

November 11, 1987

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, November 11, 1987.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Walter B. Flintrup; Dr. Herman S. Bloch; Eva D. Weiner; Norma L. Zatz; and Carolyn A. Anthony, Director.

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

Also present for the purpose of making a presentation on signage was Dale Tubaugh of MODULEX.

Mrs. Hunter requested that the regular order of business be put aside in order to hear Mr. Tubaugh's presentation on signage.

The trustees concurred.

SIGNAGE PRESENTATION

Mr. Tubaugh distributed a brochure to trustees and discussed the aspects of the MODULEX interior sign system. The system was developed by industrial and graphic designers and is based on the LEGO principle of interchangeable letters.

Some features are: a variety of letter and sign sizes; color coding; interchangeable layouts and logos which can be incorporated; pictogram panels; and options of wall mounting and suspension.

Directional signs, identification of areas, and the flexibility of the MODULEX system were discussed.

Mr. Tubaugh stated that MODULEX signage is in place in a number of Chicago area libraries, including the Rockford Public Library, Oak Lawn Public Library, Elmhurst Area Public Library District, Downers Grove Public Library, and the Zion-Benton Public Library District.

The trustees concurred that the Skokie Public Library needs clear signage that is easy to update and will be consistent with the quality of the building and its furnishings.

After discussion of the procedures involved in selecting the total design, Mrs. Hunter thanked Mr. Tubaugh for his thorough presentation of the MODULEX signage system options available. Mr. Tubaugh left the Board Room at 8:00 p.m.

Mrs. Hunter returned the meeting to the regular order of business.

#### APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 14, 1987

Mr. Flintrup moved that the Board of Trustees approve the minutes of the meeting of October 14 as written subject to additions and/or corrections. Mrs. Weiner seconded the motion and called for an addition to the last sentence under ALA Legislative Committee on Page 4. The sentence should read: "Diana Hunter is a member of the ALTA Legislative Committee and Eva Weiner is a member of the ALTA Intellectual Freedom Committee and the ALTA Resolutions Committee."

There being no further corrections the motion to accept the minutes as corrected passed unanimously and the minutes were placed on file.

#### CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
SLS UNEMPLOYMENT COMPENSATION STATEMENT  
LIST OF BILLS

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

**MOTION:        THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS , SLS UNEMPLOYMENT COMPENSATION GROUP ACCOUNT CASH BASIS FOR 3 MONTHS ENDING SEPTEMBER 30, 1987 STATEMENT, AND LIST OF BILLS ON THE CONSENT AGENDA SUBJECT TO AUDIT.**

The roll call vote for approval was unanimous.

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

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

**MOTION:        THAT THE SKOKIE PUBLIC LIBRARY PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:  
1. CIRCULATION REPORTS  
2. LIBRARY USE STATISTICS  
3. REPORT(S) FROM DEPARTMENT HEAD(S)  
4. CORRESPONDENCE**

The motion passed unanimously.

Several questions were raised by trustees regarding circulation statistics and return on investments.

After discussion Dr. Bloch suggested that Mrs. Anthony contact SLS (Suburban Library System) regarding the low rate of return they receive on investments in comparison to what the Library receives. SLS should be getting the highest rate on their investments.

Mrs. Anthony spoke with Mr. Vogel at SLS regarding the million dollar plus September 30, 1987 balance in the Unemployment Group Account Fund. Mr. Vogel stated that contributions will still be made but dividends will be given. every 6 months or once a year.

Also, in regard to Mr. Flintrup's question last month on the possibility of an SLS representative reviewing the Library's Personnel Code, Mrs. Anthony determined that Beth Mueller did this for SLS only.

Mrs. Anthony will follow Bookmobile circulation statistics and report to the Board.

YEAR-TO-DATE BUDGETARY STATUS

The trustees discussed the Year-to-Date Budgetary Status report which was not a Consent Agenda item this month.

In regard to Board concerns Mrs. Anthony will review anticipated tax receipt information for verification.

PROGRAM STATISTICS SECOND QUARTER 1987-88

The trustees reviewed and discussed the second quarter program statistics report as prepared by Gary R. Newhouse, Coordinator of Audio Visual Services, Adult Services.

Mrs. Anthony stated that because of poor attendance at the program "Let's Book Lunch" it is being offered as an evening program at 7 p.m. as "Librarians Review--New Books".

This quarterly report will assist in evaluating the programs we offer Library patrons and will aid in determining the types of programs that interest them and what we should be offering the public.

At this point Dr. Bloch asked that discussion be returned to CORRESPONDENCE, and specifically the letter from Michael L. Henthorn, Assistant Vice President, Financial Services Center, NBD SKOKIE BANK, N.A. in which he discusses collateralization of the account relationships maintained by the Skokie Public Library.

The trustees discussed the collateralization of repurchase agreements and other deposits, third party security for collateral and the changing market value of securities which have not yet reached the date of their par value.

Lengthy discussed ensued.

The trustees concurred that Mrs. Anthony should contact a bank official regarding the current market value of collateral. The Board may want to adopt a written policy concerning the value of collateral relative to investments and other specifications for the Library's investments and security thereof. The Board requested that Mrs. Anthony also ascertain what the fluctuating range of interest rates on the collateralizing securities has been during the past sixty days.

