

~~CORRECTED~~

January 10, 1990

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held
Wednesday, January 10, 1990.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President;
Walter B. Flintrup, Secretary; Dr. Herman S. Bloch; Eva Weiner; Norma Zatz; and Carolyn A.
Anthony, Director.

Member absent: Zelda R. Rich.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services;
Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; Brenda
Murphy, Head, Youth Services; and Tobi Oberman, Supervisor of Circulation Services.

APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 13, 1989

Dr. Wozniak moved that the Board of Trustees approve the minutes of the meeting of
December 13, 1989, as written, subject to additions and/or corrections. Mr. Flintrup seconded
the motion.

There were no additions or corrections and the motion to accept the minutes of the
meeting of December 13, 1989 as written passed unanimously. The minutes were placed on
file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIST OF BILLS

Mrs. Zatz made a motion, seconded by Mr. Flintrup:

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL
OPERATING FUND, RESERVE FUND FOR THE
PURCHASE OF SITES AND BUILDINGS, THE REPORT ON
THE FINE ARTS ACQUISITION FUND, AND THE YEAR-
TO-DATE BUDGETARY STATUS REPORT BE ACCEPTED,
AND THAT THE LIST OF BILLS FROM THE GENERAL
OPERATING FUND BE APPROVED FOR PAYMENT,
SUBJECT TO AUDIT.

Mrs. Hunter requested that all grant monies received and noted on the Financial Statement (from Illinois Arts Council, Village of Skokie, or other sources) be shown with the name of the awarding agency, the actual amount of the grant, and the name of the program the grant sponsors. She also requested the List of Bills reflect the same information in order to give a clear picture of the actual cost of the program to the Library.

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

Mrs. Anthony asked the Board to approve the transfer of \$7,000. from the Capital line to the Professional Services line to offset costs incurred for the space planning consultant.

Dr. Wozniak made a motion, seconded by Dr. Bloch:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE ~~TRANSFER~~ ^{PAYMENT} OF \$7,000. ^{FOR PROFESSIONAL} ~~FROM THE CAPITAL LINE OF THE 1989-90 BUDGET TO~~ ^{SERVICES} ~~THE PROFESSIONAL SERVICES LINE.~~

The roll call vote for approval was unanimous.

YEAR TO DATE BALANCE SHEET WITH TAX REVENUES RECEIVED AND PROJECTED FY 1989-90

The trustees discussed the "Year to Date Balance Sheet with Revenues Received and Projected/FY 89-90", noting that corporate replacement taxes and other revenues may exceed the amount anticipated and that costs were running close to projections.

SKOKIE PUBLIC LIBRARY PROJECTED BUDGET FOR FISCAL YEAR 1990-91

The trustees discussed the "Skokie Public Library Projected Budget for Fiscal Year 1990-91", noting the addition of Employer's FICA and IMRF expenditures of \$210,000., representing the first year's payment of a two year phase-in of assumption of this expense by the Library instead of the Village of Skokie.

Discussion ensued regarding the changes taking place in the health insurance field and the ever increasing costs. Mrs. Hunter asked Mrs. Anthony to prepare another up-to-date health benefit profile to assist the Board in budget discussions, and commented on a recent article in the Skokie Life which reported the request by Skokie School District 68 for a 44.6% increase in their

levy. The Board will continue budget discussions, taking into consideration the impact of increased costs.

**CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (4)**

Mrs. Zatz made a motion, seconded by Mr. Flintrup:

- 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 (4)**
 - Letter from Corie Ginsburg
 - Letter from Commander H. Saper, Skokie Post No. 328, Jewish Veterans of the United States
 - Letter from Mrs. Jack (Betty) Bezman
 - Letter from Ardell Faulhaber

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

GIFTS

The trustees noted the gift of \$25.00 from Joel S. and Evelyn Marks Siegel in appreciation; and \$10.00 from David and Muriel Afton in memory of: Louis Kaufman; the sister of Mr. and Mrs. Robert Shonfeld; and the father of Mr. and Mrs. Ron Mathis.

PERSONNEL

The trustees noted the reclassification of Alpana Shah, full-time Circulation Clerk, from S4 Step 2 to S5 Step 1, effective December 18, 1989.

DIRECTOR'S REPORT

Statistics--Adult circulation was down 7% and reference transactions off slightly in December from the previous year, attributed to the extraordinarily cold weather. Orders for new materials are down from last year, contributing to the decrease in service. We are working on accelerating the selection of new materials.

