

October 8, 1997

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 8, 1997.

CALL TO ORDER

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

Members present: Diana Hunter, President; Eva Weiner, Vice President; Zelda Rich, Secretary; Leo Friedman; John Graham; Susan Greer; and Carolyn A. Anthony, Director.

Member absent: Marcy Goodman.

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

Visitor present: Skokie resident Mark Irwin, 8225 Niles Center Road.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 10, 1997

Mr. Friedman made a motion, seconded by Mr. Graham, to approve the minutes of the regular meeting of September 10, 1997, subject to additions and/or corrections.

Mrs. Weiner said that mention should have been made that there was an evaluation session of the Director, with the Director present and inputting, that the Board was pleased with the job the Director is doing and how the Library is functioning. No financial decision was made regarding an increase for the Director at that time. Also, that it was the consensus of the Board to continue discussion at the October meeting and that any financial decision made would be retroactive.

There being no further additions or corrections the minutes as corrected were unanimously approved and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF SEPTEMBER, 1997, THE LIBRARY NOTE FUND AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED, AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

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

CONSENT AGENDA ITEMS

CIRCULATION REPORT
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S) (1)
GIFT
CORRESPONDENCE
PERSONNEL

Mrs. Rich 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. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
4. GIFT - \$10.00 from David and Muriel Afton in honor of the 50th wedding anniversary of Mr. and Mrs. Harold Carlson
5. CORRESPONDENCE - Letter from George H. Ryan, Secretary of State and State Librarian
6. PERSONNEL
Appointment: Hena Shamim, part-time Roving Technology Guide, Adult Services Department, effective September 13, 1997

Mrs. Weiner complimented Adult Services Department staff for their excellent report.

The Consent Agenda items were unanimously approved and placed on file.

DIRECTOR'S REPORT

Usage--Circulation in September was over 90,000 for an increase of more than 6% from last September. Youth Services has again posted the strongest gains, spilling over to youth materials on

the Bookmobile. The gate count was not up appreciably from last year and growth in reciprocal borrowing appears to be leveling off.

Visit From Lincoln Junior High--Four eighth graders from Lincoln Junior High met with Mrs. Anthony as part of a social studies program to learn how local businesses and not-for-profits operate. The students asked questions about how the Library is funded, what are major expenses, who uses the Library, etc. They also had a tour of behind-the-scenes operations.

Adopt-a-Family--Library staff will again participate in the Adopt-a-Family program of the Skokie Office of Human Services. In past years, staff have been generous in assisting a needy family at holiday time.

Staff Barbecue--Staff had a lunchtime barbecue in the Reference Courtyard Friday, September 19. Maintenance Department staff members David Runge and Richard Simon grilled hamburgers and chicken breasts. Tobi Oberman, Head of Circulation and Cathy Maassen, Senior Clerk, Circulation Department, helped coordinate all arrangements.

Chiller--Carrier has not officially acknowledged a problem with the motor or starter on the new chiller. North Town has installed a power-monitoring device for a period of 5-7 days to determine whether power variations may be causing the problem. If power can be eliminated as a factor, it will be clear that there is an internal problem with the chiller motor.

It was the consensus of the Board that Carrier technicians who conducted tests appear to have been inexperienced and that the continued delays and denials remain issues. The fact that North Town has not received copies of any test reports is also of great concern. It is in the best interest of the Library and North Town that this problem be resolved as soon as possible.

During discussion Mrs. Hunter asked for a cost comparison with the former HVAC maintenance company Johnson Controls and the current HVAC company, North Town. A copy of the letter sent to North Town Mechanical with the partial payment in which we again ask that the

motor be replaced was omitted from Board correspondence. Mr. Graham requested figures of the total cost of the chiller project, and amount of payment made to Mr. Gilson relating to the project.

Pay-for-Performance--The Pay-for-Performance Task Force will work on a modification of all performance review forms to enable staff to receive more specific feedback. All supervisors will meet to review performance review procedures and ensure greater uniformity of approach.

Professional Speaking Engagements--PLA Executive Director Greta Southard and Mrs. Anthony traveled to Springfield to present a segment on the new Public Library Planning Process in a statewide videoconference. Mrs. Anthony will speak on the same subject to the Public Library Forum at NSLS October 8. She will also be a panelist in an NSLS program on Internet policies for trustees and administrators October 16, 17 and 18.

ILA (Illinois Library Association)--Five staff members and Mrs. Anthony will attend the ILA Annual Conference in Springfield October 26-28. There is a strong lineup of programs and a reception at the Governor's House. Mrs. Anthony is on the Program Committee for the ILA Conference in 1998.

HB1384--Mrs. Anthony received confirmation that this legislation, which separates out libraries for the purpose of tax caps at the request of the local unit of government, does not apply to Home Rule communities.

The Public Policy Committee--The Committee is calling for volunteers to go to Springfield when library issues are pending. Anyone interested should contact Mrs. Anthony.

Document Delivery / Materials Availability Studies--These studies will be conducted the week of October 20, 1997. The Document Delivery study tracks materials such as Interlibrary Loans and Reserves to determine how long it takes for the patron to get the material from the time the request is made. The Materials Availability study will show whether patrons are successful in finding their needs when they come to the Library.

Urban Libraries Council--Mrs. Anthony and Mrs. Kozlowski attended a ULC program on library staffing "The Library Human Resources Summit" in Rosemont, September 19-21, 1997. Topics covered were training and staffing issues, the incredible changes taking place in libraries, and trying to keep people well trained and on their toes.

