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July 15, 1992

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, July 15, 1992.

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Walter B. Flintrup, Vice President; Norma Zatz, Secretary; John J. Graham; Zelda Rich; Susan Brill Schreck; Eva Weiner; 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; Tobi Oberman, Supervisor of Circulation Services; and Lesley Williams, SALS Librarian.

Also present: Bernard Babka, Paul A. Steinbrecher and Robin A. Johnson from Hammond Beeby and Babka Architects.

Mr. Babka stated that Ms. Johnson is leaving the firm of Hammond Beeby and Babka and Mr. Steinbrecher, who has worked closely with Ms. Johnson for approximately a year and a half, will complete the Library renovation project. Mr. Babka said that Hammond Beeby and Babka will remain committed to the Library project and we can expect the same level of attention from Mr. Steinbrecher.

The Board protested losing the principle architect at this point in the renovation, after working with Robin Johnson for three years and with only six months of the project remaining. After determining that Ms. Johnson's departure is due to a staff cut back, the trustees expressed strong regrets that the firm placed its financial considerations ahead of its commitment to clients.

Mr. Babka agreed it is unfortunate, however assured the Board that with the second floor renovations completed, the remaining work on the first floor will be overseen by Mr. Steinbrecher according to the architectural design completed by Ms. Johnson. He did not address a question about the possibility of retaining Ms. Johnson as a consultant on this project.

The Board thanked Ms. Johnson for her assistance throughout the project.

Mr. Babka, Mr. Steinbrecher and Ms. Johnson left the Board Room at 7:45 p.m.

The Board discussed further the untimely dismissal of Ms. Johnson and the fact there is no recourse, but to accept the situation. It was the consensus of the Board that Hammond Beeby and Babka's priorities at this time do not include the Skokie Public Library renovation project, with approximately five months work remaining on the schedule.

Mrs. Anthony said she has found Paul Steinbrecher knowledgeable and very easy to work with. She expects few problems, if any.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PREPARE A LETTER OF APPRECIATION FOR ROBIN JOHNSON THANKING HER FOR HER PROFESSIONAL ASSISTANCE THROUGHOUT THE LIBRARY RENOVATION PROJECT—A LETTER SHE CAN INCLUDE WITH HER CREDENTIALS.

The roll call vote for approval was unanimous.

APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 10, 1992

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting of June 10, 1992 as written, subject to additions and/or corrections. Mr. Graham seconded the motion.

There being no additions or corrections the motion to approve the minutes of the meeting of June 10, 1992 was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS LISTS OF BILLS

Mr. Flintrup made a motion, seconded by Mr. Graham:

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, 1991 LIBRARY PROJECT FUND, LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS STATEMENT BE ACCEPTED, AND THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND, AND THE 1991 LIBRARY PROJECT FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

After discussion the roll call vote for approval of the financial statements and lists of bills was unanimous.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS
 LIBRARY USE STATISTICS
 REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (3)

Mrs. Zatz made a motion, seconded by Mr. Flintrup to place the Consent Agenda items on file.

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 (3)
 - Letter from Senator Marty Butler
 - Letter from Senator Howard W. Carroll
 - State of Illinois Proclamation of Arts Week in Illinois, September 21-27, 1992

After discussion the motion to approve the Consent Agenda items passed unanimously.

PERSONNEL

The resignation of Gayl Liebman, part-time Information Assistant, Adult Services, effective July 17, 1992, and the appointment of Socorro Mucino, part-time temporary Information Assistant, Youth Services, effective June 29 - August 14, 1992 were noted.

DIRECTOR'S REPORT

Usage--Circulation was down for the month, primarily because the Youth Services Department was closed for three weeks from June 1-21. Adult print circulation was up more than five percent over June 1991. Youth information service was down by more than 50%, while information service to adults climbed more than 24%.

Building Temperature--The Library has experienced extreme temperatures in recent weeks, from quite chilly air in the new building to loss of air conditioning for two weeks in the original building. Johnson Controls explained that cool areas are the result of blocked ducts or other temporary changes due to construction. When the second floor is completed, the General Contractor will have the system rebalanced to obtain more uniform temperatures. Air conditioning loss in the original building was caused by a failed motor. After having the motor

repaired and replaced, an oil pressure switch failed causing further delays in restoring the air conditioning.

