

March 9, 2011

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 9, 2011.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:28 p.m.

Members present: Diana Hunter, President/President Emerita; John Graham, Vice President; Zelda Rich, Secretary; Richard Basofin; Susan Greer; Dr. John M. Wozniak; and Carolyn A. Anthony; Director.

Member absent: Karen Parrilli.

Staff Present: Barbara A. Kozlowski, Associate Director for Public Services; and Bruce Brigell, Coordinator of Information Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 9, 2011

Mr. Graham made a motion, seconded by Mrs. Greer to approve the minutes of the regular meeting of February 9, 2011, subject to additions and/or corrections.

There being no additions or corrections, the minutes were approved and placed on file.

Mr. Graham asked that Personnel be removed from the Consent Agenda for purposes of discussion. The Board agreed.

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Program Statistics Third Quarter F.Y.: 2010-11; Gifts)

Mr. Basofin 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. PROGRAM STATISTICS THIRD QUARTER F.Y. 2010-11

5. GIFTS: \$50 FROM MR. AND MRS. JOEL SIEGEL IN APPRECIATION; \$100 FROM JAMES W. MOELLER FOR INTERLIBRARY LOAN; SIX LIGHTED MAGNIFIERS FROM RICHARD REAGAN OF EYE CAN SEE CLEARLY.

The motion passed unanimously.

Discussion ensued regarding program statistics and the data provided by the statistics in determining which programs are successful and which programs are not successful.

BILLS

A motion was made by Mr. Graham, seconded by Mrs. Rich:

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

The roll call vote for approval was unanimous.

PERSONNEL

A motion was made by Mr. Graham, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE EMPLOYMENT OF ESTHER VERREAU AS FULL-TIME PROGRAMMER/DEVELOPER IN TECHNICAL SERVICES EFFECTIVE MARCH 21, 2011.

The motion passed unanimously.

Mr. Graham stated he had no objection to the employment of Ms. Verreau. He would like to be kept informed about what new positions will be recommended; how current staff will be retrained; how new positions will be funded; and as new things occur (such as technologies) how job descriptions will change. The Board may need to re-think its policy of not adding new staff and suggested more discussion on the topic.

DIRECTOR'S REPORT

USAGE----Circulation in February was down 0.5% from the same month last year. Not bad, considering an early closing one day and a closed day another due to the blizzard this past month. Also, the Bookmobile was out of service for 2.5 days for repairs. Nevertheless, youth circulation was up 5% due to a popular Winter Reading Club. Video formats also increased in use, coming in handy for the homebound days. Use of LINKin surpassed traditional Interlibrary Loan for the month and year-to-date. Circulation of

eBooks more than doubled from last February. The Gate Count was up slightly in spite of the closures. Use of online databases was down 13% from last February, but the number of individuals logging in was up 15%. Use of electronic Morningstar Reports nearly doubled.

eBOOK NEWS----eBooks have been all the buzz in the professional press lately. Though introduced a number of years ago, their popularity began to increase with the drop in price and improved function of Amazon's Kindle. While the Kindle cannot be used to read electronic books from the library, other readers such as the Nook and Sony eReader can be used to read library books as can Android smart phones and iPhones. OverDrive, the primary supplier of eBooks to libraries, introduced an app for formatting eBooks on the iPad in February and also allowing wireless borrowing of titles on an iPad. This was a breakthrough in convenience from the complex requirements for downloading to a PC and then uploading to other portable reading devices. Most all libraries are experiencing a jump in the borrowing of eBooks and a surge in demand for instruction in the transfer of titles to their eReaders. This individualized instruction takes from 15 minutes to an hour, depending on the person's experience and comfort level with technology. There are also implications for staff training in requirements of various devices.

Then recently the major publisher HarperCollins issued a policy stating that the "total number of permitted checkouts" for any HarperCollins eBook would be 26, after which the library would have to purchase the eBook again. There are many concerns about this new policy and its implication for libraries. Meanwhile, some other major publishers such as Macmillan and Simon & Schuster still do not allow their eBooks to be sold to libraries.

