

November 8, 2000

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 8, 2000.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:35 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Susan Greer; Zelda Rich (arrived 8:00 p.m.); Richard Witry (arrived at 7:38 p.m.); John M. Wozniak and Carolyn A. Anthony, Director.

Also present: Robert Hunter, Architect, O'Donnell Wicklund Pigozzi and Peterson; Attorney Lorence Slutsky, Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. and Barbara A. Kozlowski, Associate Director for Public Services.

Member absent: Eva D. Weiner, Secretary.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 11, 2000

Mrs. Hunter made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of October 11, 2000, subject to additions and/or corrections.

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

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS

Mrs. Hunter made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE MONTH OF OCTOBER, 2000, THE LIBRARY NOTE FUND, AND THE LISTS OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/00
 CIRCULATION REPORT
 LIBRARY USE STATISTICS
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 PROGRAM STATISTICS SECOND QUARTER F.Y. 2000-2001
 CORRESPONDENCE
PERSONNEL

Mr. Witry entered the meeting at 7:37 p.m. Mrs. Hunter made a motion,
 seconded by Dr. Wozniak:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:
1. BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/00
 2. CIRCULATION REPORT
 3. LIBRARY USE STATISTICS
 4. REPORT(S) FROM DEPARTMENT HEAD(S)
 5. PROGRAM STATISTICS SECOND QUARTER F.Y. 2000-2001
 6. CORRESPONDENCE: Letter from Meryl Rivenson, Director, Office of Human Services, Village of Skokie re Adopt-a-Family; Letter from Ron Hughes, Manager, Customer Support Division, Thomas Built Buses, Inc.
 7. PERSONNEL: Hires: Jan Watkins, Head of Youth Services, Youth Services Department, effective December 4, 2000; Linda Zeilstra, Assistant Head of Youth Services, Youth Services Department, effective December 4, 2000; Resignation: Ann Gadzikowski, part-time substitute Information Assistant, Youth Services Department, effective October 25, 2000.

The motion to place the Consent Agenda items on file was unanimously approved.

BUILDING PROJECT

Library attorney Lorence Slutsky of Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd. was introduced to the Board. A revised version of the Construction

Management agreement has been sent to Fred Berglund & Sons. Mr. Slutsky will meet with Mr. Berglund next week.

Mr. Slutsky is at the meeting to answer questions the Board may have. Lengthy discussion ensued re responsibility of each party, site safety, cost estimation, and the fact that the Library, rather than the Construction Manager holds the contracts with the trades.

At 8 p.m. Zelda Rich entered the meeting.

Discussion ensued regarding the amount of bonds we are going to ask the Village to sell for us. We need a firm amount by December 13. Mr. Hunter will need to be present with pictures and models for the presentation to Village officials, anticipated for the latter part of January.

Mr. Witry made the following motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES EMPOWER THE LIBRARY DIRECTOR AND PRESIDENT OF THE LIBRARY BOARD TO EXECUTE THE CONSTRUCTION MANAGEMENT CONTRACT.

The motion was unanimously approved. The draft architectural contract will be reviewed by two or three Board members and the Director when it is ready. It will be on the agenda for the December meeting. Both contracts, when completed, will be circulated to the entire Board.

After a short recess, Mr. Hunter unveiled the latest plan for the first floor of the Library. He proceeded to walk the Trustees through the plan pointing out various locations for audiovisual, 800s, mysteries, foreign language, a service desk, new book display, spinners, adult lounge, courtyard, Unicorner, fiction, meeting room for 20, meeting room for 100. From the front door there will be a Galleria of exhibit wall space

with different lighting and a different ceiling. The children's department will also be on the first floor; it will include a children's service desk, computers, kids' periodical and seating area, youth computer lab, youth washrooms, study rooms, a page office/floor office for youth librarians, middle school area, videos, storyhour room, and craft room. Discussion continued. Mrs. Hunter suggested a computerized built in map of the Library. Patrons could push a button and it would say "You are here." The architect said this is something that is easily built in. The Board discussed the proposed refreshment center and came to consensus that we should not equip a refreshment center at this time. However, electrical and plumbing should be brought to a suitable space on the first floor as a contingency for some use at a future date.

