

October 12, 1994

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, October 12, 1994.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Eva Weiner, Vice President.

Members present: Eva Weiner, Vice President; Zelda Rich, Secretary; Leo Friedman; John Graham; Norma Zatz; and Carolyn A. Anthony, Director.

Members absent: Diana Hunter, President; Susan Brill Schreck.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 13, 1994

Mr. Friedman made a motion, seconded by Mrs. Zatz, to approve the minutes of the regular meeting of September 13, 1994 as written, subject to additions and/or corrections.

There being no additions or corrections, the motion to approve the minutes was unanimous and the minutes were placed on file.

APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION MEETING OF SEPTEMBER 13, 1994

Mr. Graham made a motion, seconded by Mrs. Zatz, to approve the minutes of the executive session meeting of September 13, 1994 as written, subject to additions and/or corrections.

There being no additions or corrections, the motion to approve the executive session minutes was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

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

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:**
1. CIRCULATION REPORTS
 2. LIBRARY USE STATISTICS
 3. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 4. GIFT (\$25. from Mr. and Mrs. Elliott Balter in memory of Grant Roth for the purchase of *Metal Casters Bible*)
 5. PERSONNEL
Resignation: Roberta Johnson, part-time Information Assistant, Adult Services Department, effective September 21, 1994

The motion to approve the Consent Agenda items passed unanimously.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS LISTS OF BILLS

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

- MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, REPORT ON THE FINE ARTS ACQUISITION FUND, LIBRARY NOTE FUND AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED; AND THAT THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND AND THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.**

The roll call vote for approval of the financial statements and lists of bills was unanimous.

DIRECTOR'S REPORT

Usage--Circulation was up more than 8% this month with the largest gains in the circulation of CDs and audiocassettes. Bookmobile circulation is also up sharply because the Bookmobile has been out on the road every day, in good mechanical repair. Reciprocal borrowing is up to over 16% of total circulation.

Property Acquisition--Closing on the property at 5241 Oakton Street was October 4 and the balance of \$149,011.14 was paid. The Village loaned us \$58,964. toward the purchase, as the balance of their commitment for a loan of \$200,000. for purchase of property and development of the parking lot. We borrowed \$141,036. May 6, 1993, toward the purchase of 5237 Oakton. The first loan payment was due September 30 and was paid as invoiced by the Village.

Literacy Class--The Library marked another first last month with the advent of literacy class meetings in the Library. Although we have cooperated with Oakton Community College in the Literacy Coalition for years, our role has been to supply appropriate reading materials and to offer a tour to classes. The first class meeting in the Library consisted of fifteen tutors and twenty students. The emphasis is on English as a second language.

Telephone--Installation of the new telephone system by Nortech is proceeding on schedule and cutover Tuesday, October 11 went well. All staff received basic training in use of the system October 6 and 7. Nortech will provide additional sessions next week to cover special features and address any problems encountered in the opening days of use.

Interactive CD ROMS--Installation of new counters in the microcomputer room of Youth Services was completed October 7. New computers, equipped with CD ROM drives and speakers, have been received and will be installed shortly. The new equipment can be demonstrated for the Board when all is in place.

Audiovisual Center--Equipment and furnishings for the new Audiovisual Center were installed October 10 and 11. The Board can tour this area this evening after the meeting.

Lekotek Exhibit--The Library will feature an exhibit of Lekotek toys, designed for use by children with disabilities, in late October. The exhibit will call attention to our SALS (Skokie Accessible Library Services) program.

Library Cable Network--The Library's cable channel 24 has experienced poor picture quality the past month. Mrs. Anthony attended a hearing on TCI cable service at Village Hall September 27 and spoke with TCI General Manager Sue Dean. We have finally achieved a resolution of the technical difficulties. Ms. Dean also provided helpful information for dealing with any problems in the future.

New Residents Coffee--Mrs. Anthony greeted newcomers to Skokie at the New Residents Coffee at Village Hall September 29. About 100 people attended. Several brought babies along and others were young marrieds without children. Three of these young adults mentioned that they had grown up in Skokie and were moving back. One couple with three

school age children have relocated from Long Island. Others indicated that they had relocated from Park Ridge, Evanston and Chicago.

Vestibule--Mrs. Hunter and Mrs. Anthony met with Bernard Babka of Hammond, Beeby and Babka, Inc. September 16 to discuss problems with the vestibule floor. Parts of the floor loosen regularly, causing potentially hazardous unevenness in the surface. Some small strips of the grid have broken off entirely. Mr. Babka promptly directed a letter to the contractor.

We are waiting to here from b. Stromberg.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE DIRECTOR TO SEEK ADVICE OF COUNSEL IF THE VESTIBULE FLOOR PROBLEMS ARE NOT RESOLVED TO THE LIBRARY'S SATISFACTION WITHIN SIXTY (60) DAYS.

The motion for approval was unanimous.

Illinois State Library Advisory Committee (ISLAC)--Mrs. Anthony spent three and one-half days in Springfield (in two trips) this past month in meetings for the Illinois State Library Advisory Committee and has completed her two year term as Chair of ISLAC. Other meetings were of the Subcommittee on Library Systems and a Task Force on the Unserved. ISLAC has approved discontinuation of the transfer provision for public libraries on the border of a system. Specific changes in legislation and rules to provide for periodic boundary adjustments by the State Library were approved and will be introduced in the legislature as soon as possible. The Task Force on the Unserved will have a joint meeting with a similar group from the Public Policy Committee of ILA to resolve differences and issue a single proposal to the Illinois library community for consideration.

Personnel--Roberta Johnson, part-time Information Assistant, Adult Services Department, resigned this past month to accept a full-time position at Morton Grove Public Library.

