

July 31, 2002

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 31, 2002.

CALL TO ORDER

John M. Wozniak, President, called the meeting to order at 7:30 p.m.

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

Member absent: Susan Greer.

Visitors present: Richard Spicer, Fred Berglund & Sons; Barbara A. Kozlowski, Associate Director for Public Services; and Ricki Nordmeyer, Coordinator of Readers Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 10, 2002

Mrs. Hunter made a motion, seconded by Mr. Witry, to approve the minutes of the regular meeting of July 10, 2002, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

Dr. Wozniak asked the Board to move the regular order of business and move directly to Building Project. The Board agreed.

BUILDING PROJECT

Approval of Change Orders

Mrs. Anthony explained that there are ten change orders including eight additions and two deductions for a net increase of \$20,640.69. The largest addition is from Camosy for \$14,514. for the extra wood blocking for the roof. This issue was discussed in detail

with the Board previously in connection with Riddiford's proposed change in the type of roofing for the original building.

There are two credits proposed. One credit is from Riddiford for \$5,345. for substitute pavers for the deck areas on the green roof. The substitution has been reviewed by the architects and meets all specifications. The other credit is for the substitution of carpet for wood flooring for the middle school area, resulting in a deduction of \$1,816. from Camosy. This change corrects an oversight which had resulted in specifications to replace the existing parquet floor in the area of the former Board Room.

Following is a summary of changes for which Board approval is requested.

Camosy	\$1,838.00	Extend ceiling in 173 (1 st floor, Disc Rm)
Camosy	\$14,514.00	Extra wood blocking for the roof
Camosy	\$542.00	Overhead garage door opener for Bkm
Camosy	\$2,421.00	Door for LAN server room
Camosy	\$757.00	Metal louver in boiler room door
Camosy	-\$1,816.00	Credit for carpet instead of wood floor in middle school area
Camosy	\$1,062.00	Glass display shelves for entrance to YS
Camosy	<u>\$3,007.00</u>	Cove ceiling in Director's Office
Subtotal	\$22,325.00	
Monaco	\$3,660.69	Raise ductwork to enable higher ceiling in middle school area
Riddiford	<u>-\$5,345.00</u>	Credit for substitute paver
Net add	\$20,640.69	

Mr. Spicer answered questions regarding the green roof. The plant material is sedum and is very hardy. Library maintenance staff will be able to water the sedum if there is dry weather. The wood blocking on the roof was also discussed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE EIGHT CHANGE ORDERS AND TWO CREDITS AS FOLLOWS:

Camosy / to extend ceiling in 173	\$1,838.00
Camosy / extra wood blocking for the roof	\$14,514.00

Camosy / overhead garage door opener	\$542.00
Camosy / door for LAN server room	\$2,421.00
Camosy / metal louver in boiler room door	\$757.00
Camosy / glass display shelves for entrance to YS	\$1,062.00
Camosy / cove ceiling in Director's Office	\$3,007.00
Monaco / raise ductwork to enable higher ceiling in middle school area	\$3,660.69
Camosy / credit for carpet instead of wood floor in middle school area	-\$1,816.00
Riddiford / credit for substitute paver	<u>-\$5,345.00</u>
Total:	\$20,640.69

The roll was called. The motion passed unanimously.

Letter from David M. Feder, VP Corporate Development, Refurbished Office Environments to Carolyn Anthony dated July 22, 2002 re change order for INSCAPE furniture

A motion was made by Mr. Graham, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF CHANGE ORDER #2 TO REFURBISHED OFFICE ENVIRONMENTS IN THE AMOUNT OF \$6,718.74 FOR RESTOCKING AND STORAGE FEES.

Discussion ensued. Mr. Graham stated he will vote against this motion. Mr.

Spicer takes objection to the change order and is quite irritated with the situation. No dates were ever confirmed and several items delayed the project. The June dates given were tentative dates. Construction didn't meet the move-in date. Trustees asked if ROE called Mr. Spicer to tell him that there were truckloads of furniture to deliver. No they didn't. Mrs. Anthony said that she spoke with Mr. Feder but he didn't know what the charge would be. Debra Auer, our interior designer at OWPP, said this is typical. Other vendors have been accommodating with our date changes. Mr. Witry has no objection to paying for the merchandise received but there doesn't seem to be any correlation with this charge.

