

April 13, 1988

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, April 13, 1988.

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; Dr. Herman S. Bloch; Eva D. Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

Member absent: Walter B. Flintrup.

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

APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 9, 1988

Mrs. Zatz moved that the Board of Trustees approve the minutes of the meeting of March 9, 1988 as written subject to additions and/or corrections.

Dr. Wozniak seconded the motion.

Dr. Bloch called for the following corrections.

Page 2, the last paragraph to read: "After lengthy discussion regarding a cost-of-living adjustment; implementing the change in salary for beginning Skokie Public Library librarians and maintenance employees, consideration of adjustment to the salary scale; and performance reviews and step increases Mr. Flintrup made a motion...".

Page 3, the fifth line of the motion to include the words "effective May 1, 1988" -- "That the Skokie Public Library Board of Trustees accept the Director's proposal for an adjustment of 5% to the professional and maintenance salary scales, effective May 1, 1988; an across the board...".

Page 3, the fourth paragraph to read: "Dr. Bloch asked Mrs. Anthony to draw up the definition and rules of step increases in order to clarify these areas of his concern. He is interested in the timing of the step increases and the step advances on the pay grid."

Page 6, strike the first paragraph and correct the last paragraph (under the Director's Report) to read: "Other" Program Statistics--The "Other" category in the quarterly report of program statistics issued last month on which the trustees requested clarification included such programs as...".

The addendum, "Guidelines for Skokie Public Library Employee Awards Program," attached to Page 7 of the minutes--the sixth bulleted item listed thereon should be corrected to: "Those which expand the usefulness of the Skokie Public Library to the public".

With the consent of the movers to correct the minutes as noted by Dr. Bloch the roll call vote for approval was unanimous. The minutes were placed on file.

#### CONSENT AGENDA ITEMS

##### FINANCIAL STATEMENTS 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 AND THE LISTS OF BILLS ON THE CONSENT AGENDA SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

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

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:

1. CIRCULATION REPORTS
2. CORRESPONDENCE
3. LIBRARY USE STATISTICS
4. REPORT(S) FROM DEPARTMENT HEAD(S)

The motion passed unanimously.

Mrs. Merritt voiced her concern about the continuing decrease in Bookmobile usage. Mrs. Anthony reported that Bookmobile Driver/Librarian Philip Carlsen has a number of ideas in mind and that we are keeping an eye on the problem.

After discussion, the Board asked for a report on the activities and services of Charlene Louis, Public Relations Consultant to the Library.

LINE TRANSFERS IN 1988 BUDGET

The trustees reviewed the statement prepared by the Director listing the proposed line item transfers.

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

MOTION I: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE APPROPRIATION OF \$160,000, ESTIMATED REVENUE TO BE COLLECTED BEYOND BUDGETED AMOUNT INTO THE EXISTING BUDGET; \$25,000 TO CAPITAL LINE 36 AND \$135,000 TO CONTINGENCY LINE 33.

The roll call vote for approval was unanimous.

Further discussion ensued regarding the importance of budgeting for future building repairs or improvements; fiscal responsibility; and cost projections for Joint Computer Program for Libraries (JCPL).

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

MOTION II: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE EIGHT LINE TRANSFERS AS FOLLOW:

1. Transfer \$15,000 from Contingency in Motion I into Salaries and \$2,000 from line 9 Maintenance of Auto Equipment to line 3 Salaries
2. Transfer \$3,000 from line 10 Insurance (Health, Dental & Life) to line 11 Insurance
3. Transfer \$5,000 from line 12 Utilities to line 13 Conference, Membership, Workshop, etc.
4. Transfer \$5,000 from line 16 Data Processing and \$5,000 from line 15 Printing and Publicity to line 18 Rental of Equipment and Materials
5. Move \$1,000 from line 15 Printing and Publicity to line 21 Cable (LCN)
6. Transfer \$45,000 from line 20 JCPL to line 22 Books and \$6,000 from line 20 JCPL to line 23 Periodicals

7. Transfer \$2,500 from line 4 Professional Services to line 29 Library Supplies
8. Transfer \$30,000 from Contingency <sup>V FROM LINE 33</sup> to line 8 Maintenance of Buildings and Grounds

The roll call vote for approval was unanimous.

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

MOTION III: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE TRANSFER OF \$100,000 FROM THE CAPITAL ACCOUNT TO THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS.

The roll call vote for approval was unanimous.

### 1988-89 BUDGET

The trustees discussed the few revisions on the Director's final proposed budget.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE 1988-89 BUDGET IN THE AMOUNT OF \$2,918,900 AS PRESENTED BY THE DIRECTOR. (A copy is attached.)

