

August 19, 1987

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, August 19, 1987.

CALL TO ORDER

The meeting was called to order at 7:40 p.m. by Dr. John M. Wozniak, Vice President.

Members present: Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter B. Flintrup; Norma L. Zatz; and Carolyn A. Anthony, Director.

Members absent: Diana Hunter, President; and Eva D. Weiner.

Observers present: Cristina Drost, 8150 North Keeler, Skokie, Illinois, 60077, and Skokie Public Library staff members Barbara A. Kozlowski and Camille Cleland.

APPROVAL OF THE MINUTES OF JULY 8, 1987

Mr. Flintrup moved that the Board of Trustees approve the minutes subject to additions and/or corrections. Mrs. Zatz seconded the motion.

Dr. Bloch called for a correction of the typographical error on Page 1, the last paragraph--the word "fluorescent".

There being no further corrections the motion to accept the minutes as corrected passed unanimously. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
SUBURBAN LIBRARY SYSTEM (SLS) UNEMPLOYMENT COMPENSATION  
GROUP ACCOUNT FUND STATEMENTS  
LIST OF BILLS

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

MOTION: That the Skokie Public Library Board of Trustees approve the Financial Statements, Suburban Library System Unemployment Compensation Group Account Fund Statements and List of Bills on the Consent Agenda, subject to audit.

The motion passed unanimously.

CIRCULATION REPORTS  
LIBRARY USE STATISTICS  
REPORT FROM DEPARTMENT HEAD  
CORRESPONDENCE

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

MOTION: That the Skokie Public Library place on file the following Consent Agenda items:

1. Circulation Reports
2. Library Use Statistics
3. Report from Department Head
4. Correspondence

The motion passed unanimously.

YEAR-TO-DATE BUDGETARY STATUS STATEMENT

The trustees discussed the Year-to-Date Budgetary Status statement which was not a Consent Agenda item this month.

SKOKIE PUBLIC LIBRARY PROGRAM STATISTICS FY 1987

The trustees reviewed the statistical report prepared by Gary Newhouse, Coordinator of Audio-Visual Services, which lists program attendance figures.

Mrs. Anthony explained that the Library is trying to determine how much time and effort goes into various programs and how well attended programs are.

After discussion it was the consensus of the Board that this information is valuable and the program attendance report should be prepared on a quarterly basis for review by the Board.

PERSONNEL

Mrs. Anthony apprised the Board of the appointment of Lynda Ortega, part-time Service Desk Assistant, Adult Services, effective August 4, 1987 and Ann Briody, part-time Reference Librarian, Adult Services, effective August 11, 1987.

Personnel status change of Socorro Mucino, from part-time and substitute Information Assistant, Youth Services, to full-time Information Assistant, to assist in both Youth Services and Adult Services, effective August 17, was noted.

The change in status of Maryann Mondrus, full-time Young Adult Librarian, to part-time salaried, Adult Services, effective August 31, 1987 due to health reasons was noted.

The transfer of Shabnam Rafique, from part-time Day Page, Adult Services, to part-time Clerical Assistant, Youth Services, effective July 13 was noted.

The Board was apprised of the resignation of Virginia Voedisch, Coordinator of Programs and Exhibits, effective August 11; Susan Kabat, part-time Circulation Clerk, Circulation Department, effective August 9; and Margaret Palmer, Bookmobile Driver/Librarian, effective August 13.

DIRECTOR'S REPORT

Flood, August 14, 1987--The drain in the Illinois Courtyard outside the Board Room could not handle the nine inches of rain which fell in less than 24 hours. The courtyard filled with water to a depth of 6-8 inches and the water seeped into the Board Room, Director's office and nonfiction reading area.

Florence Burmeister was Librarian-in-Charge that morning and called Mrs. Anthony in Maine to recommend that the Library be closed so that staff present could focus on cleanup. Mrs. Anthony agreed and the Library was closed.

Signs were posted on the door and radio station WBBM was notified.

Miss Burmeister led the staff brigade which fought back the waters from 9 a.m. to 2:30 p.m. Although the water level in the nonfiction area reached three inches, damage was contained. Bissell Carpet has informed Mrs. Anthony that the carpet can be saved through cleaning and disinfecting. No books were damaged.

Some of the parquet floor in the Director's office lifted, but the parquet in the Board Room sustained the worst damage. It is not clear whether insurance will cover restoration. A representative of Northbrook Insurance Company will be out later this week.

