

September 15, 2010

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, September 15, 2010.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:31 p.m.

Members present: Diana Hunter, President/President Emerita; John Graham, Vice President; Zelda Rich, Secretary; Richard Basofin; Susan Greer; Karen Parrilli; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Staff Present: Barbara A. Kozlowski, Associate Director for Public Services (arrived at 7:32p.m.); and Mikael Jacobsen, Supervisor of Computer Lab Assistants.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 11, 2010

Dr. Wozniak made a motion, seconded by Mr. Graham, to approve the minutes of the regular meeting of August 11, 2010, 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); Program Statistics 1st Quarter F.Y. 2010-2011; Correspondence; Gifts; Personnel)

Mrs. Kozlowski arrived at 7:32 p.m.

Mr. Graham made a motion, seconded by Dr. Wozniak:

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. PROGRAM STATISTICS 1ST QUARTER F.Y. 2010-2011
5. CORRESPONDENCE: LETTER FROM DANA OTTO, PRINCIPAL, JOHN MIDDLETON ELEMENTARY SCHOOL TO

CAROLYN ANTHONY, DATED SEPTEMBER 1, 2010 RE
SUMMER READING THANK YOU; LETTER FROM LEO M.
HERRERA-LIM, CONSUL GENERAL, CONSULATE GENERAL
OF THE PHILIPPINES TO CAROLYN ANTHONY, DATED
SEPTEMBER 13, 2010

6. GIFTS: \$25. FROM PHYLLIS RAVVE IN APPRECIATION; \$50.
FROM JEFFREY AND SUSAN RUBENSTEIN IN MEMORY OF
MANDEL GOMBERG
7. PERSONNEL: HIRES: JENNIFER WILKIN, PART-TIME
COMPUTER LAB ASSISTANT, YOUTH SERVICES
DEPARTMENT, EFFECTIVE AUGUST 13, 2010; AMITA
LONIAL, FULL-TIME ADULT SERVICES PROGRAM
COORDINATOR, ADULT SERVICES DEPARTMENT,
EFFECTIVE SEPTEMBER 13, 2010; TERMINATION: MAKSYM
OSTAPENKO, PART-TIME TECHNOLOGY ASSISTANT, ADULT
SERVICES DEPARTMENT, EFFECTIVE SEPTEMBER 13, 2010.

The motion passed unanimously.

BILLS

A motion was made by Mr. Graham, seconded by Dr. Wozniak:

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 August was up nearly 6% over last August, with the increase primarily in the borrowing of DVDs. However, circulation of children's books was up 4% for the month. LINKin use was up substantially while Interlibrary Loan was down, a trend that may continue as more people realize that they can get quick fulfillment on materials requests from our local resource sharing partner libraries. Web renewals, self-check and e-commerce also continue to increase. Use of electronic databases was up a modest 1.5% from last August although the number of distinct persons using the databases increased nearly 6%, a healthy sign.

BOND SALE----The Village sold the Library bonds August 25 and closed on the transaction September 9. The final terms will yield an even greater savings to the Library than projected with annual savings of about \$166,000. and savings over the life of the loan (through December, 2020) of \$1,663,820. Not all of the bonds were refinanced, but the refinancing included over \$11,000,000. of the ca. \$14,500,000. outstanding.

APPRAISAL----Marshall & Stevens has completed an update on the appraisal for the Library and contents as required for insurance purposes. The Insurable Reproduction Cost for the building is down about 1.7% from last year, with building and contents down a lesser 1.1%. Next year, the appraiser will need to conduct a more expensive new appraisal rather than an update because it will have been eight years since the last full appraisal.

CONGRESSWOMAN SCHAKOWSKY----Congresswoman Jan Schakowsky brought her Washington Office staff to the Skokie Public Library for a brief visit August 30 as part of a tour of her District. They were impressed with the Library generally and in particular with the World Languages collection, the Digital Media Lab and the exhibit space used for the annual Artistic Discovery exhibit. It was nice that the new fall UpDate has a photo of the Congresswoman and the student winner of the most recent Artistic Discovery competition.

