

August 14, 1996

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, August 14, 1996.

CALL TO ORDER

The meeting was called to order at 7:36 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Eva Weiner, Vice President; Zelda Rich, Secretary; Leo Friedman; and John Graham.

Susan Greer arrived at 7:40 p.m. and Marcy Goodman arrived at 7:41 p.m.

Associate Director for Public Services Barbara A. Kozlowski presided on behalf of Director Carolyn A. Anthony vacationing in Europe.

Observer present: Kathy Routliffe, reporter Skokie Review.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 10, 1996

Mr. Graham made a motion, seconded by Mr. Friedman, to approve the minutes of the regular meeting of July 10, 1996, subject to additions and/or corrections.

There being no additions or corrections, the motion to approve the minutes as written was approved, Mrs. Rich abstaining. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

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

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, AND THE LIBRARY NOTE FUND BE ACCEPTED; AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

After discussion the roll call vote for approval of the financial statements and the list of bills was unanimous.

YEAR-TO-DATE BUDGETARY STATUS (Not on Consent Agenda)

The Board reviewed the Year-to-Date Budgetary Status statement.

CONSENT AGENDA ITEMS

CIRCULATION REPORT
LIBRARY USE STATISTICS
PROGRAM STATISTICS FIRST QUARTER FY 1996-97
REPORT(S) FROM DEPARTMENT HEAD(S) (1)
CORRESPONDENCE (2)
GIFTS
PERSONNEL

Mr. Graham made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. PROGRAM STATISTICS FIRST QUARTER FY 1996-97
4. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
5. CORRESPONDENCE (2)
Letter from Mr. and Mrs. E. Dino; and note from Hal Dickens
6. GIFTS
\$35. from Anthony and Barbara Bennis in memory of Richard Meyer for the purchase of books in the area of charitable work with the underprivileged
\$10. from Selena and Bud Pestine in honor of the 50th wedding anniversary of Mr. and Mrs. Howard Burak for the purchase of a book on Israel
7. PERSONNEL
Appointments: Domarina Oshana, part-time Clerk, Circulation Services Department, effective August 5, 1996; and David P. Runge, Head, Maintenance Department, effective September 3, 1996
Resignation: David Whittingham, part-time Bookmobile/Clerical Assistant, Public Services, effective September 6, 1996

Mrs. Weiner complimented the Adult Services Department report for July, stating the format makes it very interesting. She thought it was excellent.

After discussion all consent agenda items were unanimously approved and placed on file.

DISCUSSION OF CONFERENCE ATTENDANCE POLICY

Mrs. Hunter distributed the memorandum Mrs. Weiner prepared regarding trustee conference attendance and reimbursement of expenses. In it Mrs. Weiner stressed an important reason for trustees to attend conferences is to become more knowledgeable about the issues facing their own library. By sharing the successes, challenges and failures of other libraries, trustees would be better equipped to evaluate the working of their home library. She also stated that trustees should attend sessions which broaden their prior knowledge or try to get acquainted with areas not familiar to them. Functions considered educational should be included as reimbursable conference expenses.

Mrs. Hunter thanked Mrs. Weiner for her proposal and noted that the trustee conference attendance policy was last revised five and one half years ago. Mrs. Hunter read aloud the current trustee conference attendance policy adopted at the January 9, 1991 regular Board meeting.

During discussion Mrs. Hunter pointed out that trustee meetings at national conferences are almost always focused for Friday, Saturday and Sunday and there would be no reason for a trustee to stay beyond four days. Local conferences would not necessitate any hotel accommodations.

After lengthy discussion it was the consensus of the Board that trustees who attend conferences share information with Board members not attending; that a limit be set on the number of conferences each trustee attends; that a per diem rate for meals and local transportation be set; and a reasonable and appropriate hotel per diem be calculated for each conference, due to regional cost differences. It was noted that individual constraints and cost saving measures are incumbent upon all trustees.

Mrs. Hunter asked that each issue be handled separately.

Mr. Graham suggested limiting trustee attendance to one national and one regional conference.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE TRUSTEE CONFERENCE ATTENDANCE TO ONLY TWO CONFERENCES EACH YEAR - ONE NATIONAL AND ONE REGIONAL.

Kathy Routliffe left the Board Room at 8:20 p.m.

