

February 8, 2012

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, February 8, 2012.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:37 p.m.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 11, 2012

Mrs. Parrilli made a motion, seconded by Mr. Basofin to approve the minutes of the regular meeting of January 11, 2012, subject to additions and/or corrections. There being no additions/corrections, the minutes were approved and placed on file.

CONSENT AGENDA (Financial Statement; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Gifts)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENT, 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. GIFTS: \$18. FROM BARBARA KEER IN MEMORY OF BRENDA B. WEISS FOR PURCHASE OF A BOOK ON CD; \$100. FROM DAN AND KAREN PARRILLI IN HONOR OF DR. JOHN WOZNIAK WITH APPRECIATION FOR HIS YEARS OF SERVICE AND DEDICATION TO THE SKOKIE PUBLIC LIBRARY; \$3,000. FROM COLE TAYLOR BANK IN SUPPORT OF NATIONAL LIBRARY WEEK.

The motion passed unanimously.

YEAR-TO-DATE BUDGETARY STATUS

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ACCEPT THE YEAR-TO-DATE BUDGETARY STATUS AS
PRESENTED.

The motion passed unanimously.

BILLS

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

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

The roll call vote for approval was unanimous.

BALANCE SHEET FOR THE NINE MONTHS ENDING FROM 5/1/11 THRU 1/31/12

The Balance Sheet for the Nine Months Ending from 5/1/11 thru 1/31/12 was noted.

DIRECTOR'S REPORT

USAGE----Circulation was down nearly 6% in January. Reciprocal Borrowing is down by two thirds to 5% of total circulation, a pattern that has become consistent since the limits on RBP by the Board in September. Bookmobile circulation continues to climb, especially for Adult materials. Also, circulation of eBooks is up more than three-fold from last January. Inter-library borrowing through LINKin continues to increase while traditional Interlibrary Loan is down. The gate count was up more than 12%, probably owing to the mild weather in January (and the blizzard at the end of the month last year).

BOARD NEWS----Karen Parrilli has been selected by ALTAFF (ALA's trustee group) for an award of \$850. to attend the ALA Annual Conference in Anaheim. Karen applied for the grant which is for a Board member who has not attended a national conference. It is funded by Gale.

The Board congratulated Mrs. Parrilli on her award.

YOUTH MEDIA LAB OPENED----Two Mac computers have been installed in the Youth Media Lab, along with microphones and a keyboard so that middle school students may have access to this technology. They have been asking for an opportunity. The Youth Lab is always staffed when in use so the students will be supervised.

ROOF LEAKS----Three roof leaks became evident in January. Inspectors came out under the terms of the warranty to identify the location of the leaks and the faulty seams have been repaired.

DAMAGED SCULPTURE----Our Ted Gall sculpture "View from McCormick" which was on the exterior wall near the west entrance has been taken down and will be shipped to the artist for repairs. It was vandalized during the weekend of January 21-22, when two copper tube extensions were broken off. The vandalism may have been committed by a metals scavenger. We learned that an outdoor metal sculpture at a school in Lincolnwood was vandalized the same weekend. Both a Police report and an insurance claim have been filed.

BUILDING COMMON GROUND----Building Common Ground is the grant-funded initiative which the Library has undertaken in partnership with Turning Point. The grant of \$2,500. was awarded by the ALA Public Programs Office with funding from the Fetzer Institute. The purpose of the grant is to engage the community in dialogue about mental health issues, enhancing awareness and compassion. The first event will be a Town Hall Meeting Friday, February 10 at 10:00am at the Library. A number of elected officials will be in attendance and Board members are encouraged to join in. Other programs will include a film viewing and discussion at the Library and two discussion programs in the community, facilitated by Amita Lonial of our staff and a staff person from Turning Point. The program will conclude at the Festival of Cultures.

DOWNTOWN SEWER PROJECT----The Village has undertaken a project to improve and update the sewer system in the downtown area. From Tuesday through Friday next week, sewage from the Library will be routed through a large hose to allow work on the in-ground pipes. The Oakton Street entrance to the Library parking lot will be blocked and traffic will be directed to Park Avenue. We certainly hope that work proceeds uneventfully as planned.

PERSONNEL CHANGES IN NEARBY LIBRARIES----You have probably all heard that Mary Dempsey has stepped down as Commissioner of the Chicago Public Library. She will be replaced by Brian Bannon, a senior staff member from the San Francisco Public Library who is an expert with technology. Brian was a Fellow in the PLA Leadership Development Program that Mrs. Anthony has worked with so we are acquainted. Su Bochenski, former RAILS Assistant Director, will be the new Director of the Lincolnwood Public Library as of next week. Paula Moore, Director of the Arlington Heights Public Library, announced her retirement at the end of June.