LIBRARY CARD CAMPAIGN----Assistant Youth Services Department Head Susan Carlton, Toby Greenwalt and Tobi Oberman worked on a special library card drive with school districts 73 and 73.5 to see if we might get close to 100% sign-up. Staff attended the schools' registration days in August to obtain parents' permission. An incentive for the schools is that students will be able to use SPL online databases, potentially saving the school libraries from having to duplicate purchase of those resources. The campaign yielded 89 newly registered cardholders as well as many renewed cards. We may extend the campaign to other districts next year.

NEWBERY COMMITTEE----Skokie Public Library will again be represented on the prestigious Newbery Committee for selection of the best book for youth as youth librarian Mary Michell has been named to the Committee. Mary attended a preconference on children's literature at a recent national conference and impressed others with her knowledge. This past year, Holly Jin was on the Newbery Committee and Jan Watkins was on the Caldecott Committee.

ILA ANNUAL CONFERENCE----The Annual Conference of the Illinois Library Association with the theme "Libraries Out Loud" will be held September 28 – 30 at Navy

Pier in Chicago. Staff members Susan Carlton, Cathy Maassen, Gary Gustin, Steven Jablonski, Toby Greenwalt, Mick Jacobsen, Adam Wisniewski, and former staff member Richard Kong will all speak at the conference. Thursday, September 30 is Trustee Day from 8 am – 4 pm. This year, the Illinois author event will be a dinner Tuesday evening, with Peter Sagal of NPR's "Wait, Wait, Don't Tell Me" speaking. The Library is hosting mystery author Sharon Fiffer and youth author Emily Ecton.

HIGHLAND PARK TRUSTEE VISIT----Director Jane Conway of the Highland Park Public Library brought her Trustees to visit the Skokie Public Library for ideas for an upcoming renovation project. They were particularly interested in the Digital Media Lab and our use of RFID.

TEEN VOLUNTEER RECOGNITION----The Teen Volunteer Recognition Program was held August 17, preceding a concert on the Green that all could attend. It is impressive to see the number of young people who are willing to give time to assist younger children in "Booking with a Buddy", help with the summer reading program, assist SkokieNet, shelve books, shelf-read and in other ways help staff. They enjoyed pizza and some games before the outdoor presentation.

TROPHY GOES TO MIDDLETON SCHOOL----For the second year in a row, Middleton School won the Summer Reading Trophy, with 257 children signed up and 79% completing the program. There was a fun recognition event August 27 in the "Welcome Back" assembly. Mayor Van Dusen and Mrs. Anthony both congratulated the students, but the big hit of the morning was the appearance of Curious George and the Man in the Yellow Hat, arranged by Youth Services staff member Cathy Maassen. In spite of the Yellow Hat, kids recognized "Mr. Dave" and were delighted to see him.

STUDY ON SUMMER READING----Dominican University recently completed a study, funded by the Institute of Museum and Library Services, of the impact of summer reading programs on student achievement. The study found that students who participated in summer reading programs at the Library scored higher on reading tests at the beginning of the school year than those who did not. They also had better reading skills on the standards test given at the end of third grade. Other findings were that children who participated in the summer reading program increase their enjoyment of reading, their reading fluency and their motivation to read.

PUBLIC LIBRARIES AND LOCAL GOVERNMENTS----Mrs. Anthony distributed an article, "Public Libraries Daring to be Different", that is the cover story for the September issue of PM Magazine, a publication of the International City Managers' Association. It

highlights ways in which public libraries are making significant contributions to their communities, beyond what might be considered traditional roles.

APPROVAL OF ADOPTION OF TAX LEVY

At this meeting, the Board needs to adopt a tax levy for transmission to the Village of Skokie. The 2010 levy will be introduced as part of the Village's Levy Ordinance in early December and acted on before the end of December. This levy will fund the Library's 2011-2012 Fiscal Year.

