

July 13, 1994

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, July 13, 1994.

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Eva Weiner, Vice President; Zelda Rich, Secretary; Leo Friedman; John J. Graham; Susan Brill Schreck; Norma Zatz; and Carolyn A. Anthony, Director.

Visitors present: Skokie residents Hugh and Alice Dalgetty.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services and Steve Oserman, Reference Librarian, Employment Resource Center.

Mr. Graham introduced Mr. and Mrs. Dalgetty, his former neighbors, who wanted to relate their experience with the Library's Employment Resource Center.

Mr. Dalgetty said that he and his wife, long-time Skokie residents whose children are now grown, decided to leave Skokie and move west. Their home in Skokie sold quickly and to Mr. and Mrs. Dalgetty's surprise and disappointment, after quite some time attempting to secure employment in Arizona, Mr. Dalgetty was unsuccessful.

Upon returning to Skokie Mr. Dalgetty visited Steve Oserman in the Employment Resource Center. During that visit he received three solid leads and promptly sent out letters and resumés. He received replies from all three companies and promptly scheduled interviews. The Dalgettys returned to Arizona and within one week Mr. Dalgetty secured employment and located a new home. They were overwhelmed at the reversal of luck.

Thus, Mr. Dalgetty came this evening to apprise the Board of how their difficult situation turned around because of the Library's Employment Resource Center.

Mrs. Hunter thanked the Dalgettys for sharing their story with the Board and she wished them well.

Mr. and Mrs. Dalgetty left the Board Room at 7:35 p.m.

Mrs. Anthony pointed out to the Board that there is a chapter included in the 1994 Joan C. Durrance book *Meeting Community Needs With Job & Career Services* with information on Steve Oserman and the Employment Resource Center.

The Board congratulated Steve Oserman for his dedication to working with patrons of the Employment Resource Center.

Mr. Oserman left the Board Room at 7:40 p.m.

APPROVAL OF THE MINUTES OF THE ANNUAL MEETING MAY 11, 1994

Mrs. Zatz moved that the Board of Trustees approve the minutes of the annual meeting of May 11, 1994 as written, subject to additions and/or corrections. Mr. Graham 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.

APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 8, 1994

Mrs. Zatz made a motion, seconded by Mr. Friedman, to approve the minutes of June 8, 1994 as written, subject to additions and/or corrections.

Mrs. Zatz called for a correction on Page 7 to the vote on the second motion on the center of the page:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES NOT ASK FOR ENGINEERING SERVICES FROM THE VILLAGE DUE TO THEIR HEAVY WORKLOAD UNTIL NEXT YEAR.

The roll call vote was not unanimous - Mrs. Zatz voted "no."

There being no further additions or corrections, the motion to approve the June 8, 1994 minutes as corrected was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS

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

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, THE LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS STATEMENT 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.

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

ACTION RE APPROPRIATION AUTHORIZATION OF \$68,855. LSCA GRANT

The LSCA Grant monies awarded the Library in the amount of \$68,855. need to be formally budgeted.

After discussion Mrs. Zatz made a motion seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROPRIATE THE LSCA FUNDS AWARDED THE LIBRARY IN THE AMOUNT OF \$68,855. TO THE "USER TRAINING FOR ELECTRONIC INFORMATION RESOURCES" PROJECT, AS PROPOSED TO THE ILLINOIS STATE LIBRARY IN OUR GRANT APPLICATION.

The roll call vote for approval was unanimous.

CONSENT AGENDA ITEMS

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

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

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. CORRESPONDENCE (6)

Letter from Secretary of State and State Librarian George H. Ryan re "User Training for Electronic Information Resources" grant

Letter from Elizabeth S. Kessler, Chairperson, Skokie Festival of Cultures

Memorandum from John Kadus re ABA Convention

Letter from Marsha Engquist, Director, Lake Shore Schools

Letter to Tobi Oberman from Secretary of State and State Librarian George H. Ryan

Letter from Mayor Jacqueline B. Gorell

5. PERSONNEL

Appointment: David Whittingham, part-time Bookmobile Assistant, Circulation Services, effective June 13, 1994

Promotion: Tracy Halsema, from part-time Clerk, to full-time Senior Clerk, Circulation Services, effective June 14, 1994

After discussion the motion to approve the Consent Agenda items passed unanimously.

DIRECTOR'S REPORT

Usage--Circulation in June was 85,569, up 9% from circulation in June, 1993.

Circulation of children's books was up more than 20%. This increase is on top of continuing record gains in activity in Youth Services. Staff are to be commended for the tremendous success of the reading club this year. Reference and information statistics were also up sharply in Adult and Youth Services for the month.

