

~~CORRECTED~~

June 8, 1988

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, June 8, 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.

Observer present: Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE MEETING OF MAY 11, 1988

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting and the annual meeting of May 11, 1988 as written subject to additions and/or corrections.

Mrs. Zatz seconded the motion.

Dr. Bloch called for the following correction on the annual meeting minutes.

Under "Election of Officers", the word appoint in the motion should be changed to elect by acclamation and read:

MOTION: THAT THE BOARD OF TRUSTEES OF THE SKOKIE PUBLIC LIBRARY ELECT BY ACCLAMATION THE FOLLOWING OFFICERS FOR TWO YEAR TERMS STARTING MAY 11, 1988:

With the consent of the movers to correct the annual minutes as noted by Dr. Bloch the roll call vote for approval was unanimous. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS

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

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

The roll call vote for approval was unanimous.

Discussion ensued regarding the possibility of ^{MODIFYING THE} ~~adopting~~ a conference attendance policy. The suggestion was made to set budgetary limits for staff members and trustees, or to limit attendance to two or three major conferences per person. The trustees concurred that their focus toward conference attendance has always been conscientious, fair and prudent.

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

Mr. Flintrup 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
3. CORRESPONDENCE
4. LIBRARY USE STATISTICS
5. REPORT(S) FROM DEPARTMENT HEAD(S)

The motion passed unanimously.

The trustees noted that the Bookmobile statistics are rising.

Mrs. Hunter presented an idea she discussed with Lincoln Park Zoological Society Director, Dr. Lester Fisher, in connection with the Illinois State Library's Australian Twinning Project, which has matched the Skokie Public Library with the Waverly Municipal Library in New South Wales.

Because the Zoo has begun a campaign "The Australians are Coming!" which offers interested persons the opportunity to adopt a koala bear, Mrs. Hunter thought the two projects could be tied together, benefiting both institutions.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ADOPTION OF TWIN KOALA BEARS FROM THE LINCOLN PARK ZOOLOGICAL SOCIETY, AT THE COST OF \$30.00 EACH, NAMING ONE BEAR WAVERLY AND THE OTHER SKOKIE, CONTINGENT UPON THE ADVICE OF LEGAL COUNSEL AS TO THE LEGALITY.

The motion was approved unanimously.

PERSONNEL

The trustees noted the appointment of Tobi Oberman to Supervisor of Circulation Services, and the appointment of Pat Groh to Coordinator of Community Services, both effective May 16, 1988.

Also noted was the status change of Maryann Michna, from part-time to full-time Audio-Visual Services Technical Assistant, Adult Services, effective May 31, 1988 and the resignation of Diane Stine, substitute Librarian, Public Services, effective May 17, 1988.

DIRECTOR'S REPORT

Statistics--Circulation for May was 59,107, up 5.3% from May of last year.

Bookmobile circulation was up in Adult and Juvenile, both in fiction and nonfiction which increased more than 100%. The strong increase in reference requests continues to be due, at least in part, to revised definitions of categories recorded, but activity remains brisk.

Career Seminars--Four career seminars in May attracted nearly 100 persons each. The final program on June 6, with Marilyn Moats Kennedy, had an attendance of approximately 175. Patrons of the Library also watched videotapes on career strategies shown in the lobby three days in May.

The Employment Resource Center, started by Steve Oserman, Adult Services Department Reference Librarian, which celebrated its first anniversary in May, continues to be popular.

Volunteer Reception--Skokie Public Library volunteers were honored at a reception on Sunday, May 15. Laura Hammond, Community Services Clerical Assistant,

coordinated arrangements for the party and a number of staff members assisted and/or made cookies for the successful occasion.

Sunday Opening--There was a gate count of 447 and circulation of 805 on Sunday, May 29. The gate count was 841 and circulation 899 on Sunday, June 5. Average circulation for a Sunday in May last year was 1111. By that standard, recent Sunday circulation may seem low, but even at the low for May 29 of 200 per hour, that rate of circulation exceeds average hourly circulation for a Thursday or Friday, and also average hourly circulation for any other weekday daytime hour.

