

December 9, 1998

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, December 9, 1998.

CALL TO ORDER

John J. Graham, President, called the meeting to order at 7:36 p.m.

Members present: John J. Graham, President; Diana Hunter, Vice President/President Emerita; Eva D. Weiner, Secretary; Susan Greer; Zelda Rich; Richard J. Witry; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Observers present: Circulation Department staff member Carole Riding and Skokie resident Edward Potash.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 11, 1998

Mrs. Hunter made a motion, seconded by Mr. Witry to approve the minutes of the regular meeting of November 11, 1998, subject to additions and/or corrections.

There being no additions or corrections the minutes were approved. Mrs. Rich abstained. The minutes were placed on file.

CONSENT AGENDA ITEMS

CIRCULATION REPORT
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
GIFTS
CORRESPONDENCE
PERSONNEL

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

- MOTION: 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

\$100 from Skokie Area Chapter 3470 AARP; \$10 from Norma Zatz in honor of the 60th birthday of David Silverman and the 50th wedding anniversary of Mr. and Mrs. Martin Bieber

In memory of Steve Oserman

\$10 from Eugene and Anne Solar

In memory of Nancy Allen Hermes

\$50 from Collin F. Allen to purchase books related to England and the British Isles

5. CORRESPONDENCE

Letter from Secretary of State and State Librarian George H. Ryan re Per Capita Grant in the amount of \$73,606.53; letter from Linda Mundt, University of Wisconsin-Madison School of Library and Information Studies; and letter from Ruth Granick

6. PERSONNEL

Appointments: Sandra Pellegrini, hourly Bookmobile Assistant, Community Services/Adult Services Department, effective December 1, 1998; Jessica Goodman, full-time Reference Librarian, Adult Services Department, effective December 8, 1998; June Browne, hourly Reference Librarian, Adult Services Department effective, December 10, 1998; Emily Spiliopoulos, hourly Clerk, Circulation Department, effective December 15, 1998

Termination: Peter Gerardo, Custodian, Maintenance Department, effective November 11, 1998

Promotion: Louise Barnett, from Information Assistant to Senior Information Assistant, effective November 9, 1998; Gail Dunlap, from S-4 to S-5 Bookmobile Assistant, Community Services/Adult Services Department, effective November 21, 1998

Mrs. Hunter said she has asked for this information before and has never been told, but she would like to know not only the number of attendees to the Short Story Gems programs, but also where the participants reside.

Mr. Witry said that he read with interest the Adult Services Reference Department Report of their Skokie Obituary Index search for information on Haskell Karp, of Skokie, one of the first patients to receive a heart transplant in 1969.

The report stated information obtained indicated that there was an article and a death notice in the *Skokie News* April 10 and April 17, 1969 which revealed Mr. Karp was survived by his wife Shirley and three sons, Michael, Martin and Joe. Mr. Witry pointed out that the son's name is Joel not Joe.

The Consent Agenda items were unanimously approved and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF NOVEMBER, 1998, THE LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATEMENT BE ACCEPTED AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

Usage--Circulation in November was at an all-time high of more than 100,000 items for an increase of 3.5% over last November. All categories of adult materials posted gains in use as did circulation on the Mobile Library. Youth circulation which has been increasing steadily for several years showed modest increases. The gate count was also up only slightly to 57,200 for the month.

Unemployment Compensation Dividend--A \$1,622.71 dividend check was received from LIMRiCC. As stated in the LIMRiCC Intergovernmental Agreement, amounts in the Unemployment Compensation Account in excess of \$1,000,000 based on the June 30 audit, shall be apportioned to the members as dividends based on the ratio of credit balances in the member accounts as of that date. Dividends are payable to those members who have been in the Pool for ten years or more and have a positive balance.

Atkinson Symposium--Mrs. Anthony attended the Atkinson Symposium at the University of Illinois November 18-19. A copy of Best Practices: Building Your Business with Customer-Focused Solutions was received to read in advance of the meeting. The author Robert Hiebeler of Arthur Andersen discussed the book. It was an interesting discussion. The group was an interesting mix of twenty-six librarians from libraries of different sizes and types and from library systems.

