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October 13, 1993

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, October 13, 1993.

CALL TO ORDER

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

Members present: Diana Hunter, President; Norma Zatz, Secretary; Leo Friedman; Eva Weiner; and Carolyn A. Anthony, Director.

John J. Graham, Vice President arrived at 8:45 p.m. and ~~Zelda Rich at 10:04 p.m.~~

Members Absent: Susan Brill Schreck and Zelda Rich.

Mrs. Hunter noted that a quorum was present and reminded the Board again of the importance of notifying either the President, Library Director or Administrative Office when a trustee is not able to attend the meeting or expects to be late.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Susan Hagen Land, Head, Adult Services Department; and Patricia Groh, Coordinator of Community Services.

Also present: Paul A. Steinbrecher, Architect, Hammond, Beeby and Babka, Inc.

APPROVAL OF THE MINUTES OF THE MEETING OF SEPTEMBER 8, 1993

Mrs. Zatz moved that the Board of Trustees approve the minutes of the meeting of September 8, 1993 as written, subject to additions and/or corrections. Mr. Friedman seconded the motion.

There being no additions or corrections, the motion to approve the minutes as written was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, REPORT ON THE FINE ARTS ACQUISITION FUND, 1991 LIBRARY PROJECT FUND, LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS REPORT BE ACCEPTED; AND THAT THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND AND THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

Mrs. Zatz asked that American Express charges be broken down on the list of bills.

Mrs. Anthony said this was not possible, that all bills shown on this month's lists of bills are available to the Board at the meeting should trustees have any questions. American Express charges cover conference expenses and program registrations. Mrs. Zatz reviewed the two American Express invoices.

Mrs. Hunter said the plants in the Library still do not look healthy and suggested another source be found to maintain the Library plants.

After discussion the roll call vote for approval of the Consent Agenda lists of bills and the financial statements was unanimous.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
PERSONNEL

Mrs. Zatz 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 REPORTS
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
4. PERSONNEL

Appointment: Ardell Faulhaber, Head, Youth Services
Department, effective October 3, 1993

Resignations: Lesley Williams, SALS/Reference Librarian,
Community Services, effective October 15, 1993; and
Julie Zumsteg, part-time Clerk-Typist Youth Services
Department, effective October 22, 1993

Circulation statistics were reviewed and discussed. Mrs. Anthony apprised the Board that reference statistics are now being kept by a sampling technique rather than daily and should reflect

totals more accurately on a yearly basis comparison.

The motion to approve the Consent Agenda items passed unanimously.

DIRECTOR'S REPORT

Usage--In spite of mechanical breakdowns which kept the Bookmobile off the road for six days in September, circulation for the month was up nearly ten percent over the same month last year. Adult book circulation was up more than six percent and circulation of youth books increased over eight percent. Circulation of media formats continues to climb and the Library loaned more than twice the number of books through Interlibrary Loan as it did last September.

During discussion Mrs. Anthony said a variety of problems have plagued the Bookmobile this year, including brakes, hoses, belts, starter and more recently power steering pump and belt. Village Public Works Automotive Equipment Department has made these repairs and she has discussed these problems with Ron Lino.

It is apparent we will need a new Bookmobile soon, costing approximately \$100,000.

Mrs. Anthony asked Bookmobile Librarian, Phil Carlsen, who is attending a Bookmobile conference in Ohio October 17-19 to bring back information.

Personnel--Ardell Faulhaber was appointed Head of Youth Services, effective October 3. She has been a member of the staff since 1983, serving as First Assistant in Youth Services and Acting Department Head during Brenda Murphy's maternity leave. Lesley Williams, SALS Librarian, is leaving to take the position of Head of Information Services at the Morton Grove Public Library. Gary Gustin will assume the responsibilities of SALS Librarian.

Water Line Break--We experienced a break in our main water line this month. After ruling out a problem with the sprinkler system, Public Works was called on. They advised us to contact a private plumber, which we did to finally complete the \$2,500. repair.

NBD Skokie Bank--October 20, the Library will host the Community Board and Officers of NBD Skokie Bank. Mrs. Anthony will give a tour and presentation, emphasizing the ways in which the Library is addressing cultural diversity in Skokie as requested by Bank President Jim Carlson.

LCN Birthday--About fifty persons attended the tenth anniversary conference on the future of cable television, held in the Petty Auditorium, September 15. Representatives of TCI

and Continental Cablevision gave an informative talk about the potential of optical fiber technology and other cable developments. The Directors and staff representatives from the four LCN libraries met in the afternoon to draft goals for LCN's next several years.

Automation--In the past month, representatives from two of the three vendors under consideration for a new Library Automation System gave presentations to the JCPL Board and staff members. Another vendor meeting is scheduled for later this month with the request for "Best and Final Offer" to be sent out by the end of October.

