

November 12, 2008

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, November 12, 2008.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:37 p.m.

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

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

Guests present: Architect Paul Steinbrecher; David Fiore, Mariani Landscape.

Visitors present: Dean Karabelas, 3927 Gloria Court, Glenview, IL; Bill Zaborsky, 10461 Deerlove Road, Glenview, IL.

Mrs. Hunter asked the Board to move the regular order of business and begin with West Parking Lot. The Board agreed.

REPORT FROM MR. GRAHAM RE WEST PARKING LOT PROJECT

Mr. Graham reported that the penalty is \$550. for each day that the contractor is late beyond November 7. Library legal counsel will be consulted regarding how to establish this penalty.

Parking Lot Landscaping

Mrs. Anthony reported that work on the west parking lot is progressing. The house is down, trees removed, sewer installed, and the grading and preparation of the site is underway. Fortunately the weather has been relatively mild and clear. Chicagoland Paving requested an extension of their timeframe, but after consultation with Mrs. Anthony, Dan Strahan sent them a letter reaffirming the November 7 deadline for substantial completion. A schedule of contract deductions will be invoked if work is not substantially completed by November 7.

If the lot is completed enough to be used over the winter, Mrs. Anthony will be happy. Commonwealth Edison has not moved their lines as yet so some patching will be necessary when that is completed. The pedestrian path and bollard lighting will probably not be done until spring. Landscape work will also have to wait until spring, but the design work has been done.

Architect Paul Steinbrecher and David Fiore of Mariani Landscape reviewed the proposal for parking lot landscaping. Mrs. Anthony distributed a conceptual drawing of the lot with landscaping and the proposed specifications for plantings. Mr. Fiore presented a Powerpoint presentation showing some images of proposed trees and shrubs at different levels of development so the Board can begin to picture how the landscaping might look. Plans have been developed with an eye to “dressing up” the west lot, appropriate to its role as an introduction to the Library’s main entrance. While it may seem early to look at landscaping, a consideration of the concepts used in planning as well as a review of the plantings proposal will enable Mariani to make any changes as desired and still get materials on order, to be ready for early spring installation.

The Board was pleased with the selections of trees and shrubs as described by Mr. Fiore and Mr. Steinbrecher. Dr. Wozniak suggested that the shrubs at the end of the islands be lower in height.

Mr. Fiore and Mr. Steinbrecher left the meeting at 8:07 p.m.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF OCTOBER 15, 2008

Mr. Basofin made a motion, seconded by Mr. Zelenka, to approve the minutes of the regular meeting of October 15, 2008, subject to additions and/or corrections.

There being no additions or corrections, the minutes were approved and placed on file.

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

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENT, 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. GIFT: \$250. FROM ROBBINS, SCHWARTZ, NICHOLAS, LIFTON & TAYLOR, LTD. IN HONOR OF THE LIBRARY’S RECEIPT OF THE NATIONAL MEDAL

5. PERSONNEL: RETIREMENT: PATRICIA GROH, COORDINATOR OF COMMUNITY SERVICES, ADULT SERVICES DEPARTMENT, EFFECTIVE NOVEMBER 28, 2008; HIRE: KATHARINE DARR, PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE OCTOBER 20, 2008
6. CORRESPONDENCE: LETTER FROM TERRY L. ENGEL TO DIANA HUNTER DATED OCTOBER 21, 2008 RE NATIONAL MEDAL CONGRATULATIONS; LETTER FROM FLORENCE BURMEISTER TO CAROLYN A. ANTHONY DATED OCTOBER 24, 2008 RE NATIONAL MEDAL CONGRATULATIONS.

The roll call vote for approval was unanimous.

BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/08

The Balance Sheet for the Six Months Ending 10/31/08 was placed on file.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status was noted.

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.

AUDIT - 2007-08 FISCAL YEAR

Mrs. Anthony said the Audit for FY 2008 is submitted this month for review and approval. This is the Library's first year with Sikich and they were very pleasant to work with. They suggested that the MD&A (Manager's Data and Analysis) report was optional so Mrs. Anthony did not prepare one. It is quite a bit of extra work for Irene Tam and Mrs. Anthony so, unless the Board requests it, they will not prepare a separate report in future years.

