

September 10, 2008

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, September 10, 2008.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:31 p.m.

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

Member absent: Dayle Zelenka, Secretary.

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

Guest present: Bernice Faintuch, 5455 Suffield Court, Skokie.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 13, 2008

Mr. Basofin made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of August 13, 2008, subject to additions and/or corrections.

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

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

Mr. Graham 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. GIFTS: \$25. FROM ABRAHAM AND PHYLLIS RAVVE IN APPRECIATION; \$25. FROM BARBARA P. MILLER IN MEMORY OF MARY RADMACHER

5. PERSONNEL: HIRES: JOHN KIM, PART-TIME TECHNOLOGY ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE SEPTEMBER 8, 2008; MIKAEL JACOBSEN, FULL-TIME REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT, EFFECTIVE SEPTEMBER 22, 2008; TERMINATION: VINCENT TAM, PART-TIME COMPUTER ASSISTANT, YOUTH SERVICES DEPARTMENT EFFECTIVE SEPTEMBER 6, 2008.

The roll call vote for approval was unanimous.

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.

Mrs. Hunter indicated that she would like the bills to note that the check to Lydia Hwang should indicate it was paid with donations received in memory of Mary Radmacher.

DIRECTOR'S REPORT

USAGE----Circulation in August was up slightly to 136,165. Increases were primarily in circulation of youth books and adult videos. The Gate Count was up a whopping 18.54%, perhaps in part because the East entrance was open during much of the Backlot Bash for activities in the meeting rooms. Other large gains were in the use of self-check which has more than doubled last August's use and the use of digital formats which increased nearly 25%. Use of online databases was up 8% from last August, with an increase of 17% in external use. The number of individuals who logged in during the month actually decreased from last August.

REPORTS FROM DEPT HEADS----As requested by the Board, Adult Services and Youth Services will prepare longer narrative reports in alternate months, with briefer statistical reports only in the interim month. Feedback on the new report format is welcome.

LSTA GRANTS----The Library was awarded an LSTA grant in the amount of \$19,650. for "Building a Mobile Library Platform". This grant will develop a suite of services to help libraries take advantage of the boom in Web activity using mobile devices, whether mobile phones or personal digital assistants. These devices provide a constant connection to the world of information, creating a natural opening for libraries to provide services. Through a

combination of text message patron alerts, Instant Message reference functionality, and mobile-friendly Web design, the Library seeks to take advantage of this increasingly pervasive technology, bringing an expanded slate of services to its established patron base. Another application for funding for a digitization grant was not approved.

BACKLOT BASH----The Backlot Bash was a successful event again August 22-24. The gate count for persons entering the East entrance during the weekend was 2854. The Friday evening film had 55 attendees, smaller than usual for a Friday film showing. The Bookmobile reported steady use. Sidewalk chalk and arts & crafts had about 75 participants Saturday and more Sunday. Circus storytime attracted 85 attendees while the Circus Show had a crowd of 225. About 100 people came to use the Wii games Saturday evening, including families as well as teens. Some were disappointed that the games were not offered Sunday evening as well. Children's author Ruth Spiro was pleased with a crowd of 50 or so and reported selling all the books she brought. About 75 children came to hear magic stories Sunday and there was a standing room only crowd for the magic show Sunday afternoon. Fran Roehm, SkokieNet Librarian, had some teens shooting video and helping with face painting. It appears to have been largely a family crowd. There was some use of the Library as a cooling center and a rest stop. Staff received a few requests for the Library to be open through the Bash.

Discussion followed.

LEGISLATIVE NEWS----Governor Blagojevich vetoed two bills of interest to libraries. One, HB4527, was sponsored by Representative Lou Lang and would have increased equalization aid and allowed more libraries to receive the aid. Although the number of libraries receiving equalization grants might have increased to 50 or so, these are still some of the smallest libraries in the least affluent communities so the Governor's stipulation that libraries receiving the aid should be open four evenings per week until 9pm does not seem realistic. The House is expected to override the Governor's action. The other bill supported an increase in county law library fees which have not changed in many years. Neither of these bills directly affect the Skokie Public Library.

SKOKIENET NEWS----Congresswoman Jan Schakowsky has added a second, Spanish-speaking legislative aide to the twice per month evening sessions at the Library to assist local residents with issues related to federal services. The Library, through SkokieNet, is back at the Farmer's Market with 158 people stopping by the Library table on the first Sunday of the month. More people are participating in SkokieNet commentary, with 74 people posting entries on the site in August.

