

December 13, 1989

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held  
Wednesday, December 13, 1989.

CALL TO ORDER

The meeting was called to order at 6:40 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; Eva Weiner; Norma Zatz; and Carolyn A.  
Anthony, Director.

Member absent: Zelda R. Rich.

Observers present: Brenda Murphy, Head, Youth Services. Other staff members who  
arrived during 7:30 p.m. break period: Barbara A. Kozlowski, Associate Director for Public  
Services; Camille Cleland, Assistant Director for Technical Services and Automation  
Coordinator; Thomas D. Kern, Coordinator of Reference Service; and Phil Carlsen, Bookmobile  
Librarian.

Guests present: Robert H. Rohlf, Professional Library Consultants, P.A. and Robin A.  
Johnson, Associate, Hammond Beeby and Babka Architects.

APPROVAL OF THE MINUTES OF THE MEETING NOVEMBER 8, 1989

Dr. Wozniak moved that the Board of Trustees approve the minutes of the meeting of  
November 8, 1989, as written, subject to additions and/or corrections. Mrs. Zatz seconded the  
motion.

Dr. Bloch called for a correction to the spelling of the word "Kiwanis" on page 4, under  
Community Affairs.

After discussion the motion to accept the minutes of the meeting of November 8, 1989  
as corrected passed unanimously. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LIST OF BILLS

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

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

The Board remains concerned about legal fees. Mrs. Anthony will attempt to clarify these charges.

After 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 (2)

Mrs. Zatz 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 (2)  
    Letter from Secretary of State and State Librarian Jim Edgar  
    Letter from M. Ellen Davis

During discussion of circulation statistics Dr. Bloch mentioned a noteworthy article in the December, 1989 issue of American Libraries regarding the impact kiosk structures are making.

After discussion it was the consensus of the Board that more thought be given to the possibility of providing this service to Skokie residents and that the subject be discussed at a meeting some time in the middle of 1990. The Board will prepare a list of their concerns, questions, and possible kiosk sites for consideration.

The motion to approve the Consent Agenda items passed unanimously.

**GIFT OF \$100 FROM AMERICAN ASSOCIATION OF RETIRED PERSONS (AARP),  
SKOKIE CHAPTER**

The trustees noted the gift of \$100 from the Skokie Chapter of the American Association of Retired Persons (AARP).

**PERSONNEL**

The trustees noted the appointment of Sophia M. Manta, part-time Periodicals Desk Assistant, Adult Services, effective November 20, 1989 and Roberta S. Johnson, part-time Circulation Clerk, effective December 14, 1989; the leave-of-absence of Ruth Weinberg, part-time Circulation Clerk, effective December 8 through April 9, 1990; the status change of Lydia Hwang, from full-time to part-time Circulation Clerk, effective December 4 through February 3, 1990; and the resignation of Minh Pham, part-time Circulation Clerk, effective November 14, 1989 and Mark Kim, part-time Microcomputer Assistant, Youth Services, effective December 16, 1989.

**DIRECTOR'S REPORT**

Statistics--The greatest gains in circulation continue to be in Bookmobile and Youth Services materials. Audiocassettes, both Adult and Youth, have also increased considerably in circulation.

Parking--The Village is willing to enforce a parking limit for Village Green parking with the length of permissible parking to be determined by the Library Board of Trustees. We could eliminate all day parking by requesting that the Village chalk tires and issue tickets.

Discussion ensued regarding the negative aspects of ticketing patrons; the complexities of monitoring; the difficulty in setting different time limits; and the problem with enforcement.

It was the consensus of the Board that Parking be placed on the January, 1990 agenda, and that a map of the parking areas and options available be prepared in advance of the meeting.

Cooperative LSCA Project--The Chicago Public Library would like the Skokie Public Library and the Morton Grove Public Library to participate with them in a proposed LSCA project targeted to area residents from Korea. This could be a helpful pilot project, testing the efficacy of issuing flyers and booklists in a foreign language.

