

September 14, 2005

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, September 14, 2005.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:29 p.m.

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

Member absent: Susan Greer.

Staff present: Barbara A. Kozlowski, Associate Director for Public Services; Jan Watkins, Head of Youth Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 10, 2005

Mrs. Hunter made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of August 10, 2005, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file. Mr. Graham abstained from voting.

CONSENT AGENDA (Financial Statement, Circulation Report, Library Use Statistics, Report(s) from Department Heads, Program Statistics 1<sup>st</sup> Quarter FY 2005-2006, Correspondence, Personnel)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENT, 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 JOAN REINKE TO CAROLYN A. ANTHONY, DATED SEPTEMBER 9, 2005 RE COMPLIMENT

5. PERSONNEL: TERMINATIONS: ELLAN MILLER, PART-TIME SUMMER READING ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE JULY 31, 2005; KAREN TRIER, PART-TIME SUMMER READING ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE JULY 31, 2005; LESLIE ROTH, PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE SEPTEMBER 17, 2005; HIRE: MATTHEW D. MacKELLAR, PART-TIME SECURITY GUARD, MAINTENANCE DEPARTMENT, EFFECTIVE SEPTEMBER 7, 2005.

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 August was up just about 5% over last August, with gains of 5% in the circulation of books to adults and 3.4% in youth book circulation. Bookmobile use was also up 5% for the month. The Gate Count was up nearly 8%, perhaps in part due to use of the Library as a cooling shelter during a hot, dry month. Borrowing and lending through interlibrary loan both showed strong gains this month, with ILL lending up nearly 60% for the year to date. Thirty percent more people logged onto online databases in August, conducting 24% more sessions than for the same period last year.

APPRAISAL----The Library received an updated appraisal from Marshall & Stevens for use by our insurance broker in securing quotes for our insurance coverage. The overall Reproduction Cost New for the Building, Site Improvements and Equipment was listed at \$50,432,989., up just over 8% from last year. Because some of the below ground building features are not insurable, the new Insurable Reproduction Cost is listed at \$49,279,098. of that, \$19,230,900. is for furniture and equipment, including the collection which is valued at \$15,767,600.

TIF (TAX INCREMENT FINANCING) DISTRICT PROPOSAL FOR SKOKIE SCIENCE AND TECHNOLOGY CENTER----Mrs. Anthony attended meetings of a

Joint Review Board, representing taxing bodies affected by the proposed TIF area which is slightly larger than the science and technology park, to accommodate planned improvements to the Swift railway and railroad right-of-way in the neighboring area. Not surprisingly, School District 69 which would feel the biggest impact from the TIF, had the most concerns. The Village intends to address the School District's short-term cash problem with a solution that will benefit all local taxing bodies. That solution is to declare more surplus from the existing downtown Skokie TIF, thereby returning some funds to the taxing bodies. The amount to be returned to the Library would be only \$12,260. Generally, however, the Library is not as affected by the TIF as we realize our levy from the entire community and it is simply redistributed.

PEACE MONTH---In partnership with the Indian Community of Skokie, the Library is hosting several events for a month-long celebration of Our World, Our Heritage, As Seen Through the Eyes of the Champions of Peace. Sunday, September 11, the Library hosted Mohandas Gandhi's grandson Professor Rajmohan Gandhi who spoke in the Petty Auditorium and answered questions about Gandhi and his legacy. This was a very well attended event. Thursday, September 15, Mrs. Anthony will moderate a panel on the topic Can Nonviolence Work in Today's World? There will be another panel at the Library on the 22nd, a program of Indian and Korean dance on the 25th, and a final lecture on Gandhi September 29. A related art exhibit of peace leaders and their messages will be displayed in the Library during the month.

VIDEOTAPING---LCN videotaped a brief interview with Mrs. Anthony on the upcoming lecture by Professor Gandhi and we have used the clip on the Library's Web site. Mrs. Anthony was also interviewed for "What's New In Libraries" by Sarah Long regarding the 1st place award given to LCN's tape about SPL's Youth Services Department. The segment will show on Channel 35 as well as Channel 24 later this month.

SKOKIENET 10TH ANNIVERSARY---The Library will celebrate SkokieNet's 10th Anniversary Sunday, September 18. SkokieNet is the Village's community information network, founded by the Library and continuing to operate under the direction of Frances Roehm. The Skokie Public Library shared joint honors with three other public libraries as NSLS Libraries of the Year when NorthStarNet was launched by the four libraries ten years ago. The initial concept of a Web presence for local organizations and businesses and a directory of local information for suburbanites who may live, work and shop in different communities has proven to be valid and valued by the community as evidenced

by over 1,000,000 hits per year. Mrs. Anthony hopes that trustees will be able to join in the celebration September 18 at 2 p.m.

