

-CORRECTED-

June 14, 1989

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, June 14, 1989.

As the Board requested at the May regular meeting, each Committee Chairperson of the Long Range Plan Committee was in attendance for the purpose of discussion of the *Long Range Plan of Service 1989-1994*.

Chairpersons present: Barbara A. Kozlowski, Chair, Public Service Committee; Merle Jacob, Chair, Resource Management Committee; Camille Cleland, Chair, Use of Technology Committee; and Gary Newhouse, Chair, Information Gathering Committee.

Discussion began at 6:39 p.m. after all Chairpersons arrived.

A number of editorial changes to the *Long Range Plan of Service 1989-1994* were suggested.

The Board suggested not labeling Skokie as an aging community with the use of the words "maturing community" in the *Plan*---their preference is to soften the wording somewhat.

Editorial changes and suggestions include:

Page 7, under III, Impact of Technology--add a seventh point on the impact of telefacsimile.

Page 8, # 7, Review current service hours--Sunday hours during the Farmers Market could be changed to 1:30 - 5:30 p.m. if there is a parking problem.

Page 11, Goal I, Objectives, #1--include the Chicago Tribune best seller list, i.e., "...as listed on Chicago Tribune and New York Times best seller list..."

Page 12, Goal III, Objectives--add a third point:

3. By March 31, 1990 to evaluate impact of facsimile technology on service and to make recommendations for policy.

Page 13, Goal VI, Objectives, under #2--capital improvements plan should take into consideration our share of Joint Computer Program for Libraries (JCPL) costs.

Miss Jacob expressed concern that consideration be given to an engineering study of the building's ventilation system and for asbestos content and that along with maintaining the high quality of service we already give, we expect to maintain an excellent collection.

Page 13, Contingencies--change: "If funding decreases..." to "In time of increasing financial constraints..."; and "If funding increases..." to "If funds can be increased...".

Robert H. Rohlf, Professional Library Consultants, P.A., space planning consultant, arrived at 7:20 p.m., and shortly thereafter, Hammond Beeby and Babka, Inc., architects, Bernard Babka and Robin A. Johnson.

Mrs. Hunter invited the guests to be seated.

Mrs. Hunter suggested the Long Range Plan discussion be taken up again later, to allow for the presentations, since the meeting was not yet called to order and the *Long Range Plan of Service, 1989-1994* was listed on the agenda.

At 7:45 p.m., further discussion of the *Long Range Plan of Service, 1989-1994* was postponed to allow Mr. Babka and Ms. Johnson to make their presentation.

At 8:10 p.m. Mr. Rohlf made his presentation.

Mrs. Hunter thanked Mr. Babka, Ms. Johnson and Mr. Rohlf for their informative space planning presentations.

The guests left the Board Room at 8:30 p.m.

CALL TO ORDER

The meeting was called to order at 8:35 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President, Walter B. Flintrup, Secretary; Dr. Herman S. Bloch; Zeldia R. 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; Gary Newhouse, Coordinator of Audio Visual Services and First Assistant, Adult Services Department; and Merle Jacob, Coordinator of Collection Development.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING AND THE ANNUAL MEETING OF MAY 10, 1989

Dr. Wozniak moved that the Board of Trustees approve the minutes of the regular meeting and the annual meeting of May 10, 1989 as written subject to additions and/or corrections. Mrs. Zatz seconded the motion.

Dr. Bloch called for a correction on Page 3 of the minutes of the regular meeting. The second paragraph, under the motion, should be amended to read:

Dr. Bloch expressed concern that staff who receive a step increase this fiscal year will receive an increase of over 9%; that the budgeted salary total for 1989-90 was over 8.5% more than the total spent last year; and that the budget for employee health and insurance costs was nearly 6.5% of payroll--in excess of the 6% maximum previously recommended. He cautioned the Board that the one alternative to keep salaries in line is to keep the COLA as low as possible.

The motion to accept the minutes of the regular meeting as corrected, and the minutes of the annual meeting as written, passed unanimously. The minutes were placed on file.

CONSENT AGENDA ITEMS

**FINANCIAL STATEMENTS
LIST OF BILLS**

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

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, THE 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.

