

-CORRECTED-

November 8, 1989

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, November 8, 1989.

CALL TO ORDER

The meeting was called to order at 7:31 p.m. by Diana Hunter, President.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING AND THE EXECUTIVE SESSION MEETING OF OCTOBER 11, 1989

Dr. Wozniak moved that the Board of Trustees approve the minutes of the regular meeting and the executive session meeting of October 11, 1989, as written, subject to additions and/or corrections. Mr. Flintrup seconded the motion.

Dr. Bloch called for the addition of the sentence "The motion was passed unanimously." as a fourth paragraph to Page 6 of the regular minutes under TAX FREE REIMBURSEMENT ACCOUNT UNDER INTERNAL REVENUE CODE SECTION 125.

After discussion the motion to accept the minutes of the regular meeting of October 11, 1989, as corrected, and the executive session meeting minutes as written passed unanimously. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, AND THE REPORT ON THE FINE ARTS ACQUISITION FUND BE ACCEPTED, AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

During discussion Mrs. Hunter noted that because the payment of \$1,044. to Thailand Teakwood Importers is an expense incurred due to water damage in August and will be reimbursed to the Library by our insurance company, it should be noted with an asterisk for clarity, as she suggested at the October Board meeting.

After further discussion the roll call vote for approval of the financial statements and list of bills was unanimous.

**CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (6)**

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. LIBRARY USE STATISTICS**
 - 3. REPORT(S) FROM DEPARTMENT HEAD(S)**
 - 4. CORRESPONDENCE (6)**
 - Letter from Steven A. Kramer, Ph.D.
 - Letter from State Representative Calvin R. Sutker
 - Letter to Diana Hunter from Philip and Shirley S. Shevick
 - Letter from Sharon McGowan, Coordinator, Introduction to Graduate Studies, Northwestern University
 - Letter from Sandra Wittman
 - Letter from Suzanne Thomas, Central Group Publisher, Pioneer Press

The motion to approve the Consent Agenda items passed unanimously.

YEAR-TO-DATE BUDGETARY STATUS

The trustees reviewed the Year-to-Date Budgetary Status statement, which was not on the Consent Agenda, and the revised Professional, Supportive and Maintenance Salary Scales for FY 1989-90, reflecting the 1% increase effective November 1 approved by the Board in May.

PROGRAM STATISTICS SECOND QUARTER, 1989-90

The trustees reviewed the Second Quarter Program Statistics 1989-90.

PERSONNEL

The trustees noted the resignation of Doretta Fuhs, Periodicals Section Manager, Adult Services, effective October 6, 1989, and the appointment of Susim Munshi, part-time Periodicals Desk Assistant, Adult Services, effective November 1, 1989.

DIRECTOR'S REPORT

Use Statistics--Circulation is up a little more than 5% from the same month last year. Circulation of compact discs, audiocassettes, and, to a lesser extent, videocassettes, has increased significantly since last year. Youth Services usage continues to climb. Youth audiocassette circulation increased dramatically when audiocassettes were displayed on a carousel rack, replacing a system with cards in a box. Gains are continuing in bookmobile usage. The number of interlibrary loans has increased by more than 25% and the difference in workload is felt. Reference and information activity is up again this month. Usage of the public microcomputers is down.

Grants--We have received notice of an award of \$300. from the Illinois Arts Council for a performance by the Lynda Martha Dance Company in December. The Skokie Fine Arts Commission has awarded us \$200. for performances by Kidworks and the Chanticleer Opera Theatre that will highlight Children's Book Week.

Building Maintenance--All exterior painted surfaces of the building have been scraped and painted this summer and fall. Johnson Controls has been here a number of days conducting routine maintenance, checking thermostats, changing the system over from cooling to heating, replacing a valve and making other repairs as needed.

SALS (Skokie Accessible Library Services)--We will be offering a one-to-one reading service in cooperation with the Blind Service Association of Chicago. Blind Service Association will train volunteer readers and Patricia Kretchmer, a Skokie Public Library volunteer, will link interested patrons with the volunteer readers. A reception to announce the new service will be held November 17 at 4:30 in the second floor lecture room. Funds from an LSCA mini grant

requested by the Sulzer Branch of the Chicago Public Library will enable us to install a Pay Phone TDD, to be used in conjunction with one of our presently installed pay telephones.

