

October 8, 2003

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, October 8, 2003.

CALL TO ORDER

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

Members present: John M. Wozniak, President; Richard Witry, Vice President—arrived 8:03 p.m.; Zelda Rich, Secretary; John Graham, Susan Greer; and Carolyn A. Anthony, Director.

Members absent: Diana Hunter, President Emerita and Eva Weiner.

Visitors present: Michael Gerrish and Jim Dyer, Fred Berglund & Sons, Inc.; Loren Slutzky, Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.; Barbara A. Kozlowski, Associate Director for Public Services.

Guest present: Joseph Chelampath, 6818 Lowell, Lincolnwood.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF SEPTEMBER 10, 2003

Mr. Graham made a motion, seconded by Mrs. Rich, to approve the minutes of the regular and closed meetings of September 10, 2003, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

Dr. Wozniak asked the Board to move the regular order of business and move directly to Building Project. The Board agreed.

BUILDING PROJECT

Building Update

Mrs. Anthony reported that progress is being made in completing some of the final work of the Library construction project. The cleaning of the building exterior is nearly finished. It was amazing to see some of the cleaned areas next to those with thirty years of grime. The second story of the building now matches the new buttresses on the third floor. While the work ended up being a bit more expensive than originally estimated, the results are worth it.

Work has begun on the new staff parking lot. The site has been cleared and graded. We received official permission from the Village to proceed with work. Unfortunately, two

issues have delayed progress. One is that the light poles on the south line of the parking lot were drawn in such a way that they would conflict with existing utility lines. The engineer has consulted with Commonwealth Edison about required distances and a new plan for location of the light poles has been developed. We will lose one parking space. The other problem is with the utility lines that run south to north within the parking lot. The Village had initially asked that we bury the lines, but this is not really feasible in the phased project because of the need to continue to provide utilities to the existing homes on Park Avenue (note that the lines also cross Park Avenue and service other homes.) We are still waiting for Commonwealth Edison to raise an electric line so that cable and phone may also be raised. This plan is acceptable to the Village.

Cabworks has been in the Library this week working on the new interiors for the elevator cabs. The ceilings are done and the walls have been ready to receive the glass panels.

Anigré end panels have been installed on most shelving in the Library, with embedded slatwall for display on the ends of many ranges. The effect is quite lovely. It both lightens and warms the rooms. The installation also made possible the mounting of the four CD listening stations and two DVD viewing stations in the audiovisual area. Also in this area, the ambient music system in the center of the room has been activated and the large plasma screen has been installed. We are showing a variety of nonfiction films for which we have public performance rights. The plasma screens at the Readers Services Desk and at the top of the stairs on the second floor are featuring slides about programs, services and books that were developed by Teri Room, Collection Development Librarian. Ruth Sinker has prepared the screens in the Youth Services Department.

We are still awaiting additional millwork including the AV screen wall, the east lobby book drops and the back wall of the Teen Corner book stacks.

Mrs. Anthony presented the architectural photos from Hedrick Blessing. Hedrick Blessing is not happy with the exterior shot from the north so they will retake that one. We have submitted a set of photos along with information to Library Journal for consideration for their architectural issue in December.

Connectivity Electric

Mrs. Anthony reported that following the Library's receipt of a letter from the attorneys representing Connectivity claiming that the firm had properly submitted change orders totaling \$200,565.44 that had not been approved by the Library and its agents and that Connectivity is also owed \$212,938.94 remaining in their contract, Lorence Slutzky of

Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. called for a meeting of all parties to work through the issues.

The meeting was held Thursday, September 25, at the Library. Connectivity was represented by their CEO Guy Willis, their CFO Karrie Herr, their attorney Joel Brodsky and three other representatives. Jim Dyer and Mike Gerrish of Berglund were in attendance as were Jack Lesniak and Ted Zemper, the electrical engineer from OWPP. Andy Mendelsohn, an attorney for OWPP also stayed for about three hours. Mrs. Anthony was at the meeting as was Lorence Slutzky and Board member John Graham stayed for most of the morning. The remainder of the group met from 8 a.m. to 8 p.m., working through the proposed change orders individually, averaging five minutes per change order.

Unofficially, we agreed to change orders totaling \$70,713.44 out of a total of \$183,007.50. (The reason the total is less than that stated in the letter from their attorneys is that the Library pointed out that some of their change orders were duplicates or already part of approved change orders and they were withdrawn from consideration.)