NEH Grant--A grant of \$8060. has been awarded by the National Endowment for the Humanities to Oakton Community College and the Skokie Public Library for programs commemorating the bicentennial of the Bill of Rights. The programs will be held in early May and October, 1990, at the Library.

Transfer of Investment Securities--We have received notice of the transfer of all investment securities previously held at Old Kent Chicago to LaSalle National Bank, Chicago. LaSalle has been designated as the bank to provide safekeeping for all NBD banks in Illinois.

Transportation Reimbursement--In accordance with the allowance permitted by the Internal Revenue Service, transportation reimbursement will increase from .24 to .255 per mile for staff members using their own vehicles for Library business.

Maintenance of Heating and Cooling Systems--Fritz Brougham has been assigned by Johnson Controls as customer service representative to the Skokie Public Library and has met with Leo Ramirez, Head, Custodial Department, and Mrs. Anthony to discuss Skokie Public Library's chronic problems with maintenance of uniform temperature control and service needs for the HVAC system. A new cooling tower is necessary this year and also anticipated is replacement of the steam boiler from the original 1960 building in the near future.

Discussion followed regarding these repair costs.

NSLS Serials Advisory Committee--A Serials Advisory Committee has been appointed by the System to make recommendations for the development of access to system-wide periodical holdings. Hanna Moses, Assistant to Technical Services Head, has been named to this Committee.

Resignation of Suburban Audio Visual Service Director--Leon Drolet, Director of SAVS, has resigned and will be working for one of the member institutions in the Suburban Library System. Mr. Drolet will continue to be available to SAVS on an "as-needed" consulting basis.

Subcommittee on Systems--Mrs. Anthony has been reappointed to the Subcommittee on Systems of the Illinois State Library Advisory Committee and will chair the Subcommittee in 1990.

Popularity of Video--Library Hotline for December 18, 1989, reported on a recent Wall Street Journal survey on the "American Way of Buying." The survey determined that 57% of U.S. households have VCRs and 36% of those surveyed said renting a movie to watch at home was their second choice for entertainment value after eating a nice dinner out. Buying a paperback book rated third. Compact discs rated last as best entertainment value for the money. "The survey found that people prefer to stay home, where they can control their activities and environment, when it is time for entertainment."

