

November 11, 1992

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, November 11, 1992.

CALL TO ORDER

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

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

Member Absent: Walter B. Flintrup, Vice President.

Visitors: Leo Friedman, Chairman, Skokie Creative Writers; and Thomas and Jackie English, Boyle, Flagg and Seaman, Inc.

The regular order of business was set aside for Mr. Friedman's presentation of three copies of the Skokie Creative Writers latest publication *Found Among the Memories*.

Mrs. Hunter thanked Mr. Friedman on behalf of the Board and Mr. Friedman left the Board Room.

APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 14, 1992

Mrs. Zatz moved that the Board of Trustees approve the minutes of the meeting of October 14, 1992 as written, subject to additions and/or corrections. Mr. Graham seconded the motion.

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

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
AUDIT / WOLF & COMPANY
LISTS OF BILLS

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

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, 1991 LIBRARY PROJECT FUND, THE LIBRARY NOTE FUND, AND THE WOLF & COMPANY AUDIT AND MANAGEMENT LETTER BE ACCEPTED, AND THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND, AND THE 1991 LIBRARY PROJECT FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

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

Mrs. Anthony recommended that some funds be transferred from the Reserve Fund for the Purchase of Sites and Buildings to the Library Project Fund at this time to facilitate payment of renovation bills from the Project Fund. Transferring funds to the appropriate fund for payment of bills will ensure that good accounting practices are followed.

Mr. Graham made a motion seconded by Mrs. Schreck:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE TRANSFER OF \$250,000. FROM THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS TO THE LIBRARY PROJECT FUND AS RECOMMENDED BY THE DIRECTOR.

The roll call vote for approval was unanimous.

YEAR-TO-DATE-BUDGETARY STATUS

The Year-to-Date Budgetary Status Statement, which was not on the Consent Agenda, was noted.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS
LIBRARY USE STATISTICS
PROGRAM STATISTICS SECOND QUARTER F.Y. 1992-93
REPORT(S) FROM DEPARTMENT HEAD(S) (1)
CORRESPONDENCE (2)
PERSONNEL

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

- 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. PROGRAM STATISTICS SECOND QUARTER F.Y. 1992-93
 4. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 5. CORRESPONDENCE (2)
 - Letter from Danielle
 - Letter from George H. Ryan, Secretary of State and State Librarian
 5. PERSONNEL
 - Appointment of Helen Moshak, Special Assistant for Public Relations, effective November 1992
 - Transfer of Roberta Johnson, part-time Clerk, Circulation Services, to part-time Periodicals Desk Assistant, Adult Services, effective October 28, 1992
 - Retirement of Ruth Weinberg, part-time Clerk, Circulation Services, effective December 4, 1992
 - Termination of Idelle Katz, part-time Intermediate Clerk, Adult Services, effective October 31, 1992 due to illness

Because the Evanston Public Library is closed in preparation of construction of its new library building, Mrs. Hunter recommended that the Evanston Review be notified of the closing dates of Skokie Public Library to alert Evanston residents that our facility will not be accessible the last two weeks in December. After discussion the motion to approve the Consent Agenda items passed unanimously.

DIRECTOR'S REPORT

Usage--Despite construction, circulation was slightly higher this October than last year. Reference and information services were down by 22%, attributable largely to the relocation of the department over a five day period. Interlibrary loan borrowing was down more than 10% this past month while our loans to other libraries were up nearly 46%. With NSLS increasingly out of the picture for interlibrary loans, libraries are requesting directly from each other.

Bookmobile Service--Publicity for the two week closing from December 18 through January 1 has gone out. With the exception of the holidays and Staff Day (December 18), Bookmobile service will be available at the Library during the closed period. The Bookmobile will be

parked on the Village Green December 19-31. Hours: Monday-Friday, Noon to 7 p.m. (except Noon-5 p.m. 12/31); Saturday 9 a.m.-5 p.m.; and Sunday 1-5 p.m. There will be no hours December 24 and 25.