Allerton Institute on Ethics and the Librarian--Sofia Jones, Reference Librarian, attended this institute sponsored by the University of Illinois, Graduate School of Library and Information Science in late October. Prominent academicians from throughout the country spoke about the many complex ethical issues facing librarians in public, academic, and school libraries today.

Staff Awards--The Staff Awards Committee, comprised of Mrs. Hunter; Dr. Bloch; Mrs. Weiner; Kay Kozak, Senior Administrative Secretary; Sofia Jones, and Mrs. Anthony met twice to review nominations submitted for staff awards. A selection was made and the awards will be presented at the annual holiday luncheon for staff December 14.

Community Affairs--Mrs. Anthony spoke about the Library to the Skokie Kiwanis Club at the invitation of Dan Brown, Director, Skokie Park District. Mrs. Hunter and Mrs. Anthony attended the Chamber of Commerce Annual Luncheon.

Professional Affairs--Mrs. Anthony attended a meeting of the Kellogg/Education Information Center Advisory Committee at PLA (Public Library Association) October 21. She spent part of October 29 and 30 at an invitational meeting of representatives of the Urban Libraries Council to consider an agenda for federal legislation and spoke to a group of LACONI (Library Administrators' Conference of Illinois) reference librarians November 3 about responsive collection development. On November 4 Mrs. Anthony talked to public library trustees in Maryland about "what a trustee should know about libraries". She attended a seminar in Chicago November 6 at the National Online Conference on managing CD ROM and visited exhibits this morning observing some product demonstrations. Several other staff also attended portions of this conference.

ROBBINS, SCHWARTZ, NICHOLAS, LIFTON & TAYLOR, LTD. LAWYERS, "CLIENT NEWSLETTER"

The trustees reviewed the October 5 and October 10, 1989 "Client Newsletter" published by the legal firm of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.

INSURANCE

The trustees reviewed the Boyle, Flagg and Seaman, Inc. insurance proposal which includes coverage on: Property (Direct Damage) Library Building and the 5219 Oakton Street building; Glass (Full Coverage); Boiler and Machinery; Inland Marine; General Liability; Automobile and Bookmobile; Workers' Compensation and Employers' Liability; and Business Umbrella Liability at a total estimated premium of \$30,175.

The proposal from Myers-Baker was received too late to duplicate prior to the Board meeting, but Mrs. Anthony distributed a "Comparison of Insurance" she prepared for trustees to review.

After discussion, the Board asked for clarification of the definition of "flood"; if the Library vehicles are covered in the event of theft; on Workers' Compensation coverages; and it was suggested we increase automobile liability coverage.

The Myers-Baker proposal will be mailed to trustees for them to review prior to the December Board meeting at which time it will be necessary to renew our insurance package.

TAX FREE REIMBURSEMENT ACCOUNT UNDER INTERNAL REVENUE CODE SECTION 125

After discussion of the proposal to implement a tax free reimbursement account under Internal Revenue Code Section 125 which was postponed last month, Mr. Flintrup made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RECONSIDER IMPLEMENTING A TAX FREE REIMBURSEMENT ACCOUNT UNDER INTERNAL REVENUE CODE SECTION 125.

The motion was approved unanimously.

The Board reviewed the information Mrs. Anthony gathered regarding other local government agencies' experience administering this type of tax free reimbursement account.

The Village will offer informational meetings for employees in late November and early December so that employees may make decisions regarding participation and amount of money to be deferred by the end of December.

Mrs. Zatz made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES OFFER EMPLOYEES THE OPPORTUNITY TO PARTICIPATE IN A TAX FREE REIMBURSEMENT ACCOUNT, AS OUTLINED BY INTERNAL REVENUE CODE SECTION 125.

The roll call vote for approval was unanimous.

Lengthy discussion ensued regarding interpretation of eligible expenses and the administrative complexities of maintaining a tax free reimbursement account for employees.

Mrs. Anthony was directed to ask the Village of Skokie Legal Department to define "differential benefits tests" and to obtain information from libraries that offer employees the tax free reimbursement account benefit.

After discussion of the importance of developing guidelines; formulating policy; and the possibility of setting caps for deferrals different from those established by the Village, an amendment to the motion was made.