Library Book Sale, June 4 and 5--The sale of unneeded gift books and withdrawn books yielded \$3,202.51. Camille Cleland, Associate Director for Technical Services and Automation Coordinator, organized the event and sixteen staff members volunteered their assistance in stocking the tables, collecting money and related work.

Mrs. Hunter noted Skokie Public Library activities are seldom listed in the weekend section of the *Chicago Tribune*--and pointed out that the June 4 and 5 book sale was not. Mrs. Anthony will look into this.

Dr. Wozniak said that patrons appeared to enjoy browsing for bargains.

Mrs. Merritt remarked that the Oakton Park Flea Market and the Brandeis Used Book Sale in the Old Orchard Shopping Center seemed to complement each other and it might be a good idea to coordinate plans with these events for our book sale.

Mrs. Hunter asked Mrs. Anthony to thank the staff involved in the book sale on behalf of the Board of Trustees for their esprit de corps.

NSLS Early Childhood Project Grant--The North Suburban Library System (NSLS) Early Childhood Project Grant was approved for funding by the Illinois State Library Advisory Committee. Skokie Public Library will receive approximately \$3,500 to purchase library materials and canvas bags in which to circulate the materials to home day care providers.

New Aids to Periodical Use--The Magazine Collection of periodicals in cartridge cassette format and three stations of InfoTrac II, a periodical index on CD Rom have been installed in Adult and Youth Services. Staff will be able to become familiar with the new products over the summer before the fall periodicals rush begins.

Deferred Compensation Plan--Mrs. Anthony has been advised by our auditors of Section 457 of the Internal Revenue Code which ^{CITES} sites that all funds deferred by individual staff members as part of the Deferred Compensation Plan legally remain the property ~~and~~ ~~rights~~ of the political subdivision until made payable to the participant, or other beneficiary, and are subject to the claims of the political subdivision's general creditors.

Mrs. Anthony quoted the law--"the participant or beneficiary assumes the risk of loss from decreases in the value of the plan's assets. The governmental entity is liable to plan participants only to the extent of their pro rata shares of the market value of the plan assets."

In summary, "By law, the deferred amounts and related earnings are accessible to the governmental entity and its creditors; however, the employees have earned those amounts and the governmental entity is contractually obligated to pay them. In effect, the employee temporarily loses access to the resources in exchange for the right to defer federal taxes on them." Consequently, these deferred compensation funds are technically temporarily assets of the Library.

Discussion followed.

Construction in the Neighborhood--Mrs. Anthony has learned that a number of downtown Skokie sidewalks are scheduled for resurfacing in the Summer of 1988. Flood control work on Oakton Street from early 1989 through late fall 1989 will leave much of Oakton Street from Lamon to Skokie Boulevard and from Floral to Lockwood under construction much of the year. The street will never be completely closed, but the disruption will surely have an impact on the Library.

Mrs. Hunter suggested a map of alternate routes to the Library be supplied to patrons.

Visit to Baker & Taylor Sound Warehouse--Three staff members and Mrs. Anthony visited the Sound Warehouse in Niles, Illinois. The company was acquired by Baker & Taylor and will be filling all requests for audiovisual materials for Baker & Taylor customers throughout the country. They spoke with the Manager of Library Markets to learn why the Library had problems with unfilled orders this past fiscal year.

Changes in operation and a direct relationship with the head buyer at Sound Warehouse should lead to better service in the future.

Community Service--Mrs. Anthony attended the dedication of Emily Oaks Park Nature Study Center on Sunday, May 22; a meeting to plan Rotary projects for the year on the evening of June 1; and the Chamber of Commerce Annual Dinner with Mrs. Hunter June 6. Mrs. Anthony also served as a juror in a trial at the Cook County Criminal Court on June 2.

Community Survey--Preliminary results of the community telephone survey are in. Of 400 persons interviewed, 299 had used the Skokie Public Library three or more times in the past year while 101 had used the Library two or fewer times. Of those interviewed, 315 currently have a Skokie Public Library borrower's card. Fifty-nine people indicated that they frequently read materials in a language other than English. Forty-four people have lived in Skokie fewer than five years while 163 have lived in Skokie eleven or more years. The full report will be completed later this month.

