

November 11, 2009

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, November 11, 2009.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:34 p.m.

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

Member absent: Susan Greer.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 14, 2009

Dr. Wozniak made a motion, seconded by Mr. Graham, to approve the minutes of the regular meeting of October 14, 2009, subject to additions and/or corrections.

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

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

Mr. Graham made a motion, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENT, 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. GIFTS: IN MEMORY OF JULIUS GINSBURG: \$10. FROM ANABEL BLACKER AND DONNA BLACKER; \$15. FROM JIM AND SUE LERNER; \$20. FROM CONSTANTINE AND ELIZABETH RESS; \$20. FROM MR. AND MRS. EUGENE WEISMAN; \$20. FROM JANE BEEDERMAN; \$25. FROM HARRY AND MARCY STEINDLER; \$25. FROM WILLIAM AND CAROLYN ANTHONY; \$25. FROM ELYSA BLACKER AND

JOHN WHEALAN; \$25. FROM RUBY S. BRENNER; \$25. FROM MILLIE AND KENNY FENCHEL; \$25. FROM KAREN McGANN AND RICK HELWEG; \$25. FROM DORETTA FUHS; \$25. FROM BERNICE AND JACK WEISSMAN; \$43.42 FROM PATRICIA AND MARK ERICKSON; \$50. FROM BILL AND JANE HAGEDORN; \$50. FROM MARYANN MONDRUS; \$50. FROM CLAUDIA JONES AND KENNETH DODGE; \$50. FROM DOROTHY RASMUSSEN; \$50. FROM SUSAN AND CHARLIE SCHWARTZ; \$50. FROM STUART AND RUTH MAYNARD; \$50. FROM MR. AND MRS. S. WHITNEY DOWNER; \$50. FROM MARCELLA MAYNARD; \$90. FROM THE BIEBER FAMILY; \$100. FROM MARGARET HAMILTON; \$250. FROM STUART AND NANCY MURPHY; IN MEMORY OF HARRY HUNTER; \$10. FROM THE SILVERMAN FAMILY; \$15. FROM PAULA GOTTLIEB AND FAMILY; \$25. FROM BILL AND JANE HAGEDORN; \$25. FROM MR. AND MRS. BERYL A. BIRNDORF; \$25. FROM GEORGE AND SUSAN VAN DUSEN; \$25. FROM HENRY BLOCK; \$25. FROM CONSTANTINE AND ELIZABETH RESS; \$25. FROM DR. AND MRS. MELVIN N. SEGLIN; \$25. FROM FRANCES E. ROEHM; \$50. FROM WILLIAM AND CAROLYN ANTHONY; \$50. FROM WILLIAM AND SANDY KROLL; \$50. FROM FRANCINE STEIN; \$50. FROM SHIRLEY SHEVICK; \$50. FROM MARILYN WILLIAMS; \$80. FROM SIDNEY BLOCK; \$100. FROM MR. AND MRS. JOHN GRAHAM; \$100. FROM HENRY AND RHODA FRANK; \$250. FROM RICHARD BASOFIN; \$500. FROM ROBERT AND NANCY BEINE

5. PERSONNEL: PROMOTION: ALEXANDER RANGEL, FROM FULL-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT TO FULL-TIME ASSISTANT SHELVING SUPERVISOR, CIRCULATION DEPARTMENT, EFFECTIVE NOVEMBER 2, 2009; STATUS CHANGES: LUCRETIA MARRIOTT, FROM PART-TIME HOURLY TO PART-TIME SALARIED, INFORMATION ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE NOVEMBER 1, 2009; GUS PALAS,

FROM PART-TIME CIRCULATION CLERK TO FULL-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE OCTOBER 26, 2009; HIRE: MOSHE FERDMAN, PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE NOVEMBER 10, 2009; RETIREMENT: RICHERDINE NORDMEYER, MANAGER OF ADULT POPULAR SERVICES, ADULT SERVICES DEPARTMENT, EFFECTIVE DECEMBER 31, 2009

6. CORRESPONDENCE: LETTER FROM PRISCILLA COATNEY, LIBRARY ADMINISTRATOR, WILLIAM LEONARD PUBLIC LIBRARY DISTRICT TO CAROLYN ANTHONY DATED OCTOBER 14, 2009 RE THANK YOU; LETTER FROM DONNA CULLEN TO DEBORAH GRODINSKY RE PRAISE FOR STAFF MEMBER RICH KONG/DIGITAL MEDIA LAB.