LCN JOINT MEETING---The Library Cable Network Executive Committee will meet jointly with the Program Advisory Committee and the Public Relations Committee this month to review LCN operations and goals. LCN has been operating under a new model for the past year, successfully contracting for 15% of the consortium's expenses. LCN has done contracted taping for NSLS, NextBook, Reaching Forward and individual NSLS member libraries. Most of the tapes were produced with the option of being shown on Channel 24 and we have been able to use them for on-air programming.

GRANTS----The Per Capita Grant application is due October 15 and the Library will be filing for the 2006 Grant from the State. The Library received word that we were denied an E-Rate Grant this year. Although we were only eligible for about \$4,000., it was disappointing to be turned down for an invalid reason. The federal officials claimed that our contract with our telephone company was not signed on a timely basis after asking us for a new contract because the one we originally submitted had been faxed by the phone company and the E-Rate officials complained that it was unclear.

Mrs. Hunter would like Representative Schakowsky, Senator Obama and Senator Durbin notified of our denial of E-rate funding for an invalid reason and request an appeal. All letters should be sent with relevant information. Mrs. Anthony will do this.

GIFT----In honor of Mrs. Anthony's 20<sup>th</sup> anniversary as Director of the Library, she and her husband, Bill, presented the Library with signed framed Dr. Seuss book covers. The Board thanked Mr. and Mrs. Anthony for their thoughtful and generous gift.

#### BRIEF REPORT ON SUMMER READING AND 'COME ON IN' GRANT (JAN WATKINS)

Jan Watkins, Head of Youth Services, reported that Summer Reading Club this year was the most successful ever. Fifty-nine percent of the children signed up completed the program. The Department received a lot of positive feedback from parents re the program, the super heroes photos on display and participation in building the float and walking in the 4<sup>th</sup> of July parade.

Ms. Watkins reported on the "Come On In" project which was started last October. Her department has set up a council with parents, teachers and staff members. Staff were also trained on how to deal with disabled students coming to the Library. Boardmaker software was purchased as well as shortened or abridged versions of classics. The

culmination of the grant will occur September 20 from 4:30-7:30 p.m. with a special evening for parents and teachers to learn what the Library has to offer them. Youth Services staff and members of outside organizations will speak. There will also be breakout sessions. The special computer is already installed and reserved for special needs children and their families.

The Board commended Jan and her staff as they have really made the Youth Services Department come alive.

Ms. Watkins left the meeting at 7:50 p.m.

#### CLOSED DAYS FOR HOLIDAYS

Mrs. Anthony said that this year, Christmas Day is on a Sunday as is New Year's Day, 2006. Some libraries will be closed Monday, December 26 and Monday, January 2 in observance of the holidays.

Since Skokie Public Library observes December 24 as well as December 25 as a holiday, the Library will be closed both Saturday and Sunday. Closing on Monday would mean three days in a row of Library closure. Some years ago, the Library did close for three days when Christmas was on Sunday and received a number of complaints from residents. With the diversity in Skokie, many residents do not observe the holiday and found three days without the Library to be a hardship.

Since the Library is on a seven day schedule, Mrs. Anthony recommends that the closed days be:

- Saturday, December 24, 2005
- Sunday, December 25, 2005
- Sunday, January 1, 2006

Staff who are not regularly scheduled to work on Saturday or Sunday would receive the holiday(s) as floating holidays, to be scheduled in December, 2005 or January, 2006, with the approval of the Department Head.

Mrs. Anthony asked for the Board's approval of a closure policy for the Christmas and New Year's holidays.

Mrs. Hunter made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
CLOSE THE LIBRARY DECEMBER 24, 2005; DECEMBER 25, 2005;

AND JANUARY 1, 2006 FOR THE CHRISTMAS AND NEW YEAR'S  
HOLIDAYS AS RECOMMENDED BY THE DIRECTOR.

The motion passed unanimously.

NON-RESIDENT SERVICES

Mrs. Anthony said that public library Boards must annually decide and take action on whether to participate in or opt-out of the non-resident reciprocal borrowing program. This law pertains only to the possibility of providing service to persons "residing outside of a public library service area" and does not affect practice regarding the sale of cards to non-residents of areas already served by a public library. Therefore it would not affect our sale of cards to Chicago residents.

This was discussed this last year due to a revision of the Illinois compiled statutes Chapter 75 Act 5, Section 4-7, Paragraph 12 in January, 2002. The effective change was as follows:

A person residing outside of a public library service area must apply for a non-resident library card at the public library located closest to the person's principal residence. The non-resident cards shall allow for borrowing privileges at all participating libraries in the regional library system ~~only at the library where the card was issued.~~ (New text is underlined. Expired text is lined through.)

