

February 18, 1987

CORRECTED

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, February 18, 1987.

CALL TO ORDER

The meeting was called to order at 7:43 p.m. by Diana Hunter, President.

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

Member absent: Eva D. Weiner.

Observer present: Cristina Drost, 8150 North Keeler, Skokie, Illinois 60076.

Also present: Mark Shea, American Office Equipment Company, Inc.

APPROVAL OF THE MINUTES OF THE MEETING OF JANUARY 14, 1987

Mrs. Zatz moved that the Board of Trustees approve the minutes as written subject to additions and/or corrections. Dr. Wozniak seconded the motion.

There being no additions or corrections, the motion to accept the minutes as written passed unanimously. The minutes were placed on file.

CONSENT AGENDA ITEMS

- FINANCIAL STATEMENTS
- SUBURBAN LIBRARY SYSTEM UNEMPLOYMENT COMPENSATION FUND STATEMENTS
- LIST OF BILLS

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

MOTION: That the Skokie Public Library Board of Trustees approve the Financial Statements, Suburban Library System Unemployment Compensation Fund Statements, and the List of Bills on the Consent Agenda, subject to audit.

The roll call vote for approval was unanimous.

CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORT FROM DEPARTMENT HEAD

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

MOTION: That the Skokie Public Library place on file the following Consent Agenda items:

1. Circulation Reports
2. Library Use Statistics
3. Department Head Report

The motion passed unanimously.

The trustees noted that the recent financial programs, "Investigating Investing", were well attended and consideration should be given to providing this type of program again, possibly adding a program for young people. A program in the Spring on buying and selling a home would also be popular.

YEAR-TO-DATE BUDGETARY STATUS STATEMENT

The Year-to-Date Budgetary Status Statement, Estimated Balance Sheet, and the Projected Budget for Fiscal Year 1987-88 were reviewed by the trustees.

After lengthy discussion regarding several line items Dr. Bloch made a motion, seconded by Dr. Wozniak:

MOTION: The Skokie Public Library Board of Trustees authorize the transfer of \$13,400 from the 1986-87 Fiscal Year Budget Line Item 15 (Data Processing) as follows: \$10,000 to Maintenance of Buildings and Grounds (Line Item 8); \$3,000 to Printing and Publicity (Line Item 14); and \$400 to Office Expense and Transportation (Line Item 30).

The roll call vote for approval was unanimous.

Discussion ensued regarding the Estimated Balance Sheet (Comparison with Budget and Actual) for the Fiscal Year 1986-87 Statement listing revenues and expenditures.

It was suggested that estimated figures be clearly distinguished from revenues already received on the Estimated Balance Sheet when Mrs. Anthony presents it to the Board next month.

After discussion regarding the estimated revenue from tax collections figures on the Estimated Balance Sheet, Dr. Bloch said that in all likelihood the Fall 1986 collection would be more than the Spring 1986 collection of \$1,142,000. He asked Mrs. Anthony to review the levy figures for Fall, 1985/Spring, 1986, and present them to the Board at the March Board meeting.

GIFT

Mrs. Anthony reported that Lois Engelter, the last Recording Secretary of the Civic Woman's Club of Skokie (which disbanded in 1979) recently presented the Library with the President's gavel of the Cosmos Club of Illinois (1929). Mrs. Engelter has given a variety of Civic Woman's Club materials to the Skokie Historical Society, but felt the Library should be the custodian of the gavel and the last membership list/notebook of their club.

PERSONNEL

The trustees noted the following personnel changes:

Change in Status: Lisa Uzarewicz, from part-time Page to part-time Intermediate Clerk, Adult Services Department, effective January 19, 1987; Wilma Wolk, from part-time to full-time Information Assistant, Young People and Children's Department, effective February 9, 1987; and Maryann Mondrus, from part-time Reference Librarian to full-time Young Adult/Reference Librarian, Adult Services Department, effective February 9, 1987.

The retirement of Adult Services Department part-time Intermediate Clerk, Ursel Neumark, effective February 27, 1987, was also noted.

COPY MACHINES

Mr. Flintrup reported on his meeting with Mrs. Anthony and on the findings of his investigation of costs and specifications with regard to replacement of three of the Library's photocopiers.