Due to larger increases in the 2007 and 2008 levies, the Library had a healthy balance of \$3,852,677. (unaudited) in the General Operating Fund and a balance of \$3,662,877. (unaudited) in the Reserve Fund at the start of FY 2011. Staff should be able to transfer at least \$1,000,000. to the Reserve Fund again at the end of the current Fiscal Year. The balances in both the General Operating Fund and the Reserve Fund are sufficient to enable the Library to operate for eight months, including the payment of debt obligations, without receipt of significant tax revenue. With a balance transfer at the end of FY 2011 and with the debt refinancing, the Library should be able to extend its ability to operate without significant new revenue to nine months or more.

With such a sound financial position, Mrs. Anthony feels confident that the Library will be able to meet obligations in FY 2012 with a 2% levy increase. Board approval of a 2010 levy of \$12,504,068.00, representing an increase of 2% over the 2009 levy of \$12,258,890.00 is requested.

A motion was made by Mr. Graham, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADOPT AN OPERATING TAX LEVY IN THE AMOUNT OF
\$12,504,068.00 FOR THE YEAR 2010, REPRESENTING A 2%
INCREASE OVER THE 2009 LEVY.

The roll call vote for approval was unanimous.

APPROVAL OF REVIEW OF SERVING OUR PUBLIC 2.0: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Karen Parrilli and Richard Basofin from the Board met with Associate Director Barbara Kozlowski, Head of Adult Services Deborah Grodinsky and Director Carolyn Anthony August 19 to review Serving Our Public 2.0: Standards for Illinois Public Libraries. The document is on the Intranet for staff to consult and the text was made available to the

participating Board members. Everyone liked the new format and the checklists at the end of chapters.

A chapter-by-chapter review led to some interesting conversations although the Skokie Public Library generally meets or exceeds most standards. Among the Core Standards, it was noted re Core 6 that the Library has not formally adopted the ethics statements from ALA as printed in Appendices D and E, although the Library does have a Board approved ethics policy as prescribed by Illinois law. Core 16 deals with participation in ILLINET reciprocal borrowing. Skokie Public Library has been actively involved in reciprocal borrowing within NSLS, with reciprocal borrowing accounting for 12%-15% of total circulation each year. The Library has not participated in intersystem reciprocal borrowing, dating back ca. 30 years to a request by then-Commissioner of the Chicago Public Library who feared that people in the northwest section of Chicago would not push for improved library services in Chicago if they could simply get what they wanted at Skokie. It was noted that, although Chicago residents may not borrow materials from Skokie Public Library, they may use computers in the Library, attend programs, and ask reference questions. There was some discussion about the possibility of opening reciprocal borrowing to Chicago, while limiting all reciprocal borrowers (including those in NSLS) to three items each visit as a way to control the volume of use. This may become advisable if Evanston closes its branches.

Chapter 2 deals with Governance and Administration. Both Board members who are relatively new to the Board commented that their orientation was good, enabling them to come up to speed quickly. Both also participated in workshops for trustees at NSLS. The standard recommends continuing education for all trustees. It was noted that some of this is provided in segments at the Board meetings presented by staff members. Regarding the filing of the IPLAR or annual report to the State, the Director reported that ILA is seeking parity as Library Districts have two months to file after the close of the Fiscal Year, while Village libraries are only given one month.

Chapter 3 Personnel was just reviewed by the Board at their meeting in August. Both the Orientation Manual and the Employee Guide are in need of updating. New staff find these helpful although much of the information is also available on the Intranet.

Chapter 4 on Facilities brought discussion about planning for repair or replacement of fixed assets. Since the roof, major mechanical systems and lighting were replaced in the building expansion completed in 2002 and the elevators were also recently upgraded, there are no major improvements to fixed assets anticipated in the near future. Parking

standards would translate to 177 spaces for Skokie's population. We currently have 167 spaces on the west side, of which about 100 are for the public and 67 for staff. Together with 56 spaces in the east lot and 29 spaces in the Galitz lot, a total of 185 parking spaces are available for the public.