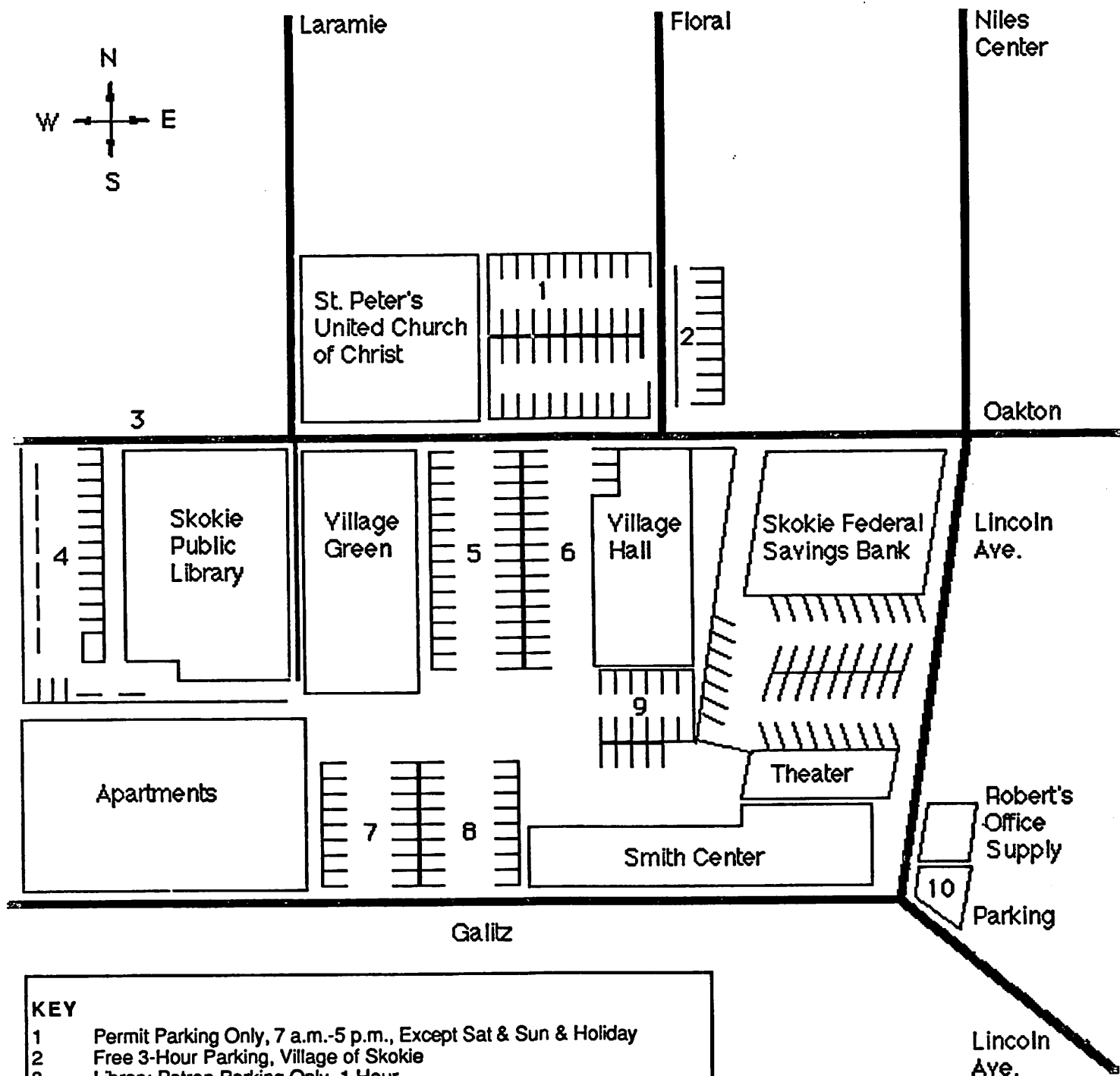
PARKING

The Board reviewed Mrs. Anthony's memorandum and the accompanying map which shows the location of parking near the Library and the current regulations for each area.

The staff parking lot, west of the Library, has 42 spaces. Sixty-one to 74 spaces are needed weekdays to accommodate staff from the Library, Joint Computer Program for Libraries (JCPL) and System Reference Service (SRS). Staff overflow parking is currently in the Galitz lot, which has 29 spaces.

Parking permit stickers have been received from the Village to be issued to staff and Board members for parking in the staff lot. Once these stickers are in use, we can ask for the enforcement of all posted parking regulations. Mrs. Anthony stated a three hour parking limit should be sufficient for most Library use. Although some programs may exceed three hours, it would not be a problem if the program exceeds 9 p.m. on weekdays or 5 p.m. on Sundays.

Discussion ensued. It was the consensus of the Board that parking restrictions be uniform.



Dr. Wozniak suggested contacting the Village with regard to parking restrictions posted on the west side of Laramie, north of the Library (no parking except Sundays and holidays). Mrs. Anthony will speak with Fred Schattner, Village Traffic Engineer, to determine if Library patrons and staff would be able to use the area. It was suggested that we inquire if the Village would allow patron parking in the eight spaces at the south end of the Village lot currently designated for municipal vehicles only.

Mrs. Anthony will distribute permits to the Board and staff and request that staff use off street parking when the staff lot is filled, thereby reserving other parking lots for patron use.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE IMPLEMENTATION OF A THREE HOUR PARKING RESTRICTION IN THE AREAS NOTED ON THE MAP ATTACHED MARKED 3 (SOUTH SIDE OF OAKTON STREET), 5 (VILLAGE GREEN PARKING, BOTH EAST AND WEST LOTS), 6 (VILLAGE HALL AND LIBRARY VISITORS PARKING ONLY), AND 7 (GALITZ STREET PARKING LOT), AND AUTHORIZE THE DIRECTOR TO NOTIFY THE VILLAGE, REQUESTING NEW SIGNS BE ERECTED AND THAT THE AREAS BE PATROLLED AND RESTRICTIONS ENFORCED.

The roll was called. Dr. Wozniak--yes; Mrs. Zatz--yes; Mr. Flintrup--yes; Dr. Bloch--yes; Mrs. Weiner--yes; Mrs. Hunter--no. The motion passed.

AUTOMATION

Mrs. Anthony reported on discussions with Nick Haley of Geac during the American Library Association (ALA) Midwinter Conference on issues relating to the hardware and software maintenance fees of the automation system.

She will keep the Board apprised of developments.

Mrs. Hunter called for a short recess at 8:40 p.m.

SPACE UTILIZATION PROCESS

The meeting was resumed at 8:50 p.m.

Mrs. Hunter asked individual Board members to speak briefly on their ideas and concerns about the proposals presented by consultant Bob Rohlf last month.

