

December 8, 1993

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, December 8, 1993.

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; John J. Graham, Vice President; Norma Zatz, Secretary; Leo Friedman; Zelda Rich; Eva Weiner; and Carolyn A. Anthony, Director.

Member absent: Susan Brill Schreck.

APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 10, 1993

Mrs. Zatz moved that the Board of Trustees approve the minutes of the meeting of November 10, 1993 as written, subject to additions and/or corrections. Mr. Friedman seconded the motion.

There being no additions or corrections, the motion to approve the minutes as written was unanimous. The minutes were placed on file.

PRESENTATION BY LEO FRIEDMAN / SKOKIE CREATIVE WRITERS

Mrs. Hunter asked the Board to approve changing the order of business to allow Mr. Friedman to present the Skokie Creative Writers most recent publication to the Library.

The Board approved.

Mr. Friedman presented the Library three (3) copies of the Skokie Creative Writers eleventh publication, *Moods of Love and Memory*.

Mrs. Hunter thanked Mr. Friedman and the meeting was returned to the regular order of business.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LISTS OF BILLS

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

**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, LIBRARY NOTE FUND AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED; AND THAT THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND AND THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.**

During discussion of the bills, Mrs. Hunter questioned the payment of \$473.00 to Thomas J. McElligott. Mrs. Anthony said this is a portion of the 1993 real estate taxes on the 5237 Oakton Street property we purchased for which the Library is responsible.

Mrs. Hunter questioned why the unhealthy plants in the Library have not been disposed of and why we continue to pay the current plant service to maintain plants which appear quite dirty and neglected. She suggested we either seek another caretaker for the plants or that a staff member with a "green thumb" take care of them.

After discussion the roll call vote for approval of the Consent Agenda lists of bills and financial statements was unanimous.

**CONSENT AGENDA ITEMS**

- CIRCULATION REPORTS
- LIBRARY USE STATISTICS
- REPORT(S) FROM DEPARTMENT HEAD(S)
- CORRESPONDENCE (2)
- PERSONNEL

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

**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) (1)
4. CORRESPONDENCE (2)
  - Letter from Eileen R. Mackevich, Executive Producer / Jennifer A. Moran, Assistant Producer, Chicago Humanities Festival, Illinois Humanities Council
  - Letter from Caroline Nelson
5. PERSONNEL
  - Resignation: Daisy Kondelis, Substitute Librarian, Public Services, effective November 27, 1993

Circulation statistics were reviewed and discussed.

The Board asked what the cost is of processing one interlibrary loan transaction.

Mrs. Anthony said it is approximately \$18.00 per transaction.

After discussion the motion to approve the Consent Agenda items passed unanimously.

#### GIFT

The trustees noted the gift of \$100. from the Skokie Area Chapter of the American Association of Retired Persons (AARP).

#### DRAFT 1994-95 BUDGET

The draft budget was reviewed and discussed.

Mrs. Hunter asked that the conference line remain the same, noting that the American Library Association Annual Conference in 1995 is in Chicago.

The Board cautioned that because of frequent mechanical breakdowns consideration must be given to overhauling the Bookmobile, or to the purchase of a new Bookmobile. The Village has been repairing it regularly, but problems continue. It was suggested we contact other libraries with Bookmobiles to learn where they have servicing done.

#### DIRECTOR'S REPORT

Usage--Circulation increased by more than 19% in November over November, 1992. Reference and information services were up 21% and lending through interlibrary loan more than doubled from this time last year.

Parking--A press conference was held November 15 to announce the Library's plan to expand parking for the public. Both the Lerner Life and Skokie Review featured articles on the Library's plans. The model, prepared by Triodyne, is on display in the Library lobby.

Library Sign--New metal letters for SKOKIE PUBLIC LIBRARY have been mounted on the east side of the building.

Gift to Historical Society--The Skokie Historical Society was in need of a 16mm film projector. We gave them one of our older projectors which we had received as a gift at one time.

New Executive Director for ILA--Barbara Cunningham, Executive Director of ILA, will be resigning at the end of the month for health reasons. Circulation Supervisor Tobi Oberman has been named to the selection committee to choose a new Executive Director.

NLS BANQUET--The NLS annual banquet will be January 28 at Hollister, Inc. on Milwaukee Avenue in Libertyville. Dr. Charles McClure of the School of Library and Information Science at Syracuse University will speak about Cyberspace. He is one of the most preeminent scholars in library science today. He has written and spoken extensively about public libraries, including serving as principal author of the Planning Process for Public Libraries.

RLAC Proposal--The RLAC (Regional Library Advisory Council) Board has recommended its own demise, to be replaced by a substitute advisory committee. Currently RLAC has 10 voting members (6 public library and 4 non-public library) plus representatives from the reference group and youth librarians as non-voting members. Although the members are elected, it is felt that they do not represent a constituency. The new Advisory Committee would have a representative from each of the four forums and six additional members appointed by the System Director. The proposed committee would advise the System Director, but would not give a report to the NLS Board as RLAC presently does. The issue will be voted on by RLAC December 21.

