

November 10, 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, November 10, 2010.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:30 p.m.

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

Staff Present: Barbara A. Kozlowski, Associate Director for Public Services (arrived at 7:31 p.m.); and Bruce Brigell, Coordinator of Information Services.

Guest Present: Moran Zhang, 1845 Sheridan Road, Evanston, IL 60208.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 13, 2010

Mr. Graham made a motion, seconded by Dr. Wozniak to approve the minutes of the regular meeting of October 13, 2010, 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); Correspondence; Personnel)

Mrs. Kozlowski arrived at 7:31 p.m.

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

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. CORRESPONDENCE: LETTER FROM VICKI L. NOVAK, LIBRARY DIRECTOR, GLENVIEW PUBLIC LIBRARY TO CAROLYN ANTHONY, LIBRARY DIRECTOR & LIBRARY

BOARD OF TRUSTEES DATED OCTOBER 29, 2010 RE THANK
YOU

5. PERSONNEL: PROMOTION: KENNETH WABOMNOR FROM PART-TIME SHELVING, CIRCULATION DEPARTMENT TO PART-TIME COMPUTER ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE NOVEMBER 1, 2010.

The motion passed unanimously.

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

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

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status was noted and placed on file.

BILLS

Mrs. Greer arrived at 7:38 p.m.

A motion was made by Mrs. Parrilli, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

APPROVAL OF AUDIT – 2009-2010 FISCAL YEAR

Mrs. Anthony distributed the Audit for FY 2010 as prepared by Sikich for the Library. Neither Irene Tam, Administrative Assistant for Accounting, nor Mrs. Anthony had any problem in working with Sikich. Mrs. Anthony and Mrs. Tam have reviewed the Audit and find the reports to be accurate as presented. The statement of the Library's position in regard to long-term debt was as of April 30, 2010, and therefore does not reflect the subsequent refinance. Updated figures will be shown in next year's audit.

The Management Letter points out a situation regarding the long-term lease for the photocopiers. The contract for the lease was signed in FY '10, but the photocopiers were not installed until June, 2010, well into the subsequent Fiscal Year. Since the installation effectively started the clock on the agreement, Mrs. Tam did not include the lease in Fiscal Year 2010 documentation for the auditors. It was the auditor's opinion that the contract was a fiscal obligation and therefore needed to be counted in FY 2010 statements.

Mrs. Anthony requested the Board's acceptance of the Audit as provided.

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

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

The roll call vote for approval was unanimous.

On page 2 of the Management Letter, Mr. Graham would like to know what are considered intangible assets for the Library.

DIRECTOR'S REPORT

USAGE----Circulation in October was relatively flat, with an increase of less than 1%. Interlibrary borrowing through LINKin was up by almost 12% while traditional Interlibrary Loan was down by 27%. Only 7% of renewals were by phone last month while 93% were done by patrons through the Web. Self-check and E-commerce were both up also in the continuing trend to self-service. The Gate Count was essentially flat when compared with October last year. Remote use of online databases was up 14% for the month, representing an increase of 8% in the number of individuals who logged in.

NATIONAL LIBRARY WEEK SPONSOR----Cole Taylor Bank has agreed to sponsor National Library Week activities with a contribution of \$3,000. President Bruce Taylor came out in person to give staff the news.

SCULPTURE INSTALLATION----The sculpture "View From McCormick" by Ted Gall has been installed on the west façade of the Library. The sculpture was a gift from Federal-Mogul Corporation in Skokie. The artist was in town for the SOFA show in Chicago and came to see the sculpture as installed. Board President Diana Hunter and a representative of Federal-Mogul joined architect Paul Steinbrecher and Mrs. Anthony in showing off the new sculpture to the press.

JR. HIGH ZONE----Improvements to the Jr. High Zone are being completed this week including installation of some new shelving and furniture, installation of two computers, and a new neon sign. It looks quite attractive and should be more appealing to age-appropriate patrons.