OPEN MEETINGS ACT TRAINING----Board members are reminded of the need to complete Open Meetings Act training in compliance with Public Act 97-504. Three Board members have completed the training on a computer here in the Administrative Office. If you have completed the training elsewhere, please let Susan Dickens know. She can also make arrangements if you wish to come to the Library for the online training.

EARLY CLOSING FOR SNOW----The Library closed early at 6pm Friday, January 20 due to the severe snow storm and poor road conditions.

MIDWINTER----The length of ALA conferences has been shortened to save expense so Mrs. Anthony was away just three nights in Dallas for the Midwinter meetings. Mrs. Anthony chaired a meeting of the PLA Leadership Development Task Force, attended a meeting of the PLA Budget and Finance Committee, a meeting of the ALA Public Programs Advisory Committee, and a reception held by the Urban Libraries Council at the Dallas Public Library. Mrs. Anthony also volunteered to facilitate a discussion table as part of a program initiated by ALA President Molly Raphael. More than 100 librarians participated in a discussion of how our communities are changing and how library services should also change. Librarians from every type of library engaged actively in the exchange. Although Midwinter does not include programs like at Annual Conference, Rich Harwood of the Harwood Institute gave an inspiring talk about community engagement. Mrs. Anthony also attended an interesting session at which the Director of the Kansas State Library talked about their process of changing their eBook vendor while retaining rights to the titles. Attorney Mary Minow commented on legal issues re First Sale.

CAMPAIGN FOR PLA PRESIDENT----Mrs. Anthony is one of two candidates for President of the Public Library Association. The ballot will be out in mid-March and voting will be open for about one month. If elected, Mrs. Anthony would be President-elect in 2012-2013 and President 2013-2014 when there will be a PLA National Conference in Indianapolis. Candidates are not allowed to print flyers or issue buttons to campaign, but social media cannot be prohibited. Mrs. Anthony has a Facebook page <<https://www.Facebook.com/CAA4PLA/>> so please "like" me, vote and pass the word.

DRAFT BUDGET FOR FY 2013

Mrs. Anthony distributed a draft budget for 2012-2013 that also reflects up-to-date expenses for the current Fiscal Year for comparison. With the current year 75% completed, it is easier to project estimated year-end expense.

The biggest budget category is Personnel. Bureau of Labor figures for Wages and Salaries for State and Local Government Workers for calendar year 2011 were also distributed, showing an increase of 1% in employment costs for all workers. This is the same as last year and Mrs. Anthony will recommend that the Board again make a 1% adjustment across the scale at the start of the Fiscal Year in May. Staff would still be eligible for an adjustment at the time of their annual review. If this adjustment is continued at 2%, the maximum increase any staff member would receive for the year is 3%. Those at top-of-scale would just get 1% more as adjusted in May.

We'll take a closer look at other budget categories next month. Richard Simon, Head of Maintenance, has advised Mrs. Anthony of two anticipated expenses from the Capital line – one being a need to replace the controllers for the public elevator doors and the other a replacement of the all-terrain-vehicle used for snow plowing.

After brief discussion, Mr. Basofin asked to see a copy of the LACONI salary survey.

APPROVAL OF CHILLER REPAIRS

In November, the Board approved an overhaul of one of the Library's two chillers at a cost of \$48,584.00. This amount included \$7,000. for the replacement of four bearings, at least one of which had failed, causing the service interruption. North Town has been working on the chiller overhaul, disassembling the chiller and inspecting various parts. The bearing which was bad had slipped just a bit, damaging the impeller. North Town sent the part back to the manufacturer to see if it could be modified/repared. These are precision parts that need to fit within exacting specifications. The manufacturer advised against reinstalling the impeller. North Town has provided a quote for a new impeller which is an upgrade from the original and will require a new thrust assembly and thrust sensor. The cost of these components is \$16,921. and the lead time for shipping is four weeks.

Given the lead time to obtain the part and the need to ensure that work is completed before the cooling season begins in April, the Board was canvassed electronically for approval to order a new impeller.

Subsequently, North Town discovered the need to replace the labyrinth seal at a cost of \$2,398. Together with the cost of the impeller and related parts, the cost of the proposed repairs is now \$18,779. Board approval of this expense is requested.