With the approval of the movers, the motion was amended to:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES OFFER EMPLOYEES THE OPPORTUNITY TO PARTICIPATE IN A TAX FREE REIMBURSEMENT ACCOUNT, AS OUTLINED BY INTERNAL REVENUE CODE SECTION 125, WITH THE POSSIBILITY OF THE ADDITION OF CAPS AND OTHER SPECIFICS OF THE PLAN TO BE DETERMINED AT THE DECEMBER BOARD MEETING.

The motion was approved unanimously.

MICROFILM READERS

Mrs. Anthony apprised the Board that the lease-purchase cost of a Minolta Microfilm Reader Printer with coin-op feature is \$6,635. plus shipping, and that it is necessary to replace an aging reader printer with no coin-op. Mrs. Anthony will have lease-purchase cost information for the Board to review prior to the December meeting.

Mrs. Weiner left the Board Room.

After discussion Mr. Flintrup made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LEASE-PURCHASE OF ONE COIN OPERATED MINOLTA MICROFILM READER PRINTER AS PRESENTED BY THE DIRECTOR.

The roll was called. Dr. Wozniak--yes; Mrs. Zatz--yes; Mrs. Rich--yes;
Mr. Flintrup--yes; Dr. Bloch--yes; Mrs. Hunter--yes.

The motion passed.

Mrs. Weiner returned to the Board Room.

AUTOMATION

In response to Dr. Bloch's question last month Mrs. Anthony reported that the JCPL (Joint Computer Program for Libraries) Capital Growth Fund balance was \$361,761.18 as of October 30, 1989. Total Cash Equity including the Growth Fund and a small working cash fund is \$384,976.64. Of that total, \$147,942.54 is Skokie Public Library's cash equity. These funds have been in CDs, but are being put in the Illinois Treasurer's Investment Pool as they mature. The entire growth fund should be in IPTIP by November 10 of this year according to Andy Stimson, JCPL Treasurer, and Director of Waukegan Public Library.

During discussion of Geac's financial position and the impact of the multityping of systems, it was suggested a letter be sent to Sarah Long, new Director of the North Suburban Library System, regarding automation interfacing.

SPACE UTILIZATION PROCESS

Mrs. Anthony has been in contact with Robert Rohlf, Professional Library Consultants, P.A. Mr. Rohlf expects to have proposals ready for the December meeting.

After discussion the Board concurred that Robin Johnson, of Hammond Beeby and Babka, Architects should be asked to attend the meeting.

Mrs. Anthony reminded the Board that at the January 18, 1989 meeting the Board requested that a review and discussion of JCPL and SRS (System Reference Service) rent charges be placed on the December, 1989 agenda.

The Board asked that current JCPL and SRS rent charges and date(s) of last increase be mailed prior to the December meeting along with information on what other system units are

being charged for renting space in non-owned buildings, including square footage, and date of last increase.

After discussion it was the consensus of the Board that the December meeting begin with dinner at 5:30 p.m. scheduling Mr. Rohlf's space planning presentation at 7:30 p.m.

LIBRARY CABLE NETWORK

The trustees noted the November, 1989 "Program Guide Cable Channel 22".

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the meeting of the North Suburban Library System Board of Directors, stating that a good deal of the meeting was spent getting to know the new Director, Sarah Long.

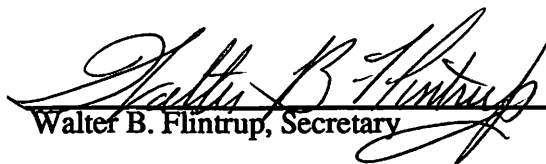
COMMENTS FROM TRUSTEES

Mrs. Hunter reported on the outcome of some of the suburban referenda voted on during the recent election viewing the negative outcome as a "taxpayer revolt".

Mrs. Weiner suggested that the Board give consideration to setting a uniform monetary advance for trustees who plan to attend upcoming Library conferences in Chicago, which would be used at the trustee's discretion for meals, hotel, special programs, or other conference related expenses, including special functions that have sometimes been prepaid by the Library.

ADJOURNMENT

The meeting was adjourned at 10:05 p.m.


Walter B. Flintrup, Secretary