Standard 11 talks about emergency training for staff, including annual fire and tornado drills, use of fire extinguishers, and location of the first-aid kit and an automated external defibrillator. Drills for fire and tornado are held periodically, but not necessarily annually so we will look to schedule them more regularly. We have not acquired external defibrillators with the thought that 911 service in the Village is prompt and perhaps preferable to training all staff, including many part-timers, in use of defibrillators.

In the areas of Technology covered by Chapter 5, the Library is generally outstanding. Nevertheless, we talked about the number of computers needed for the public and the relative merits of wired desk-top computers vs. laptops. We also discussed what it means to have an "ADA compliant website." A fully accessible website may be beyond our abilities, but staff are aware of compliance guidelines and mind them when possible. Standard 10 calls for annual review of the Internet acceptable use policy. Ours has not been revised since 2005 and is due for reconsideration. Although the Library does not apply for e-rate discounts because of the requirement for filtering, we benefit indirectly because our community network which is a component of the Illinois Century Network does apply for and receive e-rate benefits each year.

Chapter 6 deals with Access and it was noted that the Library is generally in compliance with standards. There was some discussion about partnerships and outreach as well as the number and selection of languages for translation on the website.

The Library is in compliance with the standards on Collection Management and Resource Sharing as outlined in Chapter 7 with the exception of participation in intersystem reciprocal borrowing as noted previously. Shared catalog access through LINKin has grown in recent years and now includes Arlington Heights, Gail Borden, Cook Memorial, and Deerfield. Warren-Newport plans to join soon.

With regard to Chapter 8 on Public Services: Reference and Reader's Advisory Services, the Library meets or exceeds all standards. There was some discussion of Standard 10 which states "The library provides access to local and state maps." While vertical files used to have drawers of maps, we have come to rely more on Google and other online services. Similarly, we no longer maintain collections of telephone books.

Chapter 10 pertains to Marketing, Promotional and Collaboration. These have been areas of increased emphasis in recent years. The Library's marketing plan is an integral part of the Library's strategic plan with current objectives and target populations based on findings from the Market Segmentation Study conducted by CIVICTechnologies for the Library. We have identified a need for a sign by each entrance that would feature activities occurring in the Library that day, whether by the Library or outside groups.

In summary, we will:

- Bring the Code of Ethics of the American Library Association and the Ethics Statement for Public Library Trustees to the Board for consideration for adoption.
- Update the Orientation Manual and Employee Guide.
- Review reciprocal borrowing in light of changes in support level at neighboring libraries.
- Schedule fire and tornado drills.
- Review the Internet Acceptable Use Policy.
- Review options for language translations on the Library website and the languages offered.
- Investigate sign holders for each entrance to post daily activities.

Brief discussion followed.

