

October 10, 2007

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, October 10, 2007.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:31 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita (arrived at 7:48 p.m.); Dayle Zelenka, Secretary; Susan Greer; Zelda Rich; Eva Weiner; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

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

Visitors present: Roy Swenson, 8127 N. Kenton, Skokie, IL 60076; David Putrus, 5014 Elm Street, Skokie, IL 60077.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF SEPTEMBER 19, 2007

Dr. Wozniak made a motion, seconded by Mrs. Rich, to approve the minutes of the regular and closed meetings of September 19, 2007, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Correspondence; Gift)

Mr. Zelenka made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE: LETTER TO SKOKIE PUBLIC LIBRARY BOARD AND STAFF FROM STAFF MEMBER JANE HAGEDORN RE THANK YOU

5. GIFT: \$250. FROM JANE HAGEDORN FOR THE PURCHASE OF BOOKS ON THE OCCASION OF HER 40TH ANNIVERSARY OF WORKING AT SKOKIE PUBLIC LIBRARY

The roll call vote for approval was unanimous.

BILLS

A motion was made by Dr. Wozniak seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

USAGE----Circulation in September was down 5%, but there were some positive indications. Adult print circulation was down less than 1%. Declining video figures reflect in part the precipitous drop-off in circulation of the VHS format. For Juvenile materials, circulation of DVD formats was up as follows: Feature film 8%; Non-fiction 37% and Preschool 23%. Adult DVD use is still down 8-9%. It may be time to think of dropping the \$1.00 per circulation fee on Adult feature films. The Gate Count shows a decline of 13.5%, but the gate at one entrance was not functioning correctly for a week and was repaired near the end of the month. Reciprocal borrowing has declined 13% for the month and 10% for the year-to-date, at least in part due to the loan restrictions on AV for those borrowers.

JANE HAGEDORN----Reference Librarian Jane Hagedorn celebrated 40 years working with the Skokie Public Library on September 26. Adult Services put on a party and staff from throughout the Library came to recognize Jane and to thank her for being such a mentor. Jane has really set the standard for Reference service and is relied on for her work with government documents. Jane asked to turn her 40 year service gift back to the Library for purchase of Adult non-fiction titles. She is truly deserving of exceptional recognition.

The Board thanked Jane Hagedorn for the generosity of her gift and for 40 years of excellent service. The Board sends Jane their unanimous expression of appreciation.

CARD REGISTRATION----Staff had a library card sign-up campaign in September that resulted in 407 new registrations, comparable to 2005, but less than September 2006 which was a banner campaign. Nevertheless, the Library had some great community

involvement in the effort. Centre East offered Skokie residents who showed their library card a 10% discount during the month. Highland School had their own campaign and got 40 children to sign up for cards. They made a colorful bulletin board in the school library featuring the names of the children who signed up for a Skokie Library card. Staff continue to give children who sign up for their first card a crayon shaped savings bank, sponsored by North Shore Community Bank.

I-PLAN----Mrs. Anthony participated in the Community Advisory Board for the Skokie Health Department's preparation of a new plan for health services for the five year period from 2007-2012. Priorities are in the areas of access to health care, heart, cancer and accident prevention. Also cited was the importance of information about healthy lifestyle habits. The Library will look for ways to support these health priorities in library programming and information resources.

PEACE PANEL PARTICIPATION----Mrs. Anthony spoke as a member of a panel on Creating Peace, Harmony and Trust in this Changing World in Naperville September 18. The panel was moderated by Jerome McDonnell, host of World View on National Public Radio. It was organized by the local Indian community which assisted with the peace programs held here at the Skokie Public Library in the fall of 2005 and 2006. Members of the Skokie Indian community helped in the planning of the Naperville events and attended the panel presentation.

