

September 14, 1988

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, September 14, 1988.

CALL TO ORDER

The meeting was called to order at 7:38 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter B. Flintrup; Eva D. Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services, and Philip Carlsen, Bookmobile Driver/Librarian, who arrived at 8:40 p.m.

Mrs. Hunter called for a motion to set aside the regular order of business to make a presentation to Allen Schwartz on the occasion of his 30th anniversary as Skokie Great Books Leader.

Dr. Wozniak so moved and Mr. Flintrup seconded the motion.

The motion was approved unanimously.

Mrs. Hunter presented a "Certificate of Appreciation" to Mr. Schwartz, in recognition of his dedicated, long and loving service to the Skokie Public Library as Skokie Great Books Leader.

Mr. Schwartz thanked the Board and expressed appreciation for the Board's continued support of the Great Books Program.

Mr. Schwartz left the Board Room.

The Board of Trustees returned to the regular order of business.

APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 17, 1988

Mr. Flintrup moved that the Board of Trustees approve the minutes of the meeting of August 17, 1988 as written subject to additions and/or corrections.

Dr. Wozniak seconded the motion.

Dr. Bloch called for the following corrections:

Page 4, under Dental Self-Insurance, the last paragraph needs clarification. The last phrase should be changed to: "...regarding their concerns, including possible liability to the Library for the payment of claims."

Page 8, under SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS), the last sentence in the last paragraph should be corrected to: "If possible, he would like to know why these people, after as much as 13 1/2 hours of instruction, did not come back to use it."

Page 9, under COMMENTS FROM TRUSTEES the first sentence in the second paragraph should be corrected to: "Dr. Wozniak asked if the Library has received information regarding the Village's sidewalk replacement timetable, his concern being the possibility of parking problems and accessibility to the Library."

Mr. Flintrup called for a correction on the "Rules for Microcomputer Use" appended to the minutes. The first point at the top of the page should read: "Anyone who has a valid Skokie Public Library card may use a microcomputer."

With the consent of the movers to correct the minutes as noted, the motion to place the minutes on file as corrected was approved unanimously.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS LIST OF BILLS

Mrs. Zatz made a motion, seconded Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS AND THE LIST OF BILLS ON THE CONSENT AGENDA SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

After discussion of the bills Mrs. Anthony said she will bring information to the October Board meeting regarding the status of the staff vending machine operation.

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

Mrs. Zatz made a motion, seconded by Mrs. Merritt:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:**
- 1. CIRCULATION REPORTS**
 - 2. CORRESPONDENCE**
 - 3. LIBRARY USE STATISTICS**
 - 4. REPORT(S) FROM DEPARTMENT HEAD(S)**

The motion passed unanimously.

Mrs. Anthony apprised the Board of two errors on the Monthly Statistical Report, Table 4: Reference and Information Activities. The Grand Total Year to Date FY 88/89 figure should be 59,333, not 31,119, and the Percent Change should be +21.63, not -36.21.

PERSONNEL

The trustees noted the promotion of James I. Koehnlne, from part-time Service Desk Assistant to full-time Information Assistant, Adult Services, and Frank Yakoubek, part-time Page II to Circulation Clerk, Circulation Services, effective September 6; the appointment of Felice Klapman, full-time Information Assistant, September 13, and Irene Jacobs, part-time Information Assistant, effective September 14, Youth Services.

Also noted was the leave of absence of Marjorie Brown, part-time Circulation Clerk, Circulation Services.

DIRECTOR'S REPORT

Library Use--Library usage indicators continue to show an increasing volume of service, with reference statistics climbing steadily and circulation for the year up nearly 9% to date. While some of the increase may be attributed to the additional summer Sunday hours, activity throughout the week is also high. Staff are to be commended for consistently rising to the occasion, putting out extra effort as needed to meet the demand, while maintaining a friendly and relaxed demeanor in dealing with the public.

Interior Signage--Signs have been installed throughout the Library, identifying service points, some major areas of the collection and public facilities and equipment. End-of-stack signs were also installed in the young children's area in Youth Services. Response to the signs has been favorable. We will plan to conservatively add signs as needs are identified.

Devour-a-Book--The Devour-a-Book children's summer reading program was a great success, with registrants reporting 1,703 books read. Small prizes such as fast food coupons and library video coupons proved to be incentives for many children.

Bibliofile--Later this month, five microcomputer stations for the Bibliofile Intelligent Catalog will be installed. While the catalog is currently the JCPL database, it will be possible to add the community information file and other local information, making these stations one-stop information centers within the Library. Because they are not linked to the online system, information will be available even at times when the online public access catalog may be down. With a backup system in place, the main card catalogs, which are dated and of little use, are scheduled for removal October 16, 1988. The music, reference and documents catalogs will be retained a while longer.

Discussion followed.

Mrs. Merritt expressed concern that many patrons may still be using the card catalog and they will have a problem when it is removed. She has experienced personal difficulty with the online catalog and prefers the card catalog.