Generally, the Library's finances are in very good shape. There are two issues raised in the Management Letter. The matter of Prior Period Adjustments has to do with some Corporate Replacement Tax which was received in July, but properly belonged in the previous Fiscal Year. This was a question of late distribution of the funds by the Village

which allocates a prorated portion of Corporate Replacement Tax to the Library. This is the first time Mrs. Anthony can recall that a distribution came in too late for the prior Fiscal Year, so she would not take this isolated incident as evidence of faulty practice by the Village Finance Office.

The significant deficiency of lack of tracking of long term debt by the Library is a consequence of the Library's bonded indebtedness being recorded in the Library's ledger, rather than the Village's. The previous auditors included the Library's bonded indebtedness in the Village's financial statements because of the lack of a formal agreement between the Village and the Library regarding responsibility for the bonded indebtedness. Mrs. Anthony had argued that the Library in fact levies for debt repayment and has been making semi-annual payments. The previous auditors agreed to acknowledge this in last year's audit. Sikich agrees that the debt should show as the Library's and therefore the Library should track the debt and issue a report to the Library Board each year. Staff can certainly do this as they do track the debt, currently via a table prepared by the Village Finance Officer.

Discussion ensued. Mrs. Anthony will issue annual statements to the Board regarding the debt (how much is due and the years it will be paid, etc.)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ACCEPT THE AUDIT AS PRESENTED BY SIKICH LLP, CERTIFIED
PUBLIC ACCOUNTANTS & ADVISORS.

The motion passed unanimously.

DIRECTOR'S REPORT

IMLS AWARD----The big news in October was the Library's receipt of the 2008 Medal for Museum and Library Services. Board Vice President John Graham, community resident Aleks Krapivkin and Mrs. Anthony were flown to Washington by IMLS for the presentation by First Lady Laura Bush at the White House, October 7. A lovely reception was held in the State Dining Room. They all viewed the film about the awardees produced by The History Channel, one of the award sponsors, and received a copy of the commemorative booklet. The next morning, they attended a Symposium sponsored by the Institute for Museum and Library Services at which Aleks spoke as a part of a panel of community representatives and Mrs. Anthony spoke briefly on the Directors' panel. The whole Board was present for the Library's community celebration Sunday, October

26. The Library has received many letters, cards, and emails of congratulations from residents, partners, vendors and friends of the Library. It has been gratifying for staff to receive such positive feedback about the Library.

USAGE----Keeping staff humble and ever on their toes, circulation in October was down a little more than one percent. It's possible that the temporary reduction in the size of the parking lot (due to the erection of the construction fence) may have been a contributing factor. Bookmobile use was down about 7 percent. Use of digital formats, Library Express and E-Commerce are all up as users enjoy the convenience of using the Library from home. This may also explain why the gate count was down more than 3% for the month. Use of online databases was also down from last October. SkokieNet logged 37,314 page views for an average of 2.1 pages per visit. Staff registered 131 people to vote during evening and weekend hours and 290 people viewed the posting re early voting on SkokieNet.

PARKING LOT----Work on the parking lot is progressing. There has definitely been a shortage of parking in the interim, particularly during the period of early voting at Village Hall. Attorneys have filed the application for exemption from real estate property taxes for 7935 Park Avenue.

SECURITY MONITORING----Staff upgraded the server and system for monitoring the cameras in the vestibules, preschool area and teen zones, helping with security monitoring. The system has proved helpful in identifying persons involved in incidents at the Library.

UNITED WAY----Manager of Human Resources led the United Way staff campaign this past month, raising nearly \$5,000. for the Northwest Suburban United Way. Although units of the United Way have consolidated for efficient administration, money raised in Skokie returns to the community.