Mr. Hunter then presented colored computer-generated images of what the exterior of the Library would look like after the building project is completed. There is a change in the original third floor which was presented; it is now a glass box with smaller pre-cast columns needed for structural purposes. These buttresses will be of the same material as ground floor supports and placed so as to appear as visual extensions of the lower columns.

After much more discussion, Mr. Graham thanked Mr. Hunter and Mr. Slutsky for attending the Board meeting.

YEAR-TO-DATE BUDGETARY STATUS

Mrs. Anthony reported we are doing fine. One line that is overspent, Advertisement of Vacant Position, is due to the fact that we have had to advertise in the Tribune for a few major positions—Head of Youth, Assistant Director for Human Resources and most recently, Assistant Technology Manager/System Administrator.

AUDIT – 1999-00 FISCAL YEAR

The firm of Friedman, Eisenstein, Raemer and Schwartz LLP conducted the Library's audit this year. They had no management comments.

The following motion was made by Mr. Witry, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE AUDIT AS PRESENTED BY FRIEDMAN, EISENSTEIN, RAEMER AND SCHWARTZ LLP.

The motion passed unanimously.

Mrs. Anthony pointed out under correspondence the letter from Meryl Rivenson regarding Adopt-a-Family. Trustees who wish may make a contribution to the Library's family.

Mrs. Hunter was surprised at the low attendance of the people's law school program.

Mr. Graham requested a photograph of the bookmobile for the Time Capsule.

DIRECTOR'S REPORT

Usage—Circulation in October was flat compared to the same month last year, with increases in audiovisual use offsetting decreases in print circulation. Detailed reports not shown in the circulation summary show that circulation of Adult Nonfiction Video is up 40% for the year while Adult Fiction Video is up only 6%. The public was frustrated and circulation staff were challenged with the TeleCirc system out of operation for most of the month. TeleCirc has been repaired and is again operational. Gate count was up for the month, perhaps due to a broad array of Library programs. The Library Website received 15,097 hits. There were 2,832 uses of licensed electronic databases in October.

From August through October, 150 persons logged 247 requests from remote locations via our new EZ Proxy server, an increase of more than 100% over a comparable time period with the Citrix WinFrame mode of access. This would seem to confirm that patrons find the new means of access much easier to use.

New Hires in Youth Services—A new Department Head and Assistant Department Head for Youth Services have been hired, both of whom will start December 4. Jan Watkins, the new Youth Services Department Head, has been Assistant Head of Youth Services at the Schaumburg Township Public Library for 18 years. She has been active in training library staff throughout the metropolitan counties and conducted four training sessions for Youth Services staff this summer with funding from a state “Ask the Expert” grant. She has chaired the YLA committee of NSLS and co-chaired the Reference Training Committee. She has been active in the ALSC (Association for Library Services to Children) division of ALA, having chaired their Intellectual Freedom Committee and is currently Chair of the Arbuthnot Committee. She brings a wealth of expertise and experience to Skokie. Linda Zeilstra will be the new Assistant Department Head, coming to Skokie from the Palatine Library where she has been the Bookmobile and Branch Services Manager. She looks forward to a focus on services to children.

SkokieNet Anniversary—Our SkokieNet 5th Anniversary program October 19 was well attended by information providers, volunteers and friends of SkokieNet. Frances Roehm, SkokieNet Librarian, and Gail Shaw, Technology Manager, were recognized for their contributions to the development of SkokieNet. Several information providers talked about how being on SkokieNet had impacted their service. Dick Witry represented the

Board and made brief remarks. Melissa Henderson of NSLS talked about NorthStarNet and the System's support of SkokieNet. LCN taped the program for future cablecast.

Kudos to Frances Roehm for planning and coordinating the event.

Retirement Planning Seminar—Gail Kay, Assistant Director for Human Resources, organized a retirement planning seminar attended by 40 staff. A representative from the Illinois Municipal Retirement Fund talked about financial and emotional preparation for retirement. Staff found the session quite informative.

Library Incidents—There were several incidents at the Library this past month which involved Police intervention. A preteen boy used the Internet to send a threatening message to a teacher. His Internet privileges have been suspended for six months. A fifteen-year-old boy set up a meeting through participation in an Internet chat room. There were two incidents of an exposer, possibly the same person. Skokie Police are quick to respond to calls from the Library and cooperative in following up.