SUMMER READING FINALE----Friday, August 29, Highland School received the first annual traveling trophy for the school with the highest completion rate in summer reading. 74% of students from Highland who signed up for the Club finished this year. Highland's Principal encouraged children to wear their summer reading tee shirts. Both the Mayor and General Manager of Westfield Old Orchard came out to recognize the students at a school assembly.

IGO CAR INITIATIVE-----A representative of a company Igo that operates a system of cars that can be picked up for use when needed talked with representatives of the Village and Mrs. Anthony to see about extending the service from Chicago into Skokie. People register to participate and pay an hourly fee for use of a car that covers insurance and usage costs. The car can be picked up in one location and dropped off in another with less paperwork than is required for a typical car rental. If the Library was to allow a slot for an Igo car in the Library parking lot, staff could use the vehicle for Library business when it is not otherwise engaged. The Village is enthusiastic about this project. Discussion followed.

ILA CONFERENCE----The ILA Conference will be held at Navy Pier September 23-26. Mrs. Anthony will present a program about the Library Support Certification Task Force that she is involved with for ALA. She will also have a hearing about the proposed revision of the State standards for libraries and library services. Board members are encouraged to attend sessions or visit the exhibits.

PARKING LOT CONSTRUCTION

Specifications for construction of the parking lot, inclusive of demolition of the house at 7935 Park Avenue, an access drive from Park Avenue, drainage and water retention requirements, lighting improvements, a sidewalk through the parking lot from Park Avenue to the building for pedestrians, a pick-up/drop-off zone by the building, and resurfacing of the service drive on the east side of the Library were completed by Gewalt Hamilton and sent out August 25. The bid notice was posted in Legal Notices in the Daily Herald August 25. Notice of the bidding opportunity was also sent to several contractors directly, including Fred Berglund & Sons and Camosy.

The bid opening was held September 9 at 10 a.m. Four bids were received. Mrs. Anthony distributed Gewalt Hamilton's summary of the bids. Although Camosy's bid was initially read as \$538,025.25, it in fact added up to \$409,688.71. The range in the bids was from \$362,406.55 to \$469,188.20, with the Engineer's Estimate at \$396,195.39. A breakdown of bids and estimated costs by specific components was also distributed.

The low bidder was Chicagoland Paving, Inc. of Lake Zurich, IL. Gewalt Hamilton has had positive experience with the firm and recommends approval of their bid, with a 10% contingency. With a \$36,000. contingency, Board approval of a contract not to exceed \$398,406.55 is requested.

Chicagoland Paving indicated that they would be prepared to start September 22, if awarded the contract.

Discussion followed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY APPROVE THE BID FROM CHICAGOLAND PAVING, INC. FOR \$362,406.55 AS PRESENTED.

The roll call vote for approval was unanimous.

A motion was made by Mr. Graham, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY APPROVE A 10% CONTINGENCY OF \$36,000. FOR CHICAGOLAND PAVING, INC. WHICH CAN BE ACTED ON WITH THE APPROVAL OF MRS. ANTHONY, MR. GRAHAM AND MR. BASOFIN.

The roll call vote for approval was unanimous.

Mrs. Anthony explained that the irrigation of the green areas in the parking lot islands and borders was not included in the general construction contract for the parking lot. Because further phased construction of the parking lot was anticipated, the current irrigation system was installed with caps at the end of lines to permit future development. The contractor who installed the current sprinkler system submitted a proposal for extension of the system to serve all the green areas as designed for the completed lot. Coordination of the installation with the work of the General Contractor was anticipated and specified in the construction specifications.

Mrs. Anthony distributed a copy of the proposal from GB Sprinklers. It is the opinion of the consulting engineer that it will be more economical for the sprinkler contractor to install the PVC sleeves so the amount to be approved would be \$10,250.00, plus \$2,250.00, for a total of \$12,500.00. Mrs. Anthony requested Board approval of this proposal.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM GB SPRINKLERS FOR IRRIGATION IN THE GREEN AREAS OF THE WEST PARKING LOT AND BORDERS FOR \$10,250.00 PLUS \$2,250.00 FOR INSTALLATION OF PVC SLEEVES FOR A TOTAL OF \$12,500.00.

The roll call vote for approval was unanimous.

ADOPTION OF TAX LEVY

Mrs. Anthony said that the Board needs to adopt a tax levy for transmission to the Village of Skokie. The 2008 levy will be introduced as part of the Village's Levy Ordinance in early December and acted on before the end of December. This levy will fund the Library's 2009-2010 Fiscal Year.