Together with the approved quote for labor on the chiller overhaul and replacement of the four bearings, the total expense for chiller repairs will be \$67,363. A replacement chiller

would cost \$200,000. to \$250,000. Repairs are warranted for one year. While there is no lifetime warranty on the chiller, installed in 1998, North Town believes that the chiller should continue to function for many years.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM NORTH TOWN MECHANICAL TO REPLACE THE IMPELLER AND RELATED PARTS IN THE AMOUNT OF \$16,921. AND THE ADDITIONAL QUOTE TO REPLACE THE LABYRINTH SEAL IN THE AMOUNT OF \$2,398. FOR A TOTAL COST OF \$18,779.

The roll call vote for approval was unanimous.

USE OF SKOKIE PUBLIC LIBRARY BY STUDENTS AT EDUCATIONAL INSTITUTIONS IN SKOKIE

Recent requests related to student use of the Skokie Public Library raise questions about the boundaries of Skokie Public Library's service community.

Mrs. Anthony was visited by a mother of a student at Arie Crown School. She said that they live in Northbrook, but her son attends Arie Crown School in Skokie. She works in the area and said that her medical appointments and much of her activity is Skokie-centered. She feels it is a hardship that her son has limited check-out privileges from the Skokie Public Library.

Marijo Natividad of the Northwestern Institute of Health & Technology visited last week to see if there might be some type of cooperative agreement with the Skokie Public Library. The school is located east of here on Oakton Street and trains students for careers in allied health fields such as radiology and phlebotomy. They also have to take general studies classes and lack a library to provide resources. They are seeking accreditation for their program and need to address the question of library resources. Presently they have about 150 students, but they hope to grow to have 600 enrolled.

Tobi Oberman, Head of Circulation, and Mrs. Anthony met with Ms. Natividad and told her that students were welcome to use the Skokie Public Library in person, and to use computers here, but that students would be subject to check-out policies which limit non-Skokie suburban students to 3 items at one time and allow no check-out for Chicago residents unless they purchase a fee card (\$300 for one year or \$150 for a student card). About 60% of their students come from Chicago.

Sanford Brown is a similar school in downtown Skokie that also prepares students for careers in the health field. We have numerous parochial schools and the Hebrew Theological Seminary located in Skokie. Students from the Hebrew Theological Seminary regularly request use of the Skokie Public Library. Some of their students live in dormitories in Skokie while others are in dorms in Chicago. There is also the DeVry Technical Institute, the ORT program on Howard Street, National Louis University and Oakton Community College. The latter two institutions have substantial library facilities. Nevertheless, Mrs. Anthony had a request just this week from a teacher of English 101 for non-native speakers at Oakton who inquired about use of materials from Skokie Public Library as she finds that we have more appropriate materials for her students.

A question even comes up for students in District 69 where the Library is located and also for District 219 since Niles West is so close by. Students from Morton Grove and Lincolnwood who attend those schools come to the Skokie Public Library because it is convenient and they are with friends from Skokie, but then find that they are limited in the number of books they can check out.

Very soon, the Skokie Swift stop at Oakton and Skokie Boulevard will open, making it that much easier for students to study in the downtown Skokie area. Mrs. Anthony finds herself questioning whether we should try to make some temporary accommodation for students of Skokie schools as we try to do for workers who are employed by local businesses. This is an issue to be pondered for future consideration.

After discussion, the Board agreed that this is a complex issue and more information is needed. The Board invited input from staff.

APPOINTMENT OF LIBRARY TRUSTEE

After brief discussion, a motion was made by Mr. Graham, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPOINT MARK PROSPERI AS TRUSTEE TO THE SKOKIE PUBLIC LIBRARY TO FILL THE VACANCY CREATED BY DR. JOHN WOZNIAK'S RESIGNATION.

The roll call vote for approval was unanimous.

Mrs. Hunter will contact Mr. Prospero and the other two candidates. Village Clerk Marlene Williams will be asked to swear in Mr. Prospero before the March Board meeting.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Taken from the RAILS website, video of the Board meeting, the board meeting packet, and email communications, Mrs. Parrilli reported on the following highlights of the January 27, 2012 RAILS Board of Directors meeting and recent news:

The following are the major decisions made by the RAILS Board at their January 27, 2012 meeting:

