

December 11, 1991

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, December 11, 1991.

CALL TO ORDER

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

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

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Susan Hagen Land, Head, Adult Services; Brenda Murphy, Head, Youth Services; and Tobi Oberman, Supervisor of Circulation Services.

Also present: Leo Friedman, Skokie Creative Writers; and Robin A. Johnson and Michelle Riefle, Hammond Beeby and Babka, Inc.

The regular order of business was changed to allow Mr. Friedman to present three copies of *Thoughts of Memories* published by Skokie Creative Writers Association to the Skokie Public Library.

Mr. Friedman stated that the group was formed in 1974 and has met here since then. He praised the Library, Board, Director and Staff as he presented the Association's ninth publication to the Library.

Mrs. Hunter thanked Mr. Friedman for his generosity and continued interest in the Library and its patrons.

Mr. Friedman left the Board Room.

Mrs. Hunter requested, with the Board's permission, the order of business be set aside for discussion of the Skokie Public Library renovation project and asked Ms. Johnson to proceed with her presentation.

RENOVATION PROJECT

Bid Tabulation Sheet / Carpet Presentation

Ms. Johnson of Hammond Beeby and Babka, Inc. said that 38 contractors had expressed interest in the renovation project and 14 bids were received November 25. The

bidders list, prepared by Ms. Johnson, which listed lump sum base bids and Alternates 1 through 10, was discussed.

It was the recommendation of the architects that the construction work outlined in the proposed Contract Documents and Addendum One prepared by Hammond Beeby and Babka, Inc. be carried out by the apparent low bidder, b. Stromberg Construction Company, Inc. of Morton Grove, Illinois, whose lump sum bid with Alternates 1, 7, 8, and 10 was \$1,310,583. The Contractor is well recommended and appears to be more than qualified for the project.

During discussion of the bid proposals Ms. Johnson said that the base bid includes Bentley Highlander 6.6 fibre, solution dye, custom color carpeting. This carpet is of superior quality and is recommended by the architects. Quote variations for carpet substitutions were noted.

Ms. Johnson said a revised quote for Alternate 8 (furnishing wall mounted shelving standards) of \$8,008. was received from b. Stromberg, changing their quote from \$4,015. This revision increases the base bid by \$3,893. bringing their bid total to \$1,314,476. In conversation with John F. Kelly, Vice President of b. Stromberg, he stated the project could be completed in 12 to 14 months.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF HAMMOND BEEBY AND BABKA, INC. THAT THE CONSTRUCTION WORK OUTLINED IN THE PROPOSED CONTRACT DOCUMENTS AND ADDENDUM ONE BE CARRIED OUT BY THE APPARENT LOW BIDDER, B. STROMBERG CONSTRUCTION COMPANY, INC. OF MORTON GROVE, ILLINOIS, WHOSE LUMP SUM BID WITH ALTERNATES 1, 7, 8, AND 10 TOTALS \$1,314,476.

The roll call vote for approval was unanimous.

Interiors Furnishings Contract / Revised

Sample Boards of fabrics, finishes, carpet and color schemes were displayed by Ms. Johnson who explained their efforts to coordinate new and existing interior furnishings, fabrics and colors.

It is the recommendation of the Director that the AIA Document B171, Standard Form of Agreement for Interior Design Services, 1979 Edition, as revised, be approved. (Attachment to the Contract for Interior Design Services as Exhibit A is the Hammond Beeby and Babka, Inc. letter proposal of October 3, 1991.)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INTERIOR DESIGN SERVICES CONTRACT WITH EXHIBITS A & B, AS REVISED AND MODIFIED BY HAMMOND BEEBY AND BABKA, INC. AND OUR ATTORNEYS, ROBBINS, SCHWARTZ, NICHOLAS, LIFTON & TAYLOR LTD. IN THE AMOUNT OF \$50,000.

The roll call vote for approval was unanimous.

Mrs. Hunter thanked Ms. Johnson for her presentation.

The sample boards will remain in the Library for staff to view.

Ms. Johnson and Ms. Riefle left the Board Room at 8:30 p.m.

Mrs. Hunter suggested the Board act on other agenda items pertaining to the renovation project before returning to the regular order of business.

The Board concurred.

Asbestos Abatement Bid Specifications

Mrs. Anthony said the time frame for asbestos abatement is by necessity moving rapidly with the publication of the invitation for bids in the Skokie Life Thursday, December 12; walk-through Monday, December 16; and bid-opening Friday, December 20, 1991.

With this schedule it is expected that the Board will be able to review the bids at the January 8, 1992 meeting.

The entire Project Manual prepared by RCM Laboratories, Inc. can be reviewed in the Library's Administrative Office.