After further discussion it was suggested that Mrs. Merritt experiment with the online catalog further and report any and all errors she finds immediately for investigation.

It was the consensus of the Board to postpone the removal of the card catalog for another month.

Gift of Hindi Books--We have received a gift of over 100 books in the Hindi language from the Indian consulate, arranged by Consul V. K. Mankotia, father of Rajiv, a page in Youth Services. There will be a small reception in the lobby on Sunday,

September 25, at 4 p.m. to announce the gift to the public.

Visiting Japanese Publishers--On September 6 a delegation of 16 Japanese publisher representatives and one Japanese public librarian visited the Skokie Public Library, one of three libraries visited in the United States. They were particularly interested in the Young Adult market as there is currently no publishing in Japan for this age group, distinct from children and adults.

Book Copier--After viewing a model Mita copier at conference exhibits that has a sloping surface with side edge glass to facilitate book copying, Mrs. Anthony arranged to have a trial copier at the Library for a few days. The conversion of one of the Library's Mitras would cost \$2,700. The copier is able to provide distortion-free copies within one eighth inch of the binding of tightly bound books and periodicals. The converted Mita photocopier would be in the Reference area.

Per Capita Grant--Per Capita Grant requests are due to the State October 15. Proposed use of Per Capita Grant funds to date include: Additional interior signage to facilitate use of the collection, the conversion of some shelving to display shelving, purchase of more foreign language books, purchase of additional copies of heavily reserved titles to shorten the wait, matching funds for grants from other sources, support for the long range planning process and the preparation of a new general promotional piece about the Library.

Staff Awards--A good number of staff participated in nominating employees throughout the Library, deserving of special recognition for their contributions. The first meeting of the Awards Committee is proposed for Tuesday, September 27 at 3:30 p.m. A reminder notice will be sent to Mrs. Hunter, Dr. Wozniak, Mr. Flintrup and staff members appointed to the Committee.

Workshops--On Friday and Saturday, August 19 and 20, Mrs. Anthony was a copresenter with Kathleen Balcom of the Downer's Grove Public Library at two workshops on planning sponsored by the Metropolitan Systems. Mrs. Anthony will be a copresenter with Beth Mueller, Suburban Library System, at the Illinois Library Trustee Association (ILTA) workshop on planning, Saturday, October 1, in Mr. Vernon, Illinois.

Dental Benefits--In response to Skokie Public Library Trustees concerns, the Village maintains an escrow fund which is more than sufficient to cover dental benefits, even if all employees were to use the maximum benefit of \$1,000. Rates will be adjusted each year to maintain the level of this fund.

Oakton Street Construction--Sidewalk repairs on Oakton have been completed. Street work for flood control on Oakton will begin next spring and continue throughout the warm weather months. A starting date has not yet been set. Traffic will be reduced to one lane in each direction throughout much of the construction period.

Discussion followed regarding the possible problems for patrons and staff.

Part-time Benefits--Federal legislation is pending which would require that employers provide prorated benefits to all employees working 17 or more hours per week. Although passage seems likely, it is not clear yet whether the law would apply to state and local government. Mrs. Anthony will follow developments.

Summer Sunday Use--The trustees reviewed the memorandum regarding summer Sunday use. With a total circulation count of 12,441 and a gate count of 8,567, the trustees agreed the opening of the Library year-round on Sundays was a success.

Mrs. Hunter suggested a press release go out on the success of summer Sunday use.

AUTOMATION

The trustees reviewed the letter from Harriet Velazquez, Senior Vice-President, Library Systems Division, Geac Computer Corporation Limited.

Mrs. Anthony reported that Geac's Annual Report for 1987-88 shows that the past year was a year of transition, stabilization and growth. Geac ended the year with no bank debt and with a book value of \$37.5 million, up from \$11.8 million. Geac has installations in 14 countries. Five hundred fifty libraries are represented in 151 library accounts.

Geac recently acquired the ALII system in Hawaii which could be an option for JCPL in looking for an upgrade.

Mrs. Anthony reported that in recent meetings with RMG Consultants, Inc., Rob McGee indicated that our Geac 8000 computer is a "dead product", in that there have been no recent sales of the model and no new software is being developed. Between 40-50 9000s have been sold in the United States to customers upgrading from 8000s. Mrs. Anthony reported the meetings have been productive and included discussions relative to sizing the system for five years' growth, and possible expansion of the consortium and/or subcontracting services. Objectives for growth and criteria for selecting candidates were also discussed.

PROPOSED LONG RANGE PLANNING PROCESS

The trustees reviewed the material outlining the purpose and timetable of the proposed Long Range Plan developed by the Director for the Skokie Public Library.

Discussion followed regarding the concept of Focus Groups, community involvement in the Long Range Plan by representation through a Focus Group, i.e., a group of people with similarities such as Asians, disabled persons, business group, etc. Dr. Bloch said commercial and industrial sectors of the community should be included in a Focus Group.

