

March 13, 1991

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, March 13, 1991.

CALL TO ORDER

The meeting was called to order at 7:42 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Walter B. Flintrup, Secretary; John J. Graham; Zelda Rich; Eva Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; Susan Hagen Land, Head, Adult Services; Brenda Murphy, Head, Youth Services; and Tobi Oberman, Supervisor of Circulation Services.

Robin Johnson and Michelle Riefle of Hammond Beeby and Babka Incorporated entered the Board Room at 8:15 p.m.

Lydia Stux, Coordinator of Programs and Exhibits joined the meeting at 9:10 p.m.

Mrs. Hunter reported that during her busman's holiday in California during February she attended the San Diego Public Library Board meeting and also toured the Coronado Library, which celebrated its 100th anniversary.

APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 13, 1991

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting of February 13, 1991 as written, subject to additions and/or corrections.

Dr. Wozniak seconded the motion.

There were no additions or corrections.

The roll call vote for approval was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LIST OF BILLS

Mrs. Zatz made a motion, seconded by Mr. Flintrup:

~~CORRECTED~~

**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 YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED, AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.**

During discussion of bills, it was requested that whenever grant monies are received and listed under Receipts on the General Operating Fund, that the intended use of the grant be designated clearly alongside.

Mrs. Hunter inquired about the receipt of \$350. from the Skokie Fine Arts Commission. Mrs. Anthony explained that the \$350. grant is a portion of the cost of a painting by Norris Hall commissioned in commemoration of the Library's 50th anniversary. Mrs. Hunter is seeking a grant of \$650. from the Cole Taylor Bank for funding the balance.

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

#### CONSENT AGENDA ITEMS

**CIRCULATION REPORTS  
LIBRARY USE STATISTICS  
REPORT(S) FROM DEPARTMENT HEAD(S)  
CORRESPONDENCE (2)**

Mrs. Zatz 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. CIRCULATION REPORTS
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE (2)

Letter from Geraldine Trandel

Letter from May Anstee, Head, Technical Processing,  
Automation Coordinator, Helen M. Plum Memorial  
Library

During discussion Mrs. Weiner commended Lesley Williams, Skokie Accessible Library Services Librarian, for her excellent report on SALS activities.

The motion to approve the Consent Agenda items passed unanimously.

SKOKIE PUBLIC LIBRARY PROJECTED BUDGET FOR 1991-92

The trustees discussed the projected budget.

Of particular concern is the estimate of corporate replacement tax revenue. We anticipate a shortfall in corporate replacement tax revenue collected in the current fiscal year. Because our projected 1991-92 budget is already very tight there is not much room to move funds in any of the budget lines should a reduction in revenue estimates for FY 1992 appear advisable.

Mr. Graham again voiced concern that a cost-of-living adjustment of 4% is far below what it ought to be, that salaries should be competitive not only for staff morale but to attract the caliber of personnel we want employed in the Library. If the ability to levy is there we should ask the Village to levy at an amount to generate what we need. It was the consensus of the Board that currently the Library's total levy is very low compared to other Skokie governmental taxing bodies.

Further discussion ensued regarding the additional expense of \$140,000. for a total of \$350,000. FICA and IMRF in FY 1992. This amount represents the entire anticipated expense for FICA and IMRF for Library employees. The Library paid \$210,000 for FICA and IMRF in FY 1991 with the Village of Skokie picking up the balance. In FY 1990 and earlier, the Village paid all FICA and IMRF expense for the Library.

Mrs. Anthony will have salary information comparisons for the April Board meeting when it will be necessary to finalize and pass the budget. She asked trustees to bring to her attention any other areas of concern before the next meeting.

GIFT OF \$25.00 FROM SUSAN AND ALAN LIEBMAN IN HONOR OF PAT AND ARTHUR KRETCHMER'S BIRTHDAYS

The trustees noted the gift of \$25.00 from Susan and Alan Liebman.

