

July 9, 2008

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, July 9, 2008.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:30 p.m.

Members present: Diana Hunter, President/President Emerita; John Graham, Vice President; Dayle Zelenka, Secretary; Richard Basofin; Susan Greer; Zelda Rich; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Staff present: Barbara A. Kozlowski, Associate Director for Public Services; Beth Dostert, Manager of Human Resources.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 11, 2008

Mr. Basofin made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of June 11, 2008, subject to additions and/or corrections. Mrs. Hunter requested the following addition on page 6, in the first full paragraph, following the third sentence: "Mrs. Hunter requested that a staff member or Library volunteer be present with a manual clicker to tabulate attendance for all functions that are held in the building during the Backlot Bash."

There being no other additions or corrections, the minutes were approved and placed on file.

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Personnel; Gifts)

Mr. Zelenka made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, SUBJECT TO AUDIT, AND 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. PERSONNEL: HIRES: MAKSYM OSTAPENKO, PART-TIME TECHNOLOGY ASSISTANT, ADULT SERVICES

DEPARTMENT, EFFECTIVE JUNE 24, 2008; DANIEL HAHN, PART-TIME TECHNOLOGY ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE JUNE 24, 2008; STATUS CHANGE: JOSEPH LENTI, HOURLY PART-TIME SECURITY GUARD, MAINTENANCE DEPARTMENT, TO SALARIED PART-TIME SECURITY GUARD, MAINTENANCE DEPARTMENT, EFFECTIVE JUNE 2, 2008

5. GIFTS: IN MEMORY OF MARY RADMACHER: \$25. FROM RUTH KINNEY; \$50. FROM NINA A. MURPHY; \$100. FROM DOROTHY RASMUSSEN.

The motion was approved unanimously.

### BILLS

A motion was made by Mr. Graham seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

### DIRECTOR'S REPORT

USAGE----It is great to see circulation again in the plus column with a second month of increased use. Circulation was up more than 6% from last June, with healthy gains across the board in Adult books and DVD, Youth books and the Bookmobile. Reciprocal borrowing is still declining, now to just over 12% of circulation from a high of about 15% before limits were imposed on AV borrowing. The gate count was up more than 10%, reflecting a big uptick in traffic in the building. Interest has been high in summer reading with good response to kick-off activities. Staff preselected five books of a kind to circulate in the new book bags and these have been very popular. However, sales of book bags were still strong, with nearly 1,000 sold during the month. Database use was up nearly 29%, more than making up for a 17% drop last June.

AUDIT----The Village is going with a new auditor this year, Sikich LLP of Aurora. We are just getting under way with the audit for Fiscal Year 2008. The previous auditor Miller Cooper & Co. is asking both the Library and the Village for additional fees for last year's audit. The Library and Village intend to resist the appeal as no mention was made at the time that additional expense was being incurred. Also, one of the matters in dispute

regarding the value of the collection was complicated in part by an error of one of their auditors.

ALA ANNUAL----Mrs. Anthony had a good conference in Anaheim in late June. It was fun to have her daughter Meg there for her first professional conference. Overall, attendance was down from Washington D.C. and Chicago, perhaps because of the west coast location and the current expense of flying. A conservative mood prevailed in discussions at the PLA Board. The Library Support Staff Certification Task Force made good progress, finalizing the text of nine competencies and gaining approval of the list by several divisions including PLA. They began work on assessment means, with portfolio assessment looking like the preferred methodology. Ron Reagan spoke at the Opening General Session, delivering a hard-hitting message about the importance of the upcoming presidential election. Peggy Sullivan, former Commissioner of the Chicago Public Library, Dean of the Library School at Northern Illinois, and both President and Executive Director of ALA was awarded honorary lifetime membership in ALA for 50 years of service to the profession. Mrs. Anthony attended a stimulating session on the future of the library. There seemed to be agreement that formats might change, but the role of the librarian is more important than ever as people struggle to deal with an overflow of information. The importance of the library as place was also affirmed. A session on the future of the catalog was less helpful. A highlight was seeing Tobi Oberman, Head of Circulation, honored for her role in developing the successful Empowerment Conference within a conference for support staff. LSTA funding will be up for reauthorization in 2009 so there was a pitch for support for that important federal revenue source for libraries. As always, there was much to see in the exhibits. This year there was a new gaming aisle with a mix of electronic and other games, many of which are educational.