NSLS News--NSLS has received notice that all system funding may be down as much as one third this year. There has been no mention of cutbacks in Per Capita Grants or other library programs. Robert Bullen, Administrative Services Librarian, will retire from NSLS August 30, after 24 years of service. A party is scheduled at System Center from 1:30-4:00 p.m., August 7.

Children and Videos--The new policy allowing children to borrow videocassettes has been called into question by a patron whose ten year old son watched an R-rated video at a friend's house which was checked out from the Skokie Public Library. Mrs. Anthony explained that the policy is consistent with that for print materials which assumes that the parent will monitor their children's reading/viewing as they see fit.

The Board discussed parental responsibility.

ALA Conference--The PLA/ALTA program on formulating facilities policies for which Mrs. Anthony was responsible was quite successful according to attendees' evaluations. Two attorneys (one municipal and one a library trustee) and a library director discussed use of libraries and meeting rooms, guidelines for legally defensible policies and training staff to implement the policies.

Two staff members were speakers at programs: Lesley Williams discussed services to an aging population, and Steve Oserman described The Employment Resource Center at a program on job and career information in the Library.

Disaster Plan--Barbara Kozlowski has compiled a State mandated disaster plan for submission with the 1992-93 Per Capita Grant request. The purpose of the plan is to be prepared for possible catastrophe such as flood, fire, tornado, etc. with procedures and resources for collection preservation. We have also included in our disaster plan the Library's 1984 Emergency Procedures and Special Situations Manual. This manual deals with other problem situations such as injury, vandalism, unattended children, power failure, eating and drinking in the Library, etc. It may be advisable to tighten guidelines for food service in the meeting room and Petty Auditorium before new carpeting is installed in those areas.

Output Measures--Several Output Measures were reported in this year's Per Capita Grant request. A study of the Reference fill rate conducted in April revealed that our librarians felt they were able to satisfactorily complete 82% of reference requests asked, while users judged 94% as satisfactorily completed. An average of 15.2 items per person in Skokie circulated in FY '92 while the average number of information requests per person was five.

Per Capita Grant Request--We have submitted our FY 1993 Per Capita Grant application to the State. We propose to use Per Capita Grant funds for our share of participation in the Library Cable Network, to upgrade two OCLC terminals to IBM 386, to expand collection resources, underwrite special programming, expand the MAC network and finance workshop attendance for staff.

RENOVATION PROJECT

Asbestos Update

Thomas P. Marlin, Senior Environmental Specialist, RCM Laboratories, Inc. arrived at 8:15 p.m. for the purpose of explaining asbestos abatement work now in progress in the Library.

The work involves demolition of lathe and plaster ceilings, removal of the asbestos containing material above the ceiling, and removal of spray-on fireproofing.

Mr. Marlin described the precautions taken throughout the procedures. Air monitoring is done each hour, at all times, and the micron levels of airborne asbestos are posted.

All asbestos removal work is done after the Library is closed and ends with the shift at 5 a.m. the next morning.

The asbestos work is expected to be completed by Sunday, July 19.

Although asbestos containing materials remain in many areas of the building, removal is not recommended, or done, unless the materials are likely to be disturbed or are deteriorating. Mr. Marlin assured the Board that the condition of the remaining asbestos in the building is in excellent condition. He expects there will be no additional abatement work required, beyond that already specified in connection with installation of sprinklers in formerly unsprinklered areas.

Mr. Marlin estimates the total cost of asbestos removal at \$90,000.

-CORRECTED-

Mrs. Hunter thanked Mr. Marlin for his comprehensive explanation of the complicated work involved.

Mr. Marlin left the Board Room at 8:40 p.m.

Furnishings Phase One, Part B Bid Information

The bids for Part B of Phase One were opened July 9, 1992 in the Board Room of the Skokie Public Library, at 3:30 p.m. Mrs. Anthony and Mr. Steinbrecher were in attendance.

The apparent low bidder for staff seating/public terminal chairs was Thomas Interior Systems, at \$22,015.30 and the public area/staff millwork Alternate 2 apparent low bidder was Continental Woodworking Company, at \$9,630.00. Savings is considerable with Alternate 2 millwork since it calls for reconfiguration of former service desks and reuse of marble tops.

The Board discussed financing, additional asbestos abatement expenses incurred, and furnishings and millwork bids while reviewing the statement of capital funds committed and available prepared by Mrs. Anthony.