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

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

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. ANNUAL REPORTS (7)**
 - General Operating Fund
 - Reserve Fund for the Purchase of Sites and Buildings
 - Report on Fine Arts Acquisition Fund
 - Circulation Annual Report, May 1, 1988-April 30, 1989
 - Statistical Summary FY 1988-89
 - Narrative Summary of Achievements FY 1988-89
 - Program Statistics FY 1988-89
 - 3. LIBRARY USE STATISTICS**
 - 4. REPORT(S) FROM DEPARTMENT HEAD(S)**
 - 5. CORRESPONDENCE (3)**
 - Letter from Julia James, Principal, John Middleton School
 - NBD Skokie Bank Condensed Annual Report
 - Letter from Valerie Profit, Job Developer, Private Industry Council of Northern Cook County

The motion to approve the Consent Agenda items passed unanimously.

PERSONNEL

The trustees noted the following Youth Services appointments: Barbara Davis, part-time Information Assistant, effective May 30, 1989; Ellen Kaplan, full-time Information Assistant, effective June 12, 1989; Brenda Nott, Head, effective June 19, 1989, and Judy Zartman, full-time Information Assistant, effective June 19, 1989.

The retirement of Marn Hamilton, part-time Reference Librarian, Adult Services, effective July 12, 1989 was also noted.

DIRECTOR'S REPORT

Head of Youth Services--Brenda Nott has been selected among a number of candidates to be Head of Youth Services. She will begin June 19.

Library to pay own FICA and IMRF--Daniel W. Ryan, Finance Director, Village of Skokie, has apprised Mrs. Anthony that the Village will start billing the Library for the employer's portion of FICA and IMRF in the 1990-91 fiscal year. The FICA rate is 7.51% and IMRF is 9%. We estimate that this will cost us about \$275,000. in next year's budget.

Mr. Ryan said the Village will continue to administer the Illinois Municipal Retirement Fund and bill the Library every six months.

Discussion followed.

Mrs. Hunter expressed concern and requested the Village give the Library written notification of this change. A letter is forthcoming.

Statistics--Circulation was up 9% for the month with particularly strong gains in the nonprint area and juvenile circulation. Interlibrary loan activity continues to increase, with the number of items lent growing faster and exceeding the number of items borrowed. The online catalog has probably contributed substantially to the greater number of interlibrary loan requests received by Skokie Public Library.

Dr. Bloch asked if figures are available of the number of nonresidents who make use of interlibrary loan service through the Skokie Public Library.

Mrs. Anthony will ascertain whether these figures can be obtained.

Book Sale--The book sale netted \$4,478. Camille Cleland did an excellent job organizing the sale and Lydia Stux, Coordinator of Programs and Exhibits, promoted it well. Twenty-two staff members volunteered their time to work at the book sale Friday evening or Saturday. By having the sale at the time of the Brandeis book sale, we attracted out-of-state book dealers who made large purchases of gift books.

FAST TRACK--We have agreed to participate in Baker & Taylor's experimental Fast Track program, designed to provide more efficient handling and publicity for popular library materials. We will receive a weekly selection list of titles with information about the size of the print run, advertising budget and author appearances, helpful in estimating the number of copies needed. We will get priority handling of FAST TRACK orders and promotional materials from Baker & Taylor. We will request at least five copies of any FAST TRACK titles ordered, process them quickly, display them and provide feedback on the program.

Grants--Our application to the Illinois Arts Council for money from the Arts in Education program for the 1990 National Library Week program was denied. Though encouraged to apply to the program designed primarily for schools, we were faulted for

proposing insufficient teacher involvement. The Skokie Fine Arts Commission agreed to grant the Library \$300. toward the program by the Chinese Music Foundation.

Unemployment Insurance--Mrs. Anthony and Mrs. Kim attended a meeting June 7 on changes in the unemployment law. In Mike O'Brien's opening remarks, he said that libraries are still paying a nominal amount into the system because many libraries indicated that continued payments were important to keep a budget line open. The Fund has grown to more than 1.25 million dollars and they are proposing to return a dividend if all 101 members agree. The major revision to the State unemployment law will be that the last employer will be charged for all unemployment benefits as of July 1, 1989. We also clarified that R. E. Harrington, the agent for the unemployment account, should be present at all unemployment hearings. They were not present at an unemployment hearing that we were involved in this past April. Nevertheless, we have learned that we won the case.

