

July 11, 2001

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, July 11, 2001.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:36 p.m.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 13, 2001

Dr. Wozniak made a motion, seconded by Mr. Witry, to approve the minutes of the regular meeting of June 13, 2001, subject to additions and/or corrections. Mrs. Hunter had one correction on page 5, second paragraph from the bottom. The sentence should read: "Mrs. Hunter would like Short Story Gems re-evaluated 'due to minimum attendance'". There being no further additions and/or corrections, the minutes were approved and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF JUNE, 2001, THE LIBRARY NOTE FUND, THE YEAR-TO-DATE BUDGETARY STATUS STATEMENT, AND THE LISTS OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

Mrs. Hunter questioned the Robbins Schwartz invoice. Mrs. Anthony explained that the invoice is higher this month due to meeting room policy issues, personnel issues and the purchase of two houses.

The roll call vote for approval was unanimous.

CIRCULATION REPORT
 LIBRARY USE STATISTICS
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 CORRESPONDENCE
 GIFT
PERSONNEL

Mrs. Hunter 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 REPORT
 2. LIBRARY USE STATISTICS
 3. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 4. CORRESPONDENCE: LETTER FROM SANDY SHECHTER, SANDY'S NANNIES & MORE, INC. TO CAROLYN ANTHONY DATED JULY 9, 2001
 5. GIFTS: \$250. FROM HARCOURT GENERAL, INC. IN SUPPORT OF THE LIBRARY'S CONCERT SERIES; \$100. FROM ROSALYN GANZ LONG FOR BOOKS IN MEMORY OF HER FATHER MANDEL GANZ
 6. PERSONNEL: POSITION CHANGE: DEBBY BECKER, FROM PERIODICALS DESK CLERK, ADULT SERVICES DEPARTMENT, TO SERIALS LIBRARY ASSISTANT, TECHNICAL SERVICES DEPARTMENT, EFFECTIVE JULY 9, 2001; RESIGNATIONS: KELLEY D. SHELTON, ROVING TECHNOLOGY GUIDE, ADULT SERVICES DEPARTMENT, EFFECTIVE JULY 19, 2001; SANDRA M. PELLEGRINI, INTERLIBRARY LOAN ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE AUGUST 3, 2001.

The motion passed unanimously.

INVOICE NO. 0053019 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON
FOR \$103,839.75 DATED JUNE 6, 2001

Mrs. Anthony spoke with Robert Hunter, architect, regarding the Reimbursable Expenses added onto the insurance cost (AVA Insurance Agency Inc Prof Liability) listed on Invoice No. 0053019. Mr. Hunter agreed that OWPP should not add an expense for reimbursables to the insurance cost and also that OWPP should bear \$4,000. of the AVA Insurance Agency Inc Prof Liability cost as per our signed agreement. Mr. Witry made a motion, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES DEDUCT \$4,000 FROM THE AVA INSURANCE AGENCY INC PROF LIABILITY LINE OF INVOICE NO. 0053019 FROM OWPP AND ALSO THE ADDED EXPENSE FOR REIMBURSABLES OF \$1,884.75, AUTHORIZING PAYMENT FOR INSURANCE OF ONLY \$33,695.

The roll call vote for approval was unanimous.

Mr. Graham questioned the 5% of \$61,200. under Additional Fees/Reimbursable Expenses on the OWPP Invoice No. 0053019. Our Agreement with the Architect states that expense for reimbursables will be charged at 1.1 times the actual expense—not at a blanket 5%. The Board would like OWPP to itemize expenses. Mr. Hunter told Mrs. Anthony that he would try to reconstitute this to see if we have been overcharged.

After discussion, Mrs. Hunter made the following motion, seconded by Dr.

Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY WITHHOLD PAYMENT OF \$3,060. (5% of \$61,200.) UNTIL SUCH TIME AS THE ITEMIZED EXPENSES ARE PRESENTED TO THE BOARD.

The roll call vote for approval was unanimous.

Mrs. Hunter made the following motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE FOR PAYMENT INVOICE NO. 0053019 FROM OWPP IN THE AMOUNT OF \$94,895.00.

