

March 8, 2006

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, March 8, 2006.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:29 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Zelda Rich, Secretary; Susan Greer (arrived at 7:31 p.m.); Eva Weiner; John M. Wozniak; Dayle Zelenka; and Carolyn A. Anthony, Director.

Staff present: Barbara A. Kozlowski, Associate Director of Public Services; Teri Room, Coordinator of Collection Development.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 8, 2006

Mr. Zelenka made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of February 8, 2006, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file. Mrs. Hunter abstained from voting.

CONSENT AGENDA (Financial Statements, Circulation Report, Library Use Statistics, Report(s) from Department Heads; Correspondence; Personnel)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE: LETTER FROM JESSE WHITE, SECRETARY OF STATE AND STATE LIBRARIAN TO CAROLYN ANTHONY DATED FEBRUARY 8, 2006 RE AWARD OF FY 2006 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT; LETTER FROM LON DICKERSON, LIBRARY DIRECTOR,

JEFFERSON PARISH LIBRARIES TO CAROLYN ANTHONY
DATED FEBRUARY 10, 2006 RE THANK YOU

5. PERSONNEL: HIRE: DONALD J. HENDERSON, FULL-TIME
NETWORK SPECIALIST, TECHNICAL SERVICES
DEPARTMENT, EFFECTIVE MARCH 20, 2006.

The motion passed unanimously.

BILLS

A motion was made by Dr. Wozniak, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE BILLS, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

PROPOSED OPERATING BUDGET FY 2007

Mrs. Greer arrived at 7:31 p.m.

Mrs. Anthony has continued to adjust the projected budget as staff have further defined anticipated needs and as the revenue and expenditures for FY 2006 become clearer. Mrs. Anthony anticipates a balance of more than \$200,000. in the salary line this year, so she has made a corresponding reduction for next year that should allow the Capital line for FY 2007 to go over one million dollars. The salary line as projected would allow for a 2.6% across-the-scale increase, in accordance with the cost of labor increase for civilian, state and local government employees as reported by the U.S. Bureau of Labor for 2005.

Although the Professional Services line has not been fully expended in FY 2006, Mrs. Anthony is increasing the line to accommodate a community survey and professional assistance with a long range planning process which we will need to undertake again in FY 2007.

Other adjustments have been made to the lines for Maintenance of Buildings and Grounds, Health Insurance, Insurance and Utilities. Although there are no specific indications of a rate of increase in these areas, they are all areas subject to greater increase at the present time.

DIRECTOR'S REPORT

USAGE----Circulation in February was up a modest 2.6% from the same month last year. Both Adult and Youth book circulation increased more than 4%. Interlibrary Loan is

down 21%, perhaps in part due to LINKin which enables patrons to direct loan items not available at Skokie Public Library from libraries in Arlington Heights and Elgin. Skokie patrons borrowed 177 items in this way in February while the Library loaned 193 items to residents of the other communities. The gate count for the month was 57,544 representing a decrease of nearly 3% from last February.

COURTESY NOTICES----The Circulation Department has begun to send courtesy notices to patrons via email, letting them know that an item they have checked out will be due in two days. The message serves as a reminder, giving people time to return or renew the item before it is past due. The Library received a number of compliments from patrons who are happy about this new practice. Interestingly, other libraries that have implemented these notices have not experienced a decrease in overdue collection revenue.

LEGISLATIVE VISITS----Board members Dr. John Wozniak and Dayle Zelenka, as well as staff members Jan Watkins, Holly Jin and Frances Roehm, and Mrs. Anthony attended the NSLS Legislative Breakfast in Buffalo Grove February 20. The event was well attended by trustees, librarians and representatives. Of our representatives, State Senator Jeffrey Schoenberg and Representative Lou Lang were present. Congresswoman Jan Schakowsky's top aide for the suburban area Ra Joy represented her also. The big item of concern was a proposed decrease of \$510,000. in the budget for Illinois Systems. The legislators all agreed to speak to the Secretary of State about restoring System funds. Attendees did not hear so much negative financial news as in recent years, although some noted that it is an election year. By the time, Frances Roehm, Holly Jin and Mrs. Anthony went down to Springfield March 1 for Illinois Library Day, System funding had been restored to the Secretary's budget. Numerous letters were written regarding the matter, in addition to the comments from the legislators. Thanks to Fran's idea of photographing the legislators for READ posters, staff saw Senators Schoenberg and Silverstein and Representatives Lang and Coulson, and had a chance to visit and talk about funding, Illinois Clicks and Skokie Public Library's "Come On In" grant project which has received recent media attention.