- The Board approved a recommendation for a standardized counting methodology that all RAILS Delivery locations will use to count items delivered and picked up from RAILS member libraries. This is in response to a suggestion made by the RAILS Board Delivery Committee.
- The Board approved the selection of Bradbury Gossage Sager as the search firm to work with the Board on the RAILS Executive Director search.*
- The Board approved a motion to change both RAILS Talking Book Centers from Sub-regionals to Advisory Outreach Centers in current or new RAILS facilities, and to transfer the physical collections to Springfield. RAILS is assessing the implications of these developments and will provide more information soon. These changes will not take effect until FY2013 and RAILS will do everything possible to ensure for a smooth transition and continuity of services to patrons when the changes take place.
- The Board approved a motion to close the current RAILS Rockford facility on American Drive and to move to a smaller, less expensive and better suited location on Colt Road in Rockford.
- The Board approved the membership application of the American Islamic College in Chicago. The application must be approved by the Illinois State Library before the membership is official. The Board also approved the withdrawal from membership of the American College of Education due to its move from Chicago to Indiana. The ISL will also need to approve this withdrawal from membership.

New board member Murray Barr, a public library trustee, (also from the MLS library system) was seated at this meeting. Director Barr was appointed to fill a vacancy due to the resignation of John Chrastka.

More information and a link to watch a recording of the meeting can be found in the Meeting Packet available from the Board Meetings section of the RAILS website. Official meeting minutes, when approved, will be published on the RAILS website.

*This contract amounted to \$18,000 and called for the new Executive Director to be in place by July 2012. The search committee will consist of five Board members, including President Alan Davidson.

During the Committee Reports of the meeting, discussion ensued regarding members attending the legislative breakfasts occurring on President's Day, February 20. Board President Alan Davidson encouraged everyone who can attend these breakfasts do so in order to represent their libraries and express to our legislators the importance of supporting this integral part of our communities.

An Illinois State Library member presented SUSI—Single Uniform Source of Information. This new State program requires library systems to validate library members through an annual certification process by complying with a nine-step criteria. According to ISL's written report, "SUSI is intended to automate the State Library's grant management process. . .by establishing a safe-source for all information needed to support ISL grant management activities. . ."

Important to note, members who do not become certified and do not meet standards risk losing eligibility for grants and services from ISL, including the System Area and Per Capita Grant. The Board of Directors will entertain a motion at their February meeting to support SUSI.

In recent communications from Renee Anderson of RAILS Communication Department, it was announced that Su Bochenski has resigned as RAILS Associate Executive Director, effective January 27, 2012. Ms. Bochenski is currently the IMRF Authorized Agent. Barbara Brooks, Human Resource Manager, will replace her in this position.

Also announced from the RAILS website: *As a result of member input in the recent Communications Survey, RAILS is offering more venues for members to post information. In addition to Free/For Sale Offers, RAILS members can now post information about Continuing Education and Library News on the RAILS website. Anyone may view posted announcements, but you must be signed into the RAILS website using the email address associated with your Library Learning (L2) account and your L2 password in order to post information or subscribe to email alerts.* RAILS is also considering beta testing a new platform for an online discussion group for library members.

Executive Director Michael Piper reported on facilities planning and the timetable currently taking place, the financial report and the need to increase staff in the Accounting Department, the Area Per Capita grant development timetable, and membership application (American Islamic College) and member withdrawal notice (American College of Education).

Brief discussion followed.

COMMENTS FROM TRUSTEES

Mrs. Parrilli complimented Virtual Services Coordinator Toby Greenwalt for helping her husband with his new Nook during an individual eBook training session recently.

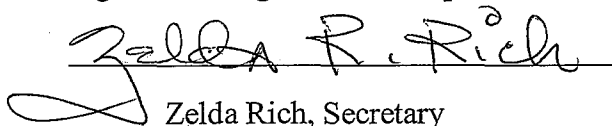
Mrs. Hunter suggested a series of seminars on employment and financial information after the second floor remodeling project is complete. Possible speakers could be arranged through a partnership with the North Suburban Business Foundation.

Mrs. Hunter said that Xavier University has a lecture series with Cook County Sheriff Tom Dart who speaks on "Justice Through the Eyes of the Sheriff". Mrs. Hunter suggested he be asked to speak at the Library.

Finally Mrs. Hunter suggested asking the Chicago Tribune if the Library could partner with them to be a second site for the series of talks they are sponsoring at Chase Bank downtown. The current series is "Chicago Forward: Is Our City Safe?" Panelists include Chicago Police Superintendent Garry McCarthy, Cook County Board President Toni Preckwinkle, Walgreens VP Steve Pemberton and CeaseFire violence interrupter Ameena Matthews.

ADJOURNMENT

At 8:49 p.m. a motion was made by Mr. Graham, seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.


Zelda Rich, Secretary