The incidents involving the Internet prompt us to review current efforts to encourage safe and responsible Internet use. Filtering, were it in place, would not have prevented these incidents from occurring. The Library does currently block 27 sex chat lines at the firewall. Unfortunately, due to the dynamic nature of the Internet, new sites are regularly created and existing sites may change their range of IP addresses. The Board may be interested in reviewing the attached Executive Summary of the report by the COPA (Commission on Online Child Protection) Commission of the U.S. Congress, issued October 20. The "Commission concludes that no single technology or method will effectively protect children from harmful material online." A combination of methods is recommended, with a heavy emphasis on the importance of family education programs,

identification of acceptable online information resources and a clearly communicated acceptable use policy.

Mrs. Anthony asked the trustees to read the report. We are doing the kinds of things they're recommending.

Community—Mrs. Anthony attended a program on genetic testing for breast cancer sponsored by the Women's Board of Rush North Shore Hospital October 12 and the Skokie Chamber of Commerce Fall Breakfast October 20. A small group of students from School District 69 visited Mrs. Anthony to ask about Library operations and to get a tour of some of the nonpublic areas of the Library. The students are learning how local government and industry operate, but Mrs. Anthony sees it as an opportunity also to interest preteens in future library work. Mrs. Anthony attended the dedication of the new Niles Township Day Care Center October 29. It is a lovely new building. Niles Township Day Care offers the only sliding scale fee service for day care in Skokie.

Professional—Mrs. Anthony's attendance at the ILA Annual Conference was cut short by an emergency at home. She reported under Automation about Innovative Interfaces' Retreat for Public Library Directors. In addition to the usual Library Cable Network Executive Committee, JCPL Board and NorthStarNet Planning, Policy and Advisory Committee, she attended a meeting of the Dominican University Library School Advisory Committee to review their building plans. The External Accreditation Task Force of ALA will meet in Chicago November 15-16. She is the Public Library Association's representative to the Second Congress of Professional Education for ALA, this one focused on continuing education. The Meeting starts Friday, November 17 and runs through noon Sunday. At the end of the month from November 30 to December 1,

Mrs. Anthony will be at the University of Illinois at Champaign/Urbana for a meeting on library leadership in Illinois, at the invitation of the State Library.

HVAC Contract—The Library has been experiencing a number of difficulties with HVAC equipment lately so Mrs. Anthony asked John Domenz of NorthTown Mechanical to meet with herself and David Runge, Head, Maintenance Department. Problems have been with exhaust fans and other such components rather than major systems. It appears that our service technician has been spread a bit thin covering for a staff shortage. We expect to be back on track with service.

Eyewitness Event—All tickets have been given out for the Eyewitness Event November 9. Nominee for best documentary short at the Academy Awards in 2000, the film will be shown again November 16 and December 6. The panel presentation will only be given November 9, however, so Board Members should plan to arrive early for parking and seating.

RENEWAL OF LIBRARY'S INSURANCE COVERAGES

Mrs. Anthony reported that Tom English, our insurance consultant, reviewed the Library's Directors and Officers policy, specifically the current carrier, Reliance Insurance Company. Their ratings have fallen from Best Rated "A" to "C" weak. He recommends an immediate switch of the Directors and Officers policy to Gulf Insurance Group, a Travelers Insurance Company with an "A+" rating.

After discussion, Mrs. Hunter made the following motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES IMMEDIATELY SWITCH CARRIERS FOR THE DIRECTORS AND OFFICERS POLICY TO GULF

INSURANCE GROUP, A TRAVELERS INSURANCE
COMPANY WITH AN "A+" RATING.

The motion passed unanimously.

Mr. English also prepared updated quotations for insurance policies coming due in mid-December. The Board reviewed two quotations for Business Package Policy, Automobile, Umbrella, Boiler and Machinery, Directors and Officers, and Workers Compensation. Mr. English recommends continuing with our present carriers except for the change for Directors and Officers.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INSURANCE PROPOSAL FOR THE SKOKIE PUBLIC LIBRARY 2000-2001 AS PRESENTED BY TOM ENGLISH OF BOYLE, FLAGG AND SEAMAN, INC. IN THE AMOUNT OF \$52,270.