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

Usage—Circulation in June was 111,369 for an increase of nearly 7% over June last year. The pace for this record circulation level was set by the Youth Services Department which had an increase in circulation of 14.5%. Youth book circulation increased almost 13% as the summer reading program got off to a great start. The Youth Services Department promoted the program in the schools in May, with all their hard work on program planning paying off and their enthusiasm keeping the momentum going. Circulation on the Bookmobile was up over 4% and Adult book circulation up 2.5%. Interlibrary loan is down because we are not listed in OCLC during this interim between JCPL and the load of records with Skokie Public Library's own symbol which will happen in the fall. The door count is flat, continuing a recent trend. A total of 17,052 requests to online databases were made by remote access users from home or office in June.

Mrs. Weiner complimented the Youth Services Department on their report.

Per Capita Grant—We will file an application for a Per Capita Grant this month with the Secretary of State's office. This past year we received \$73,377.70 from the Per Capita Grant, representing \$1.23 per person.

Volunteers—Gail Kay, Assistant Director for Human Resources, reports that 28 volunteers worked a total of 264.5 hours in June.

Book Sale—The Book Sale was held Saturday and Sunday, June 9 and 10, with residual sales Monday and Tuesday. A total of \$8,869. was raised through the sale thanks to Camille Cleland, Gin Gaiser and the staff volunteers who worked at the sale.

State of NorthStarNet—The North Suburban Library System held a gathering on the State of NorthStarNet June 26 with a large number of attendees from North Suburban and Suburban systems. Several presenters talked about developments in their libraries. It was flattering to hear the speaker from the Brookfield Library talk about initiating a kiosk based on the Skokie model and the speaker from Crystal Lake talk about outreach efforts using the form and plan developed by Skokie. Frances Roehm and Gail Shaw have clearly set a standard with SkokieNet that is worthy of emulation.

4th of July Parade—The Library was represented in the 4th of July Parade by the Bookmobile and a team of 13 walkers organized by Phil Carlsen and Gin Gaiser. Participating staff wore peace and harmony tee-shirts from the Village in recognition of Peace and Harmony year in Skokie.

ALA Annual Conference—This was an especially useful conference for Mrs. Anthony as she spent a lot of time in exhibits, checking out furnishings and systems for the building project. Bruce Brigell and Mrs. Anthony visited Santa Clara Library to find out about their experience with the Checkpoint Integrated Library System. After facilitating a Council information session on our external accreditation proposal, our committee decided not to submit it to a vote so we'll work on refining the proposal this year and bring it back next summer. The Capacity Building Committee of the Urban Libraries Council heard an interesting presentation about a new leadership development program in California and talked about staff training needs and initiatives. Mrs. Anthony attended programs on

community information and emotional intelligence and listened to Lawrence Ferlinghetti read from his poetry. He is still vital and signed a new book of verse.

Kihara Visit—Mr. Kihara, a Japanese businessman and longtime friend of the Skokie Public Library, visited the Library with his son after the ALA conference. He gave the Library a beautiful edition of Chaucer's Canterbury Tales, a facsimile of an original illuminated manuscript in the Huntington Library in California. The book is number 100 of a limited edition of 200, printed in Japan. We plan to display it in a case.

Mr. Graham asked that Mrs. Anthony forward the Board's appreciation for this magnificent gift.

Public Presentation on the Building Project—The public presentation on the building project was held the evening of June 27 with presentations by Robert Hunter, Fred Berglund and Mrs. Anthony. Although the audience in the Mary Radmacher Meeting Room was not large, they were interested and asked a number of questions. A concern was expressed about air quality during construction and a plea was made for a refreshment area.

Dr. Wozniak would like to re-visit the issue of the refreshment center. Mr. Graham said he told the public at the meeting that the Board has not reached consensus yet on the issue. It will be about a year from now before that room is finished. Dr. Wozniak has heard from staff and patrons that it is a good idea. Mrs. Weiner said at Northeastern University there is a refreshment center adjoining the library and it seems to work well. The suggestion was made for trustees to visit various libraries and see how they handle their refreshment centers.