July 4 Parade--The Library took part in Skokie's annual 4th of July parade, featuring the newly repainted Bookmobile. Seven staff members walked in front of the Bookmobile, distributing literature about summer reading as well as balloons and candy. Circulation staff member Tracy Halsema glided through the parade route on roller blades, leading the Library contingent.

Downtown Skokie Sidewalk Sale--Skokie Public Library will staff a booth at the Downtown Skokie Sidewalk Sale Saturday, July 23. The sale will be on for four days from Thursday, July 21-Sunday, July 24.

Bookmobile--The Bookmobile held up through the heat of the July 4 parade, but has had some continuing problems necessitating a return trip to Waukegan for adjustments this week. The Bookmobile missed its stops Thursday, July 7.

Video Sting--After observing a pattern in the theft of library videotapes, staff devised a sting operation which resulted in turning a person over to the police. Skokie Police praised the Library's efforts and have encouraged us to continue.

Economic & Community Development--Bruce Brigell, Coordinator of Information Services, Steve Oserman and Mrs. Anthony attended a workshop at NSLS on the library as an agent for economic and community development. We found that we had a number of activities and accomplishments in this area that we could share with other participants.

Village Board Meeting--The Library's request for a special use permit for development of parking at 5237 Oakton was approved by the Village Board June 20.

All-American City Nomination--Mrs. Anthony is working with other community representatives on a nomination for Skokie for an All-American City award. Three separate areas of outstanding activity must be described in order to qualify.

INTERNET Hookup--Installation of the Library's connection to the INTERNET via NSLS was completed this week. This connection will make it possible for us to have numerous addresses for receipt of electronic mail rather than the single institutional address we have had with access through CLASS, a cooperative service agency in California. Staff will be trained in use of the INTERNET over the next several months.

American Library Association--Trustees Eva Weiner and Norma Zatz, Adult Services staff members Bruce Brigell, Pat Groh, Steve Oserman and Mrs. Anthony attended the annual conference of the American Library Association in Miami Beach at the end of June.

Conference attendance was down more than 25% when compared with other years. Mrs. Anthony attended Council meetings as an elected Councilor-at-Large. She is also a member of the Standing Committee on Library Education and the PLA Budget and Finance Committee. In addition, Mrs. Anthony serves on an editorial advisory committee for Highsmith, a publisher.

A kiosk information station at the exhibits was intriguing and Mrs. Anthony will talk with other local agency heads about jointly sponsored community information stands.

Per Capita Grant--The Per Capita Grant request will be prepared for submission to the State by July 15.

Vacation--Mrs. Anthony will vacation in northern Minnesota the last two weeks of July.

EMPLOYEE ASSISTANCE PROGRAM

The Board noted information regarding an Employee Assistance Program.

Mrs. Anthony discussed the concept with Department Heads who support the desirability of an Employee Assistance Program at Skokie Public Library. We have referred employees to the Family Counseling Service of Evanston and Skokie Valley in the past and have had only positive reports on their service.

Many employers offer this benefit to their employees. While the program offers employees counseling and referral for issues related to mental health, substance abuse and stress, analysis has shown that the employer also benefits from increased productivity and improved attendance when employees receive assistance.

Mrs. Anthony would like the Board to discuss the concept of an EAP and review the proposal from Family Counseling Service.

The Board would like more information on this type of program and would like someone from Family Counseling Service to make a presentation.

Mrs. Hunter would like a comparison prepared noting the difference between the EAP the North Suburban Library System (NSLS) subscribes to for their employees and the one the Library is considering.

It was suggested that should the Board approve the EAP proposal it should be on a trial basis with re-evaluation after two years taking into account cost, usage and increased staff productivity among other factors.

AMERICAN LIBRARY ASSOCIATION

The Board reviewed the Resolution on LSCA Reauthorization, Membership Survey, Intellectual Freedom Committee Report to Council and the Phase I Report from Self Study Committee distributed by ALA.

EXPANSION OF PARKING

Parking lot expansion was discussed.

It was the consensus of the Board that when patrons complain to staff about the lack of adequate parking, they be directed to Village Hall. Recently more citizens, especially mothers with small children have questioned Library staff about the logic of being forced to cross busy Oakton Street on foot because there are no parking spaces available in the municipal lots. Patrons have commented they notice numerous Village vehicles parked in spaces much closer to the Library and in the reserved spaces at the Village Hall as they attempt to find parking, and they question this practice.