Special Assistant for Public Relations--Helen Moshak has been hired as a new Special Assistant for Public Relations. She lives in Skokie and has done free lance work for many organizations and businesses in the area including the Lincolnwood Public Library. She will write copy for the Newskokie, assist with the Young Steinway Series, National Library Week and other special projects.

Skokie's Top Ten--A recent column written by Maryann Mondrus, Young Adult Librarian, for the Footnotes from the Unicorner featured the Top Ten Teen Reasons for Using the Skokie Public Library. The column was reprinted in the July/August issue of Public Libraries and the Sept/Oct issue of Library PR News.

NSLS CD Rom Catalog--The first test database of the new NSLS CD Rom catalog will be available in January. JCPL holdings are included in the database along with holdings from Elk Grove Village, Evanston, Glenview, Highland Park, Highwood, Mt. Prospect, Schaumburg and Wauconda. Nonpublic libraries included in the first phase are Glenbrook North/South High Schools, New Trier High School and Lutheran General Hospital Medical Library.

CD Rom Conference--Four staff members attended sessions at the recent CD Rom Conference in Chicago. Mrs. Anthony attended the exhibits. Products of interest to public libraries have increased tremendously in recent years. Skokie Public Library has several CD Rom products including the Bibliofile catalog, General Business File, Compton's Multimedia Encyclopedia, General Periodicals Index, National Newspaper Index, Chicago Tribune and Books in Print Plus. These products are currently at stand alone stations meaning that each CD Rom product is available at one workstation with a dedicated CD Rom drive. We are in the planning stage of preparing for a CD Rom Network which would allow each product to be used on several workstations and therefore to be accessed by more than one person at a time. There are numerous ways to arrange for such a network.

One avenue we are exploring through JCPL would be participation in a Wide Area Network (WAN) with some other NSLS libraries.

Impact of System Cuts--Mrs. Anthony attended a meeting at NSLS regarding the impact of System cuts on the larger libraries. We have experienced a significant increase in interlibrary loan as has Arlington Heights. Others, such as Schaumburg and Evanston have not had an increase. Schaumburg, in fact, has had a decrease in requests from other libraries since they became a stand alone library for automation. Libraries will continue to monitor both volume of requests and response time to watch for any degradation of service. NSLS is attempting to document the impact of system cuts.

Oakton Community College--Mrs. Anthony attended a meeting of the Oakton Affiliates at which plans for the renovation of the Ray Hartstein campus in Skokie were presented. The new facility will be 130,000 square feet, down from over 400,000 square feet for the present structure. About 2,600 students will be accommodated on the new campus, to be completed in phases over the next three years. The facility will include a library as well as classrooms, computer labs, science labs, interactive language labs and a teleconference facility.

Centre East--Centre East also held a meeting to announce building plans. A new "civic center" will be built next to the Hilton, with completion anticipated in 1995. The 750 seat theatre will be used by Centre East and the Wisdom Bridge Theater Company. The Centre East Authority, overseers for the civic center, are launching a new Centre East Foundation. Basic building expense is covered by a state grant and the Village of Skokie.

FAX Purchase--We have purchased a new plain paper laser FAX for the Administrative Office. In the future, it may be upgraded to transmit copy directly from the Macintosh network. It also has a scanner which may be used to scan graphics into the Mac for inclusion in publications. The old FAX will be used in reference for responding to information requests.

Subcommittee on Systems--Mrs. Anthony was in Springfield November 4-5 chairing the Subcommittee on Systems meeting. The Subcommittee was charged with following up on the report published in July by the Illinois Library System Directors Organization. The Subcommittee tackled

system boundaries, board composition, funding and other such topics, preparing recommendations for the State Library Advisory Committee.

Per Capita Grant--Per Capita Grants for public libraries have been approved at .95 per capita.

