

February 10, 1988

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, February 10, 1988.

CALL TO ORDER

The meeting was called to order at 7:40 p.m. by Diana Hunter, President.

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

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

APPROVAL OF THE MINUTES OF THE MEETING OF JANUARY 13, 1988

Mr. Flintrup moved that the Board of Trustees approve the minutes of the meeting of January 13, 1988 as written subject to additions and/or corrections.

Dr. Wozniak seconded the motion.

There being no additions or corrections the motion to place the minutes on file as written passed unanimously.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
SUBURBAN LIBRARY SYSTEM UNEMPLOYMENT
COMPENSATION GROUP ACCOUNT CASH BASIS FOR 3
MONTHS ENDING DECEMBER 31, 1987
LISTS OF BILLS

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS; THE SUBURBAN LIBRARY SYSTEM UNEMPLOYMENT COMPENSATION GROUP ACCOUNT CASH BASIS FOR 3 MONTHS ENDING DECEMBER 31, 1987 STATEMENT; AND THE LISTS OF BILLS ON THE CONSENT AGENDA SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

After discussion it was the consensus of the Board to place "Review of Legal Counsel" on the April, 1988 Agenda.

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

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)

The motion passed unanimously.

YEAR-TO-DATE BUDGETARY STATUS

The trustees discussed the Year-to-Date Budgetary Status statement.

Mrs. Anthony said insurance expenses have slightly exceeded budget projections this year and the rental of equipment line is overexpended because the lease purchase of new photocopying equipment has been assigned to that line.

After discussion of transferring funds overbudgeted into areas underbudgeted, the trustees asked that the Director apprise the Board of the need before the money is expended. Some trustees suggested that consideration be given to formal amendment of budget lines as needed at the April Board meeting.

1988-89 BUDGET - FIRST DRAFT

Mrs. Anthony said the personnel line of the first draft of the 1988-89 budget includes projected cost-of-living and step increases, funds to permit opening on Sundays in the summer, the cost of two additional clerical staff members to assist in Community Services, with interlibrary loan procedures and with clerical functions in Technical Services. The proposed budget would also allow the remaining half of the salary for the SALS librarian to be covered.

Mrs. Anthony said that a savings of approximately \$17,000 to \$19,000 could be realized if the Board approved overtime pay at 40 hours instead of the current overtime pay at 37 1/2 hours but that all anticipated additional salary expenses she mentioned have been built into the budget without that adjustment.

Discussion ensued regarding the proposed new entry level salary for a beginning Skokie Public Library librarian. Mrs. Anthony explained the gradual phase-in process; however, the Board still had many questions regarding the effect on the salary scale.

Mrs. Zatz left the meeting at 8:30 p.m.

It was the consensus of the Board to table the discussion until the March Board meeting. The Board requested copies of the present and proposed salary scales, anonymous examples of how an individual's pay would be affected, and additional information about salary levels and cost-of-living increases at other NSLS libraries. The Board also requested information about cost-of-living increases for the Village of Skokie, as soon as it is available.

After further discussion of various line items of the draft budget, Mrs. Hunter asked the trustees to contact Mrs. Anthony during the month regarding their specific questions and concerns.

PROGRAM STATISTICS THIRD QUARTER 1987-88

The Board discussed the program statistics and asked for clarification of the figures listed under "Others" at the bottom of page 1. Mrs. Anthony will check into this.

PERSONNEL

The trustees noted the status change of Ana Hilda Morales, from temporary Clerk Typist, Technical Services to full-time, effective February 1, 1988.

DIRECTOR'S REPORT

Statistics--Circulation in January was 60,158, a record high for January, in spite of cold weather and snow. Although up only 1% over circulation in January, 1987, it represents a significant increase over the more typical January circulation of 42,000-

50,000. Reference statistics have been on an upward trend, but this month's unusual gain reflects a change in definition of terms for the purpose of recording requests.

Final Acceptance of Geac System--Papers acknowledging final acceptance of the Geac system were signed at the Joint Computer Program for Libraries (JCPL) Board meeting February 5. The remaining financial obligation to Geac will also be paid this month.

JCPL Budget, 1988-89--The JCPL Board approved a budget for the coming year which is less than the present year's budget. With experience, we are able to estimate costs better and have reduced costs by eliminating maintenance payments for terminals. After considering several formulas, one was selected which is like the one which has been used, but with an item count replacing the former title count. The Skokie Public Library share has increased slightly from .3936 to .4134. Given the increasing use statistics and acquisitions, this represents considerable cost containment.