PROFESSIONAL ACTIVITIES----The past month has been a busy one for professional service, with time spent on activities for ILA and ALA. Mrs. Anthony served on the committee for revision of the State standards for public libraries Serving Our Public and after several hearings and drafts, the standards have been sent to the ILA Board for approval. Mrs. Anthony also attended a 1.5 day meeting in Chicago of the Advisory Committee for the Library Support Staff Certification Project, an ALA project funded by an IMLS grant that is developing a voluntary certification program for support staff in public and academic libraries. The program is due to roll out in 2010. It is expected to be well received as two thirds of employees in public and academic libraries are support

staff, many of whom have little access to continuing education. Mrs. Anthony also presented a session on first amendment issues in practice at the Deerfield Public Library.

COMMUNITY SERVICE----Mrs. Anthony attended a meeting of the Executive Committee of the Skokie Festival of Cultures which is beginning planning for the Festival in May 2009. Mrs. Anthony has been working with the NorthShore Business and Community Foundation (of the Skokie Chamber of Commerce) on a Career Transition Fair to be held here at the Library Tuesday, November 11. Librarian Mike Buhmann will be one of the presenters.

VOLUNTEER LUNCHEON----Staff have planned a lovely luncheon for Sunday, November 9, recognizing Library Volunteers.

INSURANCE PROPOSALS

Mrs. Anthony said that Tom English, our insurance broker from Boyle, Flagg & Seaman, Inc., has prepared a quotation for renewal of the Library's various insurance policies for calendar year 2009. The Board may choose to approve the renewal quotations at this time, with the exception of the Directors & Officers coverage which cannot be quoted until Boyle, Flagg & Seaman receives the current audit. Each policy has been closely reviewed within the past two years so Mr. English has no recommendations for changes to the policies at the current time.

Mr. English recommends staying with Travelers for most of the Library's coverage. Their quotes for the business package (including auto), Umbrella coverage and Boiler and Machinery have all decreased from the current year in spite of an increase in value of the buildings and furnishings of 3.8% according to the latest appraisal. The total proposed for these coverages for 2009 is \$57,515., compared to \$59,132. for this year. Mrs. Anthony recommends that the Board renew these coverages at the rates quoted.

Workers Compensation coverage is provided by the Illinois Public Risk Fund, an insurance pool. The quotation is up from \$32,953. to \$34,344. because of an increase in payroll. The reference to Public Act 95-316 (HB928) does not pertain to the Library as it is concerned with firefighters, and other emergency personnel. The Illinois Public Risk Fund is setting aside \$2,300. for a safety-related project by the Library, down slightly from the \$2,400. received in the current year. Mrs. Anthony recommends approval of the quotation for renewal of Workers Compensation at \$34,344. for 2008-2009.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INSURANCE PROPOSAL FROM TRAVELERS FOR PACKAGE, INLAND MARINE AND AUTOMOBILE, \$43,798.; UMBRELLA, \$9,642; AND BOILER AND MACHINERY, \$4,075. FOR A TOTAL OF \$57,515. AND THE INSURANCE PROPOSAL FROM ILLINOIS PUBLIC RISK FUND FOR WORKERS' COMPENSATION. FOR \$34,344. FOR THE SKOKIE PUBLIC LIBRARY FOR DECEMBER 15, 2008 THROUGH DECEMBER 15, 2009 AS PRESENTED BY BOYLE, FLAGG & SEAMAN, INC.

The roll call vote for approval was unanimous.

PROPOSAL FOR EXPRESS LANE

Tobi Oberman, Head of Circulation Services, would like to replace the two old Checkpoint self-check units at the east desk with the Express Lane program from Innovative Interfaces. Rather than a combination of hardware and software, Express Lane works with Library hardware, using Innovative's specially designed software. The current self-check units at the east desk are five years old, are becoming less dependable, and are in need of constant repair. Mrs. Oberman would really like to move away from using propriety hardware and tags in the future. It is also cost effective since the Library can purchase two Express Lane software packages for the cost of one 3M unit. Mrs. Anthony distributed the Innovative Interfaces quote. By purchasing two Innovative products at this time the Library qualifies for a 15% discount.