The Board concurred that all staff scheduled to work that day should be paid regardless if they made it to the Library or not.

Mrs. Anthony suggested the Board do something in addition for those staff members who assisted with cleanup efforts; perhaps awarding a compensatory day off to those staff members.

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

MOTION: That the Skokie Public Library Board of Trustees accept the recommendation of the Director to award an additional day of compensatory time to those staff members who performed above and beyond the call of duty in cleanup efforts Friday, August 14, 1987.

The motion passed unanimously.

Dr. Bloch said each staff member should also get a letter of thanks and a copy should be placed in their personnel file.

The Board agreed.

Discussion ensued regarding steps to consider to eliminate the drainage problem in the garden area. Suggested possibilities include:

retention basin; separate sump pump; overhead plexiglass bubble.

Dr. Bloch suggested we check our file to determine what was recommended and done after the last flood.

It was also suggested we contact the Elk Grove Village Public Library with our offer to help.

Library Statistics--Circulation continues to be strong, showing an increase of nearly 8% for July and a gain of more than 11% for the quarter. Reference requests were up over 15% in July, attributable largely to increases of 100% or more in in-person requests in Youth Services. The 35% increase in children's book circulation confirms the growing activity in Youth Services. Registration as of the end of July was 24,028.

Coordinator of Programs & Exhibits--Mrs. Anthony reported that we have received over 300 applications from persons interested in the position.

Rotary--Sponsored by Neil King, Mrs. Anthony was inducted into the Rotary Club on July 28. Dorothy Litwin, Executive Director, Centre East, was also invited to join the Skokie Chapter. They are the first women to become members.

INFOTRAC II-- We have agreed to take INFOTRAC II on a 30 day trial from the Information Access Company, beginning in mid September. INFOTRAC II is an index on compact disc to over 400 magazines and the most recent 90 days of the New York Times. It has been quite popular in other libraries because searching is faster than with print or microfilm and results can be printed out. If it is well received by staff and public, purchase may be considered at the October Board meeting.

Future of Librarianship--Mrs. Anthony spoke as a member of a reactor panel at a program on the Future of Librarianship sponsored by the Metropolitan Library Systems on July 16 at the Chicago Public Library. The program was moderated by Peggy Sullivan and included the deans from the library schools at University of Illinois and University of Wisconsin, Madison, as well as representatives of academic, school, special and public libraries.

Visitors--We had a number of visitors to the Library in July including Eunice Lovejoy who is writing a book on library services to the disabled; Helen Taft, Librarian of the Auckland, New Zealand Public Library; a group from Moraine Valley Community College which is considering the Geac system and Linda Elliott, the Associate Director of the Oak Lawn Public Library who has been selected as Director of the Palos Verde, California Library, a Geac site.

EMPLOYEE LIFE INSURANCE COVERAGE INCREASE

The Village is obtaining employee life insurance coverage from Washington National Insurance Company. Formerly they carried coverage with Fort Dearborn Life Insurance Company and the Library's full-time employees were included.

Presently, the Library pays the entire premium for the 61 staff members insured for \$5,000. The total monthly cost to the Library is \$109.80.

It was Mrs. Anthony's recommendation that the Board approve increasing the coverage to \$10,000 per employee, at a total monthly cost to the Library of \$219.60.

After reviewing the chart showing monthly costs for coverage of \$5,000, \$6,000, \$7,500 and \$10,000 Dr. Bloch made a motion, seconded by Mr. Flintrup:

MOTION: That the Skokie Public Library Board of Trustees approve an increase in life insurance coverage benefits to \$10,000 for qualified staff members as proposed by the Washington National Insurance Company.

The roll call vote for approval was unanimous.

#### AUTOMATION

Mrs. Anthony apprised the Board of the summary of down time prepared for the JCPL (Joint Computer Program for Libraries) Board. Down time in June was listed as minimal; in July there was a head crash which may have been caused by energy fluctuations too slight to be corrected by the power processor according to Geac.

A new drive was sent from California and has been installed. However, these problems have delayed our conversion to the dual system.

Discussion ensued.

#### SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The Board reviewed the SALS Statistical Summary Sheet for July, and the SALS July, 1986 - June, 1987 Statistics. The LSCA Grant Audit will be reviewed by the trustees at home.

#### LIBRARY CABLE NETWORK

The trustees noted the Program Guide prepared by the Library Cable Network listing the August programs.