The motion passed unanimously.

BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/09

The Balance Sheet for the six months ending 10/31/09 was noted.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status report was noted.

BILLS

A motion was made by Mr. Graham, seconded by Mrs. Rich:

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

The roll call vote for approval was unanimous.

AUDIT – 2008-09 FISCAL YEAR

Mrs. Anthony distributed the following documents prepared by Sikich regarding the Library's financial position:

- Annual Financial Report for the Year Ended April 30, 2009
- Management Letter April 30, 2009
- Letter dated October 25, 2009

As noted by the auditors, Mrs. Anthony did not present a Managements' Discussion and Analysis which is recommended, although not required. However she has highlighted what she believes are some significant points to note in the Financial Report. Generally, the Library continues to be in good financial shape. On pages 8-9, are the consolidated statement regarding all of the Library's funds. The Reserve Fund for Sites and Building grew by \$702,244. this year, even after payment of expenses for completion of the parking lot, to end the Fiscal Year with a balance of \$2,684,576. The General Operating Fund had a net decrease of \$253,487. due to anticipated, but unreceived property taxes in the spring collection. The Fund balance in the General Operating Fund at year end was \$3,009,688.

Given the conversation that the Board has had about interest payments on long-term debt, attention is called to p.19 and the table showing principal and interest payments due for the balance of the loan through 2021. There still may be opportunity to reduce the balance on the interest payment through refinancing the loan in 2011 or accelerated payment of principal.

Pages 23-24 provide a comparison of actual expense to budgeted expense for the General Operating Fund. Total expense was \$9,222,375., significantly under the budgeted total of \$10,976,809. Personnel expense, inclusive of Social Security and pension, was \$6,063,558. or nearly 66% of the total.

The Management Letter addresses two issues which were raised in last year's audit, one having to do with prior period adjustments and the other related to tracking of long-term debt. Both recommendations were implemented as of April 30, 2009, and no new deficiencies were reported.

Mrs. Anthony requested Board acceptance of the audit.

After brief discussion, Mr. Graham made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ACCEPT THE AUDIT AS PRESENTED BY SIKICH LLP, CERTIFIED
PUBLIC ACCOUNTANTS & ADVISORS.

The motion passed unanimously.

The Board commended Mrs. Anthony on her cover memo.

DIRECTOR'S REPORT

USAGE----Circulation in October was up 32%, with big gains in usage of the Bookmobile and Adult materials. The latter was led by a gain of more than 100% in DVD circulation, but periodical check-out nearly doubled also and Adult book use was up 18%. The circulation of children's books was up 17%. At this half-way point in the Fiscal Year, it is easier to say what categories have not set a 5 year record for use. Every Adult non-fiction category except the 900's is at a record high as is every category of Adult fiction except Westerns, Paperbacks and Large Type. World Language in its new location is up 17%, also achieving a five year high. In Youth Services, the 200's, 400's, 500's, Biography and Easy Biography have set records as have every category of fiction, World Languages, Readers and the Parent/Teacher collection. Use of digital formats is up 43% YTD. The gate count was up more than 14% for a total of nearly 73,000 visitors for the month.

COMING TOGETHER IN SKOKIE----Mrs. Anthony has been working with a group planning a cultural focus intended to promote greater understanding of a single culture, with the idea of exploring other cultures in Skokie sequentially. She has worked with District 219 to plan Coming Together in Skokie with a focus on the Indian culture this winter. The project will kick off with a program of dance, music and presentations January 23 at Niles West in honor of Republic Day. Numerous programs are planned from the kick-off through mid-March, including a series of book discussions of the book Motherland by Vineeta Vijayaraghavan. The author will come to Skokie March 8, speaking at both high schools and at the Library that evening. Mrs. Anthony hopes that Board members will join in some of the activities.

DIGITAL PAST----The Library's digital collections of local history have been incorporated into Digital Past/CONTENTdm at the NSLS. Earlier this year, NSLS did a migration of the files and a swap-out of the server for Digital Past. Unfortunately, there were problems with corruption and file mismatching that occurred at the time. NSLS worked to straighten this out, using back-up disks and spending considerable time. All of Skokie Public Library's files were affected in some way. The worst damage was to the Skokie History Project, for which chunks of metadata were lost and will need to be input again. Other collections such as the Klehm collection had only minor issues and may be cleaned up rather easily. Annabelle Mortensen and Jessica Goodman will work on repairing these files, along with Amanda Hansen and Patty Witry of the Skokie Historical Society.