After discussion Mrs. Rich made a motion seconded by Mrs. Zatz:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROJECT MANUAL FOR SKOKIE PUBLIC LIBRARY 1992 ASBESTOS ABATEMENT AS PREPARED BY RCM LABORATORIES, INC.

The roll call vote for approval was unanimous.

Builder's Risk Insurance

Builder's Risk Insurance on work at the site is the Library's responsibility as Owner. The insurance covers the interest of the Library and the Contractor in the event of fire, extended coverage, vandalism and malicious mischief. The insurance does not cover equipment owned or rented by the Contractor.

An annual premium quotation of \$2,500. has been obtained from Northbrook Insurance for coverage with a limit of \$1,500,000. and a \$1,000. deductible.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE PURCHASE OF BUILDER'S RISK INSURANCE COVERAGE IN THE AMOUNT OF \$1,500,000., WITH A \$1,000. DEDUCTIBLE, FOR AN ANNUAL PREMIUM OF \$2,500. FROM NORTHBROOK INSURANCE.

The roll call vote for approval was unanimous.

Mrs. Rich noted that a patron suggested to her that the Skokie Public Library Reference Department consider obtaining Weise Insurance Reports.

Mrs. Anthony will look into this service.

The meeting was returned to the regular order of business.

APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 13, 1991

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting of November 13, 1991 subject to additions and/or corrections. Mrs. Zatz seconded the motion.

Mr. Flintrup requested that the last paragraph of Page 1 be corrected to include information relative to other insurance company proposals solicited by Mr. English referred to in the first sentence, i.e., the names of the insurance companies and the dollar amount of their quotes.

Mrs. Weiner suggested that on Page 11, under COMMENTS FROM TRUSTEES, the highlights reported by Mrs. Rich of her attendance at the Midwest Federation of Library Association Conference in Minneapolis be included in the minutes.

Mrs. Hunter said that this type of meeting or conference report would not be appropriate in the minutes, but could be attached to the minutes in the form of a written report prepared by Mrs. Rich.

The roll call vote for approval of the minutes as corrected was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS

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

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 BE ACCEPTED, AND THAT THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND AND THE 1991 LIBRARY PROJECT FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

During discussion the Board voiced concern with the economic situation and resultant effect on tax collections. A possible shortage in the budget is also of great concern.

Mrs. Anthony reported that the Village has not made provision for the transfer of responsibility for the Library's IMRF/FICA contributions of \$353,000. or more.

Mrs. Anthony will talk with Village Finance Director Robert Nowak.

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

CONSENT AGENDA ITEMS

CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (3)

Mrs. Zatz made a motion, seconded by Mrs. Rich to place the Consent Agenda items on file.

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)
4. CORRESPONDENCE (3)

Letter from Donna L. Price, Parent Infant Education, Regional
Hearing Impaired Program
Letter from State Representative Jeffrey M. Schoenberg
Letter from Gertrude Soonja L. Koh, Associate Professor,
Rosary College Graduate School of Library and
Information Science

During discussion Mrs. Hunter said a press release should be sent to local papers to apprise patrons whenever the Bookmobile is expected to be out of service for a prolonged period of time. She also suggested that, based on the success of the Job Resource Center, in that a number of people have found jobs, we should try to get a feature story published.

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

GIFT OF \$100. FROM SKOKIE AREA CHAPTER - AARP

The gift of \$100. from the Skokie Chapter of the American Association of Retired Persons (AARP) was noted.

DIRECTOR'S REPORT

Usage--Circulation in November was virtually unchanged from the same month last year although there were some changes within types of circulation. Adult circulation was down 2% and Bookmobile circulation up more than 10%. Reference transactions are up more than 20% in both Adult and Youth Services.

Library Renovation--We have had parallel tracks of working on the renovation and asbestos abatement. Barbara Kozlowski and Mrs. Anthony met with a moving contractor and a staff moving committee has been formed to work on logistics. The bid opening was gratifying. A number of bids submitted were well within the estimated project cost. The architects, Mrs. Kozlowski and Mrs. Anthony met with John Kelly of b. Stromberg, the apparent low bidder, to clarify interpretations of bid specifications and to discuss schedule and phasing.

Literacy Grant--The Oakton District Public Library Literacy Coalition of which Skokie Public Library is a member, is applying for a \$35,000. grant from the U.S. Department of Education. Martha Hattery, Reference Librarian, Adult Services, is representing the Library on the Coalition.

Short Term Disability--A memo was sent to all staff, advising them that the Board's action in granting additional sick leave to one staff member did not set precedent for future action.

