

March 12, 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, March 12, 1997.

CALL TO ORDER

The meeting was called to order at 7:40 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Zelda Rich, Secretary; Leo Friedman; Marcy Goodman; John Graham; and Carolyn A. Anthony, Director.

Members absent: Eva Weiner, Vice President and Susan Greer.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 12, 1997

Mr. Graham made a motion, seconded by Mr. Friedman to approve the minutes of the regular meeting of February 12, 1997, subject to additions and/or corrections.

There being no additions or corrections the minutes were unanimously approved. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

Mr. Graham made a motion, seconded by Mr. Friedman:

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF FEBRUARY 1997, 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 Board applauded the revision to the Year-to-Date Budgetary Status statement and asked that columns E and F be reversed so that the dollar figure columns would be next to one another, as would be the percentage columns.

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)
GIFT
CORRESPONDENCE (2)
PERSONNEL

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

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. GIFT
\$10. from Flora Riva in appreciation of SALS (Skokie Accessible Library Services)
5. CORRESPONDENCE (2)
Letter from Patricia Hefner; and from Sarah Ann Long, Director, NSLS
6. PERSONNEL
Appointments: Sheila H. Davis, Substitute Reference Librarian, Adult Services Department, effective February 26, 1997; and Asta Čuplinskas, Information Assistant, Youth Services Department, effective March 17, 1997
Reclassified: Yan-Lin Tong, Clerk, Circulation Services Department, from S-4 to S-5, effective February 1, 1997
Resignation: Ellen Kaplan Goffin, First Assistant, Youth Services Department, effective March 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 which have been adjusted in some lines since last month's meeting.

Mrs. Hunter reminded the Board they will need to act on the budget at the April Board meeting.

Mr. Graham said that the second installment tax bills are expected to be mailed as much as 60 days late. This will impact the Library. Director Anthony will take appropriate measures.

DIRECTOR'S REPORT

Usage--Circulation in February was up slightly from last February, breaking the 90,000 barrier. Gains were primarily in Youth Services books and in video and software for Youth and Adults. Bookmobile circulation also posted gains. The gate count was 56,238 for the month.

Update on Chiller Installation--The chiller was received in late February and installation was scheduled for Saturday, February 22 after closing. That turned out to be a "dress rehearsal" as the operation had to be called off when a seal on the fork lift broke. The installation was rescheduled for Saturday, March 1, and all went well that night, with the equipment put in position in the Mechanical Room. This week they are working on welding so all is proceeding well within schedule and we anticipate that cooling will be available when needed in April.

Sale of MR Chairs--Mrs. Anthony is proceeding with arrangements with Leslie Hindman, auctioneers, for sale of two MR lounge chairs and two stools in the 20th Century Decorative Arts Auction, scheduled for April 27, 1997. Other chairs and stools will be sold at future auctions, of which there are two or three per year. Sale of 45 chairs and 32 stools should yield about \$35,000. over several years.

Grant from the Skokie Fine Arts Commission--We received notice of the award of a grant for \$1,220. from the Skokie Fine Arts Commission for a six week artist-in-residence by Lookingglass Theater, leading to performances by 4th grade students during National Library Week.

Compliments Skokie Public Library--Bridget Lamont, Director, Illinois State Library, reported that on a flight back from Paris she sat next to a woman who volunteered that Skokie Public Library is far and away the best. The woman has lived in Skokie, Glenview, Northbrook and now Lake Forest. She claimed that she still comes back to Skokie on occasion for the selection of books and praised the service provided by staff and our wonderful book discussions.

SkokieNet--New features have been added to SkokieNet so that we can count the number of visitors to the site and search by keyword for information located on any page within the site. Gail Shaw, LAN Administrator and Frances Roehm, Reference Librarian, developed a homepage template that was distributed via the Chamber of Commerce newsletter. We have already received a number of the forms back from small businesses which will now have a presence on SkokieNet and the World Wide Web.

Computer Security--It appears that a hacker operating from a public station at the Library has sent multiple packets of information to an e-mail service in California, sufficient to block the business's traffic. This has happened on three separate occasions within the past two weeks. We are taking steps to deal with the situation. Meanwhile, Rich Trauth is conducting a series of sessions for staff to help them spot inappropriate computer activity.

Merit Pay Consideration-- Executive Service Corps consultants will be submitting a written report and speak with the Board in May regarding merit pay considerations. They will recommend that any program not be implemented before May, 1998.

Periodical Update--Hanna Moses, Assistant to Technical Services Head, and Mrs. Anthony attended an information session in Chicago on changing trends in periodical service and access, offered by EBSCO, our subscription agent. Periodical acquisition has become complex with

multiple formats; CD-Rom and web-based access to citations, abstracts and full-text offered by several vendors with different features.

Midwinter--Mrs. Anthony and Adult Services Librarians Pat Groh, Steve Oserman and Frances Roehm attended ALA Midwinter meetings in Washington, D.C. in mid-February.