SUMMIT ON FUTURE OF LIBRARY COOPERATION----Sunday, after the Volunteer Reception, Mrs. Anthony drove to Champaign for the Summit on the Future of Library

Cooperation in Illinois which met all day Monday, November 9. The group was challenged to look at current strengths and successful experience in cooperation and resource sharing, potential new areas of cooperation, and possible new structures and approaches. Consultant Maureen Sullivan facilitated the discussion.

IMMIGRANT INTEGRATION LRP SESSION----Sunday, November 15, Mrs. Anthony will participate in an intensive work session called by the Village of Skokie to launch the Skokie Immigrant Integration long-range planning process. Millennia Consulting is leading this session which is funded by the Chicago Community Trust.

DEDICATION OF DIGITAL MEDIA LAB----Staff plan to dedicate the Digital Media Lab Wednesday, December 9, at 6:30 pm before the Board meeting. Representative Beth Coulson will be present so that we can thank her for the Member Initiative Grant that made the Lab possible. The Library received a letter from a woman who was delighted to find that the lab had the latest technology to enable her to assemble a collection of music on an iPod shuffle for her Aunt who is in a Skokie nursing home.

STAFF DAY----Staff Day December 11 will focus on Reading—the ways people read and the future of reading. The keynote speaker will be Nora Rawlinson who is a past editor of Publishers Weekly and has other experience in the publishing sector. She is flying in from New York for the session. Mrs. Anthony hopes the Board will be able to attend as she expects it to be a particularly interesting program that will help to inform our considerations for the Library's strategic planning sessions which will begin after the first of the year.

COMMUNITY ACTIVITY----This past month Mrs. Anthony attended a Community Leaders' Briefing at Skokie Hospital, a conference call re arts funding, the Chamber Legislative Breakfast, the Oakton Adult Education Advisory Board, a Village meeting on the 2010 Census, a meeting of the North Suburban Business Development Foundation, a luncheon for the U.S. Holocaust Memorial Museum and a Festival of Cultures Executive Committee meeting.

VOLUNTEER LUNCHEON----There was a good turnout for the annual Volunteer Luncheon on Sunday, November 8 to show appreciation to the people who volunteer their time to help out at the Library.

RENEWAL OF INSURANCE COVERAGES

Mrs. Anthony distributed the proposal for renewal of insurance coverages as prepared by agent Tom English of Boyle, Flagg & Seaman. Last year, Mr. English bid all of the

coverages out. This year, he recommends renewing with the same companies as the increases in rates are small.

The package policy with Travelers is up 4.2% from last year. Since 3% of the increase is due to an increase in exposure as per the updated appraisal, the increase due to rate is only 1.2%. Nevertheless, Mr. English suggests that the Board could realize some savings by increasing the deductible from \$1,000. to \$2,500. for a credit of \$1,946. or from \$1,000. to \$5,000. deductible building and contents for a credit of \$3,109. This past year we had a \$6,800. claim for frozen pipes and a couple other small claims. This is fairly typical so the Board might consider whether to go with the increased deductible or if the Library would pay the difference anyway with the first claim.

The Workers Comp quote from Illinois Public Risk Fund is up 8%, of which 5% is due to an increase in payroll. Directors & Officers was not quoted as yet because Boyle, Flagg & Seaman does not receive the audit until after this Board meeting.

The Illinois Public Risk Fund is issuing a dividend. The Library can receive \$1,900. for a safety-related project if an application is made for the funds within the specified timeframe.

The coverages do not have to renew until December, but the quotes are prepared in November so that we have time to get back to Mr. English with any questions or concerns. The Board may take action to renew the coverages at the rates proposed at this meeting or the Board may hold the matter over until the December meeting.