Change orders totaling \$30,665.59 were rejected by all parties. Thirty-one change orders totaling \$57,550.53 are still in dispute. The attorneys are discussing a way to resolve the outstanding issues. Many of the change orders still in question are based on incomplete and unsigned work orders and they will not be approved unless more definitive information is supplied by Connectivity.

Also discussed at the meeting were backcharges to Connectivity from Camosy. One, in the amount of \$2,693., is for grouting the in-ground light fixtures on the west side of the building. The other is for \$5,595. for painting conduit that was not installed at the time of original painting. Connectivity has refused both of these amounts so the total of \$8,288. will be discussed along with the \$57,550.53 of disputed change orders.

We also discussed the proposal for additional fire alarm work which was sent out to the Board building committee and is covered by a separate memo. Both Jim Dyer and Loren Slutzky encouraged us to have Connectivity do this work required by the Skokie Fire Department since Connectivity has done the rest of the fire alarm work and it could be problematic to have another contractor involved.

Finally, there was the question of payment to Connectivity. They have not submitted a pay request since May when their pay request was rejected by Berglund who felt that they were getting ahead of work completed in their requests. There is also an issue of payment to Advance for product supplied to Connectivity. Loren Slutzky will talk with

Connectivity about the best way to ensure that Advance is paid, whether by having a lien bond issued or through some other means.

Mr. Slutzky said the actual amount for change orders agreed upon by the Library, the construction manager, architect and Connectivity is \$66,017.94. A previously approved change order for clocks for \$2,432.00 and \$321.50 for re-hanging the stem lights in the audio section makes the grand total for change orders of \$68,771.44. Mr. Slutzky feels comfortable with approval of this amount.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CHANGE ORDERS FOR COMMERCIAL ELECTRICAL SOLUTIONS IN THE AMOUNT OF \$68,771.44.

The roll call vote for approval was unanimous.

Regarding Item B7, the payment due Commercial Electric, Mr. Slutzky recommended they be paid \$77,906.03. The Library would still hold \$202,883.61, including 5% retainage, punch list items and the Advance lien. Mr. Dyer and Mr. Gerrish are in agreement with this figure.

After discussion, a motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF \$77,906.03 TO COMMERCIAL ELECTRICAL SOLUTIONS.

The roll call vote for approval was unanimous.

A meeting with Berglund representatives, Mr. Slutzky, the architect and Mrs. Anthony will be held in the near future to resolve the unresolved change orders and backcharges.

Ratification of Fire Alarm Punch List Items

Mrs. Anthony reported that the Library has not yet received an occupancy permit from the Fire Department because of a number of additional requirements the Fire Department has made. We received a quotation from Commercial Electrical Solutions (Connectivity) for completion of this additional work. Their proposal consists of:

- Converting four visual strobes on the second floor to horn/strobes for a material cost of \$256.00 and labor of \$320.00;

- Adding heat and smoke detectors and pull stations every 30 ft. in the existing mechanical room (ca. 16 devices) for a material cost of \$937.00 and labor of \$1,280.00;
- Adding a heat detector to three kitchens on the first and third floors for material of \$204.00 and labor of \$480.00;
- Adding a smoke detector in the southwest staircase of the top floor for material of \$143.00 and labor of \$240.00;
- Adding a smoke detector in the first floor A/V storage room for material of \$98.00 and labor of \$160.00;
- Adding a heat and smoke detector to the basement elevator equipment room for material of \$142.00 and labor of \$240.00.

In addition, the above work will require cabling, conduit and labor at a cost not to exceed material \$900.00 and labor \$4,800.00. The total cost of the project would be a maximum of \$10,286.00. This amount has been approved by the Building Subcommittee. Action is needed to ratify this authorization.

A motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RATIFY THE AUTHORIZATION PREVIOUSLY GIVEN THE DIRECTOR FOR THE QUOTE FROM COMMERCIAL ELECTRICAL SOLUTIONS FOR FIRE ALARM PUNCH LIST ITEMS IN AN AMOUNT NOT TO EXCEED \$10,286.00.

The roll call vote for approval was unanimous. Mr. Dyer noted that Berglund will not issue a change order unless requested to do so.