MAYOR'S LUNCHEON----The Mayor will speak at a State of the Village luncheon sponsored by the Skokie Chamber of Commerce March 31 at Windows.

PLA CONFERENCE----Mrs. Anthony will be attending the PLA biannual conference in Boston from March 21 through the 25th of this month. Eight staff members will also

attend this conference which is chock full of programming and exhibits while allowing no committee meetings.

COMMUNITY ACTIVITIES----As a member of the Chamber of Commerce Executive Committee, Mrs. Anthony is involved in the selection of a new Chamber Executive Director. The committee will be meeting this month to interview candidates. Mrs. Anthony has also been participating in meetings of the Rush North Shore Medical Center's Board and Women's Board. The Medical Center is in process of selecting a Chief Information Officer and of becoming more involved with medical information technology so the worlds of libraries and hospitals begin to converge. The Skokie Festival of Cultures Committee is continuing to meet, in preparation for the Festival May 20 and 21. The Library will be in charge of the Children's Tent again and the Bookmobile will also be in attendance at the Festival.

NEW TECHNOLOGY----Sony has announced the first electronic book that people will be able to read without eyestrain. The Reader is the size of a slim paperback, but can store hundreds of books at a time. One lifts the cover to find sheets of electronic "paper". The Reader was launched at the Consumer Electronics Fair in Las Vegas in January. It will be available commercially in April at a price of \$300. -\$400. It works with a rechargeable battery that is good for 7500 pages. It will be interesting to see if this latest version of an electronic book finally captures the attention of readers.

PER CAPITA GRANT----On March 2, the Library received a Per Capita Grant in the amount of \$78,013.06.

MATERIALS SELECTION POLICY

Mrs. Anthony said by State law, the Board of Library Trustees must review the Materials Selection Policy biannually. The Policy was last reviewed and some modifications made in March, 2004. Therefore, the Materials Selection Policy is again presented for consideration by the Board. Note the American Library Association's LIBRARY BILL OF RIGHTS, THE ALA FREEDOM TO READ and FREEDOM TO VIEW statements which have been incorporated as an addendum to the Skokie Public Library Materials Selection Policy.

The Materials Selection Policy has served the Library well, both as a guide to selectors and as a public document explaining the rationale for selection and retention of Library materials.

Although from time to time, patrons make comments about items in the collection, Mrs. Anthony has received only one real complaint in recent months. This past month, a patron complained about the Library's purchase of the DVD, The Night Porter. The patron said that she was unable to finish viewing the film because it "is full of sick, sexual and culturally perverse scenes." She asked that the film be removed from the collection. The film by an Italian director deals with a difficult subject matter, a sadomasochistic relationship 15 years after WWII between a former SS concentration camp officer and the inmate he had abused as a young girl. The film stars Dirk Bogarde and Charlotte Rampling who are serious actors, judged to have delivered a "terrific performance" in the film. The film came out in the mid 70s and received mixed reviews at the time. Deborah Grodinsky, Head of Adult Services, researched the film and its selection. The Library purchased the film in 2005 in response to a patron purchase suggestion. It has circulated 27 times indicating that there is quite a bit of interest in the title. The film is also owned by the Arlington Heights Memorial Library, the Northbrook Public Library, and Waukegan Public Library in NSLS as well as by a number of other public and academic libraries throughout the Midwest. Deborah discussed the matter with the Head of the AV Section, the Coordinator of Collection Development and the Director and all agreed that the title should be kept in the collection. The patron was so notified and has not pursued the matter further.