The Library's cash position and Reserve Fund balance have both increased in recent years due to increases of 6%, 7% and 9% in recent years respectively. Administration needs to continually monitor our year-end cash position as the fall tax bills are rarely sent out the scheduled date of August 1. This year, Cook County is projecting that bills will be sent out approximately October 1 and due back November 3. The Library can expect to receive some money in October, but will not receive the bulk of receipts until November and after. Mrs. Anthony anticipates that the Library will need to borrow from the Reserve Fund to get through October, but Library resources will be adequate to meet cash needs.

This past year, the Board transferred \$1,000,000. to the Reserve Fund at year end and still had approximately \$125,000. (unaudited) to add to the cash balance in the Operating Fund. The unaudited balance in the General Operating Fund as of May 1, 2008 was \$3,468,857. The Library's monthly expense is about \$760,000. Ideally the Library would have revenue on hand for six months of expense, given the consistently late mailing of tax bills. However, a balance of more than \$1,500,000. in the Reserve Fund, after allowance for anticipated expense for the parking lot project this fall, provides the additional cushion to carry the Library through until fall tax receipts come in.

Mrs. Anthony requested Board approval of a 2008 levy of \$11,787,395.00, representing a 5% increase over the 2007 levy of \$11,226,090.00.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT AN OPERATING TAX LEVY IN THE AMOUNT OF

\$11,787,395.00 FOR THE YEAR 2008, REPRESENTING A 5% INCREASE OVER THE 2007 LEVY.

The roll call vote for approval was unanimous.

DISABILITY LEAVE

Mrs. Anthony distributed a copy of the Library's policy on disability leave as prepared by Beth Dostert, Manager of Human Resources. The Library currently does not have a policy that addresses disability leave. At the present time, the Library has employees out on disability and staff want to present an approach on how to handle disability leave benefits going forward. This policy will address how disability relates to employment status and the continuation of medical coverage. Board approval is requested.

The Board was pleased to see this policy and commended Mrs. Anthony and Ms. Dostert for their work.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE POLICY ON DISABILITY LEAVE AS PRESENTED (COPY ATTACHED).

The roll call vote for approval was unanimous.

TUITION REIMBURSEMENT

Mrs. Anthony distributed a memo and the current policy on tuition reimbursement as prepared by Ms. Dostert. As the policy is currently written it may pose a financial hardship on recent graduates who would like to take advantage of open positions at another library when they are not able to secure employment at the librarian level here at Skokie Public Library. A payment plan option for the individual to pay the Library back in installments is requested.

Lengthy discussion followed. The Board agreed that for each course approved, the employee would need to sign a document acknowledging that if they leave the employ of the Library within one year of receiving tuition reimbursement that the amount of reimbursement would need to be repaid to the Library. Arrangements should be made to ensure that the funds received by the employee are repaid if applicable.

REVIEW OF FREEDOM OF INFORMATION ACT AND OPEN MEETINGS ACT

Mrs. Anthony said that the Per Capita Grant application for funding from the State for FY 2009 requires that the Board review the Freedom of Information Act [5 ILCS 140] and

the Open Meetings Act [5 ILCS 120]. Board President Diana Hunter attended a training session for Trustees on the Open Meetings Act last July and reported on the session at the Board meeting August 15, 2007. The Library is in compliance with requirements in the Open Meetings Act. It has been the Board's decision to not allow participation in meetings via electronic means for Board members unable to be physically present at a meeting. Notice of Board meetings is sent to the local newspaper and posted on the Library website. Meeting agendas and minutes are made available on the Library's website. The Board does not have standing committees, but Board members need to remember that a gathering of three Board members is a majority of a quorum and that public notice of the meeting must be made if Library business is discussed. The Open Meetings Act also covers conditions for a closed meeting.

The Freedom of Information Act has not been reviewed by the Board recently. Mrs. Anthony distributed the text of the Act. Provisions in the Act ensure that the Library conducts business in an open manner with specified information about employees, salaries, vendors, contracts, revenues and expenses and other related matters made publicly available. Some of this information is available on the Library's website. A list of employees with their salaries and major vendors with the amount of money spent is published in the local paper each year. An annual report of revenues and expenses is published in the Fall issue of the UPdate each year.

Section 140/7 deals with Exemptions to the Act. One of the most significant for the Library is (1) Library circulation and other records identifying library users with specific materials. The Board has adopted policies for Retention of Patron-Associated Records and Responding to Search Warrants and Subpoenas to help safeguard the privacy of patron use records. Discussion followed.

ETHICS STATEMENT REVIEW / DVD TO BE SHOWN

Mrs. Anthony said the Per Capita Grant application for State funding for FY 2009 requires that each Board member review the Ethics Statement [5 ILCS 430] and complete a Statement of Economic Interest [5 ILCS 420]. Mrs. Anthony distributed a copy of the statute and also the Skokie Public Library Ethics Policy as prepared by Library Counsel and approved by the Board September, 2004.