Skokie Chronology Celebration—An event was held celebrating the position of the Skokie Chronology on the Library's Web page and recapping other highlights in the

development of the local history resource. More than forty people including Mayor Van Dusen and former Chief Librarian Mary Radmacher attended. Staff members Frances Roehm and Jane Hagedorn who have been involved with the Chronology coordinated the event. Board member Dick Witry was one of those recognized for contributions to the Chronology.

BUILDING PROJECT

Mr. Witry questioned point 26 in “An Ordinance Amending the Previously Approved Special Use Permit to allow the Expansion of the Library Parking Lot”. Point 26 states “All overhead utilities serving the site shall be placed or relocated underground.” Mrs. Anthony said that Andy Pigozzi, architect with OWPP, is handling this.

After much discussion, the Board agreed not to seek a Live & Learn Construction Grant because: every aspect of the project would have to be approved by the Secretary of State’s office; a consultant would need to be retained; some borrowing privileges with Chicago Public Library would need to be established; the project would not commence until August 2002.

TECHNOLOGY PLAN 2001-2002

After discussion, Mrs. Greer asked that ADA accommodations be added to the Technology Plan 2001-2002. The Board concurred and approved the Technology Plan for 2001-2002.

INTELLIGENT LIBRARY SYSTEM FROM CHECKPOINT

Since last month, Mrs. Anthony attended the ALA Annual Conference in San Francisco where she had an opportunity to comparison shop on the exhibit floor. Several

new vendors were introducing radio-frequency systems, attesting to the effectiveness of this technology. One could not get the system to operate correctly in the booth. Another admitted that the system was not quite ready, but should be fully available in six months or so. She was all the more impressed with the Checkpoint system which has had two years of experience with the RFID System in libraries such as Rockefeller University, Farmington Community Library in Michigan, the University of Pennsylvania and Santa Clara, California. They now have more than twenty installed systems, building on thirty years of experience in the security industry. Checkpoint Systems, Inc. is a \$750. million company operating in 27 countries and a leader in the development of RFID technology across all industries.

Mrs. Anthony and Bruce Brigell visited the Santa Clara Public Library while out in California to hear first-hand about their experience with the Checkpoint RFID System. They have been operational since February with the system and are very pleased. They feel that the system is significantly more efficient, estimating a 50% gain in productivity. With an annual circulation of 1.7 million, they can frequently operate with only two people on the Circulation Desk (in addition to a self-check machine) whereas three had previously been the minimum.

Tobi Oberman has spoken with staff at Farmington and Canton, Michigan, who report similar gains in productivity due to the ease of operation. Based on these reports, we feel that the system, with three self-check machines, will enable us to handle a second entrance without a significant addition of staff. If this turns out to be true, the system will pay for itself within a few years.

Mrs. Anthony recommends purchase of the Intelligent Library System from Checkpoint, with components as outlined on the attached page, installation and freight for a total of \$533,492. She also recommends a 3-year service agreement which, with the warranty for one year, would cover the system for four years. The annual cost will represent a \$10,000. per year operating expense increase over the present maintenance of the more limited 3M system.

Although the entire system is described for a comprehensive view of costs, actual expense would be incurred over the next two years and we would not be billed for equipment until it is installed.

We would begin with tagging the collection which is estimated to take about eighteen months with three tagging stations in operation 37.5 hours per week. Tagging will be done by student workers.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF THE INTELLIGENT LIBRARY SYSTEM FROM CHECKPOINT, WITH COMPONENTS AS OUTLINED ON THE ATTACHED PAGE, INSTALLATION AND FREIGHT FOR A TOTAL OF \$533,492. THE BOARD ALSO APPROVES A 3-YEAR SERVICE AGREEMENT WHICH, WITH THE WARRANTY FOR ONE YEAR, WOULD COVER THE SYSTEM FOR FOUR YEARS.

The roll call vote for approval was unanimous.