Government Document Depository Status--In response to Mrs. Zatz's question last month, Jane Hagedorn, Reference Librarian, presented an analysis of the requirements and the pros and cons of requesting depository status for the Skokie Public Library. Her concluding recommendation was that there was not really a need as Northwestern University and other depositories are located in the metropolitan area. She also reasoned that the requirements in terms of processing, space and accessibility would be burdensome to Skokie Public Library.

Visitors--Visitors from the Gail Borden Public Library toured May 19. Representatives from the Cooperative Computer System in the North Suburban Library System visited and were greatly impressed with the Geac catalog and Bibliofile.

July 4th Parade--The Bookmobile will once again be featured in the Skokie July 4th parade. Staff will walk along in camp gear and pith helmets and one staff member will don a panda costume to call attention to the summer theme in Youth Services "The Great Book Hunt."

State Committees--Mrs. Anthony attended meetings of the State Library Advisory Committee May 24 and 25 in Chicago. She had planned to attend the Systems Subcommittee today in Springfield, but all flights were fogged in. Other commitments have come to an end including her tenure as President of the LACONI Administrators Section and her term on the NSLS Regional Library Advisory Council. She will also complete her term on the Board of the Public Library Association at the Dallas Conference.

Publicity in the Chicago Sun Times--A special insert on Skokie this week in the Chicago Sun-Times will feature photos and commentary about the Skokie Public Library.

Community Contacts--Mrs. Hunter and Mrs. Anthony met with Martin Peccia and Daniel Brown of the Skokie Park District to discuss ideas for cooperation. Mrs. Hunter and Mrs. Anthony also met with representatives of Savings of America regarding funding for the 1989-90 Young Steinway Concert Series.

Increase in Health Insurance Costs--We had been advised that there might be an increase of about 20% in the health insurance rates for the North Suburban Employee Benefit Cooperative. The actual increase will be 23%. We do have sufficient money budgeted to cover the increase. Because the Library's portion of 70% has been based on the most expensive plan, employee contribution for HMO insurance plans will be quite small.

Bookmobile Maintenance--Mrs. Anthony has learned from Albert J. Rigoni, Village Manager, that the Village will service the Bookmobile on a trial basis for one year, charging us at cost for services rendered.

BUILDING

The trustees reviewed the Automatic Elevator Co. Inc., proposal to provide complete monthly maintenance service to the Library's Westinghouse staff elevator at a cost of \$125.00 per month. However, before beginning monthly maintenance service, repairs in the amount of \$9,650.00 are proposed--to install a new controller, hoistway wiring, car traveling cords, limit switches and contacts.

Proposals have been requested from three companies, however, only one response has been received to date.

Mrs. Rich left the room briefly.

After discussion Dr. Wozniak made a motion, seconded by Dr. Bloch:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE LOWEST OF THREE QUALIFIED BIDS FOR REPAIRS TO THE WESTINGHOUSE STAFF ELEVATOR NOT TO EXCEED \$9,650.00.

The roll was called. Mrs. Zatz--^{yes}present; Dr. Bloch--yes; Mrs. Weiner--yes; Dr. Wozniak--yes; Mrs. Hunter--yes; Mr. Flintrup--yes. The motion passed.

Mrs. Rich returned to the Board Room.

AUTOMATION

The trustees reviewed the Geac Computers 9000 Update, Issue #1 and the Annual Report, 1988-89 Systems Librarian.

LONG RANGE PLANNING PROCESS

It was the consensus of the Board that the review and earlier discussion of the *Long Range Plan* was beneficial.

Dr. Bloch made a motion, seconded by Mr. Flintrup:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE *LONG RANGE PLAN OF SERVICE, 1989-1999*, AS AMENDED IN LIGHT OF THE DISCUSSION EARLIER THIS EVENING, INCORPORATING THE BOARD'S SUGGESTIONS THEREIN.

The Board affirmed that the *Plan* be reviewed on an annual basis.

The roll call vote for approval was unanimous.