APPROVAL OF GIFT OF SCULPTURE

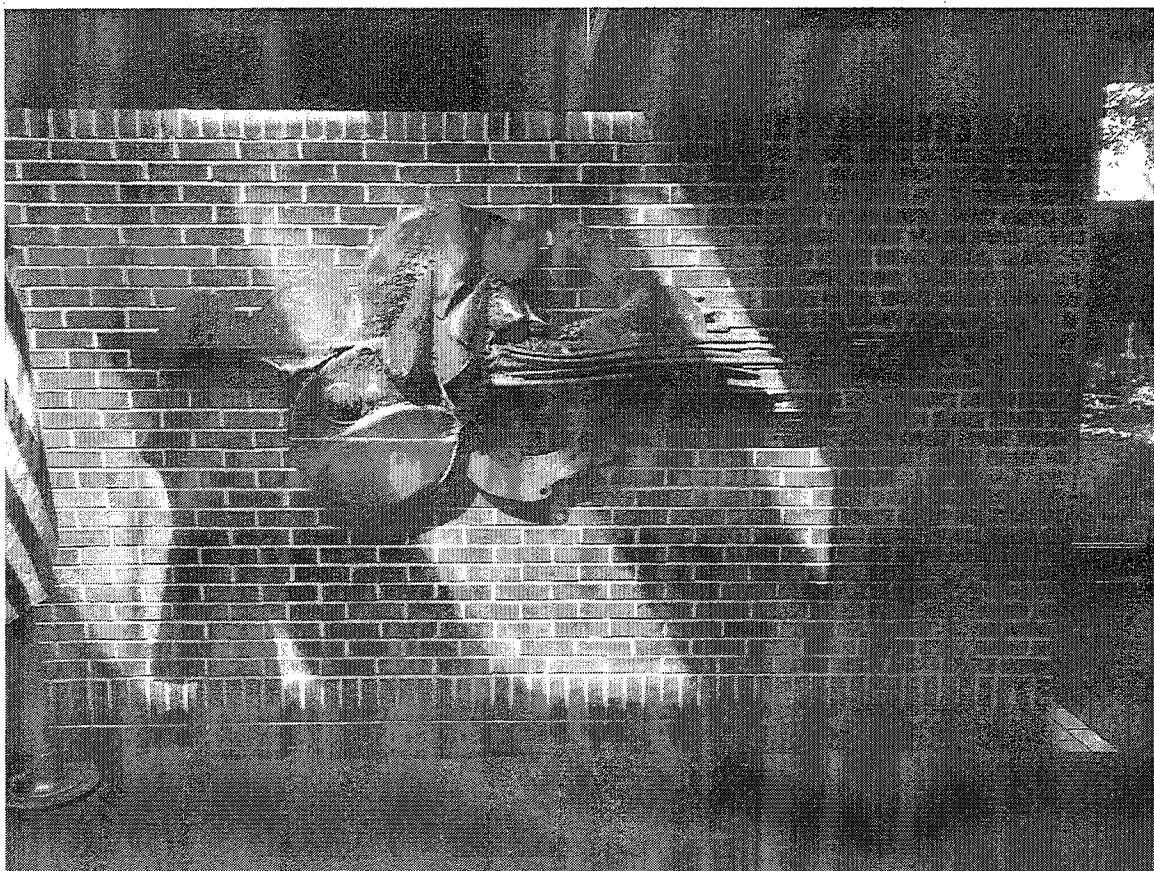
Federal-Mogul is refreshing their front lobby and has offered Skokie Public Library a gift of a metal wall sculpture (see photo). Board President Diana Hunter and Board member Zelda Rich visited Federal Mogul and recommend that the sculpture should be accepted.

Mrs. Hunter has also checked to see whether the sculpture could be hung outdoors on the building exterior and learned it can be safely hung outdoors.

After brief discussion, a motion was made by Mr. Basofin, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
 ACCEPT THE TED GALL SCULPTURE FROM FEDERAL MOGUL.

The roll call vote for approval was unanimous.



(Photo Caption: Ted Gall sculpture donated by Federal Mogul)

APPROVAL OF MODEL IDENTITY PROTECTION POLICY

The Illinois Legislature passed Public Act 96-874, the Identity Protection Act, 5 ILCS 179/1 *et seq.* which requires each local government unit or agency to adopt a policy by July 1, 2011. The purpose of the policy is to protect social security numbers from unauthorized disclosure.

Staff at the Library who might be affected by this policy are primarily in Administration although programmers in Adult and Youth Services frequently request the social security number for speakers as it is required to issue them a check.

Under Section 35(b) of the Act, the Library must advise employees of the policy and make copies of the policy available to them. We will also need to train employees by providing instruction on the proper handling of information that contains social security numbers.

Our attorneys from Robbins, Schwartz, Nicholas, Lifton & Taylor have provided a Model Identity Protection Policy. Mrs. Anthony requested Board approval of the policy.

IDENTITY PROTECTION POLICY

I. Purpose

The purpose of this policy is to protect social security numbers from unauthorized disclosure, in accordance with provisions of the Identity Protection Act (5 ILCS 179/1 *et seq.*).