Dividend on Unemployment Pool--The Unemployment Pool overseen by Suburban Library System has built up revenues considerably in excess of the million dollar level they had planned for. Excess funds will be distributed to participating libraries according to their input and use. We should receive notification soon of the amount due Skokie Public Library.

Mrs. Hunter recommended that the regular order of business be put aside for Mr. English of Boyle, Flagg and Seaman, Inc. to make his insurance presentation.

The Board concurred.

INSURANCE

Mr. English distributed the Insurance Proposal for Skokie Public Library, 1992-93. He explained deductions, limits and coverages of the Library's policies for Business Package Policy (including Glass), Boiler & Machinery, General Liability, Automobile Policy (includes Bookmobile and Dodge Aries), Workers' Compensation, and Umbrella Policy.

During discussion Mr. English was asked to look into the necessity of Skokie Public Library trustees carrying Directors and Officers coverage. It was thought that legislation had been passed protecting library board members from liability. Mr. English will look into this.

The Board reviewed the optional quotation information provided by Mr. English and his recommendations for renewal.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR AND THE INSURANCE CONSULTANT FOR RENEWAL OF THE SKOKIE PUBLIC LIBRARY PACKAGE POLICY, AUTO POLICY AND UMBRELLA POLICY THROUGH AMERICAN STATES; THE WORKERS' COMPENSATION POLICY THROUGH THE ILLINOIS PUBLIC RISK FUND; AND THE BOILER AND MACHINERY POLICY THROUGH TRAVELERS INSURANCE FOR A TOTAL PREMIUM OF \$37,162.00 (WITHOUT DIRECTORS AND OFFICERS INSURANCE INCLUDED), AS QUOTED.

The roll call vote for approval was unanimous.

Mrs. Hunter thanked Mr. English for his presentation and he and Mrs. English left the Board Room at 8:35 p.m.

The regular order of business was resumed.

PROGRESS REPORT-SKOKIE PUBLIC LIBRARY GOALS AND OBJECTIVES FY 1992-1993

The Goals and Objectives Progress Report received this evening will be reviewed by the Trustees and discussed at the December 9, 1992 meeting.

INTERLIBRARY LOAN POLICY

All libraries have been asked to adopt a policy statement for interlibrary loan because of the variations in what libraries loan, in fees charged, and the formats used for sending requests.

The Board reviewed the proposed policy for the Skokie Public Library, which conforms to the new Illinois State Library's Illinet Interlibrary Loan Code.

After discussion of the importance of continued monitoring of interlibrary loans and reciprocal borrowing trends Mr. Graham made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE INTERLIBRARY LOAN POLICY STATEMENT FOR THE SKOKIE PUBLIC LIBRARY AS PRESENTED BY THE DIRECTOR, TO BE EFFECTIVE JANUARY 1, 1993.

The motion was unanimously approved.

RENOVATION PROJECT

The Board noted b Stromberg Construction Company, Inc. Payment Request No. 9 in the amount of \$137,989.00 approved for payment by Paul A. Steinbrecher of Hammond Beeby and Babka.

The bids for Drapery and Blinds Work approved for public bidding as Phase One Part B and a portion of Phase Three of the long-range furnishing plan were received and reviewed November 9 by Mrs. Anthony and Mr. Steinbrecher.

It is the recommendation of Architect and Project Manager Paul A. Steinbrecher to award the drapery and blinds work contract to the apparent low bidder Marvin Feig & Associates whose bid was \$17,372.00.

Renovation expenses were discussed. Mrs. Anthony indicated that available revenues are sufficient to meet current project obligations, however, any additional expense for interior furnishings will need to be deferred to next fiscal year.

Mrs. Anthony apprised the Board that in a meeting Friday, November 6, the Village requested the Library reduce its 1992 levy by \$125,000.

After lengthy discussion, it was the consensus of the Board that the 1992 levy requested by the Library, which was arrived at after good reasoning and with sound responsibility, could not be reduced as it is needed for expenses in fiscal year 1994.