The roll call vote for approval was unanimous.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ELECT MRS. HUNTER AS SECRETARY PRO-TEM FOR TONIGHT'S MEETING.

All were in favor of the motion, except Mr. Witry. The motion passed.

GOALS AND OBJECTIVES 2000-2001

The Trustees reviewed the Interim Report on Goals and Objectives. Mrs. Hunter suggested postponing Objective 3 under Goal 2 regarding developing a self-guided tour especially with the forthcoming construction. Mrs. Hunter again suggested some type of touch screen that would tell you directions, etc.

At the December Board meeting, Mr. Graham would like to discuss the Library's presentation to the press and public of the building project. Mr. Graham feels that OWP&P would also like to be a part of this presentation. Mrs. Anthony suggested a model for the presentation.

AUTOMATION

The trustees noted Mrs. Anthony's informative memo.

URBAN LIBRARIES COUNCIL "IMPACTS OF THE INTERNET ON PUBLIC LIBRARY USE"

This will be discussed at the December 2000 Board meeting.

LIBRARY CABLE NETWORK CHANNEL 24

The November 2000 Cable Guide was noted by the trustees.

NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

ADJOURNMENT

At 9:46 p.m. the meeting adjourned and went into executive session to discuss the Director's annual review.



Diana Hunter, Secretary Pro-Tem

R.J. Witry

COPA Commission

Information and Resources About the
Commission on Online Child Protection (COPA)

Hosted by the Congressional Internet Caucus Advisory Committee

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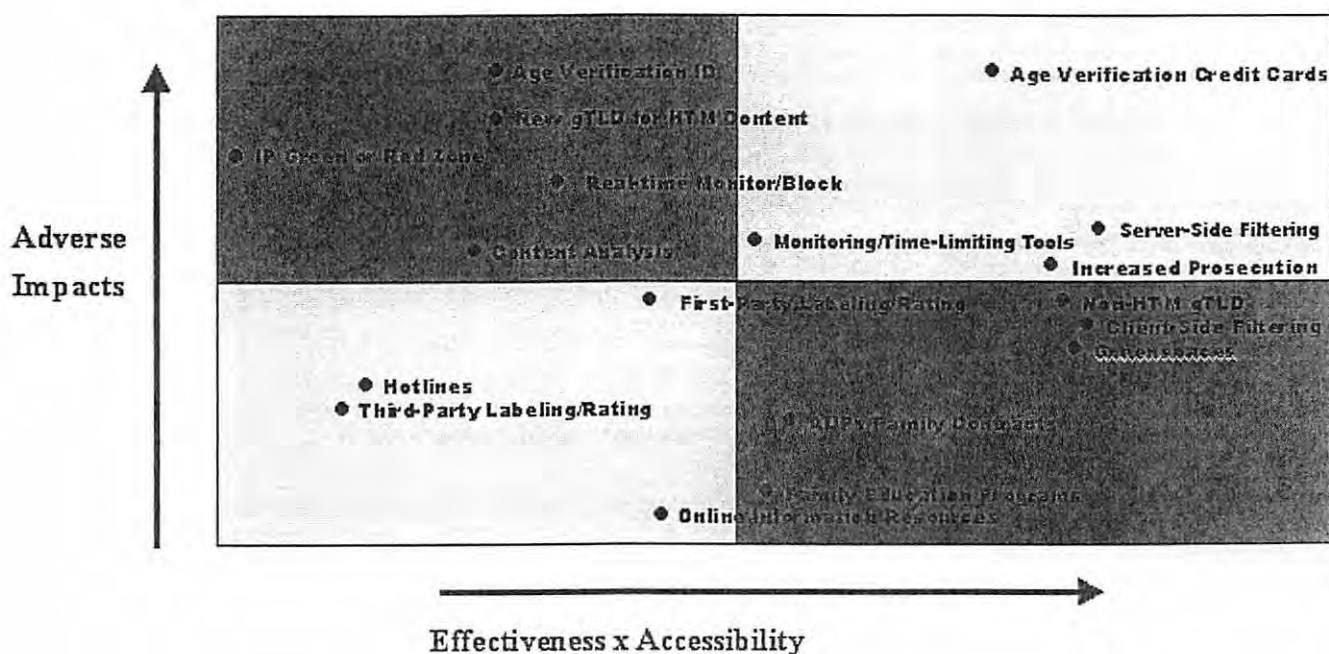
EXECUTIVE SUMMARY

The experience of America's children online has been at the forefront of concern for families and policymakers since the Internet first became widely available. The Internet is revolutionizing access to information, providing undeniable benefit to consumers and commerce. Nonetheless, it risks exposing children to sexually explicit material that many believe is inappropriate or harmful.