II. Requirements

- A. All Skokie Public Library employees who have access to social security numbers in the course of performing their duties will be trained to protect the confidentiality of social security numbers. Training will include instructions on the proper handling of information that contains social security numbers from the time of collection until destruction of the information.
- B. Only employees who are required to use or handle information or documents that contain social security numbers will have access to such information or documents.
- C. Social security numbers requested from an individual will be placed in a manner that makes it easy to redact the social security numbers if the record which contains them is required to be released as part of a public records request.
- D. When it collects a social security number, or upon request by the individual involved, the Library will provide a statement of the purpose or purposes for which the social security number is being collected and used.

III. Prohibited Activities

No Library employee may do any of the following:

- A. Publicly post or publicly display an individual's social security number in any manner. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make the social security number available to the general public.
- B. Print an individual's social security number on any card which the individual is required to use in order to access products or services.
- C. Encode or embed an individual's social security number in or on any cards or documents, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology.

- D. Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
- E. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. However, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Internal Revenue Service or Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this Section will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope, nor shall the social security number be visible on an envelope without the envelope having been opened.
- F. Collect, use, or disclose a social security number from an individual, unless:
 - 1. Required to do so under state or federal law, rules, or regulations, or unless collecting, using, or disclosing the social security number is otherwise necessary for the agency to perform its duties and responsibilities;
 - 2. The need and purpose for the social security number is documented before the social security number is collected; and
 - 3. The social security number collected is relevant to the documented need and purpose.
- G. Require an individual to use his or her social security number to access an Internet website.
- H. Use the social security number for any purpose other than the purpose for which it was collected.

The prohibitions listed immediately above do not apply in the following circumstances:

- A. The social security numbers are disclosed pursuant to a court order, warrant, or subpoena.
- B. The social security numbers are collected, used, or disclosed in order to ensure the safety of other employees.
- C. The social security numbers are collected, used, or disclosed for internal verification or administrative purposes.
- D. The social security numbers are collected or used to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

IV. Public Inspection and Copying of Documents

All employees must comply with the provisions of any other State law allowing public inspection and copying of information or documents which contain all or part of an individual's social security number, including requests for records under the Illinois Freedom of Information Act. Employees must redact social security numbers from the records before allowing public inspection or copying of the information or documents.

V. Public Availability

A copy of this policy shall be made available to the public upon request.

VI. Applicability

This policy does not apply to the collection, use, or disclosure of a social security number as required by State or federal law, rule, or regulation.

Adopted by the Skokie Public Library
Board of Trustees, September 15, 2010

After brief discussion, Mr. Graham made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADOPT THE MODEL IDENTITY PROTECTION POLICY AS
PRESENTED (COPY ATTACHED).

The motion passed unanimously.

UPDATE OF BYLAWS OF THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES

Mr. Basofin and Mrs. Parrilli reported that they examined the Bylaws and made changes to bring the document up to date. Additions are in bold and deletions are indicated by a strikethrough.

Changes include:

- Change “by-laws” to “bylaws” to reflect more modern usage.
- Article II, Sec. 4: The Business at regular meetings was updated.
- Article II, Sec. 7 and 8: Both sections have been reworded to reflect current practice.
- Article IV, Sec. 2: Added “or his/her designee”.
- Article VII, Sec. 1: Only Trustees, not their immediate family members, will have their fines waived.

After brief discussion, Mr. Graham made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE CHANGES AS PRESENTED TO THE BYLAWS OF
THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES (COPY
ATTACHED).

The motion passed unanimously.

Mr. Graham commended Mr. Basofin and Mrs. Parrilli for their work on the Bylaws.

DIGITAL MEDIA LAB

Mrs. Anthony said the Board asked for a report in September regarding the Digital Media Lab and how it has been used in its first year. Although officially launched in September, it was not really fully ready to go until after the first of the year. Initially, a number of staff needed to be trained so that they could help the public and we needed to get publicity for the Lab.

**Bylaws
of the
Board of Trustees
of the
Skokie Public Library
Skokie, Illinois
1944**

Article I -- Organization

- Sec. 1 The Skokie Public Library is established and organized under authority of the Statutes of the State of Illinois. The Board of Trustees is vested with the powers and duties set forth in the Public Library Act.