BOOKMOBILE TO STOP AT OPTIMA----One of the areas of greatest population growth and relatively low Library use as identified in our market study conducted by CIVICTechnologies is the northwest corner of Skokie where the new Optima

condominium development is located. Staff has been successful in arranging for a new Bookmobile stop at the Optima, beginning this month.

COMMUNITY INVOLVEMENT--- This past month Mrs. Anthony attended a meeting of the GSLIS Advisory Board at Dominican University, a Chamber Board meeting, an open house at Centre East, a meeting of the North Suburban Business Development Foundation, the Chamber Legislative Forum, a meeting of the Executive Committee of the Women's Board at Skokie Hospital and a discussion of the book *Why Are All the Black Kids Sitting Together in the Cafeteria*, cosponsored by District 219 and the Skokie Public Library. Mrs. Anthony also attended a retirement party for former Director of the North Suburban Library System Sarah Long.

CHANGES IN REFERENCE SERVICE

Mr. Brigell discussed the changing landscape of users and their requests in Reference including instant messaging, email, and free electronic resources. He also discussed statistics on the number of reference questions answered, demographics of users, and the delivery experience.

The Board thanked Mr. Brigell for his presentation and noted that staff at the Reference desk are incredibly helpful.

Mr. Brigell left the meeting at 8:12 p.m.

INSURANCE RENEWAL

Mrs. Anthony reported that Thomas English of Boyle, Flagg & Seaman has prepared quotations for renewal of the Library's insurance coverages for calendar 2011. The Directors' and Officers' quote will not be available until December as they always wait to see the audit before preparing a quote.

Mr. English recommends no change in coverage or terms and recommends staying with Travelers. The combined business package is up 3.3% from \$59,585. to \$61,567. for 2011. Mr. English says that the increase is primarily due to an increased appraisal of building contents and computers this year as well as an increase in the number of Bookmobile drivers. He said that rates bottomed out last year. Estimated Workers Compensation costs are up 2.6% to \$38,085. due to an increase in payroll.

Discussion followed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INSURANCE PROPOSAL FROM TRAVELERS FOR PACKAGE, INLAND MARINE AND AUTOMOBILE, \$48,529.; UMBRELLA, \$8,860; AND BOILER AND MACHINERY, \$4,178. FOR A TOTAL OF \$61,567.; AND THE INSURANCE PROPOSAL FROM ILLINOIS PUBLIC RISK FUND FOR WORKERS' COMPENSATION FOR \$38,085. FOR THE SKOKIE PUBLIC LIBRARY FOR DECEMBER 15, 2010 THROUGH DECEMBER 15, 2011 AS PRESENTED BY BOYLE, FLAGG & SEAMAN, INC.

The roll call vote for approval was unanimous.

DOWNTOWN TIF

Mrs. Anthony recently received the annual reports for the two Downtown TIFs from the Village of Skokie. The reports reflect the financial status of the Tax Increment Financing districts as of April 30, 2010. For the Downtown TIF, the Village spent \$2,822,764. in FY 2010 to acquire two properties, subsidize storefront façade renovation, conduct a market assessment and retail strategy development project, and contract for an engineering study of the "road diet" plan for Oakton Street. There was also surplus distribution of \$201,711. of which the Library received \$12,491. At the end of the Fiscal Year, the TIF had a balance of \$8,642,500. after transfer of \$910,000. to the Downtown Science and Technology TIF. The Downtown TIF can continue through Tax Year 2013 which will take it into calendar 2014.

The Downtown Science and Technology TIF had revenues for the year of \$2,104,122. and expenditures of \$1,605,680. with an ending fund balance of \$1,300,302. This TIF was started in 2005.

Brief discussion followed.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Parrilli reported on the NSLS Regular Board Meeting held Monday, October 25, 2010.

Treasurer's Report:

After receiving two deposits from the State's Live and Learn Grant totaling \$427,410, NSLS can continue van delivery operations for an additional eight months based on monthly expenses estimated at \$50,000. LSTA funds are due in January 2011. NSLS and

other library systems anticipate that they may be able to operate individually through June 2011.