System Proposal for Live and Learn Funds--NLS is submitting a proposal for \$230,000. of Live and Learn funds. Some Live and Learn money was given directly to systems to partially restore previous cuts and the balance was designated for competitive grants, open to systems for proposals related to technology. NLS plans to use \$200,000. to become an INTERNET node and to subsidize libraries in gaining direct INTERNET access. Another \$30,000. would be used for retroconversion. JCPL is interested in applying for Interlink Service should NLS receive funding.

Bookmobile--The Bookmobile was on the road every scheduled day in November, but broke down Friday, December 3.

Public Access Cable--Mrs. Anthony will be videotaped for a show on public access cable December 7. Skokie Speaks Out features community leaders talking about their programs and with each other. Police Chief William Miller, Village Public Information Officer Jim Szczepaniak and Paul Luke of the Skokie Fine Arts Commission will also be featured. The program will air in January.

Staff Day--Plans are set for Staff Day December 10 and for the holiday luncheon to be held the same day. The keynote speaker Ruth Jackson will speak on the topic of dealing with difficult patrons.

### PHOTOCOPIER PROPOSAL

Director Carolyn Anthony proposed different arrangements for photocopier service and has solicited proposals from eight vendors.

The hope is to operate on a commission basis, not through a lease-purchase agreement, which is no longer a viable option. By operating on a commission basis the vendor assumes responsibility for maintaining uptime of the photocopiers and the Library receives a commission for allowing the vendor to do business in the Library.

The Board's approval is required to trade-in photocopiers currently owned.

The Board expressed concern with the terms of the three year University Copy Service agreement. Their questions included: when are photocopiers replaced; what happens to the equipment at the end of the three year contract; do we want to rely on their bookkeeping; can debit cards be used.

The Board agreed the current trend is to "outsource services" and suggested we contact libraries with new buildings and ask what considerations they have made for servicing of photocopiers. The Board preferred the terms of the University Copy Service agreement be more specific and in writing.

After discussion Mrs. Rich made a motion, seconded by Mr. Friedman:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE CONCEPT OF OUTSOURCING AS A WAY OF MAINTAINING OUR PHOTOCOPYING EQUIPMENT.**

Mr. Graham said we may prefer to have complete internal control of all aspects of our copying equipment, including the vending system for the machines, that we might have a talented staff member who could take care of this. Consideration should be given to raising the photocopying fee to increase revenue.

The Board agreed with the concept of outsourcing as long as there are enough controls built into the contract.

After discussion the roll was called. Mrs. Weiner--yes; Mr. Graham--yes; Mr. Friedman--yes; Mrs. Rich--yes; Mrs. Hunter--yes; Mrs. Zatz said she would not vote. The motion passed.

Mrs. Hunter asked Mrs. Zatz to give the Director a list of her concerns and questions.

Mrs. Anthony will clarify the terms of proposals for photocopier services for the Board at the January meeting.

**JOHNSON CONTROLS & DONTEE CONTROLLED SYSTEMS, INC. PROPOSALS FOR ENHANCEMENT OF CHILLER OPERATION**

Johnson Controls has recommended work to improve the efficiency of operation of the chiller serving the 1972 building and also recommended installation of an external oil filter assembly and valving to enable the system to be serviced without a total shutdown. They propose installation of a purge system on the chiller to enhance operating efficiency and reduce freon loss and the installation of a pressure control system to reduce purge requirements caused by minor air leaks, thereby lessening refrigerant losses.

We have also received a proposal from DONTEE Controlled Systems, Inc. for the same improvements to the purge system on the chiller and external oil filter assembly as quoted by Johnson Controls.

The difference between the two bids is \$695.

Mrs. Anthony recommends we accept the lower bid of \$15,540. from DONTEE, Inc.

Discussion ensued.

The Clean Air Act requires that we no longer use freon refrigerant by the year 2000, and must reduce freon emissions and freon loss. DONTEE has proposed a refrigerant management system for the R-11 Carrier chiller and made suggestions for the R-12 chiller in the original building. Mrs. Anthony recommends that an independent HVAC consultant advise us the best course of action regarding eventual elimination of freon use in the building.

After discussion Mr. Graham made a motion, seconded by Mrs. Weiner:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE DIRECTOR TO RETAIN THE SERVICES OF AN HVAC CONSULTANT, NOT TO EXCEED \$5,000., TO PURSUE THE BEST COURSE OF ACTION WITH REGARD TO THE ELIMINATION OF FREON USE IN THE BUILDING.**

The roll was called. Mrs. Weiner--yes; Mr. Graham--yes; Mr. Friedman--no; Mrs. Rich--yes; Mrs. Zatz--yes; Mrs. Hunter--yes. The motion passed.