Article II -- Meetings

- Sec. 1 The regular monthly meeting of the Board shall be held on the second Wednesday of each month, at 7:30 p.m. in the Library. The President may reschedule the regular monthly meeting to an alternative date in the month in the event of a conflict. At all meetings four Trustees shall constitute a quorum of the Board; provided, however, that a meeting lacking a quorum may adjourn to a later time.
- Sec. 2 The annual meeting shall be held at the time of the regular monthly meeting for the month of May at the usual place.
- Sec. 3 Special meetings may be called by the President, or upon the written request of three members for the transaction of business stated in the call for meeting. No business shall be transacted at such special meeting except such as is stated in the call.
- Sec. 4 Business at regular meetings shall include the following:
- 1 - Call to order
 - 2 - Approval of minutes
 - 3 - Approval of the Consent Agenda
 - 4 - Approval for payment of bills
 - 5 - Report from Director
 - 6 - Board actions on motions
 - 7 - Communications

- 8 - Reports of Special Committees
- 9 - Unfinished business
- 10 - New business
- 11 - Adjournment

- Sec. 5 At any meeting the ayes and nays shall be called upon any question before the Board at the request of the President or one Trustee. For passage the motion must have affirmative votes of a majority of those present.
- Sec. 6 The Library Director shall attend all meetings of the Board of Trustees.
- Sec. 7 Notice of upcoming Board of Trustees meetings shall be posted on the Library's website at the beginning of each calendar year. The schedule is also available in the Administrative Office. The agenda for the current meeting is posted on the Library's website 48 hours in advance of the meeting.
- Sec. 8 Approved minutes shall be made available in the Administrative Office and on the Library's website the day after the minutes are approved.

Article III -- Officers

- Sec. 1 The officers of the Board shall be chosen at a regular annual meeting of the Board or at such time as a vacancy may occur and shall consist of a President, a Vice President and a Secretary, each of whom shall hold office for two years. In the case of a vacancy in one of the offices, the Board shall elect an officer to fill the vacancy for the unexpired term.
- Sec. 2 An officer may be elected to the same office for no more than two (2) consecutive terms.

Article IV -- Duties of Officers

- Sec. 1 The President, or in his/her absence, the Vice President, shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. In the absence of both President and Vice President the Secretary shall preside.
- Sec. 2 The Secretary, or his/her designee, shall keep a true and accurate account of all proceedings of the Board at all meetings; shall issue notices of all regular meetings, and, on the authorization of the President, of all special meetings; shall have custody of the minutes, and other records of the Board.

Article V -- Committees

- Sec. 1 Special committees for the study and investigation of special problems and to deal with special subjects, may be created by majority vote of the Board which may also discontinue such special committees when the purpose of their creation has been accomplished. The President shall appoint the members of such special committees unless they are appointed by the vote of the Board.
- Sec. 2 Committees shall meet on call of their respective chairman or of two members thereof.
- Sec. 3 In case of the absence of the chair of any committee, or of the chair's inability to act, his/her duties shall be assumed by the next member of the committee in order of appointment thereto.
- Sec. 4 A majority of any committee shall constitute a quorum for the transaction of business under its supervisor or property referred to it.

Article VI -- Amendments

- Sec. 1 These by-laws may be altered, amended, or repealed by a majority vote of the Board at a regular meeting, provided that any such proposed changes shall have been presented for consideration at the regular meeting prior to the one at which action shall be taken.

Article VII -- Miscellaneous

- Sec. 1 The rules of parliamentary practice comprised in *Robert's Rules of Order* shall govern the proceedings of the Board in all cases to which they are applicable, and in which they do not conflict with these by-laws.
- Sec. 2 The fiscal year of the Library shall be from the first day of May to the last day of April, inclusive.
- Sec. 3 The following courtesies and privileges are extended to Trustees with the understanding that they will not be abused and with the knowledge that corresponding obligations devolve upon the Trustees:
1. Borrowing. No fines shall be charged for overdue materials loaned to a Trustee.
 2. Reserves. Books shall be reserved free of charge for Trustees.

