

July 12, 2006

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, July 12, 2006.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:31 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Dayle Zelenka, Secretary; Zelda Rich; Eva Weiner; John M. Wozniak; and Carolyn A. Anthony, Director.

Member absent: Susan Greer.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 14, 2006

Dr. Wozniak made a motion, seconded by Mr. Zelenka, to approve the minutes of the regular meeting of June 14, 2006, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Correspondence; Personnel; Gifts)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, 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 ROBERT J. NOWAK, DIRECTOR OF FINANCE, VILLAGE OF SKOKIE TO CAROLYN ANTHONY DATED JUNE 27, 2006 RE DOWNTOWN TAX INCREMENT FINANCING DISTRICT, SURPLUS DISTRIBUTION—PREVIOUSLY DISCONNECTED PROPERTY
5. PERSONNEL: STATUS CHANGES: RICO ROBINSON, FROM PART-TIME CUSTODIAN, MAINTENANCE DEPARTMENT, TO FULL-TIME CUSTODIAN, MAINTENANCE DEPARTMENT,

EFFECTIVE JUNE 26, 2006; LUIS TREJO FROM PART-TIME CUSTODIAN, MAINTENANCE DEPARTMENT, TO FULL-TIME CUSTODIAN, MAINTENANCE DEPARTMENT, EFFECTIVE JUNE 26, 2006; HIRE: CHRISTIE M. ROBINSON, FULL-TIME MANAGER, PUBLIC INFORMATION AND PROGRAMS, EFFECTIVE JULY 11, 2006

6. GIFTS: \$500. FROM JANE ADLER IN MEMORY OF BRENDA WEISS FOR PURCHASE OF BOOKS ON CD; \$25. FROM ABRAHAM AND PHYLLIS RAVVE IN APPRECIATION.

The motion passed unanimously.

Mrs. Hunter would like to see the Reciprocal Borrowing Report of what items are borrowed from Skokie Public Library when it is available.

BILLS

A motion was made by Mrs. Hunter, seconded by Dr. Wozniak:

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

The roll call vote for approval was unanimous.

Mrs. Anthony complimented Helen Moshak (Library's freelance PR person), Susan Dickens, Administrative Assistant, and Karolyn Fukuda, Administrative Secretary, for keeping the PR office running in the absence of a Program Manager.

DIRECTOR'S REPORT

USAGE----Circulation in June was up almost five percent last month, largely due to an increase in Youth Services. The summer reading program appears to be the Library's most successful ever. Bookmobile circulation also posted strong gains this past month. The gate count was up slightly, with the total for the summer month more than 10% greater than the typical winter month total of about 65,000 visitors. Renewals by Web continue to increase as telephone renewals fall. Use of electronic databases in June was up 5.6% from June last year, with the greatest increase in external use.

VISITING RUSSIAN DELEGATION----On July 11 the Library hosted a group of eight Russian librarians in a tour arranged by the Chicago Council for International Visitors. The librarians were all from public or regional libraries. Some were especially interested in services to people with disabilities and others with services to children. Katarina

Zlotnikova, Luba Zintchenko and Jan Watkins assisted with hosting the visitors. In addition to a tour of Skokie Public Library, staff arranged a dialogue with other interested NSLS librarians. The Russian visitors were very impressed with Skokie Public Library. To date, they had visited the Library of Congress and the Chicago Public Library and one librarian observed that if this were the only library they visited, the trip would be worth it. Another said Skokie is the "dream library".

NEW MANAGER OF PUBLIC INFORMATION AND PROGRAMS----This week, Christie Robinson started as the Library's new Manager of Public Information and Programs. She has considerable experience in public relations for a hospital association group, involvement and connections in the music world and comes with strong recommendations. Christie lives nearby in Wilmette and graduated from Kenyon College.

ALA ANNUAL CONFERENCE----Mrs. Anthony spent four days in New Orleans at the Annual Conference of the American Library Association. Mrs. Anthony attended meetings of the PLA Board and an interesting program about public relations, as well as spending time in the exhibits. The highlight for her was a tour of four branches of the Jefferson Parish Library. The tour made real the extent of the devastation wrought by Hurricane Katrina and helped her understand what library staff have been through in coping with the disaster.

KOREAN ART EXHIBIT----Later this week, an exhibit of artwork by Lee Jae Bok will be hung in the Radmacher Gallery. This special exhibit was arranged by the Keumsil Society and Jin Lee who has been actively involved in the Skokie Festival of Cultures. The exhibit is also cosponsored by the Village of Skokie and the Mayor will attend the opening reception Tuesday, July 18, at 6:30 pm. Board members have received an invitation to this event.

OTHER ACTIVITIES----Mrs. Anthony attended the Groundbreaking for the new Holocaust Museum in Skokie. This will be a significant addition to the community and an attraction for the state as well as for Skokie. The Governor and Mayor both addressed the group as did two survivors.

Library Cable Network has been working with the Executive Service Corps on a new business plan. LCN has been moving in the direction of broadening their base and they have some good suggestions. Their final report will be presented this month.

Irene Tam, Administrative Assistant for Accounting, and Mrs. Anthony had an initial meeting with the auditors from Miller, Cooper & Co. This is the same firm the Library worked with last year and a trouble-free process is expected.

Skokie Public Library has been involved with Arlington Heights Memorial Library and the Gail Borden Library in Elgin on a shared catalog for resource sharing through Innovative Interfaces. Staff are looking to expand the number of libraries participating. Jerry Kline, CEO of Innovative, came out to meet with some interested libraries, including several community colleges. It is interesting to note that only 88,000 titles are owned by all three participating public libraries while more than two thirds of titles are owned by only one library. Our patrons benefit from direct and easy access to this broader pool of resources.