The roll call vote for approval was unanimous.

Dr. Bloch remarked that although he had reservations about the tentative budget when it was presented to the Board originally, he has since discussed his concerns with Mrs. Anthony and he now feels comfortable with the budget.

The Board discussed the proposed levy request increase of \$121,500, or 4.94%, for 1988.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE 1988 PROPOSED LEVY IN THE AMOUNT OF \$2,582,000.

The roll call vote for approval was unanimous.

The trustees concurred that while the Board approved a salary budget line increase of 10% for Fiscal Year 1988-89, and while we can afford it this year, we cannot afford to

	A	B	C	D	E	F
1						
2		1987-88 Budget			1988-89 Budget	
3	Salaries	\$1,495,000	56.06%		\$1,640,000	57.67%
4	Professional Services	\$12,000	0.45%		\$12,000	0.42%
5	Audit	\$1,200	0.04%		\$1,500	0.05%
6	Binding	\$6,000	0.22%		\$5,000	0.18%
7	Maintenance of Equipment	\$20,000	0.75%		\$20,000	0.70%
8	Maintenance of Buildings & Grounds	\$100,000	3.75%		\$90,000	3.16%
9	Maintenance of Auto Equipment	\$6,000	0.22%		\$6,000	0.21%
10	Insurance (Health,Dental & Life)	\$95,000	3.56%		\$100,000	3.52%
11	Insurance	\$40,000	1.50%		\$40,000	1.41%
12	Utilities	\$60,000	2.25%		\$58,000	2.04%
13	Conference,Membership,Workshop,etc	\$25,000	0.94%		\$28,000	0.98%
14	Postage	\$8,000	0.30%		\$10,000	0.35%
15	Printing & Publicity	\$20,000	0.75%		\$20,000	0.70%
16	Data Processing	\$16,000	0.60%		\$14,000	0.49%
17	Reception & Entertainment	\$5,000	0.19%		\$5,000	0.18%
18	Rental of Equipment & Materials	\$26,000	0.97%		\$30,000	1.05%
19	SAVS Services	\$1,200	0.04%		\$1,000	0.04%
20	JCPL Operating	\$201,000	7.54%		\$183,000	6.43%
21	Cable	\$13,000	0.49%		\$12,000	0.42%
22	Books	\$285,000	10.69%		\$305,000	10.72%
23	Periodicals	\$45,000	1.69%		\$68,000	2.39%
24	AV-Records	\$14,000	0.52%		\$14,000	0.49%
25	Microforms	\$12,000	0.45%		\$20,000	0.70%
26	Audio Cassettes	\$8,000	0.30%		\$8,000	0.28%
27	Video Cassettes	\$18,000	0.67%		\$18,000	0.63%
28	Computer Software	\$3,000	0.11%		\$4,000	0.14%
29	Library Supplies	\$40,000	1.50%		\$45,000	1.58%
30	Janitorial Supplies	\$18,000	0.67%		\$18,000	0.63%
31	Office Expense and Transportation	\$1,800	0.07%		\$1,800	0.06%
32	Furniture & Equipment	\$45,000	1.69%		\$30,000	1.05%
33	Contingency	\$25,000	0.94%		\$35,000	1.23%
34	Bank Service Charge	\$1,500	0.06%		\$1,600	0.06%
35						
36	Subtotal (GOF)	\$2,666,700	100%		\$2,843,900	100%
37	Capital	\$75,000			\$75,000	
38						
39	Total	\$2,741,700			\$2,918,900	

raise our salary budget <sup>by such a percentage</sup> each year indefinitely. It is incumbent upon the Board to be aware of this and to let this serve as a reminder--it is not to be considered as the norm.

### PERSONNEL

The trustees noted the resignation of Sandra Palmore, Community Services Librarian, effective April 8, 1988; and the requests for leaves-of-absences by three staff members: Shabnam Rafique, part-time Clerk Typist, Youth Services, effective April 1, 1988, Annette Glowacki, Circulation Clerk, effective April 11 - June 20, 1988, and Hope Apple, Coordinator of Reference, Adult Services, effective May 2 - July 5, 1988.

The trustees briefly discussed recent personnel changes; the importance of staff members' exhibiting a positive and cheerful demeanor, especially at the circulation desk as this is where the patron usually gets the first and last impression of the Library.

The Board requested that they be advised of Skokie Public Library staff member illnesses and deaths in the family.

### DIRECTOR'S REPORT

Statistics--March circulation of 67,659 sets a new record for monthly circulation at Skokie Public Library. Although audiovisual materials is up, a significant increase in book circulation accounts for most of the growth.