Mr. Witry entered the meeting at 8:03 p.m.

Mr. Dyer noted that Berglund will issue a letter saying that punchlist items are expected to be completed by the end of October. Mr. Slutzky asked to be kept in the loop regarding the punchlist items.

Mr. Slutzky left the meeting at 8:06 p.m.

Approval of Payment to MCSI

Mrs. Anthony presented an application for payment from MCSI, the contractor for installation of audiovisual equipment at the Library. MCSI is certifying \$18,901.11 for

payment. Mrs. Anthony recommends approval, with retainage of only five percent since the project is nearly complete. This would result in payment of \$17,956.05 on this pay application.

However, we are currently holding retainage of \$30,955.65 for MCSI, representing ten percent of work completed to date. Mrs. Anthony recommends reduction of the retainage to five percent for a payout of \$15,478. This would make the total payment to MCSI at this time \$33,434.05. We will still be holding \$21,747.71 with less than \$6,000. of work and minor punch list items to be completed.

After discussion, Mrs. Rich made a motion, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF \$17,956.05 TO MCSI AND ALSO APPROVE REDUCTION OF THE RETAINAGE TO FIVE PERCENT FOR MCSI FOR A PAYOUT OF \$15,478.00 FOR A TOTAL PAYMENT OF \$33,434.05.

The roll call vote for approval was unanimous. The Board would like Mrs. Anthony to clarify if Consent of Surety is needed before payment is issued.

Approval of Additional Millwork

Mrs. Anthony reported that she asked Roger Cain to price some additional millwork, not covered in previous orders. Specifically, one of the needs was for three bookcases to go at the end of stacks in Youth Services to display VOYA books. These are selected titles, by grade level, which children are encouraged to read and then nominate their favorite. This is the second year we will have the winning author(s) come to speak in person with local children.

Another request was for a laminate shroud to surround and protect the plasma screen in Youth Services because it can easily be reached by children.

A third need is for a fabric and wood wall for the back of the single-sided shelving in the Teen Corner. This will give a more finished look to the boundary between the Teen Corner and the fiction and may also be used for featuring posters, booklists and items of interest to teens.

A lot of 124 shaped and painted magnets was requested by Bob Hunter, Principal, OWPP, to be used in connection with stainless panels on the outside of the children's story room.

Finally, Mrs. Anthony requested a new top for the table holding a small card catalog near the doorway between the audiovisual area and Youth Services as the table there now is in poor repair.

The cost of this additional work, with Camosy's mark-up, is \$15,238.

After discussion, the Board asked what the cost would be without the magnets. Mr. Gerrish said the cost would be \$11,081.00.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ADDITIONAL COST FROM CAMOSY, INC. TO PROVIDE MILLWORK FOR THE VOYA BOOKCASE, PLAM SHROUD FOR THE PLASMA SCREEN, A FABRIC AND WOOD WALL IN THE TEEN CORNER AND A WOOD TOP FOR THE SONG INDEX NEAR THE DOORWAY BETWEEN THE AUDIOVISUAL AREA AND YOUTH SERVICES FOR \$11,081.00.

The roll call vote for approval was unanimous.

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CAMOSY, INCORPORATED FOR \$254,235.00 DATED SEPTEMBER 30, 2003

After brief discussion, Mrs. Rich made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE APPLICATION AND CERTIFICATE FOR PAYMENT FROM CAMOSY, INCORPORATED FOR \$254,235.00 DATED SEPTEMBER 30, 2003.

The roll call vote for approval was unanimous.

Mr. Gerrish and Mr. Dyer stated that they are attempting to close out the other contractors accounts. Hopefully by the November meeting issues that have arisen, such as backcharges, will be resolved.

Mr. Dyer and Mr. Gerrish left the meeting at 8:23 p.m.