Mr. Witry moved to table the motion, seconded by Mr. Graham, until the September 11, 2002 Board meeting.

Approval of Reduction in Retainage

At the last Board meeting, the request from two contractors for a reduction in retainage was discussed. Crouch-Walker Corporation, which has performed the masonry work for the project, is more than 95% complete and has requested a reduction in retainage from 10% to 5%. A 5% retainage would be \$35,717., an amount sufficient to ensure that any corrections or modifications would be made as needed.

Mrs. Anthony has consulted with Library counsel on this matter. Loren Slutzky indicated that he had no problem with the reduction as long as the contractor's surety corporation and the architect were in agreement with the request.

A letter from Crouch-Walker with official consent from their surety corporation to a reduction in retainage has been received by the Library. The purpose of this notarized form is to assure the owner that such reduction or partial release of retainage does not relieve the Surety of its obligations. Architect Jack Lesniak is in agreement regarding the reduction in retainage for Crouch-Walker. Mr. Spicer is comfortable with the reduction also.

Mrs. Anthony recommends that the Board approve a reduction in retainage from 10% to 5% for Crouch-Walker at this time.

A motion was made by Mr. Witry, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REQUEST FROM CROUCH-WALKER CORPORATION FOR A REDUCTION IN RETAINAGE FROM 10% TO 5%.

The roll call vote for approval was unanimous.

CONSTRUCTION BILLS

INVOICE NO. 0058208 FROM O'DONNELL WICKLUND PIGOZZI AND
PETERSON FOR \$6,439.85 DATED JULY 8, 2002

INVOICE NO. 0058344 FROM O'DONNELL WICKLUND PIGOZZI AND
PETERSON FOR \$28,804.96 DATED JULY 29, 2002

INVOICE NO. 12208 FROM FRED BERGLUND & SONS INC FOR \$52,679.70
DATED JULY 25, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CROUCH-WALKER
CORPORATION FOR \$8,125.35 DATED JULY 17, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CAMOSY
INCORPORATED FOR \$276,267.00 DATED JULY 31, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM G.E. RIDDIFORD CO.
FOR \$106,775.90 DATED JULY 18, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM ALLIANCE GLASS &
METAL FOR \$69,372.00 DATED JULY 31, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM MCDANIEL FIRE
SYSTEMS FOR \$22,873.00 DATED JULY 31, 2002

APPLICATION FOR PAYMENT FROM F.J. KERRIGAN PLUMBING CO. FOR
\$11,406.63 DATED JULY 19, 2002

PAY REQUEST NO. 11 FROM MONACO MECHANICAL INC. FOR \$91,030.50
DATED JULY 31, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM COMMERCIAL
ELECTRICAL SOLUTIONS OF IL LLC FOR \$114,752.50 DATED JULY 30, 2002

A motion was made by Mr. Graham, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE: INVOICE NO. 0058208 DATED JULY 8, 2002 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON FOR \$6,439.85; INVOICE NO. 0058344 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON FOR \$28,804.96; INVOICE NO. 12208 DATED JULY 25, 2002 FROM FRED BERGLUND & SONS, INC. FOR \$52,679.70; AND PAYMENT OF THE APPLICATIONS AND CERTIFICATES FOR PAYMENT FROM THE FOLLOWING:

CROUCH-WALKER CORPORATION	\$8,125.35
CAMOSY INCORPORATED	\$276,267.00
G.E. RIDDIFORD CO.	\$106,775.90
ALLIANCE GLASS & METAL	\$69,372.00
McDANIEL FIRE SYSTEMS	\$22,873.00
F. J. KERRIGAN PLUMBING CO.	\$11,406.63
MONACO MECHANICAL INC.	\$91,030.50
COMMERCIAL ELECTRICAL SOLUTIONS OF IL LLC	<u>\$114,752.50</u>
	\$700,602.89

The motion passed unanimously.