It is clear that there is a need for a model for how libraries are to acquire and loan eBook titles. At present, for those titles that are available to libraries as eBooks, the terms are leasing the rights to, rather than purchasing the titles outright. With predictions that the eBook format will predominate in 5 – 10 years, what are the implications for library collections? Various possibilities have been suggested and there have been calls for the development of a national digital library. Working out the policies and rights for libraries to acquire eBook content and make it available to their users is a major concern with huge implications for the future of library service.

Discussion followed.

EVANSTON SOUTH BRANCH----Trustees of the Evanston Public Library voted this past month to close the South Branch of the Evanston Public Library. Friends of the Library raised funds for the Branch and found a suitable new location for the Library, but

the Board determined that the funds were inadequate for staffing and the Branch would still require more operating revenue than the Library can afford. The North Branch on Central Avenue is still open. The Skokie Public Library may expect to get some fallout use from the closed South Branch.

MEMORIAL DONATION----A patron has offered to provide a gift of \$5,000. to the Skokie Public Library in memory of his parents. He would like a small plaque to be posted in one of the Library study rooms. He says that his parents were regular users of the Skokie Public Library and he would like for them to be remembered in this way.

Mr. Graham suggested that the Board President appoint a committee to form a donation policy. This will be taken under advisement.

VILLAGE BIKE PATH----The Village was selected to receive Model Communities grant funds to design a multi-use bike path along the old Union Pacific right-of-way between Oakton and Jarvis. This access route may be helpful to some Library users. The Library submitted a letter of support for the grant request.

INNOVATIVE DIRECTORS MEETING----Mrs. Anthony attended the biannual meeting of public library directors using Innovative Interface's software this past month. The meeting was held from February 16 – 18 in San Francisco. The big news from III is that they have been working on a total rewrite of the software for an operating system to be based on open source Linux and Java. The new system is expected to roll out in late 2011. They assured us that Millennium will still be supported and continue to be supported indefinitely. Nevertheless, the movement in the industry is away from proprietary systems and to the use of open source, allowing for custom modification and bridging of different component systems. There were interesting outside speakers from Pixar (the "other" software company in Emeryville, CA) and the DaVinci Institute, a futurist organization.

ADDED PROGRAMMER POSITION----Apropos of the above news, we have felt the need of a programmer position in the LAN office. While keeping to the Board's requirement of "no additional positions," we reduced staff hours in other areas to free up the hours for this position. The person hired has an undergraduate degree in computer science and a Master's in Library Science.

COMING TOGETHER IN SKOKIE----Coming Together in Skokie, with a focus on the Philippines, has been a successful program again this year. Book Discussion groups have been discussing *When the Rainbow Goddess Wept* and we welcomed the author Cecilia Manguerra Brainard to the Skokie Public Library Monday evening, March 7. Other

programs in the series such as the “Sweets” program on Valentine’s Day, the Kut-Kut workshop and the musical program by the Vox 3 Vocal Collective have been attended by a mix of Filipinos and others and have been well received. Coming Together has also enjoyed excellent press coverage by main stream and ethnic press.

PROPOSED BUDGET FOR FY 2011-2012

Mrs. Anthony distributed a draft of the proposed budget for FY 2011-2012. She made slight changes in the projected revenues with a decrease of \$5,000. in Interest, \$20,000. in Grants and an increase of \$10,000. in Fines. These changes result in a net projected decrease of \$15,000. in Revenues.

In the Operating Budget, Mrs. Anthony increased the projected expense for Health Insurance to 12% over this year’s budget as it looks like we will exceed the budgeted amount in that line this year. Mrs. Anthony also increased the Insurance to allow for a 5% increase in the line since we have fully expended this year’s allocation. The only other adjustment this month is an increase in the Nonprint line. Audiovisual materials are so popular that more money is needed to respond to increasing numbers of reserves.

The budget is still in draft until next month and Mrs. Anthony welcomed questions and comments regarding projected revenues and proposed expenditures.

Brief discussion followed.