The trustees asked that a copy of the completed survey be distributed to them and that representatives of Elrick and Lavidge, Inc. be invited to attend the July Board meeting to discuss the findings.

Dial-in Access to Skokie Public Library Catalog--Arrangements are now in place for a person with a microcomputer and modem to have dial-in access to the Skokie Public Library Catalog. Holdings can be viewed only during hours that the Library is open.

Press releases will be sent to appropriate sources.

INVESTMENT POLICY

The trustees discussed the Draft Investment Policy prepared by the Director, modeled after the Village of Skokie's policy, and the letter from Donald W. Lyon, Legal Counsel.

A significant matter of policy which will need to be determined is that of collateralization. The Village asks for collateral on all checking and savings accounts, but not for investments up to \$1,000,000.

Discussion ensued regarding objectives of the Skokie Public Library Investment Policy, the need to list in the policy the specific authorized types of investments, types of collateralization and investments, and the merit of time deposit accounts versus certificates of deposit.

Dr. Bloch suggested the Library incorporate Mr. Lyon's suggestion to limit investments to \$100,000 Certificate of Deposits. He also suggested we ask Mr. Lyon to provide the Board with copies of the State statutes relative to collateral.

It was requested that legal counsel advise if a limit should be set on the number of CDs we have in any one institution, and also, what he recommends as a reasonable fund limit to keep in one bank.

It was ^{SUGGESTED} ~~the consensus of the Board~~ that Mr. Lyon be enlisted to assist in the development of the Skokie Public Library Investment Policy.

Mrs. Anthony will speak with Mr. Lyon regarding these points. She will also look into the possibility of investing some Library funds in Cole Taylor Bank, as suggested by the Board.

GOALS AND OBJECTIVES 1988-1989

Mrs. Anthony has discussed overall goals with public services staff. Some goals selected for fiscal year 1988-89 include participation in the formal Planning Process; the full integration of Skokie Accessible Library Services (SALS); full implementation of

Library signage; implementing a new Bookmobile schedule; continued weeding of the collection; extending formal orientation/training to all staff, including pages; staff training on microcomputers and promotion of their use; continuing education for staff both inside and outside of the Library; and the development of written procedures.

Trustees asked that a vigorous and more aggressive marketing of the SALS program be undertaken. It was suggested that local optometrists and ophthalmologists be invited to see what the Library has available for the visually impaired.

CONTRACTUAL
CONTRACUAL EMPLOYEES

The Board discussed their specific areas of concern regarding correct procedures.

AUTOMATION

The trustees reviewed the Joint Computer Program for Libraries (JCPL) Systems Librarian's Annual Report.

Mrs. Anthony advised the Board that the JCPL Board will meet with consultants to discuss plans for future development.

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The trustees noted the "Monthly Report, Community Services Section: Services to Persons with Disabilities, May 1988"; and the "SALSLETTER", Issue 4.

LIBRARY CABLE NETWORK

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

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported that the North Suburban Library System (NSLS) passed the budget, the same budget as last year. The NSLS budget was reduced 3-5% last year and there has been no increase in funds from the State.

Discussion ensued regarding multityping and the development of a multitype subcommittee.

COMMENTS FROM TRUSTEES

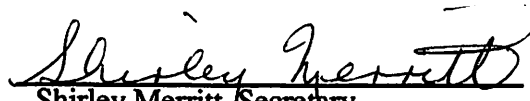
Commending a program she attended at Evanston Public Library, Mrs. Merritt suggested we contact Natalie Newberger, a storyteller, to determine if she would consider presenting a few programs in the Skokie Public Library.

Mrs. Anthony said she has already been in contact with the Newbergers regarding the possibility of Natalie Newberger doing a program here.

Mrs. Merritt also said that the Evanston Public Library has an exceptionally effective Friends of the Library Group.

ADJOURNMENT

The meeting was adjourned at 10:17 p.m.


Shirley Merritt, Secretary