INCREASE IN DVD LOAN LIMITS

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE INCREASING THE DVD LOAN



July 5, 2001

Intelligent Library System Marketing Incentive Proposal For Skokie Public Library

The Intelligent Library System		Unit Price	Your Price
9	Intelligent Sensors	\$ 3,500.00	\$ 31,500.00
2	Sound Blaster Cards	\$ 300.00	\$ 600.00
9	Staff Station Readers with Scanner (Circulation Desk Checkout & Returns)	\$ 2,570.00	\$ 23,130.00
2	Linking Station (For linking Circulation Circuits to system)	\$ 5,995.00	\$ 11,990.00
2	Inventory Wands	\$ 6,275.00	\$ 12,550.00
3	Intelligent Patron Self-Checkout	\$ 19,995.00	\$ 59,985.00
1	ILS Controller, Ethernet Hub & Modem	\$ 6,295.00	\$ 6,295.00
1	Intelligent Application Software	\$ 9,995.00	\$ 9,995.00
450,000	Circulation Circuits	\$ 0.85	\$ 382,500.00
450,000	Custom Printed Cover Label	\$ 0.06	\$ 27,000.00
1	Custom Print Plate Charge (one time)	\$ 200.00	\$ 200.00
3	Tag Programmer (For programming retrospective collection - can be rented)	\$ 2,995.00	\$ 8,985.00
2	Patron Counter	\$ 350.00	\$ 700.00
	Investment		\$ 575,430.00
	MARKETING INCENTIVE	10%	\$ (57,543.00)
	INVESTMENT WITH MARKETING INCENTIVE		\$ 517,887.00
Zone 1	Installation		\$ 11,915.00
	Freight		\$ 3,690.00
	INVESTMENT		\$ 533,492.00

Maintenance:			
Includes: Parts, Labor, Travel to repair the system and software support for the application server.			
1 Year	Checkserv Agreement	Zone 1	\$ 17,175.00
3 Year	Checkserv Agreement	Zone 1	\$ 46,372.50
5 Year	Checkserv Agreement	Zone 1	\$ 72,993.75

Notes:

- Skokie Public Library to negotiate directly with Innovative for interface hookup price
- All power and network cabling will be the responsibility of Skokie Public Library
- Allow 12-16 weeks for equipment delivery, 10 weeks for UN-programmed tags and 16 weeks for pro-programmed tags.
- Pricing above DOES NOT include applicable sales tax.
- F.O.B. Thorofare, NJ
- Financing available
- Initial Training Included.
- Warranty 1 year
- Installation and servicing technicians are non-union

LIMIT TO TWO PER BORROWER EFFECTIVE
AUGUST 1, 2001.

The motion passed unanimously.

I-NET AGREEMENT

Mrs. Rich left the meeting. Discussion ensued regarding a proposed intergovernmental agreement among the participants in Skokie's I-Net, a fiber optic link installed by RCN as part of their cable franchise agreement. Fiber is in place to each of the governmental entities and some, but not all, of the connections between entities are in place.

This technology will enable such connections as an online meeting among school librarians and librarians in Youth Services or a transmission from Youth Services to all schools re summer reading. This year, librarians visited every school in May. A video connection would be more cost effective, saving on time and getting a uniform message out.

The Board would like to know the annual fiscal obligation for I-Net participation. Mrs. Anthony said that annual costs have not yet been determined, but initially will be primarily for maintenance. No staff will be hired. The Board will be informed as more details are known.

Mr. Witry noted that an organization could leave the consortium with written notice of 180 days.

Mr. Witry made the following motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LIBRARY'S PARTICIPATION IN THE I-NET COOPERATIVE.

The motion passed unanimously (Mrs. Rich was not present to vote).

PRIZES FOR SUMMER READING PROGRAM

Mrs. Rich returned to the meeting. The trustees noted the Prizes for Summer Reading Program and praised Holly Kahn for her remarkably fine job.

LIBRARY CABLE NETWORK CHANNEL 24

The July Library Cable Network Channel 24 brochure was noted.

NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

COMMENTS FROM TRUSTEES

Mr. Graham asked for the Board's permission for two purposes: 1) when a change order, under \$10,000 arrives, to allow two Board members to approve it and 2) when bids come in within or below the budgeted amount, to allow two Board members to approve the bids. The two Board members would be John Graham and Diana Hunter.

The trustees concurred.

Susan Greer thanked the Board for the lovely plant she received recently.

ADJOURNMENT

The meeting adjourned at 9:10 p.m.



Eva Weiner, Secretary