MARY RADMACHER MEMORIAL----A memorial for former SPL Director Mary Radmacher will be held Sunday, July 13 at 1 pm in the Mary Radmacher Meeting Room. Mrs. Anthony expects that a number of former staff and area library luminaries will attend.

STEVE OSERMAN MEMORIAL----A memorial noting the ten year anniversary of former Reference Librarian Steve Oserman was held with about 24 people in attendance. The session brought to a close an ongoing annual observance of Steve's passing, featuring programs on a variety of topics, funded by contributions.

COMMUNITY ACTIVITIES----This past month, Mrs. Anthony attended a few different functions of the Chamber of Commerce including the dinner for the annual golf outing. Mrs. Anthony also attended a reception for Turning Point.

ILA FUNDRAISING COMMITTEE----Mrs. Anthony has agreed to Chair the Fundraising Committee for the ILA Endowment Fund. Most of the work will be done electronically or through written appeals although there will be a kick-off meeting as part of ILA's gathering of Board and committee members in Peoria July 31.

COMPENSATION PHILOSOPHY AND STRATEGY (BETH DOSTERT, MANAGER OF HUMAN RESOURCES)

Ms. Dostert distributed the current Compensation Philosophy and Strategy for the Library that was re-adopted on April 14, 2004. According to the strategy the Board will re-evaluate the philosophy and strategy every four years. It is time for a review to affirm or modify the compensation program.

Ms. Dostert recommends the following changes:

- First page, middle of paragraph 4 (before the second set of bullets): The sentence that reads, "...individuals are hired with the intention of making them a part of the organization and keeping them on a long-term basis", may imply employees will be employed for an extended period of time. Illinois is an at will employment state and the Library doesn't want to inadvertently communicate that employees have a job for any period of time. Ms. Dostert recommends changing this piece to read, "...we strive to be internally and externally competitive."
- Third page, bullet 7: It states that a spot award program will be considered in the future. Ms. Dostert is assuming this is referring to the "Gotcha" recognition program that recognizes employees for going above and beyond. The Gotcha program isn't a true spot award program. The reason she says this is that not everyone that is recognized is rewarded (given a gift card) and the drawing is done quarterly. True spot award programs reward more broadly and are immediate to reinforce wanted behavior. Ms. Dostert recommends re-writing this bullet to reflect the true program parameters.

After discussion, the Board agreed to the changes recommended by Ms. Dostert as well as updating the Background section, the General Issues section and in the External Competitiveness section, bullet 3 the word 'integrate' should be changed to 'consider'. The updated Compensation Philosophy and Strategy is attached.

The Board asked Ms. Dostert to return for the February 2009 Board meeting when it will be time to for the Library to collect, analyze and consider in its pay structure, rates for library benchmark positions from the competitor market.

Ms. Dostert left the meeting at 8 p.m.

CONTRACT FOR ENGINEERING SERVICES FOR PARKING LOT IMPROVEMENTS

Mrs. Anthony distributed the proposal for engineering services and Attachment A for the further development and completion of the parking lot by Gewalt Hamilton Associates, Inc. Gewalt Hamilton handled the engineering services for the previous phase of parking lot construction. The firm also works with Village staff on a regular basis on other projects so they are known to Village personnel and in turn know what is expected in permitting, water retention requirements, curbs and other design specifications.

Gewalt Hamilton sent Mrs. Anthony a preliminary proposal for services which she sent along to Fred Schattner, Traffic Engineer for the Village. He added the Traffic Study which Gewalt Hamilton incorporated into their proposal. Mrs. Anthony asked for inclusion of additional lighting and preparation of bid documents for construction.

Because it was necessary to meet with Commonwealth Edison already and to begin investigating conditions, Mrs. Anthony approved the Preliminary Engineering phase of the proposal at \$6,200. Board approval of the Proposal for Engineering Services for Parking Lot Improvements in the amount of \$26,300. is requested.

Discussion followed. Mr. Graham made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE CONTRACT WITH ADDENDUM FROM GEWALT HAMILTON IN THE AMOUNT OF \$26,300.00 WITH A CORRECTION ON PAGE 3 OF THE CONTRACT REMOVING THE WORDING "VILLAGE OF VERNON HILLS" AND CHANGING IT TO "SKOKIE PUBLIC LIBRARY".