PERSONNEL

The trustees noted the resignation of Merle Jacob, Coordinator of Collection Development, Adult Services, effective March 15, 1991, and the appointment of Gerard J. Kaszubowski, part-time Audio Visual Services Technical Services Manager, Adult

Services, effective February 18, 1991, and Susan Emrich, full-time Bookmobile Assistant, Community Services, effective March 4, 1991.

### DIRECTOR'S REPORT

Statistical Report--Circulation for February was up 7% over circulation for the same month last year. The biggest gains were in Youth Services and the Bookmobile although circulation of adult books was also up nearly 4% for the month. The number of reserves was down almost 20% for the month.

Cleaner Videotapes--During April and May, we will be trying out a machine that cleans videotapes, eliminating many of the defects and signs of wear that occur with repeated usage of tapes. The machine will also be made available to the public as part of a campaign to promote proper care and maintenance of videocassette recorders and tapes.

Gift of Japanese Books--We have been notified that we will be receiving a gift of 46 Japanese books in May or June, courtesy of a Japanese women's group called The Vision. Shipping costs have been covered by Japanese friends of a Skokie woman who has spent time in Japan. The Skokie resident had informed us of the grant opportunity and we made the requisite application.

Cultural Diversity Grant Not Pursued--The North Suburban Library System was not encouraged by the LSCA Title I Committee to develop the cultural diversity grant as outlined in the NSLS letter of intent. We still will pursue some of our plans for serving recent Russian immigrants since outreach to new residents and ethnic populations is one of our service objectives.

Assistance to Russian Immigrants--A counselor from the Jewish Vocational Service brought four new immigrants to the Skokie Public Library to learn about career opportunities. All had been employed in engineering and technical fields in the Soviet Union. Steve Oserman showed them the Employment Resource Center and introduced them to information resources. Sofia Jones spoke in Russian to explain concepts such as "networking," "grants" and "recruiting."

New Guidelines for RBP--Proposed new tenets for reciprocal borrowing in NSLS include a provision that individual libraries may limit the quantity of items that may be borrowed, but may not restrict by format. Currently, all formats except videocassettes are available for reciprocal borrowing from the Skokie Public Library.

Presentation on Automation--Joyce Mitchell, Systems Librarian for JCPL, and Mrs. Anthony made a presentation on JCPL governance and operation to a group of librarians and trustees of public libraries in the DuPage Library System. Libraries in the DuPage System are examining different approaches to organizing and operating automation consortia. The CCS automation group from NSLS also made a presentation at the meeting.

Renovation Financing--Bob Nowak, Village Finance Director, has been soliciting proposals for financing the Library's renovation project. The Village projects that the delay will work to our benefit in securing a more favorable interest rate. Mr. Nowak expects we will have the funds by the end of April.

NBD Luncheon--Mrs. Anthony attended a luncheon February 14 at NBD Skokie Bank. About one dozen managers from local government and industry were invited to meet Jim Lancaster, Head of NBD Bank Illinois.

Smoking Policy--We have received complaints about the foul smell in the vestibule due to residual smoke. The smoking policy adopted by the Board January 13, 1988, prohibits smoking in all areas of the Library except in the Library vestibule. (Other areas where smoking is permitted with the consent of all persons present are the 2nd floor meeting room, the Board Room and the Director's Office.)

It was the consensus of the Board to give additional thought prior to approving any revision of the smoking policy.

NSLS Dental and Vision Insurance--NSLS is considering two new health plans - dental and vision, exclusive of their present plan and available separately to System member libraries staff. The System would like our input as to the number of full-time employees who might be interested in these coverages by Friday, March 27. Mrs. Anthony will

explore this with staff and keep the Board posted. All current health coverage is through the Village of Skokie.

At 9 p.m. Mrs. Hunter asked the Board for approval to change the order of business because Ms. Johnson and Ms. Riefle of Hammond Beeby and Babka had been waiting for some time to present the building renovation architectural plans to the Board.