Library Investments--Library Board Counsel Donald W. Lyon recommended investment in Time Deposit--Open Accounts in preference to Repurchase Securities. Both offer flexibility in the amount of investment and length of deposit. As a governmental agency, the Skokie Public Library is assured the same security with either investment. By law, the bank must keep larger reserves with the Time Deposit--Open Account. However, all interest is forfeited if the deposit is withdrawn before the agreed upon date.

The trustees discussed Library investments and the importance of developing written policy and guidelines.

Mrs. Hunter suggested Mrs. Anthony discuss investment policies with Daniel Ryan, Finance Director, Village of Skokie, in an attempt to determine if the Village has an established investment policy, and what vehicles other governmental units invest in.

Personnel--The vacancy created by the resignation of the Head of Circulation is being advertised at a different grade and salary rate. The new position of Supervisor of Circulation Services is being advertised at a new grade of S-8, with a salary from \$19,626. The position reports to the Assistant Director for Technical Services and Automation Coordinator.

A bachelor's degree is desirable, but not required for the position.

Workshops--In the past month, Mrs. Anthony gave a three hour workshop on the reference interview at the Suburban Library System; attended a LACONI (Library Administrators Conference of Northern Illinois) Administrator's meeting on bidding and purchasing; took part in a meeting of the State Library Subcommittee of Systems in Springfield; attended a Chamber of Commerce program on benefits for part-time employees; and spoke at a LACONI Outreach Section meeting on the importance of community involvement. This Saturday, Mrs. Anthony will speak on the importance of technical services from the perspective of the public library administrator at Rosary as part of the celebration of the Library School's 50th anniversary.

National Library Week--The week proposes to be exciting--from the kickoff play and reception with chamber music sponsored by Cole-Taylor Bank/Skokie to Mary Radmacher's talk Tuesday evening and Neil King and Don Perille speaking on Old Orchard Thursday evening.

Miss Radmacher's presentation will be videotaped and shown on Library Cable Channel 22.

Guidelines for Application of Salary Scale--At this point discussion focused on the statement developed by the Director in response to Dr. Bloch's request at the March meeting for clarification of the application of the salary scale, specifically step increases and step advances.

The trustees read the "Implementation of Salary Scale" narrative and after discussion it was the consensus of the Board that it be incorporated as part of the salary scale because it covers salient points which leave little room for confusion. (A copy is attached.)

#### COMMUNITY SURVEY

Mrs. Anthony advised the trustees that responses to her request for proposals for a citizen survey (required this year by the Illinois State Library) have been received.

The survey will give demographic information as well as information concerning citizen awareness of library services and use of library services.

The State Library issued a list of 12 required, core questions and we would like to include 8-10 additional questions, for a total of 20-22 questions in our survey. We would like to obtain 400 completed interviews and requested a written report including tabulations of responses to each individual question and at least two crosstabulation reports.

The firm would develop the final design of the questionnaire from our rough draft, brief and train the interviewers, conduct the interviews, edit and code the responses, enter the data into the computer, tabulate the information, analyze the results and prepare a comprehensive report.

The trustees concurred that this is a good opportunity for us to do some base line data gathering as it might be 1991 or 1992 before we get any 1990 census information.

Six marketing firms were sent the request for proposal and it is the recommendation of the Director to accept the firm of Elrick and Lavidge, Inc. They have had more experience with library surveys and were recommended highly by those libraries.

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



## IMPLEMENTATION OF SALARY SCALE

1. The scale is viewed as a flexible tool which maintains the relationship among salaries of positions of different grades and provides a structure for salary increases.
2. Initially, each staff member was placed on the appropriate grade of the scale, at a step closest to (but not less than) present salary.
3. A new employee ordinarily begins at Step 1 of a grade, but may start at a higher step at the Director's discretion, depending on experience and salary history.
4. Prospective employees are told that the first six months is a probationary period. Performance is evaluated at the end of six months, one year and annually thereafter. If performance meets or exceeds expectations, they may ordinarily expect to receive a 5% increase at the time of their anniversary, and a step advancement, up to Step 6 which is top of scale. Steps 7, 8 and 9 are longevity increases for which a staff member is eligible at 10, 15 and 20 years, based on evaluation of performance. Each year there may also be a cost-of-living increase at the time of the beginning of the Library's fiscal year. The determination of an increase, if any, is entirely up to the Board and is not tied to any economic indicator. All increases are subject to availability of funds.
5. Deviations from these guidelines are subject to approval by the Board. From time to time, an adjustment of the scale may be warranted. At such time, a proposal for the scale adjustment and recommended implementation procedures will be offered to the Board for consideration and action.

