

September 13, 1989

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, September 13, 1989.

CALL TO ORDER

The meeting was called to order at 7:40 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; Zelda R. Rich; Eva Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

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

APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 2, 1989

Dr. Bloch moved that the Board of Trustees approve the minutes of the meeting of August 2, 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 August 2, 1989 as written passed unanimously. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIST OF BILLS

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

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, AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED, AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

During discussion of bills Dr. Bloch asked that we check last year's water bills to compare costs with this summer's water bills.

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

**CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (6)**

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

- 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 (6)**
 - Letter from Patricia Cox Hecker, Program Coordinator, CONNECTIONS, Oakton Community College
 - Letter to the Editor/Skokie Life from Myrna Fogarty
 - Letter from Anne Solar
 - Letter from Sidney Krieger
 - Letter from Ron Glenner
 - Letter from Eleanor J. Rodger, Executive Director, Public Library Association

The motion to approve the Consent Agenda items passed unanimously.

Discussion ensued regarding Mr. Glenner's request that the Board reconsider reciprocal borrowing with Chicago Public Library.

After discussion it was the consensus of the Board that Mrs. Hunter write to Mr. Glenner on behalf of the Board stating that his request was discussed, however, the Board found no valid reason to reverse its 1976 decision to rescind reciprocal borrowing with Chicago.

EMPLOYEE BENEFITS

The Board discussed health and dental benefits costs; number of employees participating in each of the plans offered (HMO Illinois, Pru Care and the Village plan-North Suburban Employee Benefit Cooperative); and the information compiled by Mrs. Anthony "Health Benefits Comparison for Selected Public Libraries", as requested by the Board at the August meeting.

After lengthy discussion regarding the high cost of health benefits presently confronting employers throughout the country it was the consensus of the Board that the Skokie Public Library has made a conscientious effort to contain costs and will continue to do so.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE MAINTAINING THE PRESENT INSURANCE BENEFIT PACKAGE FOR EMPLOYEES.

With the Board's approval Dr. Bloch amended the motion to read:

THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE MAINTAINING THE PRESENT INSURANCE BENEFIT PACKAGE FOR EMPLOYEES FOR THE COMING YEAR AND THAT IT BE REVIEWED EACH YEAR.

The roll call vote for approval was unanimous.

Tax Free Reimbursement Account Under Internal Revenue Code Section 125

The trustees discussed the Village proposal to implement a tax free reimbursement account as a benefit for Village employees, which would allow employees to put a certain amount of pretax earnings aside in a special account from which the employee would be reimbursed for eligible expenses for day care and medical insurance costs. No money is contributed to the account by the Library or the Village.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE VILLAGE PROPOSAL TO IMPLEMENT A TAX FREE REIMBURSEMENT ACCOUNT UNDER SECTION 125 OF THE INTERNAL REVENUE CODE IF APPROVED BY THE VILLAGE.

Further discussion ensued.

Mr. Flintrup moved to table the vote until the October Board meeting, which will allow time for the Village to act on the proposal at their Board meeting.

The Board concurred to postpone their vote on the motion until the October meeting.

Federal Metro Credit Union

The Board discussed the possibility of Skokie Public Library staff members joining the Federal Metro Credit Union in which the Village participates. Dr. Bloch made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PARTICIPATION OF SKOKIE PUBLIC LIBRARY EMPLOYEES IN THE FEDERAL METRO CREDIT UNION.

The roll call vote for approval was unanimous.

SUMMARY OF REVENUES

The Board reviewed the chart listing revenues received for the 1988-89 fiscal year, the largest portion, 83.13%, coming from property taxes. Sources include 6.34% corporate replacement tax; 2.01% per capita grant from the State; and .64% federal grant for Accessible Services. Other miscellaneous sources, including gifts and grants, comprise 7.88% of our revenue.

GIFTS

The trustees noted the gift of \$45.00 from the 49ers Reunion Committee in memory of Joan Haut and the gift of \$25.00 from Anne R. Solar in honor of staff member Corie Ginsburg.

DIRECTOR'S REPORT

New Reference Coordinator--Tom Kern joined the staff August 28 as Coordinator of Reference Service. He was employed most recently as Information Specialist at the Rolling Meadows Public Library. Mr. Kern is a native of the Chicago metropolitan area with an undergraduate degree in English from the University of Virginia and an MLS from the University of Chicago.

Summer Sunday Use--Use of the Library on Sundays during the summer 1989 was almost unchanged from summer 1988. The average circulation per hour this summer was

241, compared to 239 in 1988. The average hourly gate traffic was 152 in 1989, compared to 153 in 1988.

Statistics--Circulation statistics showed a modest increase of just under 2% in August. Youth circulation had a stronger gain of nearly 6%. Youth Services had a banner year with the summer reading program, registering 379 children. Attention should be called to the extraordinary 53% increase in youth circulation on the Bookmobile. Phil Carlsen, Bookmobile Librarian, has been doing an outstanding job on the Bookmobile. A local resident called Mrs. Anthony yesterday to praise Phil, citing his constant cheerful attitude, patience in listening to children's book reports and helpfulness in filling patron requests.