Discussion ensued regarding the Youth Services information desk and the stain of the wood. Mr. Graham asked if any of the bills tonight included the Youth Services information desk. Mrs. Anthony said no. Mrs. Anthony showed a sample of sycamore wood and explained that Debra Auer and a representative from the Architectural Woodworking Institute were out today. We are within our rights to reject the desk or request modifications at Cain Woodworking's expense as they did not use the same supplier as specified by the architect. The recommendation of the AWI is to ask Cain to come back and put a stain on the light part of the wood and screen the darker part of wood so it evens out more. Work has been stopped on all other custom millwork. Cape Townsend did submit their samples and it was those samples that were submitted and approved by Jack Lesniak at OWPP. Discussion ensued.

The Board would like Mrs. Anthony to speak with Library legal counsel Loren Slutzky regarding the Youth Services Desk. If staining is done do we waive our rights? Do we need to close down Youth Services since work will be done on site? The Board doesn't want additional cost incurred by the Library.

Mrs. Anthony explained that another issue in Youth Services is the small gray two-person tables. If one pushes on one end, the table tips easily which could pose a risk

of injury. The company did provide what was asked for but the base is not appropriate. The provider of furniture will give us a quote for an additional base replacement with a larger footprint base. The Board said this cost should be an OWPP cost not a Library cost. We also have some chairs that are too low for the big round tables. Some possibilities include lowering the table or replacing the chairs for an additional charge. The Board also feels this is OWPP's responsibility. The merchandise cannot be returned.

Overall, Mr. Graham said he is personally enormously pleased with the appearance of the Youth Services area. Mr. Witry suggested the Board should tour the new Youth Services area at the conclusion of tonight's meeting.

Mr. Spicer left the meeting at 8:10 p.m.

CONSENT AGENDA ITEMS

BILLS
PERSONNEL
GIFT

Mr. Witry made a motion, seconded by Mrs. Hunter:

- MOTION: THAT THE LISTS OF BILLS, BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:
1. PERSONNEL: PROMOTION: JANELLE SILVA-WILSON FROM PART-TIME SHELVER, CIRCULATION DEPARTMENT TO PART-TIME CIRCULATION ASSISTANT, CIRCULATION DEPARTMENT, EFFECTIVE JULY 15, 2002; HIRE: MARLENE MARK, PART-TIME CIRCULATION ASSISTANT, CIRCULATION DEPARTMENT, EFFECTIVE AUGUST 5, 2002
 2. GIFT: \$25. IN MEMORY OF ELLA JOHNSON, RETIRED BELL & HOWELL EMPLOYEE, FROM BELL & HOWELL.

The roll call vote for approval was unanimous.

CATALOG ENRICHMENT PRESENTATION BY RICKI NORDMEYER

Mrs. Anthony reported that Gail Shaw has recently enriched the catalog through the addition of data elements from Syndetic Solutions, a company that has worked with our automation vendor Innovative Interfaces. Users of Skokie Public Library's catalog can see book covers of many recent publications and click on "more information" to find summaries, annotations, tables of contents, author notes, book reviews and excerpts, depending on the title. Not all books are covered, but, for example, there are summaries and annotations of 600,000 books since 1986 and book cover images for 550,000 titles. About 30,000 author notes per year are added to the resource file.

Clearly, this additional information takes advantage of the electronic medium as it offers far more than was available on a catalog card. It is exciting to see how this technology has matured. The annual fee for the service is \$3,905.00.

Readers Services Librarian Ricki Nordmeyer demonstrated how to find these additional features in the catalog. The Board suggested publicizing this new feature.

The Board thanked Ms. Nordmeyer for her presentation. Ms. Nordmeyer left the meeting at 8:26 p.m.

APPROVAL OF AUTHORIZATION FOR 2001 PROPERTY TAX APPEALS

Mrs. Anthony is asking the Board's consideration regarding participation in the Niles Township Property Tax Appeals Cooperative for 2001 Property Tax Appeals. The Board has participated selectively in Assessment Years 1999 and 2000, taking part in cases which could result in an annual loss to the Library of \$5,000. or more. This policy has involved the Library in about six cases per year. The Library's expense rate for the cases in which we have participated has ranged from 4.9-8.3 percent, resulting in charges to the Library of \$2,274.00 for 2000 assessments.