The Board concurred that the option of borrowing money for additional capital improvements while deferring increases in the levy was not fiscally responsible because of the threat of tax caps, possibly limiting the ability to tax in the future. The Board held firm on their levy.

After further discussion Mrs. Hunter reminded the Board the drapery and blinds work bid was still to be voted on.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE BID OF MARVIN FEIG & ASSOCIATES AS THE APPARENT LOW BIDDER IN THE AMOUNT OF \$17,372.00 FOR THE DRAPERY AND BLINDS WORK AS PART OF PHASE ONE PART B AND A PORTION OF PHASE THREE OF THE LONG-RANGE FURNISHING PLAN.

The motion was unanimously approved.

INCREASE IN NONRESIDENT FEE CARD

The current average nonresident fee charged is now \$119.17, according to a new survey of NSLS public libraries. The actual average cost of service to a Skokie household in FY '92 was \$134.56.

The present Skokie Public Library nonresident fee of \$90.00 was set in February, 1990, effective May 1, 1990, to meet the average system fee at that time. We requested and obtained permission from the Illinois State Library to use the average system fee rather than the average cost of service to a Skokie household or a calculation based on each homeowner's assessed valuation.

We have increased the cost of nonresident cards every two years in recent history--from \$50. to \$60. in 1986, to \$75. in 1988 and to \$90. in 1990. Mrs. Anthony recommends that the nonresident fee for Skokie Public Library be increased to \$120. per year, effective January 2, 1993, in keeping with the average NSLS fee.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR THAT THE SKOKIE PUBLIC LIBRARY NONRESIDENT FEE CARD BE INCREASED TO \$120.00 PER YEAR EFFECTIVE JANUARY 2, 1993.

The motion was approved unanimously.

AUTOMATION

Work is being done on the Request for Proposals for upgrade of the system.

EXECUTIVE SESSION

Mrs. Hunter called for an Executive Session and asked the Director and Mrs. Kozak, recorder of the minutes, to step out of the Board Room at 9:40 p.m.

At 9:50 p.m. Mr. Graham asked Mrs. Anthony and Mrs. Kozak to return to the Board Room.

Mr. Graham stated that the only circumstance warranting excusing the Director from an Executive Session meeting is a personnel matter expressly involving the Director.

Mrs. Hunter stated the Director was excused because the matter discussed in Executive Session was a matter relating to Library Trustees. She said that Mr. Flintrup submitted a letter of resignation from his position as Skokie Public Library Board Trustee, effective October 31, 1992. During the Executive Session he was unanimously replaced by former trustee, Dr. John M.

Wozniak by acclamation. Dr. Wozniak had indicated to Mrs. Hunter his willingness to run for reelection to a full six year term in April, 1993, when Mr. Flintrup's term expires.

Because Mr. Flintrup was also the Skokie Public Library Representative to the North Suburban Library System Board, a new representative will need to be appointed.

Mrs. Zatz nominated Mrs. Rich, seconded by Mr. Graham. The Board unanimously acclaimed her appointment as Skokie Public Library Representative to the North Suburban Library System Board of Directors.

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network November, 1992 Program Guide for Cable Channel 50.

NORTH SUBURBAN LIBRARY SYSTEM

There was no report due to Mr. Flintrup's resignation from the Board.

COMMENTS FROM TRUSTEES

Mrs. Anthony learned that former Chief Librarian Mary Radmacher has received the "Volunteer of the Year" Award from the Harold Washington Library Center.

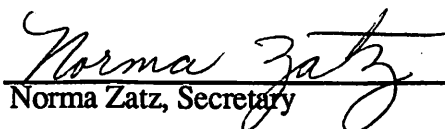
The Board concurred that a resolution be passed acknowledging appreciation and pride and that a press release be issued to the local papers.

Land Acquisition

An issue related to land acquisition was discussed in executive session.

ADJOURNMENT

The meeting was adjourned at 10:05 p.m.


Norma Zatz, Secretary