

March 14, 2007

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, March 14, 2007.

CALL TO ORDER

Diana Hunter, Vice President/President Emerita, called the meeting to order at 7:32 p.m.

Members present: Diana Hunter, Vice President/President Emerita; Dayle Zelenka, Secretary; Susan Greer (arrived at 7:57 p.m.); Zelda Rich; Eva Weiner; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Member absent: John Graham, President.

Staff present: Gail Kay, Assistant Director for Human Resources.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 14, 2007

Mrs. Rich made a motion, seconded by Mr. Zelenka, to approve the minutes of the regular meeting of February 14, 2007, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file. Dr. Wozniak abstained from voting.

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

Mrs. Rich 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. GIFT: \$20. FROM ROBYN COOK OF COMMUNITY ALTERNATIVES UNLIMITED IN APPRECIATION
5. PERSONNEL: STATUS CHANGES: ALEX RANGEL, FROM PART-TIME CIRCULATION CLERK, CIRCULATION

DEPARTMENT, TO FULL-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE FEBRUARY 19, 2007; DANNY VAN DUSEN, FROM FULL-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, TO PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE FEBRUARY 19, 2007; HIRE: SUSAN CARLTON, PART-TIME SUBSTITUTE LIBRARIAN, YOUTH SERVICES DEPARTMENT, EFFECTIVE MARCH 4, 2007; PROMOTION: KAREN TRIER, FROM PART-TIME TEMPORARY SUMMER READING CLUB ASSISTANT, YOUTH SERVICES DEPARTMENT, TO PART-TIME SUBSTITUTE LIBRARIAN, YOUTH SERVICES DEPARTMENT, EFFECTIVE FEBRUARY 28, 2007; RETIREMENT: LOUISE BARNETT, FULL-TIME SCHOOL SERVICES LIAISON, YOUTH SERVICES DEPARTMENT, EFFECTIVE JUNE 30, 2007.

The motion passed unanimously.

### BILLS

A motion was made by Mrs. Rich, 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.

### DIRECTOR'S REPORT

USAGE----Circulation in February was down more than seven percent, perhaps attributable to the particularly cold and snowy month. The Bookmobile was not able to go out one day. Every category of material showed a decline in circulation and the gate count was down more than thirteen percent. Use of electronic databases was also down, with remote use dropping more than 20%. It appears that the abrupt fall-off in database use in January and February may be due to the new Web site design in which the option to start a search is not as clearly indicated on the first page as it was in the previous lead screen.

BUILDING ISSUES----The Library has had a number of building issues this past month, including a roof leak, elevator repair, and a lost tree. The roof leak was in a seam along the building edge and was mended under the warranty without disruption of the green

roof. One of the public elevators has had several service calls recently and was diagnosed with a valve problem. This is being taken care of within the terms of the maintenance agreement, without additional expense. The elevator to the basement will need significant reinforcement of the floor and undercarriage to meet current requirements. Rich Simon, Head of Maintenance, is obtaining quotes for the work. The Library lost one of the trees on Park Avenue and will request a replacement from the Village when weather permits.

**THEFTS IN THE LIBRARY**----After a series of purse and wallet thefts in public areas recently, Head of Maintenance Rich Simon put on his sleuthing cap and used the vestibule security cameras to identify a likely suspect. Rich conducted a sting, putting out a purse for bait. The suspect took the purse and police were called. The suspect confessed to multiple thefts and was taken away in handcuffs. We are grateful to Rich who was assisted by several other staff in resolving this unfortunate matter.

The Board commended Rich for his clever thinking.

**SKOKIENET TRANSITION**----NSLS will no longer host multiple community information sites as of July 1 although they will maintain a NorthStarNet page with history and referral to local sites. They will also continue to maintain a calendar for the north suburban area. Skokie Public Library staff are in process of determining a transition for SkokieNet and the Information Providers who have been resident on the Library's site. The Festival of Cultures page has moved to the Park District. Library staff will continue to maintain the Skokie Historical Society sites, Niles Township and a couple of not-for-profits. Other agencies and businesses will need to look for a new host although the Library will still link to them. Skokie staffers are meeting with several other libraries to coordinate next steps so that each is not conducting the same research.