After lengthy discussion of revenues Mr. Graham made a motion, seconded by Mrs. Schreck:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE BID OF THE APPARENT LOW BIDDER THOMAS INTERIOR SYSTEMS OF \$22,015.30 FOR STAFF SEATING AND PUBLIC TERMINAL CHAIRS, AND CONTINENTAL WOODWORKING COMPANY OF \$9,630.00 FOR ALTERNATE 2 MILLWORK, TO BE PAID FROM THE OPERATING BUDGET AND BE REIMBURSED TO THE RESERVE FUND AS SOON AS FUNDS ARE AVAILABLE, ~~IF~~ **FROM THE AT THE END OF THE PROJECT.**

The roll call vote for approval was unanimous.

Payment Request No. 5

The Board noted the Contractor's Application and Certificate for Payment Request No. 5 in the amount of \$50,918.00.

SKOKIE PUBLIC LIBRARY DRUG-FREE WORKPLACE POLICY

The Board reviewed the proposed Drug-Free Workplace Policy prepared by Robbins, Schwartz, Nicholas, Lifton & Taylor Ltd.

After discussion Mr. Graham made a motion, seconded by Mr. Flintrup:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE AND ADOPT THE DRUG-FREE WORKPLACE POLICY AS PROPOSED BY OUR ATTORNEYS, ROBBINS, SCHWARTZ, NICHOLAS, LIFTON & TAYLOR, LTD. (copy attached)

The roll call vote for approval was unanimous.

AMERICANS WITH DISABILITIES COMPLIANCE REPORT

Lesley Williams, SALS (Skokie Accessible Library Services) Librarian, discussed her report, noting that the Americans With Disabilities Act (ADA) requires all public facilities be fully accessible to users with disabilities by January, 1995.

The Skokie Public Library has already made great strides in providing a welcoming atmosphere for patrons of differing levels of ability—handicapped parking spaces, electronic sliding entrance door, a readily available elevator, wheelchair accessible drinking fountain, telephone and bathrooms, TDD in Community Services and an FM amplification system for the auditorium ensure our compliance with the major provisions on physical access for the public.

Ms. Williams reported that ADA guidelines divide physical accessibility into three priority levels: 1) access to building, e.g. parking spaces, door widths, stairs; 2) access to key areas of function within the building; and 3) restrooms.

The Skokie Public Library is in complete compliance with Level 1 and Level 3 requirements and meets ADA guidelines under Level 2. To provide wheelchair patrons access to higher shelves we can provide reachers or staff members to assist. It is not required that shelving be wheel chair height. Fire and emergency alarms will be modified during renovation. The only major barrier, the Petty Auditorium stage, which is completely inaccessible by wheelchair, has been explored with architects in charge of the renovation. If the stage cannot be made accessible without incurring "undue burden" we will consult our legal counsel to ensure the Library is not in violation.

Skokie Public Library Drug-Free Workplace Policy

I. Definitions

- A. The term "State contractor" shall mean a corporation, partnership or other entity with 25 or more employees at the time of the letting of the contract, or a department, division or unit thereof, directly responsible for the performance of a State contract.
- B. The terms "controlled substances" or "drugs" shall be defined as the term "controlled substances" is defined in the Illinois Controlled Substances Act (Ill.Rev.Stat. Ch. 56-1/2 §1100 et seq.) and as cannabis is defined in the Illinois Cannabis Control Act (Ill.Rev.Stat. Ch. 56-1/2 §701 et seq.)
- C. The term "criminal drug statute" shall mean a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.
- D. The term "employee" shall mean an employee directly engaged in the performance of work pursuant to the provisions of a State grant or contract.
- E. The term "conviction" shall mean a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or State criminal drug statutes.
- F. The term "State" shall mean all officers, boards, commissions, and agencies created by the Illinois Constitution whether in the executive, legislative or judicial branch; all officers, departments, boards, commissions, agencies, institutions, authorities, universities, bodies politic and corporate of the State; or administrative units or corporate outgrowths of the State government which are created by or pursuant to State statute.
- G. The term "State contract" shall mean a contract or sale of property or services of value of more than \$5,000 with the State except for those expressly excluded by the Illinois Drug-Free Workplace Act.
- H. The term "State grant" shall mean any grant of more than \$5,000 from the State except for those expressly excluded by the Illinois Drug-Free Workplace Act.
- I. The term "State grantee" shall mean a corporation, partnership or other entity with 25 or more employees at the time of the issuing of the grant or a department, division, or other unit thereof responsible for the performance under a State grant.
- J. The term "workplace" shall mean a site for the performance of work done in connection with a specific State grant or contract as defined herein at which employees of the contractor or grantee are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of controlled substances or drugs in accordance with the requirements of the Illinois Drug-Free Workplace Act and these rules.