Dr. Bloch suggested each person limit their comments to five minutes and that discussion of space utilization be limited to 40 minutes.

Mrs. Anthony began by saying that a design permitting flexibility in use is an outstanding feature of the Library building. In attempting to solve identified problems, we have taken advantage of the inherent flexibility in interior arrangement. The space plan proposals were developed from a functional point of view, putting the patrons' interests first, with arrangement of the collections and service points to best serve the most library users. It is important to look at space utilization with a common understanding of what needs to be done to accomplish our goals as set forth in the *Skokie Public Library Long Range Plan of Service 1989-1994* adopted by the Board June 14, 1989. (Goal IV of the *Plan*: "Patrons will be able to easily and conveniently use the Library and its resources.") When agreement is reached on a general functional plan and the kinds of things that need to be done, the next step is the development of a building program statement, followed by work with an architect to develop more detailed plans.

Dr. Bloch noted that a separate check-out area could be installed in the lobby; independent of other changes in the building layout. He stated a preference for Alternate Plan A and Plan A, observing that children would appreciate a courtyard.

Mr. Flintrup questioned the need for the extensive renovations, asking if the square footage gain was significant enough to justify the expenditure. In recent conversations with library patrons, it was indicated to him that most were satisfied with the Library's layout and ease in locating what was of interest to them. He also noted that proposed changes did not just concern layout, but improvements to the heating, ventilating, air-conditioning and electrical systems.

Mrs. Zatz had also talked with Skokie residents who like the Library and do not perceive a problem with the layout and use of space. She stated there should be no changes made to the

interior space; that recarpeting is the priority. She added that perhaps materials could be moved without moving walls.

Mrs. Hunter stated Mr. Rohlf's renovation proposals are very ambitious and that undertaking any of the plans would be very disruptive and expensive. Mr. Rohlf stated that this is not a phaseable project. She suggested that available space in the Youth Services Department and Technical Services Department could be used for periodicals and audiovisual resources without undertaking the major renovations proposed. Mrs. Hunter stated she is concerned with the soon to be incurred repair costs to the Library's heating/air conditioning systems, adding that it appears there are no fiscal resources available sufficient for the extensive interior space renovations proposed.

Mrs. Weiner stated that she was initially concerned about the transport of people upstairs; however, she has been assured that the elevators are adequate for the traffic. The plans appear to address the needs as presented.

Mrs. Anthony stated that both library buildings were designed with flexibility in mind and that in keeping up with patron needs and changing technologies, many ad hoc changes not ~~contiguous~~ ^{CONSISTENT} with the design of the building have been made. In order to give optimum service and recapture excellent design, we must reconsider the way we are using our interior space instead of making a series of adjustments as we go. Apparent "simple" adjustments would probably necessitate yet another service point to be staffed.

Excellent reference services have always been a top priority at Skokie Public Library. This priority service is located in the furthest, hidden corner from the Library entrance. The desk is crowded now with two people and one terminal. It cannot accommodate the additional technology necessary to enable Skokie to provide reference service according to current standards. The plans presented make the best use of space within the Library, by creating a central, clear, open public service area with logical service adjacencies allowing for easy future adjustments in floor space. Offices and support services are located in out-of-the-way areas.

Mrs. Anthony has talked with Village Finance Director, Daniel W. Ryan, regarding ways

of financing our renovation program. The program, which is in fact a ten year capital plan, could be implemented with financing over a ten year period.

The Board discussed that separation of the check-out function from the Circulation Desk could improve traffic flow and was an example of a feature of the plan that could be undertaken.

Dr. Bloch asked the Director to address what we could do to improve the Library if we don't adopt one of these plans.

Mrs. Weiner asked the Director to also explain what wouldn't be accomplished if we don't approve one of these plans. What consequences might we anticipate?

Mrs. Hunter requested that the discussion of space utilization be continued at the March 14, 1990 meeting because she will be unable to attend the February 14, 1990 meeting. She suggested the Director create a list of priorities with corresponding costs for the Board to review in March.

LIBRARY CABLE NETWORK

The trustees noted the January, 1990 "Program Guide Cable Channel 22".

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported there was no meeting of the North Suburban Library System Board of Directors in December.

COMMENTS FROM TRUSTEES

Dr. Bloch said that with circulation of books being down this month and videocassette circulation up, it appears the Library is getting more and more into the loaning of videos. He said we should remember that the Library's primary business is books and perhaps it is time to do more to encourage people to read books.

ADJOURNMENT

The meeting was adjourned at 10:10 p.m.


Walter B. Flintrup, Secretary