**STRATEGIC PLAN**----The Strategic Planning Committee met February 28 and heard reports from staff about recent important national studies of library and Internet use. The Committee also discussed the new proposed roles for public libraries as prepared by the Public Library Association and an alternate set suggested by OCLC. Although it was agreed that a library the size of Skokie Public Library will perform most roles to some extent, several roles seem to be diminished in importance. Ready Reference is less of a role because people use general search engines such as Google for retrieval of such data. Meanwhile, however, the Library's role has grown in assisting people with more complex searches as well as helping them learn how to find, evaluate and use information. Some other roles that were deemed less important include Genealogy, Creating content, and Homework help while support to local Business; Emergent literacy for preschoolers;

Being informed citizens at the local, national and world levels; Providing comfortable physical and virtual places; Stimulating the imagination; Making choices about careers, health and wealth; Connecting to the online world; and Services for new immigrants were seen as increasingly important for the Skokie Public Library.

Meanwhile, staff have been conducting brief surveys in the community at several locations as well as online. Next week, Miriam Pollack will conduct focus groups with three community groups, representing the business community, ethnic community and 20 somethings, as well as with the Planning Committee. The Committee will meet again March 22 to outline Mission, Vision and Goals. The committee hopes to have a report and some recommendations for the Board by the May meeting.

Board members are invited to hear Michael Stephens of Dominican University talk about Library 2.0 and Web 2.0 Thursday, March 15 at 3 pm in the Mary Radmacher Meeting Room.

COMMUNITY ACTIVITIES----This past month, Mrs. Anthony attended the Chamber Installation luncheon. She continues to serve as Vice President for the government/not-for-profit sector, but has requested not to be in line for President. Mrs. Anthony also attended the NSLS Legislative Breakfast, at which Skokie Public Library was well represented. It was interesting to attend a breakfast at Oakton Community College for a discussion with other community leaders of the College's proposed goals for their new plan. Their plan is entitled "Change Matters" and they propose initiatives in areas such as Innovative Learning for local and global citizenship, maintaining a green college, establishing a model work environment---all in One college: four campuses, consisting not only of Des Plaines and the Ray Hartstein campus, but also the neighborhood centers such as the literacy programs at SPL and their virtual online campus.

PROFESSIONAL ACTIVITIES----Mrs. Anthony flew out to San Jose for a meeting of the PLA Leadership Task Force, a subcommittee of the Board that is developing a concept for a leadership program for public library staff. It appears most likely at this point that we will look to work in conjunction with an established program at a major university, focused on leadership for not-for-profits. We see real benefit in having future library leaders learn to work with other community people, rather than remain isolated in the library environment. As long as Mrs. Anthony was in San Jose, she attended the symposium on outcome measurement. The focus on users is excellent, although the methodology is most useful for a grant program or targeted new project rather than for basic library services. Later this month, Mrs. Anthony will participate in interviews for a

new chief operating officer for the Urban Libraries Council and attend a called meeting of the Task Force on Certification of Support Staff at ALA Headquarters.

PER CAPITA GRANT----In a preliminary analysis of the Illinois Secretary of State's Budget, it appears that an additional one million dollars has been allocated for public library per capita grants from the general funds.

#### SALARY STUDY

Gail Kay recently performed a study of salary ranges at public libraries in the area, and other public or non-profit institutions in Skokie. In addition to consulting the LACONI salary survey, she made numerous phone calls to other employers in order to make sure she was comparing comparable positions. The salary ranges that she used for Skokie Public Library are based on the Library's current scale plus 3.5% (this figure is the Bureau of Labor Statistics' cost-of-labor increase).

While the Library's benefits package seems to be in line with other public libraries, some of our salary ranges fall below the "top quartile," which is the goal according to the Library's compensation philosophy. However, all the Library's ranges are above average.

Ms. Kay distributed specific data on salary ranges for a number of positions.

The Board questioned the percentage of the Library's budget that is spent on salaries and the percentage of the budget spent on salaries plus benefits. Mrs. Anthony will check on this.

The Board noted that there is very little turnover in staff.

The Board thanked Ms. Kay for her presentation.

Mrs. Greer arrived at 7:57 p.m.

#### PROJECTED BUDGET FY 2007-2008

Mrs. Anthony presented a new, revised draft of the proposed Operating Budget for FY '08. She was able to make some adjustments to increase the Contingency line while at the same time further increasing the Capital line.

The biggest change is a decrease of one third in the Utilities line, due to the inclusion of the Library in the Village's new negotiated rate with Commonwealth Edison. With this agreement, the Library will pay the cost of external lighting, but will have the cost of electric use within the building offset, resulting in a significant savings in costs for electricity.