Following discussion regarding the various features, costs quoted by each company, consideration of servicing and the Library's needs, Mr. Flintrup made a motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board of Trustees approve the Library enter into a lease/purchase arrangement for up to \$12,000 for the purchase of three reproduction machines and one coin/card option unit.

The roll call vote for approval was unanimous.

TELEPHONE SYSTEM

The Board reviewed the Telecommunications Summary prepared by the consultant, Sherry A. Magness, President of Telephone Management, Inc. which detailed the four proposals considered as finalists of the eight proposals solicited.

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

MOTION: That the Skokie Public Library Board of Trustees accept the recommendation of Telephone Management, Inc. to purchase Midco's Iwatsu Omega IV Key System at a cost of \$19,358.

Discussion followed.

Mrs. Anthony suggested the Library use the Per Capita grant money allocated for signage as we are not ready to implement our signage system. We would need to send a letter to Springfield to that effect.

After discussion and with the approval of the movers, it was agreed to incorporate into the motion that the telephone system would be purchased with Per Capita grant money, and Mrs. Anthony would inform Springfield of the Board's decision.

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

Statistics--Circulation was up 10% for the month over last January for a year-to-date increase of nearly 6%. Increases were also apparent in reference and information services. Library usage on days when some businesses and schools were closed was high. Circulation was 2151 on Thursday, February 12, 45% above average Thursday circulation, and 2237 on Monday, February 16, about 24% greater than average Monday circulation. Circulation on Martin Luther King Day was about 10% above average.

Registration--As of February 1, we had registered 18,647 Skokie residents for new cards. Nearly 3,000 additional patrons were registered as reciprocal borrowers.

Reciprocal Borrowing--Skokie Public Library was a net borrower for the six-month period July-December, 1986 and therefore did not receive an imbalance check. The summer months seem to be those which show the greatest net borrowing by Skokie patrons from other NSLS libraries. Mrs. Anthony said that although several factors may contribute to this pattern, it may be inferred that some patrons find that neighboring libraries have more of the popular adult and children's materials which constitute the bulk of summer library use.

Evanston Public Library had the greatest use by Skokie residents (about 15,000 items borrowed in the six month period May-October), followed by Morton Grove (about 8,900 items borrowed) and Lincolnwood (about 4,600 items borrowed).

Discussion followed.

Blue Cross/Blue Shield--Rates are up due to decreasing number enrolled and aging of the group and the Village of Skokie is investigating options.

New Local Calling Plan--Illinois Bell is implementing a new method of assessing charges for local telephone calls based on distance, frequency, time of day, and length of call. A cost comparison provided by Illinois Bell for October-January shows that charges would have been 38%-45% lower under the new plan.

Candidate for PLA Board--Mrs. Anthony has agreed to run as a candidate for Director-at-Large for the PLA Board.

Community Service Programs--We currently have two people working community service hours under different court programs and also a work-study student from a special school.

Interviewing progress--The process of interviewing applicants for Associate Director for Public Services is in its final stages.

Of the applicants interviewed for the position of Assistant Director for Technical Services and Automation Coordinator, the best candidate appears to be Skokie Public Library staff member Camille Cleland. Mrs. Anthony recommended that Camille Cleland be appointed to the position. The Board concurred the decision in both cases should remain in the Director's hands.

AUTOMATION

Mrs. Anthony reported that the JCPL Board met with Geac representatives at the American Library Association's Midwinter Conference, including Head of the Library Division, Head of Customer Relations and Chief of Field Engineering. They pledged to undertake a study of our response time problems through February 14. Last week, Geac made some changes in the circulation software which seem to have improved circulation response time.

Deerfield went online with circulation February 17, and both Deerfield and Morton Grove put out more of their online catalog terminals this week.

We are beginning to work on bringing up the Geac acquisitions system which we hope will replace our current system as of May 1.

Lew Gordon, North Suburban Library System (NSLS) Representative, demonstrated the basic intraconnect service at a meeting February 17, which will enable libraries with online catalogs of various vendors to conduct searches and place holds in other libraries' catalogs. The system will be ready for at least experimental use within a month. Initially, searches will need to be done with the commands of the system being searched. A second stage enhancement will build those codes into the software to facilitate searching.