Although we have requested the 24 spaces used by Village motor pool autos be relinquished and designated for use by Village and Library patrons, the Village has not made any change. Unfortunately, the Library has no jurisdiction over the shared parking lots.

CIRCULATING CD ROM COLLECTION POLICY

Because publishing in the CD ROM format has increased greatly in recent years and many of the products are of high interest at local computer and electronics stores, it is common for PCs to include an internal CD ROM drive for play of these informational CD ROM products.

We have received several requests from users to circulate informational CD ROMs and propose to launch an initial collection of approximately 35 adult CD ROMs and 20 geared especially to youth.

The following policy is proposed for this starter collection:

Loan period: One week, no renewals, no reserves
 Loan limit: Two items per valid Skokie Public Library borrower's card
 No reciprocal borrowing
 Overdue fine: \$2.00 per day
 Loss of CD: Default cost

During discussion the Board voiced concern that borrowers be instructed in the proper handling and use of these CD ROMs to insure the quality of the collection.

Mrs. Weiner made a motion, seconded by Mrs. Schreck:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A SMALL NUMBER OF CD ROMS BE PURCHASED FOR THE CIRCULATING CD ROM COLLECTION; THAT THE POLICY AS PROPOSED BY THE DIRECTOR BE APPROVED; AND THAT THERE BE SOME ASSURANCE PROVIDED THAT PATRONS WILL BE TRAINED IN THE PROPER USE OF CD ROMS.

After discussion it was the consensus of the Board that details and safeguards be determined by staff and guidelines for use of the CD ROM circulating collection be developed and put in place to implement the concerns of the Board.

The roll was called. Mrs. Weiner--yes; Mr. Graham--yes; Mr. Friedman--yes; Mrs. Schreck--yes; Mrs. Rich--yes; Mrs. Zatz--yes; Mrs. Hunter--no.

The motion passed.

AUTOMATION

Cabling of the building for data, audiovisual equipment and telephones should be completed by July 15. Our INTERNET connection was completed July 7. A rough timetable for conversion to the Dynix system was distributed to the Board. Hardware should be installed and tested before the end of July although the new public catalogs will be removed after testing and reinstalled in September when we are actually ready to switch over to the new system. During the interim of about six weeks staff will have a chance to become familiar with the new hardware and software.

We are finalizing plans for the CD ROM LAN (Local Area Network) and several multimedia stand-alone stations which we also plan to install by early fall.

The first meeting was held with ICON Associates to begin work on the LSCA grant-funded project to develop computer-based training modules for the public.

This phase of automation calls for establishment of a core Local Area Network (LAN) which will be the backbone for our public catalog, CD ROM reference products and staff computers. The public will be able to use the catalog, periodical indexes, reference products and INTERNET from any of a number of public computers. Staff will also have the benefit of electronic mail, shared access to local files and the ability to share resources such as laser printers and modems.

Purchase of hardware, including a file server, communications server, CD ROM server and three CD ROM towers is necessary to establish the LAN. The proposal prepared by Computer View Inc. was \$71,300.09.

Mrs. Anthony requested authorization to purchase the equipment as noted for the LAN through Computer View, Inc., at a cost not to exceed \$75,000.

The Board reviewed the proposed cost breakdown.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FROM COMPUTER VIEW INC. AS OUTLINED BY THE DIRECTOR FOR THE PURCHASE OF MATERIALS TO ESTABLISH A LAN NOT TO EXCEED \$75,000.

The roll call vote for approval was unanimous.

LIBRARY CABLE NETWORK

The Board noted the Library Cable Network July 1994 TCI Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported on the meeting of the NSLS Board of Directors.

COMMENTS FROM TRUSTEES

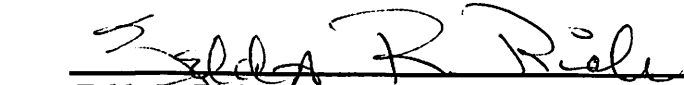
Mr. Graham complimented Reference Librarian Jane Hagedorn on the way she handled a disgruntled user recently. He said she did an extremely good job.

Mrs. Zatz said more Library Trustees should attend functions and programs sponsored by the Library.

Mrs. Hunter noted that the Village newsletter, *Newskokie*, is being delivered later in the month. The last issue was not received by her until after the Library programs listed as upcoming had already passed. She suggested, since we are not in control of the delivery of the newsletter, that we no longer list events that would include dates. Too many patrons are disappointed when they learn they have missed a program of interest.

ADJOURNMENT

The meeting was adjourned at 9:50 p.m.


Zelda R. Rich, Secretary