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| Express Lane licenses (2) | \$ 10,370 |
| E-Commerce for Express Lane | \$ <u>8,925</u> |
| Total | \$ 19,295 |

Mrs. Greer left the meeting at 8:43 p.m. The two guests, Dean Karabelas and Bill Zaborsky, left the meeting at 8:45 p.m. After lengthy discussion, Mr. Graham made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM INNOVATIVE INTERFACES FOR TWO EXPRESS LANE LICENSES FOR \$10,370.00 AND FOR E-COMMERCE FOR EXPRESS LANE FOR \$8,925.00 FOR A TOTAL COST OF \$19,295.00.

The roll call vote for approval was unanimous.

PROPOSAL FOR INSTALLED COUNTERS

Mrs. Anthony distributed a proposal from LFI for the production and installation of three counters for public laptop use on the second floor and a work counter in the staff graphic arts room on the third floor. Measurement and drawings for the counters were prepared by architect Paul Steinbrecher to match similar installed counters.

The three additional counters on the second floor will be at either end of the group of study rooms near the north end of the floor and under the clock near the microfilm area. The three counters will provide eleven (11) additional spaces for laptop users. These work spaces are needed because more people are coming to the Library with their own laptops or using the Library loaner laptops for their Internet access. Our wireless installations will allow for more users, but additional spaces, with the option of electrical plug-in, are desired. The proposed locations parallel existing counters outside either end of the Quiet Study Room. They all have quite ready access to electricity although staff will need to have an electrician pull wiring through and install some additional outlets.

The art counter was always planned for the staff graphics office and was just never completed. It will replace a configuration of tables (of slightly different heights) currently serving the purpose in the center of the room. This central work area will provide a 5'x7' work surface for the preparation of wall displays, large posters and other such graphics. Some drawers and cupboards for storage will be component units of this construction and installation. A flat file will also be purchased for under counter storage of large posters and design elements.

Mrs. Anthony requested Board approval of this expenditure from Capital Funds (due to nature of these custom, installed features). Although listed on the proposal, LFI will not require a deposit on the production of the counters.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM LFI FOR THREE ADDITIONAL COUNTERS ON THE SECOND FLOOR FOR 11 ADDITIONAL SPACES FOR LAPTOP USERS AND ONE ART COUNTER FOR THE GRAPHICS OFFICE AT A COST OF \$10,867.66 TO BE TAKEN FROM THE CAPITAL LINE.

The roll call vote for approval was unanimous.

USE OF AWARD MONEY FROM IMLS

Mrs. Anthony explained that The Institute of Museum and Library Services has asked that the Library use the award money of \$10,000. for a purpose in keeping with the award criteria. Providing some special world programming for the public would seem to be a natural fit. Christie Robinson, Manager of Public Information and Programs, has prepared a proposal for a series of programs that would probably now begin in April, perhaps with a kickoff during National Library Week. The proposal involves some new and some strengthened partnerships, in keeping with the effective mode of operation for which the Library was recognized.

The grant needs to be spent within the Federal Fiscal Year i.e. by September 30, 2009. It will be given on a reimbursement basis, when expenses are claimed.

Discussion followed. The Board asked that the DuSable Museum also be contacted as a possible partner. A motion was made by Mr. Basofin, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE PROPOSAL AS PRESENTED FOR A WORLD ARTS
SERIES TO BE PAID WITH THE AWARD MONEY OF \$10,000.
FROM THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES.

The roll call vote for approval was unanimous.

“ECONOMIC CRISIS HITS IMRF, TAX INCREASES MIGHT BE NEEDED” BY
JAMES FULLER, DAILY HERALD, OCTOBER 29, 2008

The article was discussed briefly.

LIBRARY PRODUCTION STUDIO CHANNEL 24

The November 2008 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

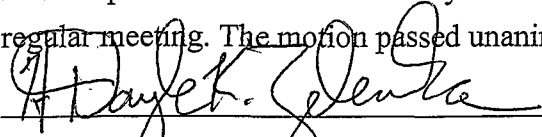
Mr. Zelenka stated that at the Management Affairs Committee a new health insurance committee will be convened to discuss how health insurance is structured.

COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

ADJOURNMENT

At 9:09 p.m. a motion was made by Mrs. Rich, seconded by Mr. Zelenka to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in cursive script, appearing to read "Dayle Zelenka", written over a horizontal line.

Dayle Zelenka, Secretary