Discussion followed. With the permission of the motion makers above, the following amended motion was made by Mr. Zelenka, seconded by Mr. Basofin:

AMENDED MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE CONTRACT WITH ADDENDUM FROM GEWALT HAMILTON IN THE AMOUNT OF \$26,300.00, EXCLUDING SECTION F ON

THE ADDENDUM, AND WITH A CORRECTION ON  
PAGE 3 OF THE CONTRACT REMOVING THE  
WORDING "VILLAGE OF VERNON HILLS" AND  
CHANGING IT TO "SKOKIE PUBLIC LIBRARY".

The roll call vote for approval was unanimous.

PARKING LOT UPDATE

Since the last Board meeting, Mrs. Anthony has been working to obtain the proposal for engineering services from Gewalt Hamilton, to clarify petition requirements for the Village and to begin preparing the house for demolition. The proposed contract for engineering services is a separate item on the agenda.

The Library filed two petitions with the Village Planning Department for Subdivision/Dedication and for Zoning Map Amendment. In order to file these petitions, the Library needed to secure proof of ownership of all the PINs currently held by the Library and request a survey of the consolidated property by Samborski, Mattis, Inc. Mrs. Anthony will plan to attend the meetings of the Zoning Board and the Plan Commission during the first week of August when the Library's petitions will be reviewed.

The house at 7935 Park Avenue was inspected for asbestos and the asbestos was removed last week by a licensed contractor who performed this work on the other houses purchased.

This is for information only as no action is needed by the Board on these matters at this time.

RESOLUTION AUTHORIZING INTERVENTION IN TAX OBJECTIVE  
PROCEEDING PENDING IN THE CIRCUIT COURT OF COOK COUNTY

The Niles Township Property Tax Appeals Cooperative met June 16, 2008, in a semiannual meeting. At that time, the Library received a financial update on the status of the Cooperative, an update on outstanding and completed cases and a report on other developments.

Franczek Sullivan has obtained a decision regarding ComEd Right-of-Way appeals in Commonwealth Edison vs. PTAB which says that "The historical-cost method is but one among several methods available. The method chosen depends upon the circumstances of the case." The big news was that Franczek Sullivan has successfully argued for the right of taxing bodies to intervene in property tax appeals brought in Circuit Court. While taxing bodies have had this right in PTAB cases, they have not had the right to intervene

in cases brought before the Circuit Court. The trend has been for more cases to be brought to the Circuit Court rather than to PTAB. The decision was: "Yes. The Code of Civil Procedure governs the right to intervene in TOCs and a court must review these petitions on a case-by-case basis to determine if intervention is appropriate." (TOC is Tax Objection Complaint.) TOC cases account for 80% of tax refunds so the ability to intervene should bring significant savings to members of the Cooperative.

The Board is asked to approve a resolution authorizing intervention in Tax Objection Proceeding Pending in the Circuit Court of Cook County on behalf of the Library. Mrs. Anthony recommends the Board's approval of this resolution.

As a Cooperative member, the Skokie Public Library has been represented in tax appeal cases before PTAB for many years now. The representation has resulted in considerable savings in EAV at a relatively minor cost. The Library's share of expense for legal services and appraisals for the past six months was \$1,701.52.

A motion was made by Mr. Graham, seconded by Mr. Zelenka:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE RESOLUTION AUTHORIZING INTERVENTION IN  
TAX OBJECTION PROCEEDING PENDING IN THE CIRCUIT  
COURT OF COOK COUNTY ON BEHALF OF THE LIBRARY.

The roll call vote for approval was unanimous.

#### LIBRARY PRODUCTION STUDIO CHANNEL 24

The July 2008 Cable Guide was noted.

#### NORTH SUBURBAN LIBRARY SYSTEM

Mr. Zelenka reported that the officers of the NSLS Board for July 2008-June 2009 are:

President: Skip Mosshamer

Vice-President: Kathy Caudill

Secretary: Kathy Berman

Treasurer: Christopher Stewart

Retiring Board Members are Nancy Heggem, Sandra Norlin, Peggy Simpson.

Newly-elected Board Members are Betsy Larson, Aaron Lawlor, Mary Pergander.

New System Member: Shure Inc., Niles.