Audit--The draft audit has been received. We expect to receive the completed audit report for the November Board meeting.

VOICES Brochure--Mrs. Anthony distributed the "Welcome to Skokie" brochure which provides useful information about the Village, Park District, Schools and the Library in English. The brochure will also be printed in Russian and Korean. The brochure is funded by Cole Taylor Bank, Fel-Pro Inc., NBD Skokie Bank, N.A., Rush North Shore Medical Center, Skokie Human Relations Commission, Skokie Rotary Club and The Prudential.

Tax Levy--We will need to discuss our levy at the November Board meeting as the Village Board will set the levy in December.

HVAC PROPOSAL

The boiler for the original building will need extensive repairs to put the unit back into operating condition for winter.

Quotations were solicited from our HVAC maintenance company, North Town, and from Cleaver-Brooks Boiler Service, Inc.

The Cleaver-Brooks estimate is approximately \$11,500.00, the lowest estimate.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE REPAIRS TO THE BOILER, AS NOTED IN THE CLEAVER-BROOKS ESTIMATE DATED OCTOBER 12, 1994 AT A COST NOT TO EXCEED \$11,500.

The roll call vote for approval was unanimous.

REVIEW OF LOAN POLICIES

Changes in loan policies, non-resident fees and fines have been made over the years. With the introduction of a new automation system and forthcoming capability of patrons renewing books over the telephone, some circulation policies need to be re-addressed.

In the past, there were two types of borrowers card applications - juvenile and adult. Although our circulation policy still states we issue juvenile and adult borrowers cards we now have only one application card for everyone. Persons under age 16 are required to have a parent's signature on the application card, but we no longer identify "juvenile" or "adult", and it is recommended that we eliminate the designation of a "juvenile card."

The Board concurred.

Present policy sets no limit on the number of library materials that may be borrowed. Most people are considerate in taking out only as many materials as they feel they can use in a loan period. Occasionally, however, a patron will check out over 100 books.

It is recommended that the policy be changed to include a statement that the Library reserves the right to limit the number of materials checked out to one person and that no more than ten books in the same Dewey classification may be checked out without permission of a librarian.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ADDITION OF THE FOLLOWING STATEMENT TO THE SKOKIE PUBLIC LIBRARY CIRCULATION POLICY:

“The Library reserves the right to limit the number of materials checked out to one person.”

The motion was unanimously approved.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ADDITION OF THE FOLLOWING STATEMENT TO THE SKOKIE PUBLIC LIBRARY CIRCULATION POLICY:

“The Library will limit the number of books in the same Dewey classification (consisting of three digits and the first number after the decimal) to no more than ten (10) to be checked out by one person without permission of a librarian in the department.”

The motion was unanimously approved.

Also approved unanimously - single renewal, to be implemented at time of introduction of telephone renewals.

REVIEW OF POLICY RE EATING, DRINKING, SMOKING

Mrs. Anthony reported that we continue to have problems with patrons eating in the Library.

After lengthy discussion the Board concurred they were not in favor of allowing the public to consume food or beverages in the Library. Establishing a public area in the Library for this purpose is not feasible. Therefore, the policy will remain unchanged - there will be no eating, drinking or smoking in the Library.

FEE CARD FOR BUSINESSES

From time to time a question comes up regarding the sale of a Skokie Public Library borrower's card to a business outside Skokie. Recently a company representative inquired whether a corporate card could be purchased and used by designated individuals.

After discussion it was recommended that a corporate card be made available to businesses outside of Skokie for an annual fee for one to three designated employees, with an additional charge for each additional member.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR AND INSTITUTE THE SALE OF A CORPORATE CARD FOR BUSINESSES OUTSIDE OF SKOKIE FOR AN ANNUAL FEE OF \$500. FOR ONE TO THREE DESIGNATED EMPLOYEE USERS, WITH AN ADDITIONAL CHARGE OF \$200. FOR EACH ADDITIONAL DESIGNATED EMPLOYEE USER.

The roll call vote for approval was unanimous.

AUTOMATION

Mrs. Anthony reported that the new Dynix system will be in place for a demonstration to the Board at the November 9 meeting. This new automation system will enable staff and public to access the catalog, Internet, CD Roms, Local Area Network and a number of other reference tools. Dial in access will be available after the system is stable.

We will have several terminals designated solely for users to look up titles.

LIBRARY CABLE NETWORK

The Board noted the Library Cable Network October 1994 TCI Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported there was no meeting of the NSLS Board of Directors.

COMMENTS FROM TRUSTEES

Mr. Graham complimented staff members once again for their patience with users. He is often in the Library and has observed staff dealing with the public.

Mrs. Zatz distributed information she received at the Trustee Workshop October 1.

The Board discussed the section "Factors in Evaluating Library Directors."

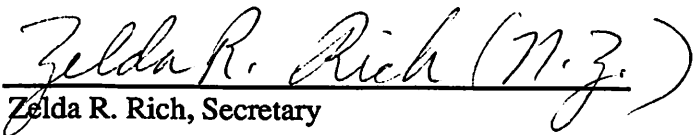
Mrs. Zatz noted that most libraries do not evaluate the Director in conjunction with salary increase consideration.

After discussion the Board concurred new evaluation procedures should be developed and discussed by the Board. A Committee on Evaluation was formed to begin this process. Mrs. Zatz, Mr. Graham, and Mrs. Anthony will meet to draft new guidelines for evaluating the Director and report to the Board. The Committee on Evaluation should be an agenda item each month until the Board approves the revised evaluation process.

It was suggested that a staff survey also be developed for the Board to assess staff attitudes toward their work and the Library.

ADJOURNMENT

The meeting adjourned at 9:14 p.m.


Zelda R. Rich, Secretary