The Board agreed.

After a ten minute break Mrs. Hunter called to the Board's attention her letter to Skokie Mayor Jacqueline Gorell with regard to renovation financing.

Mrs. Hunter then turned the floor over to Robin Johnson.

### BUILDING PROGRAM

At 9:10 p.m. Ms. Johnson distributed schematics developed based on the Board's concerns and the information gathered in meetings with the Director and Department Heads to best utilize the space within the building. Also distributed were copies of schematics showing east expansion and renovations to the original building done in 1971 for the Board to compare.

Ms. Johnson said that throughout this renovation planning they have attempted to keep the integrity of the building intact, while trying to recapture the original openness and maintain an architectural balance. In order to achieve our goals to better serve the public, to provide the best possible use of the space available, and to create more public accessible space in needed areas, changes have been proposed that represent compromises. As agreed at the outset of the space planning process, Technical Services and Youth Services Departments will lose the most space, but the end result will recreate the aesthetic and architectural balance that existed when the Library addition was completed in 1972.

Ms. Johnson pointed out that by moving the Administrative Offices and the Board Room to the second floor space is gained for public use on the first floor. Administrative Offices are still accessible to the public while staff offices are located in the most remote area of the second floor.

Ms. Johnson addressed the questions and concerns raised by the Board which included: specific areas needing walls removed; phasing of the construction process; maintaining maximum availability of library service to the public; and the possibility of disturbing asbestos during demolition with consequent additional cost of asbestos removal.

Mr. Flintrup left the Board Room at 9:50 p.m.

Mrs. Hunter stated that a full complement of Board members should be present for building renovation discussion and asked that further discussion wait until Mr. Flintrup returned. Mrs. Hunter suggested the Board move on to the next Agenda item while waiting for Mr. Flintrup.

Mrs. Anthony said that the next item on the agenda, heating, ventilating and air conditioning proposals, could be acted on at the April meeting.

**PROPOSED POLICY FOR YOUNG PEOPLE NOT PICKED UP AT CLOSING**

Occasionally young people are waiting to be picked up after the Library has closed. Since there is no written policy regarding this special situation, but a definite need for a policy, Mrs. Anthony collaborated with Chief Miller of the Skokie Police Department to develop a policy to ensure the safety and well-being of our younger patrons.

The Board discussed the dynamics of having two staff members remain with the child, and agreed staff should wait 30 minutes after Skokie Public Library closes.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE PROPOSED POLICY FOR YOUNG PEOPLE NOT PICKED UP AT CLOSING, WITH THE REVISIONS TO THE LAST PARAGRAPH AS DISCUSSED. (Copy attached)**

The roll call vote for approval was unanimous.

**BUILDING PROGRAM (Continued)**

At 10:15 p.m. Mr. Flintrup returned to the Board Room and building renovation discussion resumed.

Concerns brought up during lengthy discussion include: new federal requirements as to the number of public elevators in a building of this size; whether there is a need for

## **POLICY FOR YOUNG PEOPLE NOT PICKED UP AT CLOSING**

The Librarian-in-Charge, before leaving at the end of the day, should determine whether everyone has left the building and children have been picked up.

Children who are not picked up at closing may be allowed to use the pay telephone to call about a ride. If they have no change, they may use the phone at the Circulation Desk. Judgment regarding weather and age of the young person will be used in deciding whether to have them wait for a ride outside or in the vestibule.

If the child is not picked up by thirty minutes after closing, the Skokie Police should be notified to take the child to the police station where the parents can pick up the child. The Librarian-in-Charge as well as the guard should wait within sight of the child until s/he has been picked up or until the police have arrived.

Adopted 3/13/91



two permanent public elevators, or that the public have access to a second elevator if one is out of service. It was suggested that the area of the Easy Reader Collection be made more spacious, with room between stacks for young children to sit down. The merits of an open versus an enclosed storytelling area were discussed as was the location of the storytelling area in relation to the Easy Reader Collection.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE BASIC SET UP OF PLAN C 2.2 AS PRESENTED BY ROBIN JOHNSON WITH THE CHANGES AND MODIFICATIONS DISCUSSED.

