTRICT AND THE SKOKIE PUBLIC LIBRARY.

The roll call vote for approval was unanimous.

MEMORANDUM FROM JOHN GRAHAM RE BOARD SELF-EVALUATION

The "Questionnaire to Evaluate Your Library and Library Board" will be reviewed by the trustees and discussed at the October Board meeting.

AUTOMATION

Mrs. Anthony advised there were no new developments to report regarding the JCPL (Joint Computer Program for Libraries) consortium.

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network September, 1991 Program Guide for Cable Channel 50, and the response to the Skokie Cable Advisory Commission's request for information on the Skokie Public Library's use of the cable channel.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported there was no meeting of the North Suburban Library System (NSLS) Board of Directors in August.

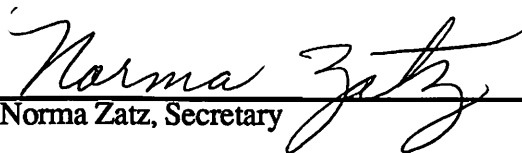
COMMENTS FROM TRUSTEES

Mr. Graham reported that he and Mrs. Hunter will meet with Mrs. Anthony regarding her evaluation and a report made at the October meeting.

Mrs. Rich advised that Board members planning to participate in the September 13 staff institute day should not participate in staff discussion portions that are scheduled.

ADJOURNMENT

The meeting adjourned at 11:04 p.m.


Norma Zatz, Secretary