Letter from Lawrence B. Zimmerman--Mrs. Elaine Zimmerman wrote to Mrs. Anthony 9/18/97 inquiring about the possibility of handicapped parking and an accessible door on the west side of the Library. Mrs. Anthony replied to Mrs. Zimmerman 9/23/97 stating that there are security considerations for the collection but she was willing to continue to investigate options.

In Mr. Zimmerman's letter of 10/3/97 he states there is a continuing parking problem on our Library drive and suggested a security door on the west side, to be opened only by a staff member who is stationed at the front door (east side entrance) and is signaled by a buzzer. Upon exiting, a staff member could escort the handicapped person to the west door, signal the person at the front desk to open the door and signal again when the handicapped person has exited the Library in order to close the door.

After lengthy discussion, it was the consensus of the Board that it is not feasible to have any type of exit/entrance door on the west side - or to staff the exit/entrance door. The solution is to have our security guard monitor the Library drive area and call Skokie Police to ticket any cars illegally parked in the handicapped spot or drop off area of the Library drive. The area has been used by able-bodied patrons "just dashing in" to drop off a video, or a book, and we have failed to monitor the situation.

CARRIER CHILLER STATUS

The Board discussed the 9/24/97 letter from J. Scott McCollam, Account Executive, Carrier Corporation and the 10/01/97 letter from John C. Domenz, Senior Vice President, North Town Mechanical earlier in the meeting.

BOOKMOBILE SPECIFICATIONS

The Board complimented Phil Carlsen, Bookmobile Driver/Librarian for developing his comprehensive and all-inclusive Bookmobile specifications.

Mr. Friedman asked that we include a bench in the Bookmobile for children to sit on.

Mrs. Anthony said that the specifications do provide for a custom designed interior and that a bench would certainly be included.

Mr. Graham made a motion, seconded by Mrs. Greer that the Bookmobile specifications be accepted as presented.

The roll call vote for approval was unanimous.

SKOKIE PUBLIC LIBRARY TECHNOLOGY PLAN 1997

The Technology Plan for the Library has been drafted to meet eligibility requirements for the Federal Communications Commission discounts. If the Board approves the Plan it will be sent to the North Suburban Library System for approval and then to the Illinois State Library for certification.

With this procedure in place, we will be ready to file the official application form when the FCC makes it available. It is proposed that we apply for discounts on our maintenance costs for the Dynix system, telephone system and LAN maintenance as well as for the annual cost of 29 phone lines to the building. The total amount submitted for discount will be \$51,650.10. Our percentage discount should be 50% based on school lunch participation rate of 23.4% in Skokie School District 69 and on urban location.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE SKOKIE PUBLIC LIBRARY TECHNOLOGY PLAN 1997 AS PRESENTED.

During discussion Mrs. Hunter noted that Page 5 of the Plan states "The services will not be sold, resold or transferred for money or any other thing of value." She requested clarification of this

point and expressed concern that the wording might restrict the Board from assessing fees for any Internet-related services.

After further discussion, with the approval of the movers, the motion was amended to:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE SKOKIE PUBLIC LIBRARY TECHNOLOGY PLAN 1997 AS PRESENTED, CONTINGENT UPON CLARIFICATION OF THE CONTINUING RIGHT OF THE LIBRARY BOARD TO ASSESS FEES FOR ANY SERVICE THAT WE OFFER.

The roll call vote for approval was unanimous.

Mrs. Anthony will get clarification.

AUDIOVISUAL SHELVING

Because the Books-on-Tape and musical CDs have outgrown their allotted shelf space Mrs. Anthony met with architect Paul Steinbrecher, Ginny Boggs, AV Materials Specialist, and Barbara Kozlowski to plan for the purchase of additional shelving and shifting of certain collections.

The shelving components total \$33,079.07. Bids were not solicited because all of our other audiovisual shelving is from BC Inventar, Inc. and have interchangeable components. The cost will be charged to the Capital budget line.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR FOR THE PURCHASE OF BCI AUDIOVISUAL SHELVING IN THE AMOUNT OF \$33,079.07. AS PRESENTED.

The roll call vote for approval was unanimous.

LIBRARY CABLE NETWORK

The Board noted the October 1997 Library Cable Network Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

The Board reviewed the article from the Daily Herald and "NSLS Legislative Notes"

No. 98-4 dated October 2, 1997.

COMMENTS FROM TRUSTEES

Mr. Graham said that the Brian Monaghan sculpture selected by Mary Radmacher, former Skokie Public Library Chief Librarian, will be installed in the Library some time next week.

Mrs. Hunter said she had written to Bruce Taylor of Cole Taylor Bank in August asking that he make up the shortfall in the Mary Radmacher Art Fund. Mr. Taylor responded with a contribution of \$1,000.

The Board congratulated Mrs. Hunter. She thanked the Board and said it is of the utmost importance to acknowledge such corporate gifts with a plaque listing the donor's name(s).

The dedication will be Sunday, December 7, 1997.

ADJOURNMENT

The meeting was adjourned at 8:30 p.m.

Mr. Graham made a motion, seconded by Mrs. Greer that the Board go into a closed session for the purpose of discussion of a personnel matter. The motion was unanimously approved.


Zelda R. Rich, Secretary