A fee schedule was adopted for the system's new podcast room, with fees as high as \$175/hour for member libraries for use of the room plus assistance using the recording equipment.

"What's New in Libraries?" will be ending its ten-year run.

The Board approved a resolution allowing the staff to negotiate the terms of a sale of the adjacent property, pending final Board approval.

#### COMMENTS FROM TRUSTEES

Mr. Zelenka said he will have an article in the August issue of The ILA Reporter and so will Coordinator of Information Services Bruce Brigell.

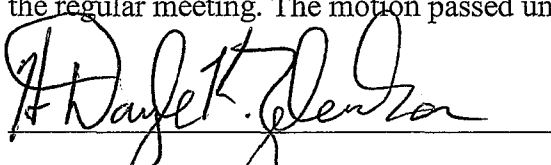
Dr. Wozniak commended the reference desk staff who gave him superb service; he was amazed by their quickness and accuracy.

Mrs. Hunter said the Skokie 4<sup>th</sup> of July parade was wonderful and the bookmobile looked smashing.

Mr. Zelenka requested that the Board receive "Get In The Game" lawn signs (or any other lawn signs produced).

#### ADJOURNMENT

At 8:30 p.m. a motion was made by Mr. Graham, seconded by Dr. Wozniak to adjourn the regular meeting. The motion passed unanimously.



Dayle Zelenka, Secretary



## **COMPENSATION PHILOSOPHY AND STRATEGY**

**Skokie Public Library**

**September 8, 1999**

**Re-Adopted April 14, 2004**

**Revised July 9, 2008**

### **BACKGROUND**

The Library's compensation program was implemented in 1987. Since that time, program adjustments have been made in accordance with Board directives (e.g., salary scale adjustments); and job creations/changes (e.g. IT jobs) have been integrated into the system in accordance with past practices.

In 1999, the impetus to critique the program emerged in response to a variety of inquiries and challenges:

- The program had not been formally reviewed since its implementation.
- There was no set of Board-directed compensation principles.
- Some employees had raised issues concerning the rationale for specific position grades; other employees had raised issues as to why there were scales for some groups of jobs and not others, or why a job was assigned to a particular scale.
- The Library wished to verify that its total compensation was competitive.

On August 16, 1999, a subcommittee of the Board and executives of the Skokie Public Library and HR Link met to identify the organization's compensation philosophy and strategy. The draft was reviewed, amplified, and modified by the subcommittee on August 26, 1999. An approved statement was used as the basis for a review of the Library's compensation program as authorized by the organization.

### **GENERAL ISSUES**

The Library recognizes the essential role the staff has in achieving the Library's strategic goals. The Library is concerned about the welfare of its employees, therefore, we strive to be internally and externally competitive in regard to our benefits and compensation. To ensure that this commitment is supported, the Library affirms the following overall objectives for its compensation program:

- Commencing January, 2003, and every fourth year thereafter, or at the discretion of the Board, more frequently, the Board will review and affirm/modify the conceptual framework of its compensation program.
- The Library's fundamental compensation goal is to recruit and retain competent employees and compensate them sufficiently so that they will not be easily recruited by others.
- The organization intends to ensure that current compensation strategies, programs, policies, and procedures are fully evaluated and revised consistent with the compensation philosophy.
- The Skokie Public Library, an equal opportunity employer, will treat each employee as a valued contributor to the organization's future success, enhance the ethnic and gender diversity within its professional jobs, and recognize individual employee contributions in the achievement of its organizational objectives.
- The organization affirms that communication will be accentuated to ensure a steady stream of current and accurate information regarding the compensation philosophy and strategy.

## **HUMAN RESOURCES CULTURE AND VALUES**

The Skokie Public Library affirms the following principles:

- The Library respects and wishes to accommodate the personal needs of its employees wherever possible in concert with the needs of the organization.
- The Library recognizes that turnover can be both beneficial and reasonable. Some employees will leave to fulfill career opportunities not available at the Skokie Public Library. Others who are unable to meet the standards utilized in assessing job skills will be requested to seek other employment. What the Skokie Public Library wishes to avoid is the departure of valued employees due to compensation issues and/or the lack of continuing education opportunities.
- The Library wishes to recognize individual employee contributions to the achievement of the organization's goals and realization of its values.
- Given candidates of comparable skills and experience, internal promotions are desired over hiring from the outside.