### LONG RANGE PLANNING PROCESS UPDATE

Following suggestions from the Board, the Long Range Plan Committee revised the Mission Statement as follows:

Skokie Public Library provides the community of Skokie with cost effective, quality library services and access to a broad range of resources both within and outside the Library. In response to community needs and priorities, a knowledgeable, courteous staff connects the public with appropriate materials and information.

The Board approved the Mission Statement as revised.

The Board discussed the Committee's suggestions addressing possible financial problems in the event of property tax caps or other restriction of tax revenues.

Mr. Graham encouraged a future discussion on the development of a Foundation for the Library as a means to generate additional funding.

Mrs. Rich cautioned that since most of our funds come from taxes the Board should be putting its energy into seeing that our legislators are kept apprised of our needs and that we urge them for their continued support.

Mrs. Weiner said a Friends Group is also needed.

Mr. Friedman left the Board Room at 9:30 p.m.

### AUTOMATION

JCPL (Joint Computer Program for Libraries) issued a request for proposals in late March, 1993, and received responses in May. Since that time, staff committees reviewed each of four proposals received. Requests for clarification were issued and received. Each of the three vendors under consideration has visited JCPL to talk with the JCPL Board and Selection Steering Committee and to demonstrate the system to staff. A Request for Best and Final Offer was issued and responses received.

As a result, JCPL recommends commencement of contract negotiations with Dynix, Inc. for installation of an integrated library automation system in the JCPL libraries. Dynix submitted the low bid of \$1,199,620. for a system meeting specifications as requested for five libraries. The final

price for the system may be reduced with negotiations depending upon whether four or five libraries will be participating.

Mrs. Anthony requested the Board's approval to proceed with final negotiations.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE DIRECTOR TO BEGIN CONTRACT NEGOTIATIONS ON BEHALF OF THE JCPL BOARD.

The roll call vote for approval was unanimous.

Mr. Friedman returned to the Board Room at 9:45 p.m.

### LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network December, 1993 Program Guide for Cable Channel 15.

### MANAGEMENT PROFILES FOR 1991-92 PREPARED BY LIBRARY RESEARCH CENTER FOR THE ILLINOIS STATE LIBRARY

The Board reviewed and discussed the Management Profiles for 1991-92 for the Skokie Public Library.

Figures questioned by the Board include item number 2, the Income listed as \$3,111,851. and item number 23, percent of income derived from local government as 61%.

These should be corrected.

### NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported on the November meeting of the NSLS Board of Directors.

Mrs. Zatz left the Board Room at 9:55 p.m.

Mrs. Rich distributed information from Bridget L. Lamont, Director of the Illinois State Library regarding the provisions of recently enacted H.B. 424 which amends the Illinois Local Library Act and the Illinois Public Library District Act, effective January 1, 1994, by providing that non-resident library cards shall allow for borrowing privileges only at the library where the card was issued.

A number of library systems currently offer non-residents the option of purchasing system-wide library cards. Although H.B. 424 does not specifically address the issue of



non-resident system-wide cards, the Senate debate on H.B. 424 indicates that the bill was not intended to interfere with or supersede the issuance of system-wide library cards. Library systems may issue non-resident library cards that permit system-wide borrowing if they choose.

Mrs. Zatz returned at 10:00 p.m.

Libraries may work together to develop their own set of parameters for implementing the requirements of H.B. 424 but may not extend reciprocal borrowing privileges to non-residents unless the non-residents purchase either non-resident library cards for each library they will be using or system-wide library cards.

The concept of a system-wide card is still being discussed by NSLS, so all new non-residents cards issued by NSLS libraries in 1994 will be good only for use at the library where purchased. The current use of one card for local and system-wide privileges will continue for each individual patron until the library card expires in 1994.

Mrs. Rich said she will keep the Board informed of legislative developments.

#### COMMENTS FROM TRUSTEES

There were no comments from trustees.

#### ADJOURNMENT

The meeting adjourned at 10:04 p.m.

Mrs. Hunter asked for a motion to go into executive session for the purpose of discussion of land acquisition.

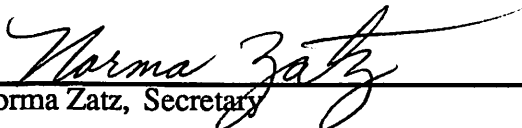
At 10:05 p.m. Mr. Graham made a motion, seconded by Mr. Friedman to go into executive session which was unanimously approved.

#### EXECUTIVE SESSION

After discussion Mr. Friedman made a motion, seconded by Mrs. Zatz to return the meeting to open session, which was unanimously approved.

#### ADJOURNMENT

The meeting adjourned at 10:13 p.m.

  
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 Norma Zatz, Secretary