As statistics show, Skokie Public Library Korean materials are used heavily and circulate well.

Indications are that this would be a worthwhile project.

Dr. Bloch suggested contacting Korean "English as a Second Language" students at Oakton Community College to ask them to recommend books that would be of interest to the Korean community.

After discussion the trustees approved the Skokie Public Library's participation in the cooperative LSCA project.

Health Insurance Rates--Health insurance rates continue to climb. We have just been notified by the Village that rates for HMO of Illinois will increase by 12.9% for 1990. The new rates are approximately midway between those for Michael Reese Health Plan and those for the North Suburban Employee Benefit Cooperative. We have 20 employees participating in HMO of Illinois.

United Way--Staff contributed over \$1000. to United Way this Fall, an increase of 35% from last year's giving.

National Library Week 1991--We will seek grant funding to partially support a residency by Dennis Wise of the Chicago Moving Company for National Library Week 1991. He is a dynamic artist who has been successful in generating enthusiasm among boys as well as girls for participation in creative movement exercises.

METS Workshop on Job and Career Information--The Metropolitan Systems group held a workshop at the Skokie Public Library December 6 on the topic of job and career information. Steve Oserman, Reference Librarian, was one of the presenters, highlighting our Employment Resource Center for the group of 45-50 librarians.

System Funding--We received notice last week that \$1,000,000. in supplemental funding for systems was approved by the Governor. This will result in an increase of \$114,595. for North Suburban Library System. Next year's budget request from the State Library will include the increase as part of the base funding level. Public library construction grant funding in the amount of \$2,000,000. was also approved. Skokie Public Library is not eligible to apply for this funding since we do not subscribe to the intersystem reciprocal borrowing covenant.

Locked Study Rooms-Discipline problems in Youth Services study rooms have increased recently as the number of young people using the department has increased. Because it is difficult to effectively supervise the study rooms from the Reference Desk, the rooms will be kept locked, to be opened on request for groups of up to four young people at a time.

Incident--An incident in November involving a temporary Library worker was reported in the local newspapers. A young man was assaulted in front of the Library by two other young men.

State Library Committee--This past month Mrs. Anthony attended meetings of the Illinois State Library Advisory Committee and the Subcommittee on Systems. A major topic was the draft standards for library systems. There are a number of implications for member libraries as well as systems in the document with a projected adoption date of early 1991.

Grant Reading--Last month Mrs. Anthony reviewed 10 grant proposals requesting funding from the U. S. Department of Education for fellowships at universities with graduate library schools. New information about current graduate programs was gained by agreeing to serve in this way.

Director's Vacation--Mrs. Anthony apprised the Board of the opportunity for the family to visit Hamburg, Germany, for three weeks in July, 1990, which will make it difficult to schedule a Board meeting that month.

This will be discussed closer to the summer.

Guests Robert H. Rohlf, Professional Library Consultants, P.A. and Robin A. Johnson, Associate, Hammond Beeby and Babka Architects arrived.

Mrs. Hunter called for a recess at 7:35 p.m. to enable Mr. Rohlf, to make adjustments to the equipment to assist in presenting his proposals on space reallocation to the Board and staff members present.

#### SPACE UTILIZATION PROCESS

The meeting reconvened at 7:45 p.m. and the regular order of business was put aside for the discussion of space planning and Mr. Rohlf's presentation.

Mrs. Anthony began by highlighting points in her December 7 memorandum stating that Mr. Rohlf has prepared three suggested plans for arrangement of library function and service areas which he would present this evening. Only Mrs. Anthony, Mrs. Kozłowski and Mrs. Cleland have reviewed the plans prior to the meeting.

Mrs. Anthony said that re-carpeting the Library is a clear, present need that will require significant expense. Before undertaking such a project, it would be wise to consider the need for reallocation of space within the Library to improve service and function. Mr. Rohlf's proposals reflect input by staff, the Board of Library Trustees and patrons. There is consensus that the building's general design, spaciousness and courtyards remain untouched.