3. Interloan. Books may be borrowed for Trustees from neighboring libraries without any fee.
4. Purchase of books for personal use. Books may be ordered for Trustees as a part of the book buyer's regular duties with the same discount allowed to Trustees as is made to the Library.

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Rev. 3/8/67, 6/14/89, 5/11/94, 5/10/00; 9/15/10

In addition to notices in print and on the Library website, introductory tours of the Digital Media Lab have been given to a number of groups to explain what one may do there. Interest has been keen from other libraries since the Media Lab is one of the first in the area. (Chicago Public Library also has a Digital Media Lab at the Harold Washington Library.)

Mrs. Anthony distributed a report prepared by Mick Jacobsen and Adam Wisniewski. It shows that the Digital Media Lab is helping to fulfill Goal IV for the current planning period:

Staff and local residents will receive training and coaching in the use of emerging applications of technology, to develop 21st century multi-literacy skills for personal use and for the furthering of virtual community.

Mr. Jacobsen discussed use of the Digital Media Lab, items available for checkout, and showed some of the projects that have been accomplished from users of the Lab and staff.

The Board thanked Mr. Jacobsen for his presentation and Mr. Jacobsen left the meeting at 8:28 p.m.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Parrilli reported that she was not able to attend the North Suburban Library System regular Board Meeting held August 23, 2010. A synopsis of the agenda and Board reports is below.

Treasurer's Report included:

- A report from Daniel Berg of Sikich, LLP on the FY2010 audit.
- Discussion of possible changes to the NSLS budget after receiving ISL grants.

Report from Jan Hayes and Mary Witt focused on:

- Current priorities to keep NSLS viable:
 - 1) Managing delivery staff and services,
 - 2) Hiring a part-time, temporary delivery driver,
 - 3) Communicating with the member libraries, including monitoring Google Group consisting of public library directors, updating NSLS website, and using a new website which replaced CoPs and mailing lists,
 - 4) Working on the LSTA grant,
 - 5) Merger communication and document preparation,

- 6) Working on plans for the disposition of assets and the sale of NSLS property, and
- 7) At the request of the Illinois State Library, compiling a supplement to the NSLS FY2011 Area and Per Capita Grant.

Management Affairs Committee Report included:

- Retaining the services of Acting Executive Co-directors Jan Hayes and Mary Witt so that they can continue the work of NSLS.
- Recommending approval of consolidation and continuation of the L2 resource (online membership and continuing education calendar) and the registration database.

President Kathy Caudill presented a proposed letter to be sent on behalf of NSLS Board to Evanston Mayor Elizabeth Tisdahl and the City Council. The letter urged the City Council to follow through with the establishment of a public library fund for the Evanston Public Library.

Mrs. Parrilli will attend the NSLS Board meeting on September 20.

COMMENTS FROM TRUSTEES

Mrs. Hunter suggested reinstating the \$1 DVD fee and donating the money collected to the Niles Township Food Pantry. Discussion followed. There was concern that it would be confusing to the public to reinstate a fee so soon after discontinuing one. It was decided Mr. Graham would go to the Food Pantry, assess the situation, and report back to the Board.

CLOSED SESSION

At 8:45 p.m. a motion was made by Mr. Graham, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS THE DIRECTOR'S EVALUATION/SALARY.

The motion passed unanimously.

Discussion followed.

Adjournment

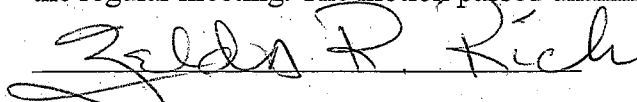
At 9:15 p.m. a motion was made by Mr. Graham seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADJOURN FROM CLOSED SESSION AND RETURN TO OPEN
SESSION.

The motion passed unanimously.

ADJOURNMENT

At 9:15 p.m. a motion was made by Mr. Graham, seconded by Dr. Wozniak to adjourn
the regular meeting. The motion passed unanimously.


Zelda Rich, Secretary