Each Board member completes a Statement of Economic Interest annually in the spring as required by Cook County. The Director and senior staff also complete this annual statement. A receipt is mailed out from the County, confirming receipt of the completed statement of economic interest.

The Ethics Statement and Library Ethics Policy outline political activities and gifts which are permitted and not permitted under Illinois law. The Board watched a short DVD on a "Model Ethics Ordinance". Discussion followed.

NON-RESIDENT SERVICES

Public library boards must annually decide and take action on whether to participate in or opt-out of the non-resident reciprocal borrowing program. This law pertains only to the possibility of providing service to persons "residing outside of a public library service area" and does not affect practice regarding the sale of cards to non-residents of areas already served by a public library. Therefore it would not affect the Library's sale of cards to Chicago residents.

The Board first discussed this in 2004 due to a revision of the Illinois compiled statutes Chapter 75 Act 5, Section 4-7, Paragraph 12 in January, 2002. The effective change was as follows:

A person residing outside of a public library service area must apply for a non-resident library card at the public library located closest to the person's principal residence. The non-resident cards shall allow for borrowing privileges at all participating libraries in the regional library system only at the library where the card was issued. (New text is underlined. Expired text is lined through.)

Since Skokie does not have a significant neighboring unserved population, Mrs. Anthony has recommended that the Board approve participation in the program. Since the "closest public library" is determined by school district and the close-by area of Golf does not have public library service, there is a small number (estimated at 50) of students from Golf who attend Niles North and might want to purchase a Skokie Public Library card. In fact, we sold thirty-three (33) non-resident borrowers' cards in 2007, thirty-seven (37) non-resident borrowers' cards in 2006, and twenty-eight (28) non-resident borrowers' cards in 2005. Typically, not more than one or two of these cards are sold to Golf residents each year, a volume which does not present a problem. At the present time, there are no Golf residents holding fee cards for the Skokie Public Library, but three Golf residents registered as reciprocal borrowers from Glenview.

Mrs. Anthony recommends that the Board renew approval of participation in the Non-resident Services program for the year from July 1, 2008-June 30, 2009.

Mr. Graham made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RENEW PARTICIPATION IN THE NON-RESIDENT SERVICES PROGRAM FOR THE YEAR FROM JULY 1, 2008-JUNE 30, 2009.

The motion passed unanimously.

“THE LINK BETWEEN PUBLIC LIBRARIES AND EARLY READING SUCCESS: IS THERE A POSITIVE RELATIONSHIP BETWEEN PUBLIC LIBRARY SERVICES AND EARLY READING SUCCESS?” BY KEITH CURRY LANCE AND ROBBIE BRAVMAN MARKS, SCHOOL LIBRARY JOURNAL, SEPTEMBER 1, 2008

The article was noted and briefly discussed.

LIBRARY PRODUCTION STUDIO CHANNEL 24

The September 2008 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

There was no report in Mr. Zelenka’s absence.

COMMENTS FROM TRUSTEES

There were no comments.

COMMENTS FROM VISITORS

There were no comments.

Ms. Faintuch and Mrs. Kozlowski left the meeting.

CLOSED SESSION

At 8:49 p.m. a motion was made by Mr. Graham, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS THE DIRECTOR’S EVALUATION/SALARY.

The motion passed unanimously.

The Board took a short break. The meeting resumed at 9:02 p.m.

Discussion followed.

Adjournment

At 9:15 p.m. a motion was made by Mr. Graham seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADJOURN FROM CLOSED SESSION AND RETURN TO OPEN
SESSION.

The motion passed unanimously.

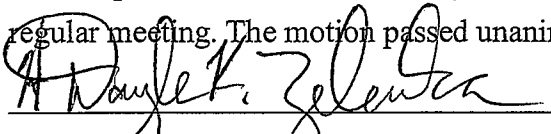
A motion was made by Mr. Graham, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES SET
CAROLYN ANTHONY'S (LIBRARY DIRECTOR) SALARY AT
\$156,000.00 FOR 2008-2009, EFFECTIVE AS OF MRS. ANTHONY'S
ANNIVERSARY DATE OF SEPTEMBER 19.

The roll call vote for approval was unanimous.

ADJOURNMENT

At 9:15 p.m. a motion was made by Mrs. Rich, seconded by Dr. Wozniak to adjourn the
regular meeting. The motion passed unanimously.



Dayle Zelenka, Secretary