

January 8, 1997

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, January 8, 1997.

CALL TO ORDER

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

Members present: Diana Hunter, President; Eva Weiner, Vice President; Leo Friedman; John Graham; Susan Greer and Carolyn A. Anthony, Director.

Marcy Goodman arrived at 8:15 p.m.

Member absent: Zelda Rich, Secretary.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 11, 1996

Mr. Friedman made a motion, seconded by Mr. Graham to approve the minutes of the regular meeting of December 11, 1996, subject to additions and/or corrections.

Mrs. Hunter called for an amendment to the motion made by Mr. Graham on page 6 of the minutes to clarify Board policy. After brief discussion Mr. Graham amended the motion, seconded by Mrs. Greer, with the Board in full agreement, to read:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE PURCHASE OF A MITA DC 5590 FROM SPECIALTY OFFICE SERVICES, THE LOWEST QUALIFIED BIDDER, IN THE AMOUNT OF \$14,925. AS PROPOSED.

There being no other additions or corrections the minutes were placed on file.

Mrs. Hunter asked Mr. Friedman to act as Secretary in view of Mrs. Rich's absence.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF DECEMBER, 1996, THE LIBRARY NOTE FUND AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED, AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

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

CONSENT AGENDA ITEMS

CIRCULATION REPORT  
 LIBRARY USE STATISTICS  
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)  
 GIFTS  
 CORRESPONDENCE  
PERSONNEL

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
4. GIFTS (2)
  - \$500. from Gloria D. Bloom for the purchase of unabridged books on tape and \$25. from Joel S. and Evelyn Marks Siegel in appreciation
5. CORRESPONDENCE (3)
  - Letter from: Gene Byrd; Robert P. Doyle, Executive Director, Illinois Library Association; and note from Susan and Hal Dickens
6. PERSONNEL
  - Appointment: JoAnn Piontkowski, part-time Information Assistant, Youth Services, effective January 6, 1997
  - Retirement: Mila Yovanovich, full-time Circulation Clerk, Circulation Department, effective January 31, 1997
  - Resignation: Marley Sackheim, full-time Information Assistant, Youth Services Department, effective January 16, 1997

After discussion all consent agenda items were unanimously approved and placed on file.

## PRELIMINARY BUDGET 1997-98

The Board noted the preliminary budget figures for 1997-98.

## DIRECTOR'S REPORT

Usage--Circulation in December was well over 80,000 for an increase of 9% over December, 1995. Although percentage increases in audiovisual formats appear higher, it was growth in book circulation in Youth and Adult Services that paced the increase. The gate count shows that the number of visitors was up nearly 14% for the month.

Staff Day--Staff Day was evaluated as a success, with credit due to the Staff Day Committee, chaired by Tobi Oberman, Supervisor of Circulation Services and staff presenters Gail Shaw, LAN Administrator and Bruce Brigell, Coordinator of Information Services. Everyone had an opportunity for hands on computer experience in one of four microcomputer labs at the Hartstein Campus of Oakton Community College. Gail Shaw taught staff the basics of creating a web page and then led staff through the entry of a recipe, resulting in development of a staff cookbook (see <http://www.skokienet.org/>). Bruce Brigell and Judith Ream (NSLS) introduced staff to SkokieNet and NorthStarNet. Other sessions described the newspaper's (Tribune or Pioneer Press) presence on the Internet and identified ways to pursue a personal interest on the Internet. Ever-popular topics of team building and understanding your work style rounded out the offerings. Six staff members were recognized for completing ten or fifteen years of service with Skokie Public Library.

Cooperation with District 68--Jane Stenson School has received a technology grant of \$25,000. from the Illinois State Board of Education to set up ten computers which will access the Skokie Public Library among other resources. The Library is a cooperating institution in their grant request.

Literacy Grant--We completed an audit and final report of the literacy grant for \$33,970. which the Library received from the U.S. Department of Education for the federal year October 1995-September 1996. Over 200 people were helped to improve skills in functional use of English during the course of the year. The Literacy program, conducted in cooperation with Oakton Community College, will continue at the Library despite the end of the grant.

Grant Application--Lydia Stux, Manager, Public Information and Programs, has completed a grant application to the Skokie Fine Arts Commission requesting support for the Lookingglass Theatre residency during National Library Week 1997.

Oprah's Book Club--Oprah Winfrey initiated a book club in 1996, creating havoc for libraries as many people sought the next book to be discussed. She gave no advance notice of the title. After numerous libraries complained, the Oprah Winfrey Show has worked with the American Library Association (ALA) and the publishers to help distribute books to libraries. We received 20 free copies of *The Book of Ruth*, the next book to be discussed on Oprah's show.

Judy Pueschel to Retire--Judy Pueschel, Acquisitions Librarian, has announced she will retire, effective September 12, 1997. At that time, she will have completed 35 years of service with the Library.

#### SKOKIE PUBLIC LIBRARY CLOSINGS 1997

The Board reviewed the list of dates the Library will be closed in 1997.

Staff Institute Day is planned for Friday, December 12, 1997.

#### CUSTOMER SERVICE SURVEY

The Board reviewed the Customer Survey form developed by Barbara A. Kozlowski, working with a staff committee to obtain feedback from Library users, particularly with regard to their success in using technology.

The survey will be completed on a voluntary basis during a sample week in January.

During discussion Mrs. Greer suggested it might be easier for patrons to circle yes or no, rather than allowing the extra space for a line; there could be more space for writing in answers and the print could be larger, particularly for Skokie's maturing population.

#### PROPOSAL FOR NETWORK SUPPORT

Mrs. Goodman arrived at 8:15 p.m.

The Board reviewed the proposal from BellCow, Inc.

The local library network implemented in early fall, 1994 initially had 34 networked personal computers, a file server and a CD ROM server. The system has expanded in size and complexity and will need to continue to grow to meet the Library's needs.

We need to look at upgrading from Novell Netware to Windows 95 or Windows NT before we introduce Ameritech's windows-based public catalog, anticipated by JCPL in June, 1997.

The proposal from Dawne Tortorella for the network improvements needed and for quarterly review of the network, with briefer monthly consultations throughout 1997, is listed as \$30,706.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL REGARDING NETWORK SUPPORT AS PRESENTED BY BELLCOW, INC. AND RECOMMENDED BY THE DIRECTOR, IN THE AMOUNT OF \$30,706.

The roll call vote for approval was unanimous.

PUBLICITY

The Board noted the Barnes and Noble Calendar for December (listing our Children's Story Times) and the January Calendar listing a program conducted by Steve Oserman and Frances Roehm "Career Day Mini Seminar". Also noted was the Chicago Tribune article "Netting a Job" which featured Steve Oserman once again discussing the impact of Internet and World Wide Web on the increased number of job postings.

The letter received from Thomas Bak of the Tribune advised that Skokie will be featured in the *Skokie Town Section* February 12.

LIBRARY CABLE NETWORK

The Board noted the January 1997 Library Cable Network Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

There was no report due to the absence of Mrs. Rich.

COMMENTS FROM TRUSTEES

Mrs. Hunter will write letters of appreciation to Representatives Jack L. Kubik and Rosemary Mulligan who spoke in opposition to SB 1036 (known as the obscenity bill).

Mrs. Weiner asked why Mrs. Bloom (who donated \$500. to the Library) requested we purchase unabridged books on tape.

ADJOURNMENT

The meeting was adjourned at 8:45 p.m.



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Leo Friedman, Acting Secretary