SPACE UTILIZATION

Further clarification of the space utilization process and the distinction between the roles of the planner and the architect, as presented earlier in the evening by Robert H. Rohlf, Director of Hennepin County (Minn.) Public Library and principal partner of Professional

Library Consultants, P.A., and Hammond Beeby and Babka architects Bernard Babka and Robin A. Johnson, helped resolve issues of concern to the Board.

After lengthy discussion Mrs. Zatz made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE ENGAGING THE SERVICES OF ROBERT H. ROHLF AS A CONSULTANT FOR THE LIBRARY'S SPACE UTILIZATION AND PLANNING PROJECT, FOR A FEE NOT TO EXCEED \$15,000. AS OUTLINED IN THE DIRECTOR'S MEMORANDUM TO THE BOARD OF LIBRARY TRUSTEES, DATED MAY 4, 1989.

The Board stressed the importance of maintaining the design and continuity of the Library's architectural award-winning building.

The proposed timetable of the project; time spent by the consultant, as outlined in the May 4, 1989 memorandum; and the need for architectural consulting services at some point during the project were discussed.

The roll was called. Mrs. Rich--yes; Mrs. Zatz--yes; Dr. Wozniak--yes; Dr. Bloch--yes; Ms. Weiner--yes; Mr. Flintrup--no; Mrs. Hunter--no. The motion passed.

There was discussion about the timing of engaging an architectural firm to review the recommendations of Mr. Rohlf and to prepare drawings for implementaton of any building changes. It was agreed that we would not need architectural services until we are at least four months into the space planning study.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE DIRECTOR TO CONTACT HAMMOND BEEBY AND BABKA, INCORPORATED, RELATIVE TO GIVING US A PROPOSAL OF PROJECTED COSTS, AND THE NAME(S) OF PERSONNEL WHO WOULD BE ASSIGNED TO WORK WITH US ON THE PROJECT.

The roll call vote for approval was unanimous.

LIBRARY CABLE NETWORK

The trustees noted the June, 1989 "Program Guide Cable Channel 22".

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the May 22 meeting of the NSLS Board of Directors.

Three new representatives were elected: William H. Blaine, Jr. (Mt. Prospect Public Library), Robert E. Jacks (Des Plaines Public Library) and Jack B. Blane (Highland Park Public Library).

Mr. Flintrup was appointed as Chairman of the NSLS Delegation on the Suburban Library System–North Suburban Library System Joint SAVS Review Task Force.

The System's proposed budget and proposed revised by-laws were discussed.

COMMENTS FROM TRUSTEES

Dr. Bloch reported on further discussion with legal counsel May 12, 1989, in an attempt to clarify the ruling on abstention during voting.

Attorney George H. Klumpner followed up with a letter on May 17 which gives a revised and somewhat more detailed explanation of the rules to be followed for abstention in voting.

Both agreed legal counsel's explanation in the second paragraph of the May 1, 1989 letter is misleading in that it states the chair must be informed of the member's intention to abstain before starting the roll call and "If the member abstains from voting upon a question called, the effect is the same as if the member voted in the prevailing side." There is no such requirement in *Robert's Rules of Order, New Revised* and a member may simply abstain when his name is called during the role.

Accordingly, since the By-laws of the Board of Directors of the Skokie Public Library state the rules of parliamentary practice comprised in *Robert's Rules of Order* shall govern the proceedings of the Board, an abstention vote would not count with the prevailing votes as previously stated.

Therefore, Dr. Bloch proposed an amendment to the By-laws of the Board of Directors of the Skokie Public Library, Section 5 of Article II to clarify the Board's position on abstention of voting.

After discussion Dr. Bloch made a motion, seconded by Mrs. Zatz:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AMEND THE BY-LAWS OF THE BOARD OF DIRECTORS OF THE SKOKIE PUBLIC LIBRARY, SECTION 5 OF ARTICLE II, TO INCLUDE "FOR PASSAGE THE MOTION MUST HAVE AFFIRMATIVE VOTES OF A MAJORITY OF THOSE PRESENT."

The roll call vote for approval was unanimous.

ADJOURNMENT

The meeting was adjourned at 10:07 p.m.


Walter B. Flintrup, Secretary