The Programming line has been increased 3.4% to keep up with increased fees. The Contingency line has been increased to \$50,000. These changes result in an increase in operating costs, other than salaries and FICA/IMRF, of 3.4%.

Mrs. Anthony also distributed the Table for Wages and Salaries for State and Local Government Workers from the U.S. Department of Labor. Based on this chart, and in keeping with practice in recent years, the salary scale would be adjusted 3.5% for cost of labor. If the Library were to give an additional 2% increase at the time of an employee's evaluation for a total increase of 5.5% for many employees, the Library should increase the Salaries line by an additional .5% which would require the addition of \$25,000. more to that line.

Final action on the budget is not required until the April meeting.

Mr. Zelenka questioned the revenues and why the projected tax collections which are based on the 2006 Levy do not add up to the total of the Library Levy as set for 2006.

Mrs. Anthony replied that the 2006 Levy as requested by the Library Board and approved by the Village of Skokie in December, 2006, determines property taxes for calendar year 2007. Because the first installment of the taxes comes out ca. February 1, the County has not had time to apply the multiplier and determine new tax rates to get the bills out so they send a bill that is for half the 2005 tax amount for the homeowner, with adjustment to be made in the fall collection. Because taxes generally increase from year to year, this means that the spring collection is smaller than the fall collection which makes up the difference in order to reach the approved Levy amount. Therefore, in fall 2007, the Library will collect the balance (more than half) of the 2006 Levy. And in spring 2008, the Library will collect half the 2006 Levy, regardless of the amount set for the 2007 Levy. With the timing of our Fiscal Year, the first collection is fall (more than half the 2006 Levy), followed by spring (exactly half the 2006 Levy), resulting in a total for the Fiscal Year that is greater than the 2006 Levy.

Mrs. Anthony asked that Board members contact her with questions regarding the budget before the April meeting.

#### HURRICANE RELIEF STILL NEEDED

Mrs. Anthony said that the Library's current exhibit of photographs from New Orleans has stimulated renewed local interest in the plight of libraries in the New Orleans area. The Humanities Treasures group which meets regularly at the Library asked Mrs.

Anthony recently to speak to them about her visit to New Orleans and several storm ravaged libraries.

Coincidentally, Mrs. Anthony received from the Urban Libraries Council an updated letter (which she distributed) from Lon Dickerson re the continuing need for assistance to the Jefferson Parish Library. He notes that six of the fifteen facilities remain closed and several of the open libraries are still undergoing repairs. Mrs. Anthony notes in particular his observation that "recovery is a marathon, not a sprint."

In December, 2005, the Board approved sending \$2,000. from Fall book sale proceeds to the Jefferson Parish Library which is headquartered in Metairie, just west of New Orleans. After talking with staff, Mrs. Anthony is recommending that Skokie Public Library send the proceeds from book sales in April to the Jefferson Parish Library to help meet their ongoing need.

The women in the Humanities Treasures group wanted to launch a book drive in order to send books to New Orleans. The libraries there cannot cope with quantities of books, for which they may not have storage space. Skokie Public Library, however, could take the book donations for local sale and send the proceeds to Jefferson Parish Library.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY DONATE PROCEEDS FROM THE LIBRARY'S APRIL 2007 BOOK SALE TO JEFFERSON PARISH LIBRARY.

The roll call vote for approval was unanimous.

#### CONTINUATION OF INN-REACH

Mrs. Anthony said that last year, Skokie Public Library, along with Arlington Heights Memorial Library and the Gail Borden Public Library, opted to try out the INN-Reach product from Innovative Interfaces. The purpose of the program is to facilitate quick and easy interlibrary borrowing among libraries with the same computer system. This was a nice feature of the former JCPL consortium that had been lost when Skokie Public Library went on its own.

Usage during the first year of the service has been fairly balanced between borrowing and loaning for Skokie Public Library, although the Library loaned more items than it borrowed. Because this loan program deals only with materials that are on the shelf at the time of the request, it theoretically makes better use of the pool of materials while not depriving local residents of in-demand items.

For most of the year, Skokie Public Library had two other public library partners, the Arlington Heights Memorial Library and the Gail Borden Public Library in Elgin. Two community college libraries joined the consortium more recently. Their participation should increase the volume of loans.

The 2,203 items borrowed by Skokie Public Library last year cost \$5.45 each to borrow since the Library paid only \$12,000. for the software. The Board may recall that Innovative subsidized the first year of the service by paying \$12,000. to share in the cost. Overhead for the program is minimal.