The areas of concern include: high noise level; crowded conditions on first floor and available space on second floor; general appearance--need for new carpeting and improved lighting; traffic problems in lobby related to confusing flow of checkout and returns, compounded by crowds entering or leaving auditorium; route to Periodicals, Reference and Youth Services is unclear; awkward shape of service areas such as Reference "U" and long children's area; number and placement of service desks; formal and colorless children's area; scattered staff work areas; inadequate number of seats and relative proportion of study room, carrel, lounge and table seating; uncomfortable chairs for older people, shorter people; insufficient shelving for non-fiction; scattered and crowded placement of audiovisual materials; inadequate provision for listening/viewing in Library; back issues of periodicals are on main

floor and in basement; microfilm reading area is crowded; and current periodicals are not well displayed.

Mr. Rohlf began his presentation by thanking the Board for the opportunity to present the proposals which he developed through the information he gathered by interviewing staff and trustees; from the increasing and changing patron demands reflected in surveys; and by several building inspection "walk throughs".

He stated that both the Library's architectural award-winning original building and the later addition are unique, and have served the community very well. However, his review of the original building plans of 1960 and 1972 reveals we have already made several space allocation changes from what was originally intended. New technologies have changed the space needs for everyone, but most notably for libraries.

Mr. Rohlf presented three possible reorganization schemes stating that with each plan there would be no alterations to the exterior of the Library building. He emphasized he was not presenting architectural plans, but block plans. As such, each "block" reveals the proposed amount of square footage needed for a specific library function, and the amount of square feet currently allocated to that library function.

His intention is to keep the building uncluttered, open, friendly and functional throughout, and to improve the use of space.

Mr. Rohlf distributed a list of the square footage allocations for each scheme and a chart "An Opinion of Probable Construction Costs" prepared by Meyer, Scherer & Rockcastle, Ltd., Architects.

After lengthy discussion of estimated costs, timetable, and the possible interruption of library service during remodeling, Mrs. Hunter asked that copies of each scheme be mailed to the Board to review and consider.

Mrs. Hunter thanked Mr. Rohlf for his thorough presentation.

Mr. Rohlf, Ms. Johnson, and all the observers except Mrs. Kozlowski and Mrs. Murphy left the Board Room at 9:25 p.m.

Mrs. Hunter returned the meeting to the regular order of business.

### INSURANCE

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE RENEWAL OF INSURANCE COVERAGES, AS PRESENTED IN THE BOYLE, FLAGG & SEAMAN PROPOSAL, FOR A TOTAL ESTIMATED PREMIUM OF \$30,175.**

The roll call vote for approval was unanimous.

Mr. Flintrup requested we pursue alternate bids each year before renewing the Library's insurance coverage.

### IMPLEMENTATION OF TAX FREE REIMBURSEMENT ACCOUNT UNDER INTERNAL REVENUE CODE SECTION 125

Implementation of the plan, approved in concept by the Board in November, is dependent on use of a new payroll system that is still being tested for Village employees. Daniel Ryan, Finance Director, Village of Skokie, projects that the Library will be on the new payroll by March 1, 1990 and could plan to begin the 125 plan at that time. Rather than run continuously on a March-February year, the plan would initially run for a short term and operate in sync with the Village in 1991.

After discussion of the Village guidelines for implementing a tax free reimbursement account under Internal Revenue Code Section 125 for Library employees, Dr. Wozniak made a motion, seconded by Mr. Flintrup:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT A TAX FREE REIMBURSEMENT ACCOUNT UNDER INTERNAL REVENUE CODE SECTION 125 USING THE SAME GUIDELINES AS THE VILLAGE OF SKOKIE.**

The roll call vote for approval passed unanimously.