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RECOMMENDATION OF THE DIRECTOR TO ACCEPT THE PROPOSAL OF ELRICK AND LAVIDGE, INC., TO CONDUCT THE SKOKIE PUBLIC LIBRARY'S CITIZEN SURVEY, AT A COST OF \$10,000 TO BE PAID WITH PER CAPITA GRANT FUNDS.**

The roll call vote for approval was unanimous.

**INVESTMENT POLICY**

Mrs. Anthony and the Board discussed the need for a written investment policy earlier in the meeting.

**JOHNSON CONTROLS - CONTRACT RENEWAL**

The trustees discussed the chart prepared by Mrs. Anthony listing the monthly/yearly costs of the Johnson Controls Custom Programmed Maintenance Agreement which shows the average increase since 1981 has been about 3.6% per year. Our repair costs, above the cost of the preventive maintenance agreements, have averaged over \$12,000 per year for the past three years. Mrs. Anthony recommends the Library obtain a full maintenance agreement.

Under the terms of the full maintenance agreement, all costs for parts and labor for repairs are covered. The cost of this additional coverage, assuming an average increase of 3.6% in the preventive maintenance contract, would be \$8,371.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE JOHNSON CONTROLS CUSTOM PROGRAMMED MAINTENANCE AGREEMENT FOR FULL MAINTENANCE COVERAGE OF SPECIFIED HEATING AND COOLING EQUIPMENT COVERING THE PERIOD FROM MAY 1, 1988 TO APRIL 30, 1989 AT A COST OF \$35,100.00**

The roll call vote for approval was unanimous.

Dr. Bloch asked that a thorough record be kept of the repairs made and parts replaced by Johnson during the year.

CONTRACTUAL EMPLOYEES

Mrs. Merritt said that Mr. Flintrup requested the subject of contractual employees be deferred until next month when he will be present.

The Board agreed.

NIGHT OWL REFERENCE SERVICE

Night Owl Reference Service is being offered to public libraries in Illinois by Suburban Libraries United for Regional Progress (SLURP). This after hours reference service is the outgrowth of an LSCA (Library Services and Construction Act) funded project, originally administered by the Schaumburg Township Public Library and operated by the Arlington Heights Memorial Library. Night Owl served seven communities in the northwest suburban area of Chicago.

The new Night Owl will continue to have the Schaumburg and Arlington Heights libraries coordinating the service, but the service will be extended to serve any public library in Illinois.

Night Owl offers an opportunity for libraries to provide after hours reference service (from 9 p.m. until midnight, Monday through Friday, and 5 p.m. until midnight Saturday and Sunday) to their community for a fee according to size of population served. The Skokie Public Library's fee for the service would be \$2,000 for one year. (The call to Night Owl is free.)

Libraries wishing to participate in the new Night Owl should submit a letter of intent by May 1, 1988 to Mark West, Elk Grove Village Public Library.

After discussion Mrs. Weiner made a motion, seconded by Dr. Bloch:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY INITIATE NIGHT OWL REFERENCE SERVICE FOR A ONE YEAR PERIOD.**

Discussion ensued regarding the importance of determining the number of people from Skokie using the service and the content of the questions.

It was the consensus of the Board to accept Night Owl Reference Service for a one year period and the service to be assessed at the end of six months.

With the consent of the movers the motion was amended to:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY INITIATE NIGHT OWL REFERENCE SERVICE FOR A ONE YEAR PERIOD AND THAT THE SERVICE BE ASSESSED AFTER SIX MONTHS.

The roll call vote for approval was unanimous.

#### AUTOMATION

Mrs. Anthony reported on the Joint Computer Program for Libraries (JCPL) Board meeting and online card catalog backup. JCPL is negotiating for a CD Rom backup catalog.

#### LIBRARY CABLE NETWORK

The trustees noted the "Program Guide Cable Channel 22, April 1988".

#### NORTH SUBURBAN LIBRARY SYSTEM

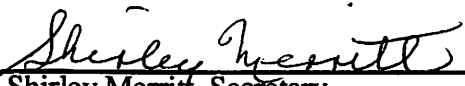
Mr. Flintrup is attending the Illinois Library Association (ILA) Legislation Day in Springfield, Illinois, and there will be no report on the meeting of the Board of Directors of the North Suburban Library System.

#### COMMENTS FROM TRUSTEES

It was the consensus of the Board that the booklist "Skokie Centennial 1888 - 1988" was well planned, useful and effective. Pat Groh, Merle Jacob and Lydia Stux should be congratulated on its production.

#### ADJOURNMENT

The meeting adjourned at 9:45 p.m.

  
 Shirley Merritt, Secretary