#### DIRECTOR'S REPORT

Statistics--Circulation was up more than 13% for the month. The gain was strongest in Youth Services (up 20%), with Bookmobile reversing recent declines by showing an increase in adult circulation. The volume of reference transactions was also higher for October, 1987 than October, 1986. In September, the most recent month for which statistics are available, 266 uses were logged of databases in 99 sessions at the terminal.

Reciprocal Borrowing--Reciprocal Borrowing was up for the quarter from July-September, 1987, with net lending of 5061 items as compared with net borrowing of 3048 items from July-September, 1986. Items borrowed by Skokie residents elsewhere were down about 1500 from 1986 for the period while items borrowed from the Skokie Public Library were up about 6500.

Registration--Registration is now at 31,511, including 25,943 registered Skokie patrons.

Boiler Stack--One of the boiler stacks on the roof is badly corroded, causing deposits of rust and debris to accumulate in the boiler.

Johnson Controls originally thought that the unused incinerator stack could be moved and welded into place, but the metal is too thin to weld. The stack will need to be replaced next spring after the boiler is shut down for the season.

Automation--Downtime during October was less than 1% on the circulation module and 5-6% on the public catalog and other modules. JCPL (Joint Computer Program for Libraries) will receive a maintenance credit of \$343.44 for the month accordingly.

Midwest Geac Users Group--Twenty-nine persons attended the first Midwest Geac Users Group, organized by Joyce Mitchell, Project Manager of JCPL and held at Skokie Public Library October 16, 1987. Non-JCPL libraries represented were the South Central Library System (Madison, Wisconsin) and INCOLSA, an Indiana consortium. Don Kaiser, representing Geac, announced the appointment of Harriet Velazquez as Senior Vice President, Library Division (from Utlas). Sharing of problems, concerns and solutions was helpful. Another meeting will be held in May, 1988.

System Task Force on Multitype Cooperation--Mrs. Anthony has been asked to be one of two public library representatives to an ad hoc task force, working with Robert McClarren, System Director, North Suburban Library System (NSLS), to identify and evaluate resources for sharing among types of libraries. Not more than one meeting will be involved.

Book Sale--The sale last Saturday and Sunday of books which were withdrawn from or not added to the collection generated \$2,917.74. Camille Cleland coordinated arrangements and supervised twenty-one staff members who volunteered their assistance with the sale.

Brief discussion followed.

Mrs. Zatz suggested we contact Chicago House or Aids Hospices to donate the leftover books.

MFLA--Mrs. Anthony made a presentation on library planning at MFLA and participated in a discussion group of directors from the larger area resource libraries in Illinois. She attended programs on using computers

with the disabled, managing change in the Library, the librarian in the political process (Herbert White), a talk on leadership by Margaret Chisholm, and a presentation by author Maya Angelou.

#### PERSONNEL

The trustees noted the resignation of Lisa Uzarewicz, part-time Intermediate Clerk, Adult Services, effective October 23, 1987; Susan Dickens, Administrative Secretary, Administrative Office, effective October 31, 1987; Ann Briody, part-time Reference Librarian, Adult Services, effective November 29, 1987; and the termination of Dawn Nole, part-time Circulation Clerk, effective November 3, 1987.

#### AUDIT

After discussion of the Peat Marwick Main and Company audit it was recommended that Mrs. Anthony request the auditors include the dollar value of the Skokie Public Library's collection in the fixed asset report.

Mrs. Anthony stated that the appraisal firm of Marshall and Stevens includes the value of the books in the annual update of our appraisal, and the value of the collection is included in our insurance papers.

The accrual accounting system was discussed and the trustees agreed the Year-to-Date Budgetary Status statement seems to be sufficient at present.

#### INSURANCE

The trustees reviewed the insurance quotations from Tom English of Boyle, Flagg and Seaman. Mr. English recommends we stay with Northbrook Insurance because of its reputation and our experience with them.

#### AUTOMATION

Mrs. Anthony wanted the trustees to be aware of the difference in the initial configuration statistics as originally proposed for JCPL and the actual

figures. The trustees discussed options available in view of the lack of additional capacity.

#### SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The trustees reviewed the October, 1987 "Monthly Report, Community Services Section: Services to Persons with Disabilities", and noted the SALS manual "A Brief Guide to Serving Persons With Disabilities in the Public Library".

#### LIBRARY CABLE NETWORK

We will increase the amount of programming on the Library Cable Network channel from eight hours a week to twelve hours or more.

#### DISCUSSION OF COMPENSATION REVIEW

The report of the meeting of the Compensation Committee October 30 prepared by Mrs. Anthony indicated that it was agreed that concerns are for cost control, recognition of merit, overall salary levels and staff morale. Additionally, as expressed at the October Board meeting, any change should be minimal and/or gradual as staff has just adjusted to the present system.

Cost control is possible at present with a compensation management system which was demonstrated on the computer by Eric Telingator at the Compensation Committee meeting. The system can project maximum salary liability for a fiscal year, including merit step increases. It can also project the cost of a cost-of-living adjustment.