STATE BUDGET HEARING----Mrs. Anthony gave testimony about the value and potential loss of the proposed increase in the Per Capita Grant allotment at the State budget hearing in Northbrook September 25. Mrs. Anthony also publicly thanked Representatives Lou Lang and Beth Coulsen for their sponsorship of funding for Illinois Clicks and Health-e Illinois. The House voted yesterday to override the Governor's veto of the budget measures approved by the Illinois legislature. Mrs. Anthony wrote to both Representatives again to thank them for their vote and to Senator Jeff Schoenberg, encouraging the Senate to take similar action. Mrs. Anthony also apprised the legislators of the need to resolve the issue about the homeowner tax deduction so that the Cook County tax bills may be mailed.

ILA CONFERENCE----Eight staff members and Mrs. Anthony will attend at least part of the Illinois Library Association conference in Springfield. Mrs. Anthony is currently serving on the committee that is revising the state standards "Serving Our Public" and she is also on the Fundraising Committee for the ILA Foundation.

HEALTH SCREENING----NSLS will hold the third annual health screening for Library staff at the Library October 9. Blood tests for cholesterol levels, homocysteine, cardio C-reactive protein, thyroid and prostate are offered free to health plan members and for a fee for others. Flu shots will also be available. Active promotion of screening is one of the ways the NSLS health plan tries to identify health problems early for improved treatment and cost containment.

PUBLIC LIBRARY ASSOCIATION----Mrs. Anthony will attend the fall meeting of the Public Library Association Executive Committee October 19-20 in Chicago as she is the Coordinator of the Issues and Concerns Cluster of PLA committees. Mrs. Anthony will also attend the meeting of the ALA Task Force on Support Staff Certification as she is the PLA representative to that group. That meeting is November 2-3 in Chicago.

VOLUNTEER LUNCHEON----Invitations will be sent soon for the annual Library Volunteer Luncheon, to be held Sunday, November 4. Save the date and watch for news!

DIGITIZATION GRANT----Staff learned that the Library's request for a digitization grant on the World War II generation was not approved by the State. The intent is to continue with the project, although at a slower pace, with input from Patti Witry of the Skokie Historical Society.

LOAN FROM THE VILLAGE

Cook County property tax bills were due to be mailed August 1, but still have not been sent or even scheduled for mailing at this time. The Board will need to approve a request of a loan from the Village for up to \$2,000,000. to cover payroll for November 16, 30 and possibly December 14 as well as payment of \$1,100,000. due on the Library's bonded indebtedness November 30. Each payroll requires nearly \$200,000. and some monies will be needed in November and December for bills that cannot be postponed.

Mrs. Anthony has spoken with both Village Manager Al Rigoni and Village Finance Officer Robert Nowak so they are aware that this request may be coming from the Library. The loan requires an ordinance which would be introduced at the Village Board meeting October 15 and acted on by the Village Board November 5.

Each draw would be made in writing, asking only for what is needed to meet payroll and other urgent bills at that time. The entire amount would not be drawn unless needed. Loan draws as scheduled would take the Library to December 26 by which time the Library should be receiving revenues if tax bills are mailed before the end of November.

The Tribune noted that Cook County's mailing of the 2004 levy (in 2005) on October 15 was the latest the property taxes had been mailed in 20 years.

While one cannot know when Cook County will send the tax bills, the longer it takes, the more taxing bodies will be in exigent circumstances. Many also face scheduled debt payments of December 1. Once the Library begins to receive tax revenues, it will begin repayment to the Village in order to minimize any interest due.

Mrs. Anthony requested Board approval of up to \$2,000,000. in loan from the Village.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES REQUEST A SHORT-TERM LOAN OF UP TO \$2,000,000. FROM THE VILLAGE OF SKOKIE.

A roll call vote for approval was unanimous.

PURCHASE OF PUBLIC COMPUTERS

Mrs. Anthony said that Board approval is sought for the purchase of 75 desktop computers, to be taken from the Library's 2007-2008 technology budget line.

Mark Kadzie, Network Manager, investigated offerings from a number of vendors¹, and recommends the purchase of 75 Optiplex 755 Small Form Factor machines from Dell Computers for a total of \$71,885.00².