After brief discussion it was suggested that Project Manager Joyce Mitchell investigate the possibility of securing an alternate carrier for JCPL telephone lines.

JCPL to Hire a Consultant--JCPL is preparing a request for proposals, to be sent to automation consultants in the region, to advise the consortium on matters relating to growth, accommodating needs, hardware and communications requirements and other such matters.

Adjustments to the Budget--Mrs. Anthony apprised the Board that \$40,000 will be shifted from other budget lines to library materials. Materials spending for the current fiscal year will end March 31, to allow for their receipt within the fiscal year.

Health Care Costs--The total cost of employees' health care coverage increased last month by 7% for Prucare and 12% for HMO. However, this will not affect the budget line since the Library's share of health care expense is based on the North Suburban Employee Benefit Cooperative Group which has not increased its rate.

Home Care Provider Project--The North Suburban Library System (NSLS) has filed a letter of intent, resubmitting its proposal for an LSCA grant project to serve home daycare providers. The Skokie Public Library would be one of six participating public libraries if the proposal is accepted.

Registration--Registration as of January 30, was 33,736. We are now approaching our former three year registration figure of 35,000.

Cooperation with Schools--Librarians from elementary and middle schools were invited to a meeting at the Skokie Public Library January 28 to discuss participation in a campaign to encourage all children to register for a library card. School librarians will assist by distributing to children letters from the Library to their parents. The schools are invited to bring classes to the Skokie Public Library for tours over the next two months. The goal is to get as many of the children as possible to register by National Library Week. The meeting with school librarians also provided the opportunity for useful dialogue on other subjects. Toni Rang, of Youth Services, is coordinating the campaign.

Discussion ensued regarding the policy which requires that a child be able to sign his/her name on a borrower's application form before a library card will be issued, i.e., at what age can a library card be issued without a signature.

Microcomputer Use--Use of the microcomputers in Youth Services has increased considerably since we added a printer and a second computer. We plan to expand again by upgrading the computers from Apple II Plus to Apple IIE, adding a third upgraded Apple which has been replaced by a Macintosh in Adult Services and adding an IBM or compatible computer. This will give us four microcomputers for public use and enable the scheduling of hour, as well as half-hour use periods.

Speaking Engagements --Mrs. Anthony will speak at the Atlanta Public Library Staff Day February 15 on the subject of planning and measurement. February 29 and March 1, Mrs. Anthony will be a copresenter of a workshop on planning, sponsored by the State Library for representatives from all the Illinois systems.

Telefacsimile Use--In January, 25 documents were transmitted from our telefacsimile equipment and 34 documents were received. Use until January has shown a nearly even split of 41 transmissions and 40 receipts.

Increasing School Enrollments--Recent District 68 School Board minutes indicate that they have updated their enrollment projections, showing a gradual increase in the school-age population over the next five years. Projections included the results of a recent census of the preschool population in the District.

Community Survey--Mrs. Anthony is preparing a Request for Proposals, to be sent to a number of area marketing firms, soliciting proposals for a telephone survey of a representative sample of the community. Although the State requirement for a community survey for eligibility for 1988-89 Per Capita Grant money permits a mail survey, telephone surveys capture a more representative sample which will be useful to our planning process.

It is important to reach the occasional user, as well as the frequent user and non-library user. Mrs. Anthony will show the survey to the trustees after the questions have been developed.

Vacation Tracking and Reporting--Younghee Kim, Administrative Assistant for Accounting, and Eric Telingator, Computer Consultant, completed a project to set up a database for the purpose of tracking and reporting vacation earned and used. Staff will receive quarterly statements.

Display of Compact Discs--CDs have been moved to new display shelving, adjacent to the large type books near the watercourt area. Public response has been favorable, there has been a suggestion, which we intend to implement, to label the display panels for easier identification of categories such as "symphonies", "show tunes", etc.

CONSIDERATION OF SERVICE HOURS

The trustees reviewed the statistics in consideration of extending Skokie Public Library Sunday hours. Charts compiled by John Tieberg-Bailie, Head of Circulation Department, and Mrs. Anthony show: that the average Sunday circulation per hour currently exceeds that of any other day and time period with the exception of Sundays in September and December, which fall slightly below the average circulation level for a Saturday afternoon; that the gate traffic per hour is highest on Sunday; that in average daily circulation from December through February, Sunday circulation in four hours nearly equals that of twelve-hour week days; and that Sunday circulation in February exceeds that of Friday.