Departmental Meetings--The Staff Training Advisory Committee planned a discussion and videotape showing on the subject of meeting internal customer needs. Groups met by department to view the video and discuss the ways in which we are dependent on each other and how we can improve systems of communication and procedure.

Oakton Area Planning Council--Mrs. Anthony attended a meeting of the Oakton Area Planning Council which reviews the literacy grant application submitted by Oakton Community College.

United Way--Contributions to United Way were \$4,061 this year, an increase of 26% over last year. Two departments, Circulation and the combined Administration/Maintenance/Community Services Departments had 100% participation and were rewarded with a pizza lunch December 2. David Runge and Richard Simon deserve credit for running the successful campaign. All contributing staff are to be congratulated for their generosity.

JCPL Board--Gail Muirhead is diligently pursuing Y2K compliance for components of our Ameritech System. After being somewhat frustrated in trying to work with Dynix on this issue, she will seek a proposal from an independent contractor to assess the system's readiness.

Publicity for New Hours--Refrigerator magnets with our new hours were ordered. They will arrive December 18 and be distributed to Library users.

Digital Video Discs--The Digital Video Disc collection was made available to the public November 23. Issues regarding packaging and security delayed the availability about six weeks from the planned introduction. We will publicize this new format. It is anticipated that more people may acquire Digital Video Disc players over the holidays.

Staff Day--The Library will be closed for Staff Day Friday, December 11. Tom Cleland will talk with staff about the personality types identified by the Enneagram and how they can work together harmoniously. Board members are invited to join us for any part of the day. Staff awards for longevity will be presented at the luncheon.

Damage to Building--Two incidents occurred over the Thanksgiving holiday. A first floor window on the east side was broken and one of the columns at the entrance had the column cladding damaged by an automobile.

Mrs. Rich suggested we investigate some means of protecting the pillars in front of the Library in order to eliminate repeated damage to the column cladding.

Mr. Graham reminded Board members that they will be meeting in January and February in regard to the Library's new long range plan.

MAYOR JACQUELINE GORELL

The Board reviewed the Draft Resolution prepared for presentation to Mayor Gorell who recently announced she will retire from office January 1, 1999.

After discussion, minor changes were made to the Resolution.

Mrs. Rich made a motion, seconded by Dr. Wozniak to adopt the Resolution honoring Mayor Jacqueline Gorell.

The motion was unanimously approved. (A copy of the Resolution is attached.)

Mr. Graham and Mrs. Anthony will attend the Village Board meeting December 21 to present the Resolution to Mayor Gorell. It will be her final Village Board meeting.

PROGRESS REPORT ON GOALS AND OBJECTIVES 1998-99

The Board reviewed the Progress Report on Goals and Objectives 1998-99.

Mr. Graham asked the Board to keep the demographic information that was provided this evening as these statistics will assist during development of the Library's next long range plan.

DIRECTORS AND OFFICERS INSURANCE

The Board reviewed Mr. English's December 1 letter and the attachments in response to Mr. Witry's questions last month regarding First Amendment claims.

Mr. Witry said that in answer to his question whether the cost of defense of a First Amendment claim would be reimbursed under the policy, Suzane L. Woollums, Esq. states that after review of the Policy there does not appear to be any specific Policy provision excluding First Amendment Claims or Claims arising out of Internet use.

The policy does not specifically exclude coverage of First Amendment claims, so it would be assumed that we would be covered. However, Mr. Witry suggested since this is "new territory", we ask Mr. English to find someone to provide a rider to cover Internet and First Amendment claims that might arise.

After discussion, it was the consensus of the Board that the Director should ask Mr. English for a rider appended to the Directors and Officers Insurance policy to cover First Amendment and Internet claims.

Mrs. Hunter made a motion, seconded by Mrs. Rich:

Whereas, Jacqueline Gorell has served the community of Skokie for 35 years, as Commissioner, Village Trustee and Mayor, and

Whereas, her dedicated service and outstanding leadership in office have contributed to the steady growth and development of the Village of Skokie, and

Whereas, in her eleven years as Mayor, major improvements — Old Orchard Center renovation and expansion, downtown Skokie redevelopment, the Skokie North Shore Sculpture Park, the North Shore Centre for the Performing Arts, the Skokie Police and Fire Departments' accreditation at the highest levels — have enhanced our quality of life, and

Whereas, her commitment and dedication have inspired her staff and her community with affection and respect, and

Whereas, under her leadership, the Village of Skokie and Skokie Public Library have worked cooperatively to secure funds for the provision of library service to the community, and to finance a substantial renovation and parking lot expansion,

Be it resolved, that the Board of Trustees of the Skokie Public Library commends Mayor Jacqueline Gorell on her civic accomplishments, thanks her for her support of the Skokie Public Library and wishes her a long and happy retirement.