It is useful to review the Library's policy and procedure periodically to see if they still serve us well. Staff have no changes to recommend at the present time.

Ms. Room described her position as Coordinator of Collection Development. She oversees the ordering of all the materials in the Library which includes 16 adult and 11 youth selectors. She checks what they want to order. Ms. Room also monitors the materials budget to see how much is being spent and helps decide how the materials budget will be allocated for the coming year. She collects circulation statistics every month and compares the figures to the previous five years, checks progress and watches for new areas. She checks the best seller lists every day. She watches trends for new items on the market such as ebooks, downloadable audiobooks, etc. Ms. Room also markets our collections, book displays, plasma screens, bookmarks, online booklists, etc. Ms. Room is part of the marketing committee.

After discussion, a motion was made by Mrs. Hunter, seconded by Mr. Zelenka:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES REAFFIRM THE MATERIALS SELECTION POLICY AS PRESENTED.

The motion passed unanimously.

NEW COPIER FOR ADMINISTRATION

Last month, Mrs. Anthony brought to the Board a proposal for the purchase of a new Administrative copier. Because the old copier's performance had declined sharply in the last weeks before the Board meeting, this proposal did not come with completed bids from several companies.

At the February Board meeting, due to the exigency of the situation, the Board approved the purchase of a new Administrative copier, not to exceed \$20,000. provided that at least three bids were obtained. Subsequent to the meeting, staff did obtain additional bids as follows:

Wagner, Inc.	Panasonic DP-8130	\$19,605.00
Synergistic Office Solutions	Sharp AR-M700N	\$18,892.00
Lanier	Lanier LD175	\$22,422.05
Ricoh	Aficio 2090	\$22,210.00

The machines are comparable in terms of their features and all meet the specifications as given by staff. The Panasonic and Sharp models, as the lower priced quotes, were brought in for demonstration. Staff is satisfied that the Sharp AR-M700N from Synergistic Office Solutions for \$18,892.00 will meet staff needs for an Administrative Office copier so the Library will purchase the lowest bid machine.

No further Board action is needed on this matter.

ILLINOIS PUBLIC RISK FUND 2006 AMENDMENTS TO FUND BYLAWS AND POOLING AGREEMENT

Mrs. Anthony distributed a cover letter from the Board of Trustees of the Illinois Public Risk Fund, a summary of proposed Amendments to Fund By-laws and the Pooling Agreement and the text of the Pooling Agreement. The Library Board President is asked to sign and return the new Pooling Agreement by March 31.

Mrs. Anthony sent the full text of both documents to our attorneys for review. Paul Stephanides sees no red flags although a couple issues were pointed out. The document

refers to “when a member fails to cooperate” without defining what would constitute such failure. In practice, the Library has not had any problem in working with the IPRF and has always been cooperative with their requests for information, inspection visits, etc. so Mrs. Anthony does not see a problem with the lack of specificity in regard to “cooperation”. It was noted that the agreement defers to State regulations regarding arbitration for dispute resolution. The agreement renews automatically each year unless a member opts out of the IPRF.

One issue raised which should be clarified is a request that a member “immediately notify” the IPRF of an incident that could result in a claim. Staff have generally telephoned and received specific direction regarding who should receive the accident report. Mrs. Anthony will request a letter indicating who should be notified and how notice is to be served for clarification purposes.

Similarly, in the By-laws, there is reference to notices to be sent to the member, without an indication of to whom the notices will be sent or by what means. Mrs. Anthony will clarify that notices should be sent to the Director by U.S. Mail.

Mrs. Anthony recommends approval of the new Pooling Agreement for participation in the Illinois Public Risk Fund which provides our employees with workers compensation as needed.

After brief discussion, a motion was made by Dr. Wozniak, seconded by Mr. Zelenka:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE NEW POOLING AGREEMENT FOR
PARTICIPATION IN THE ILLINOIS PUBLIC RISK FUND.

The motion passed unanimously.