Mrs. Zatz recalls a calendar she saw some time ago put out by Indian Trails Library District which listed events at their library as well as ALA dates, National Library Week dates, etc. Mrs. Zatz thought this type of PR would be a good format for the Skokie Public Library to consider. Mrs. Anthony will check this.

#### ERRORS AND OMISSIONS INSURANCE

The trustees reviewed the letters from Thomas P. English, Boyle, Flagg and Seaman, Insurance Consultants, and Library attorney, Donald W. Lyon.

Lengthy discussion ensued.

It was agreed the Board accept the recommendation of Mr. English to obtain the Wohlers' policy written through the Interstate Fire and Casualty Company.

Dr. Bloch made a motion, seconded by Mrs. Zatz:

MOTION: That the Skokie Public Library Board of Trustees accept the offer from Albert Wohlers Company for the Interstate Fire and Casualty policy at an annual premium of \$4,140.00 with the understanding that the Director of the Library will get the cost of the Hartford Insurance Company Extended Reporting Period Option and present it to the Board in September for action.

The roll call vote for approval was unanimous.

#### GOALS AND OBJECTIVES SKOKIE PUBLIC LIBRARY FY 1988

Because of the scope of planning and role setting for public libraries, Mrs. Anthony suggested a special Board meeting be called for the purpose of considering the selection of roles for the Skokie Public Library.

After discussion, October 1 was selected for the meeting, at 7:30 p.m., subject to the approval of Mrs. Hunter, Board President.

#### CLAIMS RETURNED POLICY

The Claims Returned Policy, as presented at the July 8, 1987 Board meeting by Mrs. Anthony, was discussed.

Mrs. Anthony stated that a record can be kept of items claimed returned. As the trustees had asked, a follow up letter will be sent to patrons, advising them whether the item in question is found. The adoption of such a claims returned procedure will assist in maintaining good public relations with patrons.

After lengthy discussion Mrs. Zatz made a motion, seconded by Mrs. Merritt:

MOTION: That the Skokie Public Library Board of Trustees adopt the Claims Returned Policy proposed by the Director.



After discussion the roll was called.

Mr. Flintrup--yes; Mrs. Zatz--yes; Mrs. Merritt--yes; Dr. Bloch--no.

The motion passed.

#### SEATING GROUP FOR PERIODICAL SERVICES AREA

Mrs. Anthony is considering four chairs for the seating group instead of the six originally discussed at last month's Board meeting, on which the Board passed a motion.

After discussion Dr. Bloch made a motion, seconded by Mrs. Zatz:

MOTION: That the Skokie Public Library Board of Trustees reconsider the motion of last month in view of the Director's proposal.

The roll call vote for approval was unanimous.

After further discussion Dr. Bloch made a motion, seconded by Mrs. Merritt:

MOTION: That the Skokie Public Library Board of Trustees authorize the Director to purchase four chairs for the seating group at a cost not to exceed \$5,000.

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

#### ART OF THE EYE EXHIBIT

The letter from Adrienne N. Hirsch, Executive Director, Illinois Arts Council informing Mrs. Anthony the Council has awarded the Library a \$1,000 grant for the exhibition was reviewed.

The exhibit has arrived and will be installed over the weekend.

The opening reception is planned for Thursday, September 3, at 7 p.m.

#### REPORT ON NORTH SUBURBAN LIBRARY SYSTEM (NSLS)

Mr. Flintrup reported that Robert R. McClarren has been retained as system director; that the State has curtailed the system budget--cutting it approximately 5%, with an additional 2% cut necessary.

Mr. Flintrup discussed some issues being raised regarding multitype libraries.

He has been appointed to the By-laws Committee and Chairman of the Legislative Committee.

The trustees noted the corrected copies of the April-June, 1987 Reciprocal Borrowing Program Report (RBP); the Imbalance Payments Report for the period January 1-June 30, 1987; the NSLS Legislative Notes 87-13, 87-14; and The Nor'easter, March/May, 1987 issue.

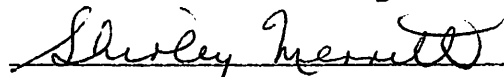
COMMENTS FROM TRUSTEES

Mrs. Merritt asked that the Board discuss library furniture at a future meeting due to the number of complaints she has heard regarding our "uncomfortable" chairs.

Mrs. Merritt asked that the subject of liaison with schools be included in the discussion at the special meeting on roles and planning for the Library.

ADJOURNMENT

The meeting was adjourned at 11 p.m.

  
Shirley Merritt, Secretary