### CONSIDERATION OF RENT INCREASE FOR JOINT COMPUTER PROGRAM FOR LIBRARIES (JCPL) AND SYSTEM REFERENCE SERVICE (SRS)

The trustees reviewed Mrs. Anthony's memorandum detailing the history of rent charges to JCPL and SRS and the comparison of what the North Suburban Library System pays for



renting space in the Morton Grove Public Library for their Central Serials Service (CSS) unit and a central cataloging site at the Wilmette Public Library for the Cooperative Computer Service (CCS)--a group of public libraries in NSLS with a shared automation system. Information on the arrangement between the Suburban Library System and Oak Lawn Public Library was also reviewed.

It was the Director's recommendation that the monthly fees currently paid by NSLS/SRS and JCPL (\$525.) are reasonable and more than adequately cover direct maintenance expenses and that there be no increase in fees at this time.

During discussion Mrs. Hunter recommended in view of our own space needs the Board consider that in all likelihood we may need the space now occupied by SRS in the near future.

After discussion the Board concurred that notification be given NSLS that they may need to relocate SRS within a year or two.

Mr. Flintrup made a motion, seconded by Dr. Bloch:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RECOMMENDATION OF THE DIRECTOR TO KEEP THE CURRENT MONTHLY RENTAL CHARGE AT \$525. FOR BOTH JCPL AND SRS.**

The roll call vote for approval was unanimous.

#### FINE POLICY FOR MOST WANTED BOOKS

The new "Most Wanted" collection of best-sellers is designed to eliminate the wait for reserves and will be available on a first-come, first-served basis next to the new 7-day fiction. The collection will be available in February and some copies of each title will still be available by reserve.

Because the usual 10¢ per day fine would not be a deterrent to patrons keeping the book beyond seven days, it is Mrs. Anthony's recommendation that the collection of "Most Wanted" books carry a fine of 25¢ a day.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A FINE OF 25¢ PER DAY FOR ALL BOOKS IN THE "MOST WANTED" COLLECTION.**

The roll call vote for approval was unanimous.

Mrs. Murphy left the meeting at 10:10 p.m.

**PURCHASE OF PHOTOCOPIERS**

The Board reviewed the Cook County Photocopy Company special proposal for the purchase of two or three coin operated MITA photocopiers.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE ACQUISITION OF TWO NEW PHOTOCOPIERS PROVIDING THE CAPABILITIES LISTED IN THE SPECIFICATIONS PRESENTED IN THE COOK COUNTY PHOTOCOPY COMPANY PROPOSAL, NOT TO EXCEED \$3,300 EACH, THROUGH A LEASE PURCHASE ARRANGEMENT.**

The roll call vote for approval was unanimous.

**AUTOMATION**

Mrs. Anthony's memorandum of December 7 apprised the Board of the all day meetings November 9 and 10 of the JCPL Board, Joyce Mitchell, Systems Manager, and Rob McGee of RMG Associates wherein they discussed issues related to a possible contract for a Geac 9000 automation system.

Some of the issues included: implementation procedure and schedule with concurrent operation of 8000 and 9000 involving two sets of hardware and software maintenance fees; need to make changes to computer room including higher raised floor and down flow air conditioning; type of terminal and terminal configuration to be used; telecommunications configuration for remote sites; procedure for performance testing and payment schedule in relation to testing; and credit, crating and shipping of old 8000 computers.

Mrs. Anthony visited the University of Tennessee Library when in Knoxville, Tennessee, for Thanksgiving and talked with a member of their systems staff about their

experience with the Geac 9000 computer. The Library catalog is up and running on the 9000, while circulation and other modules continue to function on an 8000.

It may be some time before JCPL will have a contract proposal for consideration by the consortium's Boards.

LIBRARY CABLE NETWORK

The trustees noted the December, 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.

COMMENTS FROM TRUSTEES

During discussion of the upcoming American Library Association Midwinter Conference in Chicago the Board was reminded that policy regarding staff and board conference expenses had been established previously. The policy, as such, includes all legitimately incurred conference expenses.

ADJOURNMENT

The meeting was adjourned at 10:25 p.m.

  
Walter B. Flintrup, Secretary