Based on these clear indications of high Sunday use of the Library, Mrs. Anthony recommends an extension of Sunday hours throughout the summer, and further, that because statistics suggest that Friday usage is fairly strong there should not be any Friday hours cut at this time.

After discussion Mr. Flintrup made a motion, seconded by Mrs. Merritt:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR TO EXTEND SUNDAY HOURS THROUGHOUT THE SUMMER, TO INCLUDE ALL SUNDAYS, MAY THROUGH SEPTEMBER, (52 WEEKS A YEAR), 1-5 P.M., LEAVING THE OTHER OPEN HOURS INTACT.

The roll call vote for approval was unanimous.

CONSIDERATION OF LIBRARY CALENDAR 1988-89

Mrs. Anthony pointed out that because Christmas Day and New Year's Day fall on Sundays Board action is necessary to determine the dates the Library will be closed in observance of these holidays.

The Personnel Code states the Library will be closed Christmas Eve, December 24 and Christmas Day, December 25, and will be open from 9 a.m. to 5 p.m. on New Year's Eve, December 31, and closed January 1, New Year's Day.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CLOSING THE LIBRARY IN 1988 FOR THE OBSERVANCE OF CHRISTMAS: SATURDAY, DECEMBER 24; SUNDAY, DECEMBER 25; AND MONDAY, DECEMBER 26, AND IN 1989 FOR THE NEW YEAR HOLIDAY, SUNDAY, JANUARY 1 AND MONDAY, JANUARY 2.

The roll call vote for approval was unanimous.

DISCUSSION OF COMPENSATION REVIEW

The Compensation Review Committee, comprised of Dr. Bloch, Mrs. Weiner and Dr. Wozniak, met with Mrs. Anthony, Tuesday, February 9.

The Committee developed the "Guidelines for Skokie Public Library Employee Awards Program", which the trustees will review at home in preparation for discussion and vote at the March 9 Board meeting.

Dr. Bloch stated there were two points discussed at the meeting which should be included. They are: the total amount of the award(s) can not exceed \$10,000 a year, and there is not a limit on the number of awards which may be given in a year.

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The trustees reviewed the "Monthly Report, Community Services Section: Services to Persons with Disabilities, January, 1988".

Discussion followed regarding talking books usage, SALS services and use statistics.

The Board asked that a review and evaluation of the SALS program be conducted at the March Board meeting so that action may be taken regarding continuation of the program after LSCA funds have been expended June 30. It was suggested we find out if there are other grants available to fund the program and, if possible, what percentage of the population originally surveyed by the Library is using the service. Statistics were also requested to determine if talking books usage has increased or decreased since the SALS

program began, as well as a review of statistics since the inception of the SALS program. Information will be compiled and sent to trustees before the next Board meeting.

For clarification Mrs. Merritt will speak with Mrs. Anthony regarding the different types of service provided to SALS patrons.

LIBRARY CABLE NETWORK

The trustees noted the "Program Guide Cable Channel 22, February 1988" flyer and the "Illinois Reads: Talks With Illinois Authors" flyer and bookmark.

NORTH SUBURBAN LIBRARY SYSTEM (NSLS)

Mr. Flintrup reported on the meeting of the NSLS Board of Directors and apprised the Board of the two scheduled forum hearings at the North Suburban Library System February 17, for discussion of the Illinois State Library's "Cooperative Long Range Automation Plan For Illinois Libraries". He advises the Skokie Public Library send representatives. Mrs. Anthony and Mrs. Hunter will attend.

Mr. Flintrup suggested the Board consider renewing its Errors and Omissions Insurance through the System plan when our policy expires because of the liberal refund of premiums policy. He stated the agreement is well funded, and that at the end of five years 40% of the premiums are refunded; after ten years additional funds are refunded; and in the event that we withdraw from the System's policy all of the unexpended money would be returned to us.

Mr. Flintrup would like our Public Relations personnel to contact him before each NSLS Board meeting with any information, news, and/or announcements concerning the Skokie Public Library that he can relay to the NSLS Board of Directors.


COMMENTS FROM TRUSTEES

Mrs. Merritt said she was impressed with the care suggestions label affixed to the CD she borrowed from the Des Plaines Public Library which gave specific and helpful instructions on its care and use. She thinks the Skokie Public Library should consider using this type of label for its CD collection.

Mrs. Hunter suggested the Library do a promotion on our compact disc and video collections, highlighting "What's New", perhaps listing the recent acquisitions, as noted in the latest "Selected List of Recent Acquisitions".

ADJOURNMENT

The meeting was adjourned at 9:55 p.m.


Shirley Merritt, Secretary