Commercial property tax appeals continue to be a significant issue for schools and other local governments in Cook County. The Illinois Constitution requires that the highest assessment level for property be no more than 2.5 times the lowest level. Annual surveys by the Illinois Department of Revenue estimate that residential property in Cook County is only assessed at 10 percent of its value. The Lurie Company brought a case, arguing that if residential property is assessed at 10%, the Constitution prevented them from being assessed at anything higher than 25%. The PTAB upheld this argument and the case has been appealed. Commercial properties are using this argument among others to push for lower assessment.

The Niles Township Property Tax Coalition, working with Franczek Sullivan attorneys, has been successful in obtaining settlements significantly above the appellants' requests. For example, in the case of HG/Village Crossing, L.I.C., the 1999 and 2000 assessment for this property was \$11,988,861. The requested assessment was \$9,514,200. The appellant agreed to settle for an assessment level of \$11,828,858. per year for 1999 and 2000. Additional information on resolved cases is available, if the Board is interested.

Mrs. Anthony recommends that the Skokie Public Library continue to participate in the Niles Township Property Tax Appeals Cooperative for 2001 property tax appeals.

A motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CONTINUING PARTICIPATION IN THE NILES TOWNSHIP PROPERTY TAX APPEALS COOPERATIVE FOR 2001 PROPERTY TAX APPEALS AND CONTINUING WITH THE PARTICIPATION GUIDELINES OF \$5,000. OR MORE LOSS PER YEAR.

The motion was approved unanimously.

APPROVAL OF INTERNET POLICY

Mrs. Anthony said that the Terms of Internet Access outlines the Library's policy for public use of the Internet at or through the Skokie Public Library. First adopted in October, 1995, the policy was most recently modified in May, 2000. ALA's statement on Access to Electronic Information Services and Networks: an Interpretation of the Library Bill of Rights was adopted by the Board in February, 1996, for incorporation in Library policy.

Terms of Internet Access has been revised, with the help of counsel Heidi Katz, to address issues of concern including a clarification of prohibited activities and actions which may be taken by a Library employee who has cause to believe that a user has failed to comply with the Terms of Internet Access. We have also added a disclaimer of responsibility by the Library for any damage to a user's hardware or files when an individual uses his or her own computer to access information on the Internet through the Library.

Mrs. Anthony recommends approval of the revised Terms of Internet Access as proposed with the substitution of "the Head of Adult or Youth Services" for the "Assistant Director for Technical Services." This would mean that a user whose Internet access is suspended or revoked for non-compliance with The Terms of Internet Access could appeal to the Coordinator of Information Services or appropriate Department Head.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISED TERMS OF INTERNET ACCESS AS PROPOSED (copy attached).

The roll call vote for approval was unanimous.

SKOKIE PUBLIC LIBRARY
Terms of Internet Access

PLEASE READ THE FOLLOWING CAREFULLY BEFORE PROCEEDING

By choosing the "I accept" option, you agree to comply with the Terms of Internet Access explained on this page. As discussed below, failure to comply may result in the suspension or revocation of Library Internet privileges.

Internet access is provided by the Library to ensure universal access to this vast and vital source of information and communication. Skokie Public Library has no control over the information which may be found on the Internet and cannot be held responsible for its content.

The computing resources offered by Skokie Public Library are to be used only for lawful purposes, with respect for other users of the system and for the equipment.

Examples of unacceptable use include, but are not limited to:

- Displaying obscene or pornographic materials;
- Violating the privacy of or harassing other users;
- Attempting to install or run outside software on Library computers;
- Violating computer system security by attempting to degrade the performance of or gain unauthorized access to Skokie Public Library's or other computer systems;
- Tampering with or damaging computer equipment, hardware or software belonging to Skokie Public Library or other users;
- Storing data to anything other than a diskette;
- Violating copyright laws or software licensing agreements.

If a Library employee has reason to believe that a user has intentionally failed to comply with the Terms of Internet Access, the employee is authorized to terminate the user's access session and/or to prohibit the user from Library Internet access for up to two weeks, depending upon the seriousness of the violation. Repeated non-compliance may result in revocation of Internet and/or other Library privileges. A user whose Internet access is suspended or revoked for non-compliance with these Terms of Internet Access may appeal the suspension or revocation to the Library's [Coordinator of Information Services] [Assistant Director for Technical Services], whose determination of the appeal shall be made within five working days of receiving it, and shall be final.