Since Skokie does not have a significant neighboring unserved population, Mrs. Anthony recommended last year that the Board approve participation in the program. Since the "closest public library" is determined by school district and the close-by area of Golf does not have public library service, there is a small number (estimated at 50) of students from Golf who attend Niles North and might want to purchase a Skokie Public Library card. In fact, we sold twenty-eight (28) non-resident borrowers' cards this past year as compared to twenty-six (26) the previous year. Typically, not more than one or two of these cards are sold to Golf residents each year, a volume which does not present a problem.

Mrs. Anthony recommends that the Board renew approval of participation in the Non-resident Services program for the year from July 1, 2005-June 30, 2006.

A motion was made by Dr. Wozniak, seconded by Mr. Zelenka:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
RENEW PARTICIPATION IN THE NON-RESIDENT SERVICES  
PROGRAM FOR THE YEAR FROM JULY 1, 2005-JUNE 30, 2006.

The motion passed unanimously.

TERMS OF LOAN FROM THE VILLAGE OF SKOKIE

Mrs. Anthony stated that the Village has prepared an Intergovernmental Agreement regarding the terms of the short-term loan of up to \$2,000,000. to facilitate cash flow for the Library pending receipt of the Fall levy collection. The Intergovernmental Agreement was presented to the Village Board by the Village Manager at their meeting September 6. It will be heard again by the Village Board September 19 for final approval of the Ordinance.

The Agreement as proposed was distributed by Mrs. Anthony. The amount of the loan is up to \$2,000,000. since we still don't know when the tax bills will be sent out. Indications are that they won't be later than last year which was October 1, with revenues beginning to be received by November 2. The final due date for the loan is February 28, 2006, and the interest will be based on the 90-day Treasury bill yield (currently 3.57%).

Village Finance Officer Bob Nowak, Village Manger Al Rigoni and Corporation Counsel J. Patrick Hanley have all been most cooperative and helpful in arranging for this loan to the Library. Mrs. Anthony requested the Board's approval of the Intergovernmental Agreement and loan terms as proposed.

A motion was made by Mr. Zelenka, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE AGREEMENT AUTHORIZING A SHORT-TERM TAX ANTICIPATION LOAN BETWEEN THE VILLAGE OF SKOKIE AND THE SKOKIE PUBLIC LIBRARY.

The roll call vote for approval was unanimous.

2005 LEVY

Mrs. Anthony said the Board will need to adopt a levy for 2005 that will be passed along to the Village for authorization by the Village Board in December.

Mrs. Anthony distributed the background information on this subject that was given to the Board in August.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT AN OPERATING TAX LEVY IN THE AMOUNT OF

\$9,897,805. FOR THE YEAR 2005, REPRESENTING A 9% INCREASE OVER THE 2004 LEVY.

The roll call vote for approval was unanimous.

#### CLOSED SESSION

At 8:03 p.m. a motion was made by Mrs. Hunter, seconded by Dr. Wozniak:

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 followed.

#### Adjournment

At 8:10 p.m. a motion was made by Mrs. Hunter, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN FROM CLOSED SESSION AND RETURN TO OPEN SESSION.

The motion passed unanimously.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES SET CAROLYN ANTHONY'S (LIBRARY DIRECTOR) SALARY AT \$136,500.00 FOR 2005-2006, EFFECTIVE AS OF MRS. ANTHONY'S ANNIVERSARY DATE OF SEPTEMBER 19.

The roll call vote for approval was unanimous.

#### COMMENTS FROM TRUSTEES

The Board suggested getting permission from Joan Reinke, who wrote the complimentary letter under Correspondence, to reproduce and edit some of her statements for PR purposes.

Mr. Zelenka reported he attended another continuing education program. He will be attending the Illinois Library Association Conference in October and attending some of the Trustee Track programs.

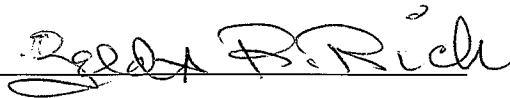


Mr. Graham reminded the Board to save October 19 for a special dinner to toast Mrs. Anthony's 20 years of service.

Mrs. Hunter attended a meeting regarding the new research park. OWP/P will be the architectural firm.

ADJOURNMENT

At 8:25 p.m. a motion was made by Dr. Wozniak, seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in cursive script, reading "Zelda R. Rich". The signature is written in dark ink and is positioned above a horizontal line.

Zelda R. Rich, Secretary