APPROVAL OF WAGE AND SALARY ADJUSTMENT FOR FY 2012

While the entire Operating Budget is generally not voted on before April, the Board typically considers the matter of staff increases for the following year in March. Staff salaries and related expense for FICA and IMRF make up such a large portion of the Operating Budget (about 75% including health insurance) that any revision to Salaries needs to be considered before the Operating Budget is up for final review and adoption.

Last month, Mrs. Anthony gave the Board the latest figures from the Bureau of Labor Statistics indicating that the increase in wages and salaries for State and Local Government Workers in calendar 2010 was 1.2%. Therefore, Mrs. Anthony is recommending a 1% across-the-board adjustment in pay for all staff effective with the paycheck of May 13. She is also recommending that staff who are not at top-of-scale be eligible for a 2% increase at the time of their annual review. No staff would receive more than a total 3% increase and most will get effectively less since performance reviews are given throughout the year at the time of the employment anniversary. Nineteen full-time

and two part-time staff are at top-of-scale so will receive only the 1% across-the-board adjustment.

Mrs. Anthony distributed the Proposed Salary Scale as it would look with the 1% adjustment. For reference purposes in reviewing the scale, a beginning Circulation Clerk at S-3 would start at \$25,597., a beginning MLS Librarian at P-3 would start at \$43,785. and a beginning Custodian at \$32,824.

Last year, staff received a 2% across-the-board increase and 1% at the time of the annual review.

Mrs. Anthony encourages adoption of the proposed rate structure and pay increases.

A motion was made by Mr. Graham, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 1.0% COST OF LABOR ADJUSTMENT FOR ALL STAFF EFFECTIVE ON THE PAYCHECK RECEIVED MAY 13, AND A 2.0% INCREASE AT THE TIME OF AN EMPLOYEE'S PERFORMANCE REVIEW FOR FISCAL YEAR 2012.

The roll call vote for approval was unanimous.

APPROVAL OF PURCHASE OF REPLACEMENT COMPUTERS

Board approval is sought for the purchase of desktop computers, to be taken from the Library's 2010-11 technology budget line. Mark Kadzie, Network Manager, recommends the purchase of 60 Dell Optiplex 980 computers for a total of \$67,451.40.

Last April computers were purchased to replace aging public services machines. This new purchase will replace the remaining (5 and 6 year old) staff machines. Patron Internet machines are approximately 3.5 years old. These are scheduled for replacement at the start of the next fiscal year.

Dell desktop computers were chosen 1) because Dell still offers the largest discounts based on a pre-negotiated State contract, and 2) to maintain one computer model for all staff.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PURCHASE OF 60 DELL OPTIPLEX 980 COMPUTERS FOR \$67,451.40.

The roll call vote for approval was unanimous.

APPROVAL OF PROPOSED SOFTWARE PURCHASE OF ENCORE SYNERGY

Staff are proposing the purchase of a software product from Innovative Interfaces called Encore Synergy that will significantly improve information searching for users by automatically integrating article retrieval into every catalog search. Currently, users search the Library catalog for books and other media, but must launch a separate search for articles from the Library's Web page. This two-step process is a cumbersome inconvenience to persons used to a single Google search box that retrieves everything on a topic.

With Encore Synergy, results of a search will include several items from the library catalog, along with several article listings. For each portion of the display, the searcher will be informed how many additional titles or articles are available on a topic. They can then choose a path to follow up on the listings as desired. For many information requests such as "hybrid cars," more current and relevant information will be available in articles than in books in the Library's collection. Because these articles are all in electronic form in multiple different databases, people need an easy way to search for this material. Library statistics for database use show hundreds of uses per month where there should be thousands. Encore Synergy represents a big step forward.

While several vendors offer systems for article searching, Encore Synergy is unique in its dynamic Web service approach. Other systems rely on massive pre-constructed indexes of content harvested from content providers and federated search technology. The mass indexes rely on the cooperation of all the content providers and may lack currency for the latest information such as news content. And federated search which searches multiple sources at a time can result in delays and complications from the scale of the search.