- The Library desires to be viewed as a place for employees to grow and develop so as to achieve and maintain competitive skill levels; training/development initiatives will be supported to ensure that upgraded technical, supervisory and other necessary skill sets are developed within the Library.
- The Library recognizes that there is a mutual obligation on the part of the organization and each employee to identify and acquire continuing education; the Library will allot release time and financial support to enable approved training.
- Tuition reimbursement for job-related coursework in an accredited degree program will continue to be available; reimbursement is contingent upon continued employment. A staff member, who leaves the employ of The Library within the year following the receipt of a tuition benefit, will be expected to repay such tuition benefit.

## **OVERALL COMPENSATION STRATEGY**

The Library acknowledges that the current compensation program should be reviewed with a view towards updating the program to ensure direct support of the organization's objectives. The compensation program should emphasize and communicate the following elements:

### **GENERAL PRINCIPLES**

- The Library will consider supplementing the current pay system to include other forms of compensation such as employee recognition bonuses and performance-based merit adjustments.
- Skokie Public Library will establish and maintain a base pay system based upon internal equity and externally competitive guidelines (see p.5 External Competitiveness).
- The Library acknowledges that there is a base pay minimum and maximum for all jobs.
- The elements of the base pay system will include position descriptions, job evaluations, market analyses, salary ranges, supervisory training, and employee communications in conformity with established administrative policies and procedures.

- All employees will receive a performance review at least annually.
- Employee recognition will include regular informal supervisory acknowledgement of employee contributions and will be expanded to include recognition through compensation.
- Performance-based merit recognition will consider individual performance of the currently assigned job and be contingent upon the identification of objective, relevant performance criteria for each job. Recognition through compensation will be funded within total available budgeted personnel funds for the year.
- Employees' contributions may be recognized through an employee recognition program, referred to as "Gotcha". Design parameters include:
  - Employees recognize peers for contributions "above and beyond" regular job duties by completing a "Gotcha" form, describing the action they observed. Managers are notified of the recognition and the form is displayed on the staff room bulletin board.
  - Each quarter the Department Heads draw names of employees recognized through the "Gotcha" program and 10 winners receive a gift certificate to a local organization, such as Starbucks.
- Benefits will be targeted to equal or exceed those of the competitive library market in accordance with the external guidelines on page 5.
- The Board will consider, on a periodic basis, other measures of compensation that are mutually beneficial to the institution and employees.

### **INTERNAL EQUITY**

- "Internal equity" at the Library has been defined as the constant effort on the part of the Board and staff to ensure that pay is managed fairly across all employee scales.
- Paying a new hire more than a current employee for comparable skill sets and experience in the same job will not be permitted.
- All staff doing the same job should be compensated according to the same hourly scale.

### **EXTERNAL COMPETITIVENESS**

- The pay structure will be reviewed annually and adjusted as appropriate.
- Annual pay structure adjustments will be based on the reported cost-of-labor changes rather than generic cost-of-living changes.

- Every 3 years, the Library will collect, analyze and consider in its pay structure, rates for library benchmark positions from the competitor market.
- The organization wishes to provide competitive salaries and benefits across all jobs—defined as the **top quartile** of the following:

<u><i>SPL Job</i></u>	<u><i>Industry Target</i></u>	<u><i>Geographical Target</i></u>
Executive	Libraries	6-County Chicago Area
Professional—Librarian	Libraries	6-County Chicago Area
Professional—Support (Technology; Accounting; PR)	General Industry	6-County Chicago Area
Maintenance	General Industry	Immediate Area-North Chicago; Evanston; Niles; etc.
Administrative Support and Clerical	General Industry	Immediate Area-North Chicago; Evanston; Niles; etc.

### **EMPLOYEE COMMUNICATIONS**

In the future, communications will be emphasized through the following:

- Employees will receive thorough communications regarding the total compensation program, emphasizing the organization's compensation objectives, criteria, and competitiveness.
- All employees will be apprised of his/her job's assigned salary range.
- Non-executive job openings will be posted unless filled through departmental promotion.
- Compensation program understanding will be reinforced through timely communication of any changes.

Adopted by Skokie Public Library Board of Trustees, 9/8/99; Re-Adopted 4/14/04, Revised and re-adopted 7/9/08