PETTY PROJECTOR

When we made all the renovations during the recent Library building project, we did not install a projector in the Petty for showing films and PowerPoint projections from computers. Staff anticipated that most films would be shown in the Mary Radmacher Meeting Room which can comfortably seat up to 95 persons and has better acoustics than the Petty for a film if the audience is less than 60. However, we have frequently been drawing a larger crowd for some of the films and have been showing them in the Petty Auditorium. For such a presentation (as well as for PowerPoint presentations), we need to bring equipment into the Petty on a cart. It takes up space in the middle of the seating and must be adjusted for each use. It has been proposed that we acquire a projector with a

long throw lens that could reside in the projection booth, to be used for film showings and lectures.

Staff have invited different vendors in and tested three projectors of varying lumens to determine what equipment would give a good image in the auditorium. The Sanyo 6500 lumens was determined to be the optimum projector. Three companies provided quotations for the projector and long zoom lens as follows:

AVI Midwest

Sanyo 6000 Lumen XGA LCD Projector	\$8,883.00
Sanyo Long Zoom Lens	<u>\$2,444.00</u>
Total	\$11,327.00

Roscor

Sanyo 6500 Lumen LCD Projector	\$8,634.00
Sanyo Long Zoom Lens	\$2,376.00
Installation	<u>\$750.00</u>
Total	\$11,760.00

United Visual

Sanyo 6500 Lumen XGA LCD Projector	\$8,370.00
Sanyo Long Zoom Lens	<u>\$2,579.00</u>
Total	\$10,949.00

Network Manager Mark Kadzie conducted this study of projectors and solicited the bids. He told each vendor that "Installation estimates should take into consideration that the projector will not be mounted, but will simply sit on a table already provided in the projection booth. Installing the lens, hooking up the audio to our system, and making sure everything works will be what we require as far as installation is concerned." Only Roscor added an installation fee. The other companies indicated that there would be no additional charge for installation. Mark reports that United Visual, the low bidder, also was the most responsive to his questions and the most cooperative in setting up equipment demonstrations. Therefore, Mrs. Anthony recommends purchase of the Sanyo 6500 Lumen XGA LCD Projector and Long Zoom Lens from United Visual at a cost of \$10,949.00, to be taken from the Furniture & Equipment budget line.

Mrs. Hunter questioned how frequently there is a need for a projector in the Auditorium. After discussion, a motion was made by Mrs. Rich, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PURCHASE OF A SANYO 6500 LUMEN XGA LCD PROJECTOR AND LONG ZOOM LENS FROM UNITED VISUAL AT A COST OF \$10,949.00.

The roll was called: Mrs. Hunter—abstain; Mrs. Rich—yes; Mrs. Greer—yes; Mr. Zelenka—yes; Dr. Wozniak—yes; Mrs. Weiner—yes; Mr. Graham—yes. The motion passed.

APRIL BOARD MEETING

It was the consensus of the Board to move the April meeting to Thursday, April 6 since the regularly scheduled meeting of April 12 conflicts with the first night of Passover. Board packets will be distributed Tuesday, April 4.

“COME ON IN” VIDEO CLIP

The Board viewed the video clip about the Library’s “Come On In” program which aired on February 27 on Channel 2 News.

COMMENTS FROM TRUSTEES

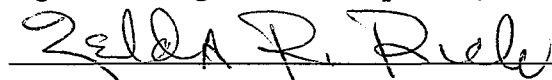
Mrs. Greer mentioned that half the books on Arie Crown’s summer reading list were not in print any longer and could not be found at the Library. Mrs. Anthony will speak to Louise Barnett, Skokie’s School Liaison about Arie Crown updating their reading list.

Mrs. Hunter suggested a name, Second Hand Prose, for the Library’s book sale room.

Mr. Graham reminded the Board to call Mrs. Anthony with any questions regarding the budget before the April meeting. He also asked Mrs. Anthony to get the names of several landscapers so they could be interviewed and a plan put in place for the west side of the Library.

ADJOURNMENT

At 8:27 p.m. a motion was made Dr. Wozniak, seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.



Zelda R. Rich, Secretary