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

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

MOTION: THAT THE FINANCIAL STATEMENTS BE APPROVED, 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 MATHIAS W. DELORT, ROBBINS SCHWARTZ NICHOLAS LIFTON & TAYLOR LTD. TO CAROLYN A. ANTHONY DATED SEPTEMBER 11, 2003 RE 1999 AND 2000 TAX RATE OBJECTIONS; LETTER FROM GERARD E. DEMPSEY, KLEIN, THORPE AND JENKINS, LTD. TO SARAH LONG, EXECUTIVE DIRECTOR, NORTH SUBURBAN LIBRARY SYSTEM DATED SEPTEMBER 12, 2003 RE OPEN MEETINGS ACT AMENDMENT; AND CORRECTED NOTICE OF LIEN/CLAIM DATED SEPTEMBER 30, 2003
5. PERSONNEL: PROMOTION: KATY DARR, FROM PART-TIME SHELVING, CIRCULATION DEPARTMENT, TO PART-TIME COLLECTION DEVELOPMENT ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE OCTOBER 20, 2003; STATUS CHANGE: JENNIFER PHILLIPS-BACHER FROM FULL-TIME REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT TO FULL-TIME SUPERVISOR OF COMPUTER LAB ASSISTANTS, ADULT SERVICES DEPARTMENT, EFFECTIVE SEPTEMBER 8, 2003
6. GIFTS: \$187. FROM SCHOOL DISTRICT 73.5 PTA FOR SUPPORT OF THE INTERNET SAFETY PRESENTATION BY KATIE TARBOX ON OCTOBER 16; \$187. FROM EAST PRAIRIE SCHOOL DISTRICT 73 FOR SUPPORT OF THE INTERNET SAFETY PRESENTATION BY KATIE TARBOX ON OCTOBER 16; ONE ROUND-TRIP PLAN TICKET FROM TRAVEL DUET,

INC. FOR SUPPORT OF THE INTERNET SAFETY PRESENTATION BY KATIE TARBOX ON OCTOBER 16; ONE NIGHT'S HOTEL STAY FROM HOLIDAY INN-SKOKIE FOR SUPPORT OF THE INTERNET SAFETY PRESENTATION BY KATIE TARBOX ON OCTOBER 16; \$50. FROM BOOKWORKS IN APPRECIATION.

The motion passed unanimously.

BILLS

A motion was made by Mr. Witry, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LIST OF BILLS FOR PAYMENT IN THE AMOUNT OF \$204,811.42, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

2001 BUILDING EXPANSION PROJECT

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE 2001 BUILDING EXPANSION PROJECT BILLS FOR PAYMENT IN THE AMOUNT OF \$75,037.43, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

LIST OF BILLS FOR PAYMENT APPROVAL

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LIST OF BILLS FOR PAYMENT APPROVAL IN THE AMOUNT OF \$15,900.00, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

INVOICE NO. 0062488 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON FOR \$4,940.04 DATED SEPTEMBER 15, 2003

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE INVOICE NO. 0062488 FROM O'DONNELL WICKLUND

PIGOZZI AND PETERSON FOR \$4,940.04 DATED SEPTEMBER 15, 2003.

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

USAGE—Circulation was up fourteen percent in September, led by gains in use of adult audio and visual material. Adult book circulation also increased more than 6% for the month, contributing to a gain of nearly twenty-two percent in the circulation of materials to adults. Although Bookmobile circulation is still down from the same time last year, youth circulation is almost equal to last September. Librarians are looking at the circulation detail to pick up indicators of needed adjustment in collection buying. Reciprocal borrowing was up over twenty-six percent, an indicator of the drawing power of the new building. Statistics for the use of licensed databases show slightly higher use of the resources from home or office than within the building. The new Live Homework Help, which enables students to connect with an after-hours teacher who can assist with homework questions had over 200 uses in its first month.

SHOWING OFF—Several groups visited the Library in September. Our Open House for the Skokie Chamber was attended by about forty persons who came for an early morning tour and a cup of coffee. Staff featured the business services for a mix of long-time users and persons who were visiting for the first time. We also had visits from the Kiwanis and the Clergy Forum.

I-NET—Beginning November first, we will get our Internet via the Skokie I-Net. Access will still involve use of the Illinois Century Network, but the advantage of going through the I-Net is that we have a T-3 line shared by the community. The T-3 line has many times the capacity of the T-1 line we have been using and, while prohibitively expensive for a single institution, it is affordable when shared by the schools, Village and Park District. As more images and video are transmitted over the Internet, the ability to tap additional capacity will be needed.