State Library Advisory Committee--Mrs. Anthony chaired the two day meeting of the State Library Advisory Committee in Springfield, September 29-30 and attended a one day meeting of the Subcommittee on Systems earlier in the month. The State Library has launched a new PR campaign with the theme "Look Us Up-at an Illinois Library" to stimulate better public awareness of libraries as emphasized by the Illinois White House Conference. The Illinet Directory is now PC-based, allowing access by more avenues and making update easier. An excellent 15 minute videotape, titled "Libraries Change Lives," produced by the Chicago Public Library to highlight what public libraries mean to immigrants was shown. We will try to obtain the tape, available in six languages, for showing on Library Cable Network and in the lobby.

December, 1993 Architectural Issue Library Journal--We have submitted information on our renovation along with photographs for consideration.

Bookmobile--The most recent problem was due to the power steering pump and belt failure. Public Works continues to service the Bookmobile, but we may want to look at other sources for servicing. Mrs. Anthony will keep the Board apprised.

LONG RANGE PLANNING PROCESS UPDATE

The Long Range Plan Steering Committee met twice in September to draft a Mission Statement for the Library and Goals for the period 1994-1999. Mission and Goals will be discussed at the special Board Meeting called for Thursday, October 21 from 4-6 p.m., with dinner afterwards.

RENOVATION

Proposed Purchase of Audiovisual Equipment and Furniture

Project Architect Paul A. Steinbrecher discussed the proposed purchase of audiovisual equipment and public lounge seating for areas on the first floor formerly the Director's Office and Board Room.

During the renovation program it was agreed that furnishings and equipment would be purchased over a three year period. We are now in year two of that sequence and the expenditures proposed for approval at this meeting include six audiovisual stations, served by ten pieces of audiovisual equipment and ten leather lounge chairs for a total cost of \$80,242.

Mr. Steinbrecher discussed consideration in selection of the audiovisual equipment system included design--ability to accommodate digital audio tape or other new formats within equipment stations, durability--proposed stations are of stainless steel and corian, ease of operation--to minimize staff time spent in operating the audiovisual center. All equipment is controlled from a central point, to be located at the Readers Services Desk.

The trustees viewed the information distributed by Mr. Steinbrecher which showed the AV/Lounge seating group.

After discussion Mrs. Hunter asked that the matter be put aside until a full Board is present.

She thanked Mr. Steinbrecher for his presentation and he left the Board Room at 8:38 p.m.

PROPOSAL TO ALLOW AUTHORS TO SELL BOOKS IN THE LIBRARY

The public libraries in Des Plaines, Park Ridge, Arlington Heights, Morton Grove and Cook Memorial Library in Libertyville all permit sales of books and recorded music in connection with library programs.

For a number of years Skokie Public Library has participated in sponsoring Inside Writing and Publishing, a series featuring presentations by authors in the Library. It has become difficult to recruit authors to speak at the Skokie Public Library because we are the only one of the six participating libraries that does not allow authors to sell books at their programs.

Susan Land, Head of Adult Services, supports this change in policy. She would like to recruit authors to speak at the Library as a means of promoting our Readers Advisory service.

Mrs. Anthony recommends a change in the Library's policy to permit the sale of books by authors making presentations at the Library.

After discussion Mrs. Zatz made a motion, seconded by Mrs. Weiner:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE POLICY OF ALLOWING AUTHORS WHO SPEAK HERE TO SELL THEIR CURRENT BOOKS, WITH SALES TO BE HANDLED BY THE AUTHOR OR HIS/HER AGENT.

The roll call vote for approval was unanimous.

AUTOMATION

The next vendor demonstration is scheduled for October 22.

Mr. Graham arrived at 8:45 p.m.

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network October, 1993 Program Guide for Cable Channel 15.

NORTH SUBURBAN LIBRARY SYSTEM

Because Mrs. Rich was absent there was no report on the NSLS Board of Directors meeting.

COMMENTS FROM TRUSTEES

There were no comments from trustees.

At 9:00 p.m. Mrs. Hunter asked for a motion to go into executive session for the purpose of discussion of land acquisition.

A motion was made by Mr. Friedman to go into executive session, seconded by Mrs. Zatz, which was unanimously approved.

EXECUTIVE SESSION

After discussion the meeting was returned to open session.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RETAIN AN ENGINEERING OR ARCHITECTURAL FIRM TO DESIGN PARKING SCHEMES, INCLUDING BUFFER AREAS.

The roll call vote was unanimously approved.

After further discussion Mrs. Weiner made a motion, seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES INVOLVE THE USE OF SKOKIE PUBLIC LIBRARY SPECIAL ASSISTANT FOR PUBLIC RELATIONS HELEN MOSHAK TO EXAMINE THE PARKING ASPECT OF OUR LONG RANGE PLAN AND THAT SHE DEVELOP A POSITION PAPER IN CONSORT WITH THE PRESIDENT OF THE BOARD AND THE LIBRARY DIRECTOR.

The roll call vote for approval was unanimous.

ADJOURNMENT

The meeting adjourned at 10:00 p.m.

~~Mrs. Rich arrived at 10:04 p.m.~~



Norma Zatz, Secretary