For the new Fiscal Year, the cost of the INN-Reach software will be \$24,000. With the same volume of use, the cost per item for items borrowed for Skokie patrons would be \$10.89. Mrs. Anthony thinks that the Library can expect that the volume will increase and the cost per item will therefore decrease. The cost is considerably less than for interlibrary loan which studies have shown to be at least \$35.00 per item.

Mrs. Anthony recommends the Library's continued participation in this program at a cost of \$24,000.

It was noted on the report attached to Mrs. Anthony's memo that the figures are not added correctly. The correct figures are:

<u>Lent from Skokie</u>		<u>Borrowed to Skokie</u>	
AH	1,330	AH	1,033
Gail Borden	1,455	Gail Borden	1,039
College of DuPage	103	College of DuPage	125
Elgin	<u>3</u>	Elgin	<u>6</u>
	2,891		2,203

Mrs. Rich made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE RENEWAL OF INN-REACH FROM INNOVATIVE INTERFACES, INC. FOR ONE YEAR AT A COST OF \$24,000.00.

The roll call vote for approval was unanimous.

#### FLEET SAFETY POLICY

Mrs. Anthony reported that a loss control officer with Travelers, the company that provides the business package policy insurance coverage for the Library, made a visit recently to review various Library procedures and conditions. Most was found to be in good order, but they had a couple recommendations regarding maintenance of the fire pump, including that they be notified and invited for the annual inspection.



Travelers also inquired about Library employees using their own vehicle on Library business and whether the Library checked the drivers' licenses of such employees and the condition of their vehicles. Travelers pointed out that the Library is exposed to potential loss in a situation where an employee uses his or her own vehicle on authorized Library business. The Library has not had this done. The Library does check the driving records of Bookmobile drivers.

After consultation with Tom English of Boyle, Flagg & Seaman, it was agreed that the Library should implement a policy and some procedures in the interest of optimizing safe driving under the Library's auspices. It has been Library policy and practice that employees should first request use of the Library van for any work-related errand or trip and only use their own vehicle when the Library van is not available. Only if such a procedure is followed will an employee be reimbursed for mileage for use of their own car.

The Fleet Safety Policy as recommended by Boyle, Flagg & Seaman sets out a policy for the use of safety belts at all times, enumerates employee responsibilities in regard to use of a Library vehicle or their own vehicle for Library business, specifies requirements for maintenance of owned and non-owned vehicles and establishes a policy for driver selection.

In addition to Bookmobile drivers, about one dozen other staff use a vehicle with some regularity in fulfillment of expected job duties. Included are some maintenance staff who run frequent errands, homebound delivery drivers and librarians involved in community outreach.

Board approval of this policy for Fleet Safety as recommended by the Library's insurance agent is requested.

Mr. Zelenka asked for two changes to the policy. Under "III. Employee Responsibilities", the fifth bullet down, should be changed to "Library employees will not consume intoxicating substances when driving vehicles on Library business." Under "VII. Driver Selection", the last bold heading should read: "No more than two moving violations (in 3 years)."

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FLEET SAFETY POLICY WITH CHANGES AS AMENDED BY MR. ZELENKA.**

The roll call vote for approval was unanimous.

LIBRARY PRODUCTION STUDIO CHANNEL 24

The March 2007 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Zelenka reported that ILA decided to go neutral on Frances Roehm's proposal sponsored by Representative Lou Lang. Mr. Zelenka also mentioned Senator Matt Murphy's (R-Palatine) proposed legislation that would ban social networking sites in schools and public libraries. It passed in committee and now moves to the House.

The NSLS Board did not meet in February.

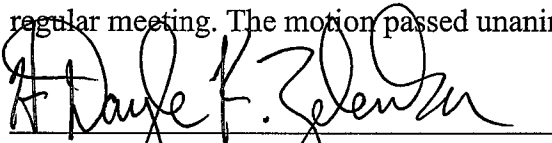
COMMENTS FROM TRUSTEES

Dr. Wozniak commended the Maintenance staff for the excellent job they are doing at keeping the Library clean and sanitary.

Mrs. Hunter said at the April Board meeting there will be a report from the Reciprocal Borrowing Committee.

ADJOURNMENT

At 8:26 p.m. a motion was made by Mr. Zelenka, seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in black ink, appearing to read "Dayle F. Zelenka", written over a horizontal line.

Dayle Zelenka, Secretary