After further discussion it was agreed that the policy need not be so specific as to denote national and/or regional conferences. "Two" conferences would suffice.

With the approval of Mr. Graham and Mrs. Rich the motion was amended to read:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE TRUSTEE ATTENDANCE TO TWO REIMBURSED LIBRARY CONFERENCES EACH YEAR.

The roll call vote for approval was unanimous.

Miscellaneous conference expenses outside of hotel charges were discussed.

Mr. Graham made a motion, seconded by Mrs. Goodman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE MISCELLANEOUS EXPENSES INCLUDING MEALS AND LOCAL TRANSPORTATION BE LIMITED TO \$75. PER DAY.

The roll call vote for approval was unanimous.

Mrs. Hunter noted that, in addition, the Library would still prepay conference registration fees and provide a per diem hotel allowance.

It was suggested that trustees meet early each fiscal year to discuss the schedule of library conferences, generally published for an entire year, to determine which conferences s/he plans to attend.

After discussion regarding setting a limit on the number of days the Library would provide reimbursement for national conference attendance Mr. Graham made a motion, seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE ATTENDANCE AT NATIONAL CONFERENCES BE LIMITED TO FOUR (4) DAYS.

The roll was called. Mrs. Weiner--abstain; Mr. Graham--yes; Mr. Friedman--yes; Mrs. Greer--yes; Mrs. Goodman--yes; Mrs. Rich--no; Mrs. Hunter--yes. The motion passed.

Mrs. Weiner asked since she would likely not spend the entire \$75. per diem transportation/meals allowance on transportation and meals, could it be applied toward a fifth day's stay? Mrs. Hunter said that trustees could certainly stay at any conference beyond the policy being set this evening at their own expense, that Mrs. Weiner's point is well taken. The Board concurred that if this be the case the per diem allowance could be applied toward a fifth day. Each situation would need individual consideration.

Mrs. Hunter said Director Anthony had asked for clarification as to whether limousine expenditures are to be considered a reimbursable transportation expense.

After discussion the Board concurred that limousine expenditures are inappropriate and should not be reimbursed.

Mrs. Hunter thanked the Board for their prudent and conscientious thought in setting this up-to-date policy for trustee conference attendance.

PROPOSAL FOR YOUTH SERVICES AV SHELIVING

The Board reviewed information presented by Mrs. Kozlowski and Ginny Boggs, A/V Materials Specialist, for the purchase of audiovisual shelving to alleviate the current space crunch for AV materials in Youth Services.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF AV SHELVING FOR YOUTH SERVICES AS PROPOSED, IN THE AMOUNT OF \$13,884.91.

The roll call vote for approval was unanimous.

LIBRARY CABLE NETWORK

The Board noted the August 1996 Library Cable Network Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported that on Monday, July 22, the NSLS Board of Directors approved a Memorandum of Understanding with the *Chicago Tribune*. This is an experimental program for one year linking the NorthStarNet to the *Chicago Tribune* and the *Tribune* to the NorthStarNet. They will contribute \$10,000 for equipment and other support for NorthStarNet and will share technical expertise with NSLS staff and member libraries. NSLS will promise not to enter into a similar relationship with any other newspaper or newspaper-like organization for one year.

COMMENTS FROM TRUSTEES

Mrs. Hunter said tax bills this year are due September 11; asked what impact the new minimum wage will have on the Library budget; and reported that Mrs. Weiner will be in charge of the methodology for the Director's performance review.


Mr. Friedman suggested we look into renting computers instead of buying them due to "planned obsolescence" noted in the article "Can't stop buying 'em Keeping up with the Gateses"; asked why his group is never listed on the calendar, nor is the room open for the meeting - that he needs to get a custodian to open the room; when will the bookcase be moved from in front of the watercourt sculpture (Swans); and reported we will soon have citizenship classes in the Skokie Public Library.

Mr. Graham reminded Mr. Friedman that these are issues that should be taken up with the Administration, not the Board.

Mr. Graham said upon Mrs. Anthony's return he, John Wozniak, Mrs. Weiner and Mrs. Anthony will take Mary Radmacher, former Skokie Public Library Chief Librarian, on an art gallery tour to purchase a piece or art work with the funds collected for that purpose.

ADJOURNMENT

The meeting was adjourned at 9:01 p.m.



Zelda R. Rich, Secretary