These computers will replace the following, aging, Library computers³:

Number of computers	Model	Date majority of computers were purchased
39	GX260	7/1/2002
24	GX270	9/17/2003
10	GX150	4/9/2002

(Two spare computers will round out the 75 machines)

1. A comparison of vendor offerings follows.
2. In order to qualify for this pricing, the purchase order must be placed by October 31. An order placed on the last day in October will not be invoiced until mid to late November (after the entire order has shipped), and payment will not be due until mid to late December.

3. A detailed breakdown of machines to be replaced follows.

Purchasing Specifications:

The computers considered must meet the following minimum requirements:

- Duo-core processor
- 2GB RAM
- Video card with at least 256MB of video RAM
- 17" LCD

Since space is an issue, especially in the computer labs and the YS homework area, the computer's physical size must come in "small form factor" (approximately 13x13x4) model or smaller. If not an all-in-one model, where the entire machine is either housed in the keyboard or LCD, an option to mount the machine to the back of the LCD is desirable.

Comparison of vendor offerings:

Vendor	Price/Unit	Notes
Dell	\$923	Received evaluation unit. Small Form Factor; Ultra Small Form factor available. Convenient USB ports located on side of LCD. Inconvenient audio jack. Best price
Gateway	\$1,608	All-in-one unit. Most expensive.
Hp	\$1,090	Received evaluation unit. Inconvenient USB ports and audio jack. Small Form Factor.
Lenovo (formerly IBM)	-----	No small footprint model available
MPC	\$1,532	All-in-one unit that is very compact. Integrated speaker an issue for public computers. Expensive.

Library computers to be replaced:

Model	Number of computers	Location and/or function
GX260	15	Adult Lab
GX260	12	Youth Lab
GX260	06	Youth Homework
GX260	06	Business Reference
GX270	08	Internet (1 st and 2 nd floors)
GX270	04	Express Internet
GX270	12	Research (1 st and 2 nd floors)
GX150	10	Circulation check-in/out

A motion was made by Mrs. Rich seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF 75 DELL COMPUTERS FOR \$71,855.00. PURCHASE ORDER TO BE EXECUTED ON 10/31/07.

The roll call vote for approval was unanimous.

10 THINGS @ SPL

Mrs. Anthony stated that the Library has initiated a self-guided learning program for Library staff that will be in effect throughout October and November, culminating in activities and presentations at Staff Day, December 14. The Charlotte/Mecklenburg County Public Library was the first to initiate such training and a few others have tried it. Skokie Public Library's program was prepared by a staff team led by Jennifer Phillips-Bacher and Ruth Sinker.

Staff who do not feel ready to tackle the 10 Things may opt for more of an introduction to the Internet and to computer use. Interested Board members are welcome to participate.

Mrs Hunter entered the meeting at 7:48 p.m.

LIBRARY PRODUCTION STUDIO CHANNEL 24

The October 2007 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Zelenka said that CARLI (academic libraries) went out for bid on their delivery service. A for-profit company came in with a better price than the Library system. This may be something to watch.

The NSLS: Skokie Public Library 2007 Annual Report Card was noted.

COMMENTS FROM TRUSTEES

Mrs. Hunter read a note she received in her mailbox from a neighbor who used the Library and said what a wonderful place it is and that it looks terrific.

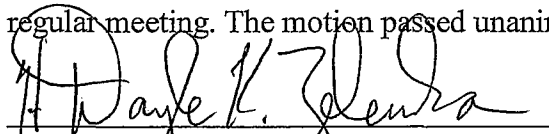
Mrs. Rich commented on the article she read in American Libraries, *Printing in the Library* by Andrew Pace.

COMMENTS FROM VISITORS

Mr. Putrus said he is the branch manager for First Bank and Trust on Skokie Boulevard (formerly Bank of Lincolnwood). He announced they have a community room available that can be booked by the public from 7 a.m.-7 p.m. with 24 hours notice. The room seats between 12 and 20 comfortably.

ADJOURNMENT

At 8:03 p.m. a motion was made by Mrs. Rich, seconded by Dr. Wozniak to adjourn the regular meeting. The motion passed unanimously.



Dayle Zelenka, Secretary