Acting Co-Executive Directors' Report:

Mary Witt gave a status report of delivery services. She provided a spreadsheet on expenses against donations made by the 47 member libraries that contributed to NSLS, leaving a balance of \$27,000. Member libraries receive regular newsletters via MailChimp.com.

Staff member Don Johnson gave a short report on the status of the trucks. Basic services are keeping the fleet of five trucks running. To keep expenses to a minimum, there has been little to no preventative maintenance. There are no plans to replace the oldest van, a 1998 model with over 161,000 miles.

In order to save money and to simplify the financial information reports, Jan Hayes and Mary Witt submitted a request for Board approval to change the accounting software to QuickBooks and to change the reporting from the accrual method to cash basis as of November, reflecting the 2010-11 fiscal year. These changes would also allow staff to make updates without expenses for IT assistance.

Real Estate Committee Report:

NSLS employees are busy preparing for the open house sale of assets, consisting mostly of furniture, office supplies, and equipment with an individual value under \$250. Prices are fixed and no returns are allowed. The target date is November 13 and is open to the public. Per State statute, items that are valued over \$250 must be sold through an auction. On November 15, interested buyers can view items available for sale on the website 32Auctions.com. Members of library systems and the Illinois State Library have first right to purchase this property. Proceeds from all sales remain with NSLS.

Merger Design Team Report:

At their October meeting subcommittees were formed. The NSLS appointments to the subcommittees are as follows:

Fiscal Year 2012 Services, Operations, and Facilities Subcommittee:

1. Cynthia Fuerst, Library Director, Vernon Area Public Library District
2. Penny Sympton, Special Librarian, Wiss, Janney, Elstner Associates, Inc.
3. Roberta Thomas, Library Director, Grayslake Public Library

Future of Library Systems Subcommittee:

1. James Scholtz, Executive Director, McHenry Public Library District
2. Sydney Ryan, Library Media Specialist, Emmons School District 33, Antioch

Communications Subcommittee:

1. Kathleen Pilat, Vice President of North Suburban Library System Board of Directors and Trustee of the Huntley Public Library and Merger Design Team Member
2. Denise Raleigh, Director of Marketing, Development & Communications at the Gail Borden Public Library and Illinois Library Association Marketing Committee Co-Chair.

Library systems received a memo from Anne Craig of the Illinois State Library directing them to complete "restructuring documents" before the actual merge can proceed. The memo states, "This summary of information is being provided by the Illinois State Library as a courtesy and does not substitute for the responsibility of the library systems or their attorneys to review the applicable Statutes and Administrative Rules. . .to merge in compliance with the law."

Special Report:

Board member Penny Sympson represented NSLS at an ILA/ISL legislative meeting in Springfield. She stated that library systems were told "to operate under the assumption that there will not be any more funding until possibly December 2011; that the State will have a \$12 billion deficit in FY2012; and that ISL supports and encourages mergers among the nine library systems." The consensus was that library systems should anticipate further cuts in grants.

Sale of Property:

President Kathy Caudill introduced realtor Steve Trapp from Cushman and Wakefield. Mr. Trapp made a presentation outlining the process of selling the NSLS building. He stated that the property is in excellent condition, shows well, and could, hopefully, sell within nine months or less.

After Mr. Trapp's presentation, the Board went into Executive Session to discuss setting a price for sale or lease of the NSLS building.

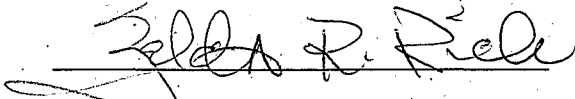
Mrs. Parrilli will attend the November Board meeting.

COMMENTS FROM TRUSTEES

Mrs. Parrilli stated the adult volunteer luncheon was lovely and staff worked very hard to make it a special event. Mrs. Hunter concurred.

ADJOURNMENT

At 8:26 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