Mrs. Anthony investigated the short term disability coverage obtained by NSLS which requires that 75% of eligible staff participate. In the case of illness, the plan would start on the eighth day following the depletion of accumulated sick leave. Benefits are 60% of salary up to \$800. per week, with premiums borne by staff and prorated according to salary. NSLS does not participate in IMRF. Since IMRF disability can begin 31 days after the onset of a qualifying illness or accident, whether sick leave has been exhausted or not, it would appear that there is not sufficient reason for most staff to elect additional disability coverage. In fact, the amount put toward such premiums might be saved or invested for future need. After discussing this with department heads, they agreed that it did not seem advisable to pursue it at the present time.

BETA Tapes--Circulation of Beta tapes in recent months has been nominal, with only 143 circulations in the seven months to date of this fiscal year. Mrs. Anthony recommends discontinuing the Beta format videotape collection. The 100 or so titles in the Beta collection could be sold at the Library book sale. The shelf space is needed for an expanding and well-used VHS video collection.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE DISCONTINUING THE PURCHASE AND CIRCULATION OF BETA TAPES AT SUCH TIME AS THE DIRECTOR FEELS THE NEED.

The roll call vote for approval was unanimous.

New Systems Librarian--The JCPL (Joint Computer Program for Libraries) Board has interviewed candidates for Systems Librarian and checked references. It is hoped the new Librarian will begin the end of February.

Other Activities--Mrs. Anthony attended a specially called meeting in Springfield November 22 of representatives of different types of libraries throughout the State for the purpose of brainstorming regarding the nature, structure and funding of interlibrary loan service in the face of service cuts in funding. She also attended the Chamber of Commerce holiday party and a meeting of VOICES (Valuing Our Image Concerning Ethnicity in Skokie).

BUILDINGRoof

After numerous telephone calls and two letters to HULS America to obtain the three bid quotes as requested by the Board, Mrs. Anthony was advised that it is not their practice to reveal bids.

Subsequently a letter dated November 14, 1991 was received from Larry R. Snow, the Midwest Region Supervisor of Warranty Service stating that it would be a violation of HULS policy to send a copy of all bids.

Mrs. Anthony asked if the Board would like to pursue the matter further.

After discussion it was the consensus of the Board that the invoice in the amount of \$93,660. will be paid upon completion of the work.

Johnson Controls Renewal of Offsite Building Monitoring

In addition to our agreement with Johnson Controls for maintenance of our mechanical systems, we have an agreement for offsite monitoring of the heating and air-conditioning systems via computerized controls.

The one year contract renewal proposal has a 5% increase for a total of \$7,272. per year, or a three year contract with a 3% increase per year or \$7,136. in the first year.

Mrs. Anthony has been assured that the three year contract can be canceled at any time with a 30 day notice, with no penalty.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE JOHNSON CONTROLS INC. THREE YEAR CONTRACT FOR OFFSITE MONITORING OF THE HEATING AND AIR-CONDITIONING SYSTEMS VIA COMPUTERIZED CONTROLS AT A FIRST YEAR COST OF \$7,136.

The roll call vote for approval was unanimous.

AUTOMATION

The Board reviewed information regarding the JCPL Cost Sharing Formula.

Skokie Public Library's share of the cost sharing formula for JCPL for FY 1992-93 is up from 41.23% in FY 1991-92 to 41.46%. Skokie's share of the JCPL budget has increased 7%

since 1985. During the same time period Deerfield's share of the budget has increased 10%, Waukegan 4% and Morton Grove 17%.

New item and title counts were produced over the Thanksgiving weekend. Skokie has 39.81% of the items and 40.48% of the titles in the database.

The count showed that 67% of the titles in the JCPL database are held by more than one library while 33% of titles are unique to only one library in the consortium.

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network December, 1991 Program Guide for Cable Channel 50.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the meeting of the Board of Directors of the North Suburban Library System (NSLS), and the Management Affairs Committee.

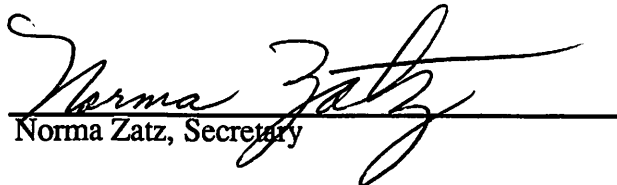
COMMENTS FROM TRUSTEES

Mrs. Schreck would like information on registration procedures for trustees to attend the 1992 Illinois Library Association (ILA) Conference.

Mr. Flintrup attended the Illinois Library Association Trustees Forum December 7, 1991.

ADJOURNMENT

The meeting adjourned at 9:55 p.m.


Norma Zatz, Secretary