Further discussion ensued.

Dr. Wozniak suggested the architect incorporate the changes and modifications brought up in discussion and bring revised schematics to the April meeting.

Mrs. Weiner inquired whether there was adequate seating space for the public in the proposed Board Room. Ms. Johnson indicated that it could be redrawn to allow more space. Mr. Flintrup pointed out the need for acoustical privacy in the Board Room.

Mrs. Zatz stated that she liked the <sup>SET UP OF THE</sup> present Board Room ~~y~~ <sup>BUT SHE IS NOT AVERSE TO CHANGES.</sup>

Mrs. Anthony stated that many different plans were developed and discussed in many hours of meetings and that the plans presented tonight were the culmination of that process. They are the most functional and provide the increase in seating and shelving we chose as a goal.

Ms. Johnson stated that architectural balance would require that the Board Room be moved if the Administrative Offices were moved. She observed that the moves would make two very attractive areas available to the public. She indicated that she could make revisions to the design and finish of the Board Room to address the expressed concerns.

Mr. Graham withdrew his second to the motion.

Mrs. Anthony asked that Board members apprise her of additional concerns prior to the April meeting.

Mrs. Rich withdrew her motion.

Ms. Johnson said she understood the Board's concerns and will address and present them at the April 10, 1991 Board meeting.

Mrs. Hunter thanked Ms. Johnson and Ms. Riefle who left the Board Room at 11:40 p.m.

#### LIBRARY CABLE NETWORK

The trustees noted the March, 1991 Library Cable Network Program Guide for Cable Channel 22.

#### PUBLIC RELATIONS UPDATE

Mrs. Hunter asked that in the future all staff presentations be given at the beginning of the Board meeting.

Lydia Stux, Coordinator of Programs and Exhibits, reported on methods of program and exhibit development.

The primary purpose of the Library's public information efforts is to encourage the public to use the Library, its services, resources and programs. The second is to market a favorable image of the Library to a broader audience.

Press releases and public service announcements of timely information to media contacts are sent weekly. Our master press list now runs over 200 contacts. The Library produces its own publications including bibliographies, bookmarks, flyers, newsletters, invitations, concert programs and calendars of events. Ms. Stux distributed a handout to demonstrate how the Macintosh is used to produce handsome typeset-looking pieces.

Ms. Stux meets with the publicity officers from the Village of Skokie, the Park District and the Library's Program Planning Committee monthly, and several other professional affiliations.

She commended Susan Dickens, Administrative Secretary, for her invaluable assistance in preparing, proofing and correcting material going out, and in making sure it gets out on time. Also, Debby Becker, Assistant Page Supervisor, who does much of the art work, is entitled to credit.

The Board thanked Ms. Stux for her excellent report and apologized for the long wait.

NORTH SUBURBAN LIBRARY SYSTEM

No report was given by Mr. Flintrup due to the late hour.

COMMENTS FROM TRUSTEES

Mrs. Anthony reminded the Board of the Volunteer Recognition Reception, Sunday, April 7 at 4 p.m. in the Staff Room.

Because the following items on the agenda were not discussed at this meeting they will be placed on the April Agenda: HVAC Maintenance Contract proposals; Draft Goals & Objectives FY '92; and Automation/Growth Fund and Operating Budget for 1991-92.

Mrs. Hunter noted that since the Budget will need to be passed and building renovation considerations will require additional discussion thought should be given to a special meeting.

It was the consensus of the Board, due to prior commitments, that they meet at 5:00 p.m. for dinner and the meeting begin at 6:00 p.m. on April 10, 1991.

ADJOURNMENT

The meeting was adjourned at 12:02 a.m.

  
Walter B. Flintrup, Secretary