TELEPHONE SURVEY----Northern Illinois University is completing a telephone survey of 200 Skokie Library patrons in connection with the Library Express grant. They are trying to assess interest in the service and what people would be willing to pay.

REPORT FROM DAYLE ZELENKA ON CONTINUING EDUCATION ACTIVITIES AS REQUIRED FOR PER CAPITA GRANT

Mr. Zelenka will present his report at the August Board meeting.

APPROVAL OF INNOVATIVE INTERFACES SERVER HARDWARE UPGRADE

Mrs. Anthony presented the specifications for a hardware upgrade of the Library's current Innovative Alpha DS10 (installed in January 2001) to an Innovative Sun V240 server. The server platform upgrade is required to accommodate the next release of the Millennium system which will be available later this summer for installation. The price of the server is \$24,150.00 and Mrs. Anthony recommends approval of this purchase.

A motion was made by Mrs. Rich, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PURCHASE OF ONE (1) INNOVATIVE SUN V240 SERVER FROM INNOVATIVE INTERFACES FOR \$24,150.00.

The roll call vote for approval was unanimous.

WI-FI IN LOCAL OUTDOOR AREAS

Mrs. Anthony reported the Village board authorized the Cable Commission to study a pilot Downtown Skokie wireless initiative. The working name for this project is SkokieLink. Working with the engineers from Columbia Telecommunications Corporation (CTC), staff has developed a plan for a pilot wireless Internet project in selected outdoor areas only. That is, the SkokieLink pilot would not provide wireless indoor access in any area buildings.

The initial phase for this project would provide Internet access for four outdoor public spaces (the Village Green including the parking lots, Memorial Park, Veterans Park and Oakton Park). It would extend the Library's wireless access out onto Library parking lots and utilize the Library's routers and I-Net connection. The Library would incur no additional costs for this service.

Projected costs of up to \$50,000. would be paid by the Village, if approved by the Village Board at their meeting July 17. Included in the costs would be expense for an intern, to be paid by the SkokieLink project, but housed in the Library. This person would provide help desk support and answer any questions about use of the Wi-Fi.

Both Mark Kadzie, Network Manager, and Mrs. Anthony have met with Nori Van Elzen of the Village Manager's staff and Andrew Afflerbach the engineer from Columbia Telecommunications Corporation. Mrs. Anthony does not anticipate significant additional demand on the Library's network due to this pilot project and recommends the Library's participation.

These municipal wireless projects are becoming quite common. One was recently launched in Highland Park. It enables people to connect "anytime, anywhere" and might be used for checking email, looking for directory assistance, obtaining directions or a map or other such purposes. In places such as Oakton Park, wireless Internet access would allow Library staff at the Skokie Festival of Cultures to demonstrate access to online sources of foreign newspapers, for example.

No action is required by the Board at this time. If not approved by the Village Board, the project will not go forward. However, Mrs. Anthony wanted the Library Board to be aware that the Library has been a party to these discussions and would figure in the implementation plan.

After discussion, the sense of the Board is that they are leery of space allocation and staff commitment to this project.

DISASTER PLAN

Mrs. Anthony reported that Per Capita Grant requirements for FY 2008 include an updated Disaster Plan.

Tobi Oberman (Supervisor of Circulation Services), Richard Simon (Head of Maintenance) and David Runge (former Head of Maintenance) worked with Barbara Kozlowski (Associate Director for Public Services) on developing this Plan. The

Library's previous Plan was written in 1992 and had to be completely revised. Mrs. Anthony recommends approval of this Plan.

Staff will then submit the Plan to the Illinois State Library and also use it as a basis for staff training.

A motion was made by Dr. Wozniak, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ACCEPT THE DISASTER PLAN AS PRESENTED.

Discussion followed. The Board would like to see the following changes implemented:

- The Plan lists contacting personnel who are responsible in a disaster. The Board would also like the Board officers instantly notified of the disaster.
- The Board does not feel it is a good idea to tie-in people's names with locations as the Plan would have to be updated as staff resign or are hired. An example would be the phrase of "Jennifer's cubicle".
- The Board feels it is inappropriate for Mrs. Kozlowski to do anything off-hours from home, given the distance of her home from the Library.
- Mrs. Hunter suggested contacting Lewis Weinberg, President of Skokie's Sculpture Park Board, to obtain the values of the pieces of sculpture he donated to the Library and also to obtain the value of Ted Gall's sculpture.
- The word 'watercolor' should be stricken next to Eugene Paprocki's painting.

With the approval of the initial motion makers, the motion was amended to:

AMENDED MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF
TRUSTEES APPROVE THE DISASTER PLAN AS
PRESENTED WITH THE RECOMMENDATIONS AS
OUTLINED ABOVE.

The motion passed unanimously.

Regarding the permanent artwork, Mrs. Hunter observed that the four Dali pieces need to be reframed with acid free paper and/or any other method to preserve them. Goods of Evanston was suggested.

The Board was very appreciative of the hard work by staff who took part in the updating of the Disaster Plan.

'OLD IS NEW AGAIN: GRANDPARENTS RAISING GRANDCHILDREN' BY JAN WATKINS, FROM "CHILDREN AND LIBRARIES", SPRING 2006

The Board noted that Ms. Watkins' article was very well done.

NORTH SUBURBAN LIBRARY SYSTEM

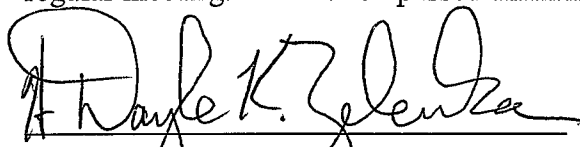
The Board thanked Mr. Zelenka for his report.

COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

ADJOURNMENT

At 8:35 p.m. a motion was made Dr. Wozniak, seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.



Dayle Zelenka, Secretary