MUSEUM AND LIBRARY SERVICES ACT—The Museum and Library Services Act was finally passed in the House September 16 and sent on to the President for signature. This is the primary vehicle for federal funding for libraries and it was reauthorized until 2009. The Act increased the base amount of the formula distribution to states in LSTA and set the authorization level for library programs for FY 2004 at \$232. million. The appropriation for the year is still being debated, with the Senate recommending \$177 million while the House is at \$204.2 million. As in many other areas of the federal

budget, a continuing resolution will provide funds at last year's level until an agreement is reached.

COMMUNITY INVOLVEMENT—Last month, Mrs. Anthony attended meetings of the Skokie Community Health Advisory Committee, the Skokie Diversity Initiative, the Technology Committee for School Improvement (District 219), the Skokie Festival of Cultures, the Women's Board of Rush North Shore and the Immigrant Advisory Task Force. At the Technology Committee, with representatives from Niles North, Niles West and District Administration, Mrs. Anthony talked about our wireless LAN on the second floor and requested student volunteers to help in maintaining SkokieNet. The group decided to hold their next meeting at the Library to see the new facilities. From the Immigrant Advisory Task Force, Mrs. Anthony learned about an immigration lottery coming up in November and December which will require online application including scanned photos. As a result of this early warning, staff have been able to prepare for requests from the public.

SKOKIE PEOPLE SPEAK—Along with Mayor Van Dusen, Mrs. Anthony taped a program about the new Library, hosted by Al Nathan. The program will include about fifteen minutes of footage of the Library and the Grand Reopening as well as a discussion of Library services. As always, the Mayor was very complimentary about the Library. The program will be aired in November on Channel 35.

HOUSE PURCHASE—Library counsel is proceeding with the contract for the sale of 7925 Park Avenue to the Library. Closing will take place approximately the second week of December.

INTERNET SAFETY NIGHT—Ruth Sinker in Youth Services has done a fabulous job with securing funding for the Internet Safety Night program to be held at the Library on October 16. Financial support was received from Skokie School Districts 73 and 73.5, hotel accommodations for the speaker from Holiday Inn-Skokie and roundtrip airfare from Travel Duet.

VANTAGE POINT INTERVIEW—Mrs. Anthony was interviewed regarding the USA PATRIOT Act for the radio program, VANTAGE POINT along with a trustee from the Arlington Heights Library. The program will air on a Sunday morning at 6:30 in November.

APPROVAL OF RULES OF PATRON CONDUCT

Mrs. Anthony reported that because of frequent issues regarding appropriate patron conduct, staff have asked that we post a simple statement of rules that can be referred to in enforcing policies. The statement will be laminated or put in a sign holder in two or three locations on each floor. The proposed statement was distributed.

The individual points represent current policy, with the exception of the statement that "Water in covered containers is welcome in the library." Our policy, adopted in 1983, states "that there shall be no eating, smoking or drinking in the book and materials areas and in the study and conference rooms." The carrying of bottles of water or sport bottles is such a social norm at this time that it would be very difficult to enforce a ban of these in the Library.

The broader question of whether beverages in covered containers and/or any snack foods should be made available to be consumed in designated areas is also one the Board may wish to consider.

Discussion ensued regarding exactly what beverage is carried in water bottles. Particular exception was taken to the statement: "Taking photographs, distributing leaflets and petitioning on Library property is prohibited unless authorized by the Library Administrator." Mrs. Anthony explained that this is our current policy. We want to add only the statement about water bottles. We have had some patrons eating their lunch in the Library and they challenge staff when confronted, asking to see something in writing that there is no food or drink allowed. Mr. Graham asked if staff will monitor and enforce a food policy.

After further discussion, it was agreed that the entire policy will be addressed at the November Board meeting.

FILTERING OF INTERNET WORKSTATIONS

Mrs. Anthony reported that new questions have come up about filtering, in part because of the ruling by the Supreme Court on June 23, 2003, that the filtering requirement under the Children's Internet Protection Act is constitutional. The Children's Internet Protection Act also expressed the need for libraries to have an Internet safety policy. Compliance with CIPA is required for receipt of federal e-rate funds for Internet access or internal connections (but not for telecommunication services for voice or data which is what we have received) and also for receipt of federal LSTA funds distributed through the State Library if they are for the purchase of PCs to be used for Internet access.

Skokie Public Library should not lose any federal funding under the above provisions as we have not applied for Federal funds for those purposes. Although we get Internet access through the Illinois Century Network (ICN) and they apply for e-rate funding for Internet access, ICN has advised that participating libraries will not be penalized for not conforming to CIPA requirements.