Illegal use of the computers also may be subject to prosecution by law enforcement authorities.

Users are advised to close the browser after each session. Internet workstations are set up to delete all personal files and information stored on the local workstation each time the browser is closed. This is especially important if personal information such as a credit card number has been entered during a session.

As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian.

The Skokie Public Library assumes no responsibility for damages to a user's computer, disks or files arising from the use of the Internet through a Library connection.

Adopted 10/11/95 (rev. 5/10/00)
Board of Library Trustees

F:\SKOKIE.LIB\ComputerInternetPolicy&Qs\InternetAccessTerms.wpd

APPROVAL OF NEW ADMINISTRATIVE OFFICE COPIER

Mrs. Anthony explained that we would like to acquire a new Administrative Office copier. The present copier was purchased in December, 1996, and has made 1,175,466 copies. It is an analog copier, now an old technology, and the service calls are becoming more frequent.

Susan Dickens, Administrative Assistant, has obtained quotations from four different vendors of digital copiers and all are quite close. Because we deal with U.S. Office Solutions for our photocopiers and computer printing, we would prefer their proposal. U.S. Office Solutions has submitted a proposal for a Kyocera-Mita digital copier with finisher (stapler and hole puncher); 3700 sheet paper capacity from 4 sources; automatic document feeder and automatic duplexing. The new copier would also feature a networked print system, allowing the copier to serve as a printer for any networked computers. This would enable printing of Board documents, for example, directly from the computer without the intermediate step of printing and then photocopying.

The package from U.S. Office Solutions would also include a combination color/black and white printer for staff use and a traditional analog copier. The printer would be used in the copy center located between the Administrative Office and Adult Services while the analog copier would be used by staff at the other end of the corridor.

The package of three machines could be purchased for \$23,300. or leased for either \$535. per month for 60 months straight lease or \$600. per month for 60 months with the option of upgrading any equipment after 30 months. Our preference is for the upgradeable lease. Although the equipment would cost \$36,000. if kept for the life of the lease, the prospect of being able to upgrade after 30 months (\$18,000.) is attractive.

With the purchase option, we would pay service costs of .01 per image while with the lease option we would pay .01 per copy for photocopies, .016 per black and white print and .12 for all color prints. Service includes toner, developer and drums, but not paper and staples.

The purchase option, assuming 20,000 copies/prints per month, would be an expense of \$638. per month (assuming the equipment was kept five years) although the majority of the expense would be upfront. The upgradeable lease with the same number of copies/prints would be \$872. per month and the equipment could be traded after 30 months. We would therefore pay an extra \$234. per month to spread payments out and the right to upgrade.

Because of the upgrade option and a reluctance to spend from the Capital Line at this time, Mrs. Anthony recommends the upgradeable lease option over 60 months at \$600. per month.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE UPGRADEABLE LEASE OPTION OVER 60 MONTHS FOR A KYOCERA-MITA DIGITAL COPIER WITH FINISHER, A COMBINATION COLOR/BLACK AND WHITE PRINTER AND A TRADITIONAL ANALOG COPIER, TO BE LOCATED ON THE THIRD FLOOR, AT \$600. PER MONTH.

The roll call vote for approval was unanimous.

NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

COMMENTS FROM TRUSTEES

Mr. Graham made the following motion, seconded by Mrs. Hunter:

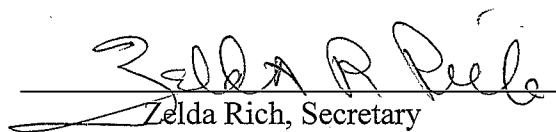
MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES NOTIFY MRS. SUSAN JENSEN (RESIDENT AT 7925 PARK, SKOKIE) IN WRITING WITH A LETTER FROM PRESIDENT WOZNIAK THAT SINCE THERE HAS NOT BEEN A RESPONSE TO THE LIBRARY'S LETTER, THE BOARD RESCINDS ALL PRIOR OFFERS EFFECTIVE AUGUST 16, 2002, AT 5 P.M.

The roll was called and the motion passed unanimously.

The Board noted this was the last meeting in the second floor Board Room.

ADJOURNMENT

At 8:45 p.m. the meeting adjourned.


Zelda Rich, Secretary