Mrs. Anthony participated in a PLA Leadership Seminar on the topic of dealing with change, intended to help people cope with the pending restructuring of PLA. The ALA Committee on Education is involved in sorting out with the Committee on Accreditation who has responsibility for evaluating the educational background of foreign-trained librarians who want to work in U.S. libraries. The Council took up issues of restructuring, changing terms of office, Executive Director compensation, establishment of minority scholarships and financial planning.

Rosary Advisory Board--Mrs. Anthony attended a meeting of the Rosary Graduate School of Library and Information Science Board February 26. The group has not met for two years, but was reconvened in preparation for Rosary's accreditation review by ALA in Fall, 1997. They are also in the midst of a search for a new dean (Peggy Sullivan is interim) and a change of name from Rosary College to Dominican University.

STAFF OFFICES PHOTOCOPIER

The Board reviewed the proposals from Column Office Equipment and Specialty Office Services, Inc. for the purchase of a Mita DC-2355 photocopier to replace the Adult Services Department staff offices photocopier.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FROM THE LOW BIDDER, SPECIALTY OFFICE SERVICES, INC., AS PRESENTED, IN THE AMOUNT OF \$4,750. FOR THE PURCHASE OF A MITA DC-2355 PHOTOCOPIER.

The roll call vote for approval was unanimous.

MANAGEMENT PROFILE - SKOKIE

The Board noted the 1994-95 Management Profile statistics as prepared by the Library Research Center based on Illinois public library statistics.

REFERENCE POLICY, STANDARDS AND GUIDELINES

The Board reviewed the revision of the Reference Policy, Standards and Guidelines. Since the last revision in 1992 many changes in technology have taken place at the Library. This latest revision incorporates our new Service Standards and the Employment Resource Center Guidelines.

The Board complimented staff responsible for the development of the Reference Policy, Standards and Guidelines.

Mr. Friedman made a motion, seconded by Mrs. Rich to approve the Reference Policy, Standards and Guidelines as written.

The motion was unanimously approved.

HUMANITIES GRANT / LIBRARY FOUNDATION

The Board reviewed the fact sheet from the National Endowment for the Humanities explaining the special Challenge Grant Program for public libraries to establish endowment funds that support programming in the humanities. This Challenge Grant requires a two-to-one local match of up to \$150,000. in NEH funds.

Mrs. Anthony has contacted legal counsel, Elinor Swiger, who is of the opinion that we should establish a foundation if we wish to solicit funds, whether within the context of the NEH challenge or under another framework and purpose. Attorney Swiger, handles foundation establishment for Robbins, Schwartz, Nicholas, Lifton & Taylor, and advised that the cost of up to \$3,500. to establish the foundation is still valid.

After lengthy discussion, there being no unanimity at this time, it was the consensus of the Board to move on with the Agenda.

The Board concurred that the pursuit to form a foundation requires 100% approval of its members to succeed.

NOTABLE BOOKS LIST 1996

The Board congratulated Pat Groh, Coordinator of Community Services, on her term as Chair of the Notable Books Council for the American Library Association. The list for 1996 as determined by the Council in final deliberations at their Midwinter meetings in February was reviewed by the Board. The entire process involves a tremendous amount of reading and critical discernment.

ALA WASHINGTON OFFICE HIGHLIGHTS OF THE LIBRARY SERVICES AND TECHNOLOGY ACT

The Board reviewed the information provided in the "Issue Brief."

AUTOMATION

The Board reviewed the proposal for the upgrade of our LAN to convert from a Novell network to a Windows NT based system. User access to CD-Rom reference products will also be windows-based. The consultant has provided specifications for upgrade of the CD-Rom server as the first step in transforming the LAN. The costs include \$3,005. in software and \$3,500. in hardware - a total estimated cost for CD-Rom upgrade of \$6,505.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF CD-ROM UPGRADE SOFTWARE AND HARDWARE, AS PROPOSED, IN THE AMOUNT OF \$6,505.

The roll call vote for approval was unanimous.

LIBRARY CABLE NETWORK

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

NORTH SUBURBAN LIBRARY SYSTEM

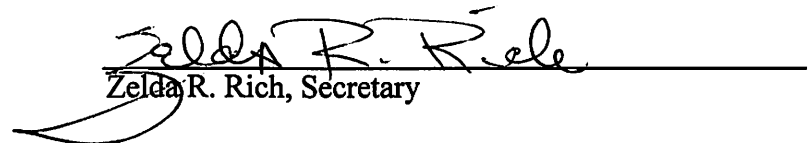
Mrs. Rich distributed information regarding the NSLS Mission Statement; the Board Retreat; visits to public libraries, a NorthStarNet report; and an "Action Alert".

COMMENTS FROM TRUSTEES

Mrs. Hunter said the new Friday Nightcap series appears to be a promising program.

ADJOURNMENT

The meeting was adjourned at 8:58 p.m.


Zelda R. Rich, Secretary