After brief discussion, Mr. Graham made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INSURANCE PROPOSAL FROM TRAVELERS FOR PACKAGE, INLAND MARINE AND AUTOMOBILE, \$46,524.; UMBRELLA, \$9,357; AND BOILER AND MACHINERY, \$4,054. FOR A TOTAL OF \$59,935. (NO CHANGE IN DEDUCTIBLE) AND THE INSURANCE PROPOSAL FROM ILLINOIS PUBLIC RISK FUND FOR WORKERS' COMPENSATION. FOR \$37,098. FOR THE SKOKIE PUBLIC LIBRARY FOR DECEMBER 15, 2009 THROUGH DECEMBER 15, 2010 AS PRESENTED BY BOYLE, FLAGG & SEAMAN, INC.

The roll call vote for approval was unanimous.

INVESTMENT POLICY

Mrs. Anthony stated that when the Board considered the investment program called CDARS in February, it was decided not to pursue that opportunity, but to review the Investment Policy again in November in light of current conditions. The Investment Policy, as approved by the Board in November 1999, was distributed. Cole Taylor has proposed another investment option which is TAG Now Interest Checking. According to Liz Riesche, the TAG account earns .50% interest as compared with the IL Funds rate of .12%. Some additional information on the TAG Now program was distributed.

In regard to management of the Library's finances, Trustee Graham introduced the idea of refinancing of the Library's debt. Mrs. Anthony discussed this matter with Village Finance Officer Bob Nowak who advised that the bonds are not callable during the first ten years. When this anniversary has been passed in 2011, Mr. Nowak will be glad to review opportunities for repayment or refinance.

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

MOTION: THAT THE SKOKIE PUBLIFC LIBRARY BOARD OF TRUSTEES
GIVE LIBRARY DIRECTOR CAROLYN ANTHONY THE
AUTHORITY TO MAKE DEPOSITS AT HER DISCRETION AS
LONG AS THE FUNDS ARE 100% INSURED AND .50% INTEREST
CAN BE SECURED.

The roll call vote for approval was unanimous.

DOWNTOWN TIF DISTRICT

Mrs. Anthony attended a recent meeting of the Joint Review Board for the Downtown TIF, called to review a proposed amendment for a budget adjustment for the remaining four years of the Tax Increment Financing period. The original budget, adopted in 1990, was conservative and leaves less than \$3.5 million to be spent over the next four years. The Village anticipates revenues to the TIF Fund of approximately \$16.0 million in the next four years. The Joint Review Board endorsed a budget amendment (distributed by Mrs. Anthony) bringing the TIF budget to \$38.0 million. The budget will need to be approved by the Village Board.

The money will be used to help fund downtown redevelopment in accordance with the "Downtown Skokie Action Plan" (distributed by Mrs. Anthony) unanimously approved by the Village Board at their meeting November 2. It is certainly nice to see that the consultants see the Skokie Public Library as one of four catalysts for the downtown

economy, the others being the Oakton Street Skokie Swift station, the Illinois Science & Technology Park and Oakton Community College.

In the proposed budget, 45% of funds are allotted for the acquisition and assembly of land. About 20% of funds or \$7.5 million is allotted for public facility construction, including parking facilities, while 21% or \$8.0 million is for street rehabilitation, sidewalk construction and curbing, and streetscape improvements including landscaping, signage and street lights.

The Library will want to keep this project for downtown Skokie in mind as the Library's strategic plan for 2010-2013 is developed.

NORTH SUBURBAN LIBRARY SYSTEM

Report from Mr. Basofin

Mr. Basofin distributed a slideshow discussing how NSLS is funded; a memorandum regarding the Save Illinois Libraries campaign; and van delivery service. Discussion followed.

COMMENTS FROM TRUSTEES

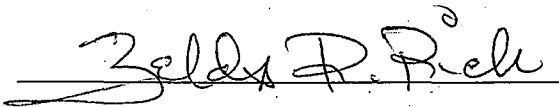
Mrs. Hunter mentioned that someone loaned her DVDs from Highland Park Library and on the DVD was a large sticker saying "Circulate to Highland Park Residents Only."

Mrs. Hunter also mentioned that Wilmette Library charges for DVDs.

Mrs. Parrilli mentioned a letter to the editor in today's Chicago Tribune, Chicagoland section regarding the importance of library cards and reading to young children.

ADJOURNMENT

At 8:29 p.m. a motion was made by Dr. Wozniak, seconded by Mrs. Parrilli to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in cursive script, reading "Zelda R. Rich", written over a horizontal line.

Zelda R. Rich, Secretary