II. Prohibited Conduct

No person shall unlawfully possess, use, dispense, distribute or manufacture any controlled substances or drugs in the workplace.

III. Notice of Conviction

- A. Any employee who is convicted of unlawfully possessing, using, dispensing, distributing, or manufacturing any controlled substances or drugs within the workplace, must notify the Director, in writing, within five (5) calendar days of the conviction.
- B. If the employee is directly engaged in performance of work pursuant to the provisions of a State grant or contract, the Library shall give notice of the conviction to the State agency or unit with whom it has contracted or from whom it receives the grant within ten (10) calendar days of receiving notification of conviction.

IV. Discipline and Dismissal

- A. Discipline for violating the Drug-Free Workplace Policy or Rules shall be governed by the Library's disciplinary and termination policies. Nothing contained herein limits the right of the Library under federal, State or local law, to discipline the employee, up to and including termination, for violation of any Library policy or rule.
- B. In place of any disciplinary sanctions for violation of the Drug-Free Workplace Policy or Rules, the Library in its discretion may require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program designated by the Library and approved for such purposes by a federal, State or local health, law enforcement, or other appropriate agency.
- C. Within thirty (30) days after receiving notice of conviction under Section III, the Library will take the appropriate disciplinary or referral action set out in parts A and B above.

V. Dissemination of Policy and Rules

- A. All employees engaged in the performance of a State contract or grant will receive a copy of the Library's Drug-Free Workplace Policy and Rules and this policy will be posted in a prominent place at the Library.
- B. Failure of an employee to receive a copy of the Drug-Free Workplace Policy or Rules will not constitute a defense to violations of the Library's policy and rules.

VI. Drug Awareness Program

The Library will institute and maintain a drug awareness program to inform employees about: (a) the dangers of drug abuse in the workplace; (b) the Library's policy of maintaining a drug-free workplace; (c) any available drug counselling rehabilitation and employee assistance programs; and (d) the penalties that may be imposed on employees for drug abuse violations.

VII. Assisting Employees

The Library will assist employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and, if needed, a trained referral team will be used.

Ms. Williams will report further in November regarding services and employee issues.

Mrs. Hunter thanked Ms. Williams for her thorough report on the Library's compliance with the ADA.

AUTOMATION

There was no JCPL (Joint Computer Program for Libraries) report.

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network July, 1992 Program Guide for Cable Channel 50.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the meeting of the North Suburban Library System (NSLS) Board of Directors and distributed drafts of the ILLINET Interlibrary Loan Code and the Proposed System Work Plan 1992-93.

He distributed information from System Director Sarah Long concerning revisions to the *Basic Tenets for a Revised Reciprocal Borrowing Program*, and cost estimates for an NSLS System Database.

Mr. Flintrup reported that three System Board Directors have resigned and that all Illinois Library System Directors were informed by Secretary of State George Ryan of budget cuts reducing system funding drastically due to the state's extreme financial condition. Additional cuts of \$8.9 million in the FY 1993 budget were requested by Governor Edgar resulting in the 17 regional library systems in Illinois losing \$7.2 million in funding. NSLS will experience a reduction in funding of 34%.

This is a shocking and discouraging development for Illinois library systems and for the staff who will suddenly be unemployed. Cutbacks, in turn, will put a strain on public library staff.

Director Long will be meeting with NSLS staff Friday, July 17.

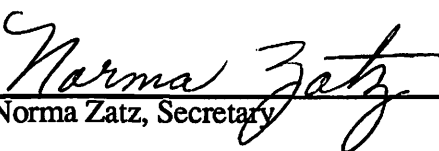
COMMENTS FROM TRUSTEES

Mrs. Schreck suggested consideration be given to the formation of a Friends Group or other such fundraising committee.

It was suggested the lobby sign regarding renovations be updated with a phrase such as "we're halfway there." Comments from patrons have been overheard.

ADJOURNMENT

The meeting was adjourned at 10:00 p.m.


Norma Zatz, Secretary