Adopted December 9, 1998

Skokie Public Library Board of Trustees

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE RENEWAL OF THE DIRECTORS AND OFFICERS INSURANCE FOR 1999 IN THE AMOUNT OF \$3,967.

The roll call vote for approval was unanimous.

COMMUNITY SURVEY

We propose to conduct a survey January 17-19, 1999 to determine public opinion regarding the Library. The survey would be conducted at a location in the community such as the Jewel Store on Skokie Boulevard and in the Library.

A touch screen methodology was used previously for a survey about user attitudes towards computers and it was well accepted. A person is on-site all hours the survey is conducted and the results are compiled by the computer as the survey is conducted.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE INTERACTIVE SURVEYS TO CONDUCT A PUBLIC OPINION SURVEY USING A TOUCH SCREEN METHODOLOGY IN AN AMOUNT NOT TO EXCEED \$10,000.

The roll call vote for approval was unanimous.

IMPROVEMENTS TO THE PETTY AUDITORIUM

The Petty Auditorium has largely remained unchanged since it was built in 1971. The Petty was recarpeted in the 1992 renovation and stage lights were refocused and replaced as needed in 1995.

The sound system is approaching 30 years and is the source of frequent complaints, particularly for movie showings, but occasionally with lectures. Newer and better technologies have become available since the sound system for the hearing impaired was installed in 1987.

A consultant, Lindsay Jones, was asked to prepare a proposal for replacement of the sound system and also the sound system for the hearing impaired. The total cost proposal for new sound system (\$13,999.30), an Infrared system for the hearing impaired (\$4,775) and new lighting controls (\$15,409) is \$34,174.30.

Lengthy discussion ensued.

Mrs. Hunter said the acoustics in the Petty Auditorium are superb. We have known this from the outset. Our recitals and concerts are well received. She is very concerned that the type of improvements proposed will adversely affect these acoustics.

Mrs. Anthony explained that musical programs do not make use of the sound system. The small amount of baffling in the ceiling proposed by the consultant should not adversely affect the quality of sound for music.

Mrs. Rich pointed out that often patrons don't want to admit they are hearing impaired and will complain of poor sound quality - be it films, concerts or speakers. She said this compounds the problem since we do have a large "older population" who readily make use of our programs.

The Board asked if the chairs would also be replaced at the same time.

Mrs. Anthony said this would be done at a later date.

The Board concurred that the makeup of a chair itself has an effect on the acoustics.

Mr. Witry said that there is the possibility, when all the proposed improvements are in place, new chairs could undermine the improvements, adversely affecting the acoustics. Should we not consider getting the chairs first?

Mrs. Anthony responded that a change to upholstered furniture which would make a significant change to the acoustics is not planned.

The Board asked that Mr. Jones confirm he obtained competitive bids and that his proposal reflects the lowest bidder's figures. They voiced concern that the project be done in stages and that a second opinion regarding the sound system improvements be obtained.

After further discussion, it was the consensus of the Board to defer the matter for one month.

NORTH SUBURBAN LIBRARY SYSTEM

The Board noted Pat Groh's report of the NSLS Board of Director's meeting; the Skokie Public Library statistical report; the North Suburban Library System 1997-98 Report; the memorandum from Director Sarah Long regarding the schedule of legislative activities through June 1999; and the North Suburban Library Foundation Newsletter.


In place of a legislative breakfast NSLS will host a reception Saturday, February 6, 1999.

COMMENTS FROM TRUSTEES

Mrs. Hunter praised the Field Museum's motorcycle exhibit as one with spark and excitement, an excellent exhibit.

ADJOURNMENT

The meeting was adjourned at 8:58 p.m.



Eva D. Weiner, Secretary