Professional Liability Insurance--Professional liability insurance coverage for staff and Board was renewed September 1 at a cost of \$4,140., the same cost as last year. The aggregate policy limit is still \$1,000,000. with a \$2,500 deductible.

Illinois Arts Council Grant--The Illinois Arts Council reversed itself and awarded the Library a grant of \$1200. towards a residency and performance by the Illustrated Theatre Company in connection with National Library Week 1990. Notice of the grant award followed news of state funding allotted to the Illinois Arts Council.

Vandalism to Library Car--The Library car was damaged during the night of August 29 while parked in front of Mrs. Anthony's house in Skokie. Repairs to the back gate of the station wagon cost nearly \$600., covered by insurance with the exception of a \$100. deductible.

Flooding--Mrs. Anthony talked again with Wayne Hanson, Director of Building, Housing and Zoning for the Village of Skokie, about the Library's flooding situation. He feels that the flood control system currently being installed by the Village will alleviate our problem. Specifically, the storage tanks being installed under the Galitz parking lot will handle the overload on our drain. Also, the sewage water pipes on Oakton will be much larger in diameter. He further pointed out that the Library is at the end of the sewer system and therefore should be one of the last buildings to have a flooding problem.

Legal Matters--A meeting August 23 with Fred Lifton, Allen Schwartz and Heidi Katz, of Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd. was helpful in clarifying procedures regarding use of the firm's legal services. Given the number of changes in recent years affecting employment practices, they strongly recommend a review and revision of the Personnel Code at this time. Mr. Schwartz was most helpful in making specific suggestions for change.

Mr. Flintrup suggested contacting the Suburban Library System (SLS) to have their attorneys review our personnel manual, which is a part of the service SLS provides to libraries participating in the Unemployment Compensation Group Insurance

Credit Union Membership--Library employees are now eligible to join Metro Federal Credit Union because the Village has entered an agreement with the credit union. Staff members will be able to make deposits to savings accounts or share draft accounts through payroll deduction, obtain CASH STATION cards, loans and other financial services through the Credit Union. A representative of the Credit Union will meet with staff groups next week.

Upcoming Meetings--Later this month, Mrs. Anthony will attend a two day meeting of the State Library Advisory Council in Springfield and a one day meeting of the System Subcommittee in Chicago. We will have some additional meetings of the Joint Computer Program for Libraries (JCPL) Board as we begin to negotiate a contract for the 9000 System with Geac. Rob McGee of RMG Associates will spend 2-3 days with the JCPL Board, advising on contract specifications.

Insurance Package--Mrs. Anthony asked the Board's direction with regard to the renewal of the Library's insurance package (due in December). Shall we apply to the System's Insurance Pool with a \$300 application fee for the Hartford Insurance Company--contact other brokers besides Boyle, Flagg and Seaman?

Mr. Flintrup requested we invite another insurance agent to bid on our insurance package.

EMPLOYEE AWARDS

The Board reviewed the nomination form which was developed by last year's Awards Committee. The form was developed to facilitate the nomination process and to encourage comparable nominations.

All nominations should be made on this form and must be received in the Administrative Office by October 15 to be considered. Award recipients will be selected among nominated candidates by the Awards Committee. Presentation of the awards will again be made at the annual holiday luncheon.

AUTOMATION

Mrs. Anthony reported that Rob McGee will spend two or three days developing contract specifications in preparation for the Joint Computer Program for Libraries (JCPL) upgrade to the Geac 9000 computer.

We will investigate if there is a market for the 8000.

SPACE UTILIZATION PROCESS

Mrs. Anthony reported that Robert Rohlf, Professional Library Consultants, P.A., met with representatives from the staff and Board September 11 for an extended meeting regarding "possibility-thinking" for internal rearrangement of collection and service areas. The group identified different types of library use and the amount of time spent in the Library for each. Location of major collection areas and services according to patron convenience and the relative location among services was also debated. The meeting concluded with a review of a generic program outline, making adjustments tailoring it to the Skokie Public Library.

Robin Johnson attended as a paid observer from Hammond, Beeby and Babka.

LIBRARY CABLE NETWORK

The trustees noted the September, 1989 "Program Guide Cable Channel 22".

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported that the North Suburban Library System Board of Directors did not meet in August.

The trustees reviewed the memoranda from Robert R. McClarren, System Director: one regarding Reciprocal Borrowing Program imbalances; and one concerning the postponement of Section 89 requirements.

COMMENTS FROM TRUSTEES

Mrs. Zatz asked if we will provide a list of banned books in connection with our Banned Books program.

Mrs. Zatz noted that the reference area floor display cases have not been in use for several months and asked Mrs. Anthony to see if some type of display could be put in them each month rather than have them empty. Mrs. Anthony will discuss this with Lydia Stux, Coordinator of Programs and Exhibits.

Mrs. Hunter said the annual review of the Director will be at the October Board meeting. Evaluation forms will be mailed to trustees.

ADJOURNMENT

The meeting was adjourned at 10:12 p.m.


Walter B. Flintrup, Secretary