The Federal Communications Commission has given libraries that wish to apply for federal funds until July 1, 2004 to be in compliance with CIPA's filtering mandate. Additional guidance re compliance guidelines will be forthcoming. CIPA is quite specific about not requiring the filtering of text, but states that a "Technology Protection Measure" must protect against access to visual depictions that are obscene, child pornography or harmful to minors.

Discussion about the Children's Internet Protection Act has nevertheless raised the issue that, even if not all Internet workstations in a library are filtered as required by CIPA, perhaps computers in the children's area should be filtered. A report on Public Libraries and the Internet 2002: Internet Connectivity and Networked Services showed that 24.4% of public libraries nationwide had filters on all public Internet workstations; 17.5% of the libraries had filters on some public workstations and the remaining 58.1% reported not filtering any public access workstations.

Skokie Public Library has had public Internet access since 1995 and we have had few incidents related to unfiltered access. We have always been concerned about children's safety in use of the Internet. We have taken some restrictive measures such as blocking sex chat lines at the firewall and disabling common "one click away" Web addresses that use slight variations on commonly accessed Web addresses to display a pornographic site.

We have grouped Internet workstations for children and assigned a staff monitor. New software called "Vision" makes it possible for the staff monitor to use her workstation to view what other PCs are displaying without having to get up and walk around to look at each screen.

Another important part of our philosophy regarding children and the Internet has been teaching safety in online use. We have written and printed brochures and held programs for parents and children on this topic. October 16, we are sponsoring an Internet Safety Night for children in grades 5-9 and their parents. Featured speakers are Katie Tarbox, who encountered a predator on the Internet when she was thirteen, and Keith Chval, chief of the Illinois Attorney General's High Tech crimes Bureau and Internet safety advocate.

The PTA's from local school districts 73 and 73.5 are joining with the Library to sponsor this program.

Staff continually monitor developments in filtering technology to see how it is improving. There are no standard screening techniques used by filtering companies. Some employ persons to review sites while others use automated means. Several staff attended a recent filtering fair at the North Suburban Library System. We learned that the breakeven point for network installation of filters is about fifty workstations so a filtering application in Youth Services would be on each PC at a cost of about \$40.00 each. There are several different products available for this type of use and most allow variable settings to screen for pornography, violence or other categories of undesirable material.

Discussion ensued. Mr. Graham would like the Administration to bring a recommendation to the Board in the next 60 days regarding filtering (or not) of all Internet stations in the Youth Services Department including both graphic images and text. He would like staff to come to the Board meeting (November or December) to discuss why filters should or should not be used.

LIBRARY CABLE NETWORK CHANNEL 24

The October 2003 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

COMMENTS FROM TRUSTEES

Mrs. Kozlowski left the meeting at 8:55 p.m.

Mr. Witry said someone asked him if the Library could have a suggestion box. Mrs. Anthony replied that there are blue "Suggestion/Comment" cards on each public service desk.

Mrs. Greer has had more comments about why the due dates are not stamped on materials.

Mrs. Rich would like the pay scale revisited when the budget is discussed.

Joseph Chelampath left the meeting at 9:01 p.m.

CLOSED SESSION

At 9:05 p.m. a motion was made by Mr. Witry, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS THE DIRECTOR'S EVALUATION/SALARY.

The motion passed unanimously.

Discussion ensued.

Adjournment

At 9:15 p.m. a motion was made by Mr. Witry, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN FROM CLOSED SESSION.

The motion passed unanimously.

The Board resumed open session at 9:16 p.m.

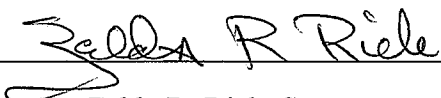
A motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES SET CAROLYN ANTHONY'S (LIBRARY DIRECTOR) SALARY AT \$125,000.00 FOR THIS YEAR, RETROACTIVE TO MRS. ANTHONY'S ANNIVERSARY DATE OF SEPTEMBER 19.

The motion passed unanimously.

ADJOURNMENT

At 9:25 p.m. a motion was made by Mr. Witry, seconded by Mr. Graham to adjourn the regular meeting. The motion passed unanimously.



Zelda R. Rich, Secretary