The planning process is expected to provide for the development of a mission statement for the Skokie Public Library, selection of roles, the formulation of major service and management goals for the planning cycle, formulation of objectives for the first year, and preparation of a written plan of service for the Skokie Public Library, 1989-1994.

It was the consensus of the Board of Library Trustees that the Long Range Plan, as outlined by Mrs. Anthony, sets the tone and direction and is an excellent guide. Mrs. Anthony will keep the Board informed of progress.

INVESTMENT IN ILLINOIS PUBLIC TREASURERS' INVESTMENT POOL

The Board reviewed information on the Illinois Public Library Treasurers' Pool which was established in 1976 to supplement and enhance the investment opportunities available to public treasurers throughout the State of Illinois. There is approximately \$380,000,000 invested in the pool currently and funds are placed with banks and Savings and Loans throughout the State. Investors receive monthly statements on their accounts.

Rates appear to be comparable to those of NBD Skokie Bank. More often NBD Skokie Bank was .1% or .2% higher, but occasionally the reverse was true.

Mrs. Anthony said that this may be one investment option the Board may wish to consider as they develop an investment policy, depending on availability of favorable rates and the Board's opinion regarding investment philosophy.

After discussion the Board agreed the Library will continue to invest funds in Skokie, utilizing banks and Savings and Loans which provide the highest return.

INCREASE IN NONRESIDENT FEE

Mrs. Anthony stated that the Board voted to increase the nonresident fee in February, 1986, from \$50.00 to \$60.00, and, in July, 1986, to implement a student fee of \$25.00. This action followed the enactment of State legislation regarding minimum nonresident fees [Public Act 84-0770, Sec. 4-77 (12)]. One option as outlined in the legislation was to adopt the average nonresident fee for the System area. Use of this option required State approval which we sought and obtained from Bridget Lamont, Director, Illinois State Library.

Currently, the average annual nonresident fee charged by 39 public libraries in NSLS is just under \$72.00. In keeping with our use of the average annual fee, Mrs. Anthony recommended we increase the nonresident fee to \$75.00, the student fee to \$35.00 and a fee of \$1.00 per card for additional cards issued to a nonresident family.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE RECOMMENDATION OF THE DIRECTOR TO INCREASE THE NONRESIDENT FEE FOR ONE YEAR TO \$75.00 PER YEAR, WITH A STUDENT FEE OF \$35.00 AND A FEE OF \$1.00 PER CARD FOR ADDITIONAL CARDS ISSUED TO A NONRESIDENT FAMILY.

Discussion followed.

Dr. Bloch suggested the Library provide nonresidents the option to purchase a six-month card for \$37.50.

After discussion and with the consent of the movers the motion was amended to:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE RECOMMENDATION OF THE DIRECTOR TO INCREASE THE NONRESIDENT FEE FOR ONE YEAR TO \$75.00 PER YEAR, (WITH THE OPTION TO PURCHASE A SIX-MONTH CARD FOR \$37.50), WITH A STUDENT FEE OF \$35.00 AND A FEE OF \$1.00 PER CARD FOR ADDITIONAL CARDS ISSUED TO A NONRESIDENT FAMILY.

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

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The trustees reviewed the bibliography "Skokie Public Library, Large Type Books, Titles Acquired 1986-1988", the bookmark "New! Captioned Feature Film Series", and the letter from Jeanne Flynn of the Senior Citizens and Human Resources Department, Office of the Secretary of State.

LIBRARY CABLE NETWORK

The trustees noted the "Program Guide Cable Channel 22, September, 1988".

NORTH SUBURBAN LIBRARY SYSTEM (NSLS)

Mr. Flintrup reported there was no August meeting of the NSLS Board of Directors.

He stated that the Multitype Subcommittee has requested that the Skokie Public Library Board's concerns regarding multityping be submitted to them in writing.

The System plans to send out questionnaires soon to member libraries with regard to using SAVS materials. Mr. Flintrup recommended the Skokie Public Library do more to promote the use of SAVS materials.

COMMENTS FROM TRUSTEES

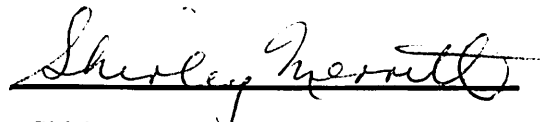
Mrs. Merritt suggested the Library look into the possibility of engaging a professional landscaper to improve the appearance of the grounds on the north side of the building.

Mrs. Merritt complimented Charlene Louis on the *Newskokie* "Library Review" feature "Technology Update". She also asked that a copy of the *Newskokie* be provided at the Board meeting for those members who have not yet received it at home.

ADJOURNMENT

The meeting was adjourned at 9:50 p.m.

The Board went into Executive Session for its yearly evaluation of the Director.


Shirley Merritt, Secretary