In October 1998 Congress enacted the Child Online Protection Act and established the Commission on Online Child Protection to study methods to help reduce access by minors to certain sexually explicit material, defined in the statute as harmful to minors. Congress directed the Commission to evaluate the accessibility, cost, and effectiveness of protective technologies and methods, as well as their possible effects on privacy, First Amendment values and law enforcement. This report responds to the Congressional request.

The Commission studied a wide range of child-protective technologies and methods, including filtering and blocking services; labeling and rating systems; age verification efforts; the possibility of a new top-level domain for harmful to minors material; "greenspaces" containing only child-appropriate materials; Internet monitoring and time-limiting technologies; acceptable use policies and family contracts; online resources providing access to protective technologies and methods; and options for increased prosecution against illegal online material.

The following "scattergram" provides a snapshot of the Commission's analysis of the positive and negative attributes of each of the technologies and methods evaluated in this report. The horizontal axis shows scores for the combination of effectiveness and accessibility. The vertical axis shows cumulative scores for user cost, cost to sources of otherwise lawful harmful to minors materials and adverse impacts on privacy, First Amendment values and law enforcement.



Technologies and methods identified in the lower right quadrant are most effective and accessible while imposing

fewer costs and adverse impacts. Those identified in the upper left quadrant are relatively ineffective and create the most adverse effects. After consideration of the information gathered through hearings and comments filed by a wide range of parties, the Commission concludes that no single technology or method will effectively protect children from harmful material online. Rather, the Commission determined that a combination of public education, consumer empowerment technologies and methods, increased enforcement of existing laws, and industry action are needed to address this concern. The Commission's specific recommendations are as follows:

1

Public Education:

- Government and the private sector should undertake a major education campaign to promote public awareness of technologies and methods available to protect children online.
- Government and industry should effectively promote acceptable use policies.

Consumer Empowerment Efforts:

- Resources should be allocated for the independent evaluation of child protection technologies and to provide reports to the public about the capabilities of these technologies.
- Industry should take steps to improve child protection mechanisms, and make them more accessible online.
- A broad, national, private sector conversation should be encouraged on the development of next-generation systems for labeling, rating, and identifying content reflecting the convergence of old and new media.
- Government should encourage the use of technology in efforts to make children's experience of the Internet safe and useful.

Law Enforcement:

- Government at all levels should fund, with significant new money, aggressive programs to investigate, prosecute, and report violations of federal and state obscenity laws, including efforts that emphasize the protection of children from accessing materials illegal under current state and federal obscenity law.
- State and federal law enforcement should make available a list, without images, of Usenet newsgroups, IP addresses, World Wide Web sites or other Internet sources that have been found to contain child pornography or where convictions have been obtained involving obscene material.
- Federal agencies, pursuant to further Congressional rulemaking authority as needed, should consider greater enforcement and possibly rulemaking to discourage deceptive or unfair practices that entice children to view obscene materials, including the practices of "mousetrapping" and deceptive meta-tagging.
- Government should provide new money to address international aspects of Internet crime, including both obscenity and child pornography.

Industry Action:

- The ISP industry should voluntarily undertake "best practices" to protect minors.
- The online commercial adult industry should voluntarily take steps to restrict minors' ready access to adult content.

Conclusion

The child-protective technologies and methods evaluated by the Commission provide an important but incomplete measure of protection from harmful to minors material online. The efforts recommended in this report, if implemented by industry, consumers, and government, will result in significant improvements in protection of children online.

1. This is an abbreviated version of the recommendations. The full text of the Commission's recommendations can be found at pp. 39 to 46 of the Report.

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