A faceted interface to the search is provided so that the user may refine the search to request full-text availability, current year articles, scholarly articles, etc. Innovative claims that, by using Web services for article search, the library has "maximum control over how all aspects of discovery are experienced by the user."

We have received a proposal from Innovative Interfaces for pricing of \$19,750. per year for the software if a commitment to three years use is made. In addition to this software fee, there is a fee of \$10,000. per year for Research Pro access to 9 free databases and 30 licensed databases. There is an initial implementation and set-up fee of \$2,500. So the first year's expense will be \$32,250. and year 2 and 3 will each cost \$29,750.

Board approval of this purchase of Encore Synergy as proposed is requested. The funds are available in the Technology Line of the budget for this purchase.

Bruce Brigell, Coordinator of Information Services, answered the Board's questions regarding Encore Synergy. Discussion followed regarding how Encore Synergy will be used and how it can be tailored to meet our users' needs.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM INNOVATIVE INTERFACES FOR ENCORE SYNERGY FOR \$19,750. PER YEAR FOR THE SOFTWARE FOR THREE YEARS INCLUDING A FEE OF \$10,000. PER YEAR FOR RESEARCH PRO (ACCESS TO 9 FREE DATABASES AND 30 LICENSED DATABASES); AND AN INITIAL SET UP FEE OF \$2,500. THE FIRST YEAR'S EXPENSE WILL BE \$32,250., AND YEAR 2 AND 3 WILL EACH COST \$29,750.

The roll call vote for approval was unanimous.

Mr. Brigell left the meeting at 8:35 p.m. The Board thanked Mr. Brigell for attending the meeting.

NORTH SUBURBAN LIBRARY SYSTEM

A summary of the February 28, 2011, Board meeting from NSLS Acting Executive Directors, received electronically, was distributed. It contains a more precise synopsis of the meeting. Below are Mrs. Parrilli's notes and observations from the meeting.

Q and A on the State of the Merger:

A representative from Glencoe Public Library asked how the new merged library system will handle the unfunded pension situation. President Caudill stated it is on the list of the many items which the new Board will face.

Report from Acting Executive Directors:

The Merged Design Team received around 300 suggestions for a possible name of the new merged library system. After much discussion, a ballot of the final seven names will go out on March 3 to the library members for voting. A sample ballot was also distributed.

Mary Witt related a phone conversation she had with Anne Craig from Illinois State Library. Mary asked her about the \$714,000 that NSLS received for FY2011. Ms. Craig explained the money was already appropriated and NSLS came up in the queue to receive

payment. She said, however, the State is still anticipating severe cuts overall, despite the tax increase.

Don Johnson stated that March 21 will be the day for the changeover from bags to bins for all delivery services. Some libraries are already on board.

Mary reported that NSLS received the preliminary report from the Northwestern University School of Engineering. They will make a presentation to the Board at the March meeting. Students also included suggestions from UPS on streamlining delivery services.

Communications:

A letter received from Crystal Lake asked for the return of the donation to NSLS. It raised the question: Does this make the donation appear to be a loan, which is against Illinois statute? President Caudill sent a letter to Anne Craig of ISL for guidance and direction. She asked if NSLS is legally allowed to return the donations received from the 47 library members. This item will be on the March meeting agenda if the Board receives a response from Anne Craig by that time.

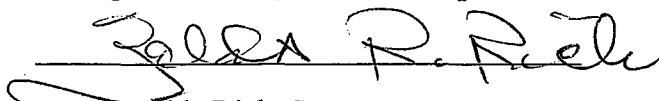
COMMENTS FROM TRUSTEES

Mrs. Rich commented on her recent visit to Cook Memorial Library. They have a lot of land and a lot of uncluttered space.

Dr. Wozniak commended the Maintenance Department for the great job they did with snow removal.

ADJOURNMENT

At 8:39 p.m. a motion was made by Mr. Graham, seconded by Dr. Wozniak to adjourn the regular meeting. The motion passed unanimously.


Zelda Rich, Secretary