GOALS AND OBJECTIVES FOR THE SKOKIE PUBLIC LIBRARY FY '87

Mrs. Anthony reported that turnaround time remains our number one goal and that we are now shelving 75% of materials returned from circulation within two days. This is a considerable improvement over the situation six months ago.

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The Board reviewed the Monthly Summary Sheet and noted the Newsletter and Staff Supplement, along with the article in the Illinois State Library Notes, Volume 14, Number 5.

LIBRARY CABLE NETWORK

The Board noted the Fact Sheet and the publication "Illinois Reads, Talks with Illinois Authors," both produced by the Library Cable Network.

POLICY RE FEES FOR ACTIVITIES OF GROUPS MEETING IN THE LIBRARY

Mrs. Merritt requested that the Board review the Meeting Room Policy regarding groups that charge fees. She asked specifically why a quilting group which pays a teacher to present a quilting workshop would be denied the opportunity to meet here.

The policy statement reads: "No admission fee may be charged or donations collected for programs. Solicitation of funds, whether implied or expressed through direct appeal, is prohibited."

Because the Library's Meeting Room Policy also states: "All meetings must be open to the public," there is a concern about whether such workshops would be restricted to members or open to nonmembers also.

After discussion, it was the Board's decision to review other libraries' policies, including the Skokie Park District policy, regarding the use of meeting rooms. The Board will review information at the June meeting.

ENERGY AUDIT

Mrs. Merritt inquired about response to the energy audit.

Mrs. Anthony reported that the following recommendations have been implemented as suggested in the 1984 Energy Audit prepared by the Northeastern Illinois Planning Commission for the Skokie Public Library.

1. The amount of outside air intake was reduced to 25%
2. The temperature setting on the hot water heater has been set at a maximum of 110 degrees
3. Mechanical equipment is serviced annually and the filters changed regularly
4. Temperature settings of between 70 and 72 degrees during occupied hours in the heating season and a minimum of 74 degrees during the cooling season are maintained
5. Relocation of a number of thermostats ^{has} have been completed
6. Adjustment of lighting in unoccupied areas
7. Replacement of lamps with reduced wattage

Some of the recommendations, such as turning off the reflecting pool heater in the winter and draining the pool for a \$315 savings were not accepted.

TEACHER LOANS

A report on courtesy library cards was given by Mrs. Hunter who had new information on the subject from a recent statewide committee meeting.

After discussion regarding the Library's policy of not allowing Skokie school teachers who reside in Chicago to have borrowing privileges it was the Board's consensus that such privileges for Skokie school teachers should be permitted.

Each school would be issued a card, to be kept at the Circulation Desk and used by authorized faculty members. Card conditions are: the school will be held responsible for materials damaged, lost or overdue and annually the school will be required to reconfirm the list of authorized faculty.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM (NSLS)

Due to Mrs. Weiner's absence, Mrs. Anthony read the NSLS report, which was then placed on file.

COMMENTS FROM TRUSTEES

Mrs. Merritt suggested investigating improvements to the acoustics and/or sound system in the second floor lecture room, especially for the book discussions so that voices may be better heard.

Mrs. Merritt inquired about the Reader, and Mrs. Anthony stated the Library is on the waiting list to be a distribution site.

Mrs. Merritt personally has found gross errors in the online public catalog. Librarians are aware of some problems, but specific information about errors noted is appreciated.

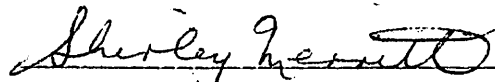
Mrs. Zatz reported Mayor Smith has been hospitalized and will undergo angioplasty at St. Francis Hospital. The Board concurred a floral arrangement be sent to the Mayor.

Mrs. Anthony informed the Board of her plans for a vacation the first two weeks of August and requested a change of the Board meeting date.

Dr. Bloch noted the Board was scheduled to review the salary policy early in 1987 and suggested March.

ADJOURNMENT

The meeting adjourned at 11:00 p.m.



Shirley Merritt, Secretary