Dr. Bloch presented his proposals for the conversion to a grade/range compensation system.

Lengthy discussion ensued.

The importance of performance reviews and the recognition of work which exceeds expectations were discussed.



Mr. Flintrup distributed materials obtained at a program at the Midwest Federation of Library Associations (MFLA) conference on merit pay systems. All acknowledged more difficulties than benefits with a merit pay system. Concerns included time involved in administration, importance of extensive training for all staff involved in evaluation, establishment of performance standards, and inability to significantly alter pay to a degree that would serve as motivator or recognition of outstanding performance.

After further discussion Dr. Bloch made a motion, seconded by Dr.

Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PROCEED TO DRAW UP A SPECIFIC PROPOSAL INCLUDING THE POINTS MADE IN THE COMMITTEE REPORT OF OCTOBER 30, FOR PRESENTATION AT THE NEXT BOARD MEETING. THIS WOULD BE A SPECIFIC PROPOSAL OF THE FORM WHICH THE NEW SYSTEM WOULD TAKE--IT WOULD NOT BE THE FINAL PROPOSAL BECAUSE THE ACTUAL NUMBERS TO BE INCLUDED IN THE GRADE/RANGE SCALE WOULD REQUIRE FURTHER STUDY SO THAT IT WOULD BE COMPETITIVE.

After discussion the role was called.

Mrs. Zatz--no; Dr. Wozniak--yes; Mrs. Weiner--no; Dr. Bloch--yes; Mr. Flintrup--yes; Mrs. Merritt--yes. The motion passed.

## INFOTRAC II

Mrs. Anthony advised the Board that a motion is necessary at this time in order to lease purchase the INFOTRAC II Periodical Index on CD Rom with monthly updates at the sale price of \$4,050. per year, including lease purchase of equipment. This has proved advantageous on a free demonstration basis.

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

MOTION: That the Skokie Public Library Board of Trustees authorize the purchase of INFOTRAC II for one year at a cost of \$4,050.

The role call vote for approval was unanimous.

DISCUSSION OF POSSIBILITY OF PROVIDING VIDEOCASSETTES ON RBP

Due to the already late hour, the discussion of the possibility of providing videocassettes on a reciprocal borrowing arrangement was tabled until December.

ADOPTION OF STATEMENT ON EMPLOYEE HANDBOOKS AS CONTRACTS

Because the Illinois Supreme Court recently determined that the language in an employee handbook may be sufficient to create contractual obligations, and in particular language that a nonprobationary employee could be discharged only after written notice was sufficient to create a form of tenure of employment John E. Juergensmeyer, legal counsel of the North Suburban Library System recommended the following language be incorporated in employee handbooks or explanatory leaflets:

THIS EXPLANATORY MATERIAL FOR EMPLOYEES DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT WITH THE LIBRARY, AND DOES NOT CHANGE OR MODIFY...(SEE ATTACHED)

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

Flintrup:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE STATEMENT ON EMPLOYEE HANDBOOKS AS RECOMMENDED BY MR. JUERGENSMEYER, LEGAL COUNSEL FOR NSLS, TO BE INCLUDED IN THE SKOKIE PUBLIC LIBRARY PERSONNEL CODE.

The role call vote for approval passed unanimously.

## **ADDENDUM TO PERSONNEL CODE, SKOKIE PUBLIC LIBRARY**

This explanatory material for employees does not constitute a contract of employment with the Library, and does not change or modify any agreements between the Library and the employee. The sole purpose of the handbook is to provide general information regarding the personnel program, and the information provided may not apply in any particular case. In particular, unless otherwise indicated in a written contract between the employee and the Library, all personnel are considered employees at will, and any or all language which might be construed to the contrary is hereby specifically disclaimed. Nothing in this explanatory material shall be interpreted as an offer of employment or promise of continued employment. Continued employment of all employees is subject to the general discretion of the Board of Trustees with respect to all aspects of employment and benefits.

Adopted 11/11/87

### DISCUSSION OF MULTITYPING

The North Suburban Library System Joint Trustee Continuing Education Committee and the Regional Library Advisory Council are presenting a program Monday evening, November 30, 1987 at the NSLS Headquarters. Mrs. Anthony will moderate this program "Multityping: the Potential for Your Library". Mrs. Anthony suggested all the trustees attend this meeting.

### NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the NSLS Board of Directors' meeting.

The trustees reviewed the "NSLS Legislative Notes" 87-21, November 3, 1987.

Mr. Flintrup highly recommended the trustees attend the Multityping meeting at the System.

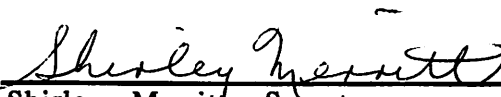
### COMMENTS FROM TRUSTEES

Mrs. Merritt suggested two excellent articles to fellow trustees which she considered recommended reading.

Mr. Flintrup reported that he considered the MFLA Conference quite worthwhile.

### ADJOURNMENT

The meeting was adjourned at 11:00 p.m.

  
Shirley Merritt, Secretary