

September 12, 2001

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, September 12, 2001.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:38 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Eva Weiner, Secretary; Susan Greer, Zelda Rich, Richard Witry, and Carolyn A. Anthony, Director.

Member absent: John Wozniak.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 8, 2001 AND AUGUST 15, 2001

Mr. Witry made a motion, seconded by Mrs. Hunter, to approve the minutes of the regular meeting of August 8, 2001 and the minutes of the meeting from August 15, 2001, subject to additions and/or corrections. There being no additions and/or corrections, the minutes were approved and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

BILLS

Mrs. Hunter made a motion, seconded by Mrs. Greer:

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF AUGUST, 2001, THE LIBRARY NOTE FUND, THE YEAR-TO-DATE BUDGETARY STATUS AND THE LISTS OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CIRCULATION REPORT
 LIBRARY USE STATISTICS
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 GIFT
PERSONNEL

Mrs. Hunter 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 REPORT
 2. LIBRARY USE STATISTICS
 3. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 4. GIFT: \$55. FROM FRIENDS AND CO-WORKERS OF DAVID BARINHOLTZ IN MEMORY OF HIS GRANDFATHER, DR. LESLIE R. FOX, FOR THE PURCHASE OF NON-FICTION BOOK(S) RELATED TO THE MEDICAL FIELD
 5. PERSONNEL: PROMOTION: MICHAEL FARRELLY FROM PART-TIME COMPUTER ASSISTANT, YOUTH SERVICES DEPARTMENT, TO PART-TIME INTERLIBRARY LOAN CLERK, ADULT SERVICES DEPARTMENT, EFFECTIVE AUGUST 27, 2001; RESIGNATION: CLIFTON HEALY, PART-TIME BOOKMOBILE ASSISTANT, COMMUNITY SERVICES DEPARTMENT, EFFECTIVE SEPTEMBER 22, 2001; RETIREMENT: MARGARET ROBINSON, INTERMEDIATE CLERK, ADULT SERVICES DEPARTMENT, EFFECTIVE AUGUST 30, 2001; STATUS CHANGE: ABBEY DARR, FROM PART-TIME HUMAN RESOURCES CLERK, ADMINISTRATIVE OFFICE, TO FULL-TIME HUMAN RESOURCES/PROGRAMMING ASSISTANT, EFFECTIVE AUGUST 27, 2001.

The motion passed unanimously.

INVOICE NO. 0054102 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON FOR \$47,360.50 DATED AUGUST 10, 2001

After brief discussion, Mrs. Rich made a motion, seconded by Mrs. Greer:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT FOR INVOICE

NO. 0054102 DATED AUGUST 10, 2001 TO O'DONNELL WICKLUND PIGOZZI AND PETERSON IN THE AMOUNT OF \$47,360.50.

The roll was called. The motion passed unanimously.

INVOICE NO. 11300 FROM FRED BERGLUND & SONS, INC. FOR \$16,320.00 DATED AUGUST 23, 2001

Mr. Witry made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT FOR INVOICE NO. 11300 DATED AUGUST 23, 2001 TO FRED BERGLUND & SONS, INC. IN THE AMOUNT OF \$16,320.00.

The roll was called. The motion passed unanimously.

INVOICE NO. 11301 FROM FRED BERGLUND & SONS, INC. FOR \$22,673.49 DATED AUGUST 23, 2001

Mr. Witry made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT FOR INVOICE NO. 11301 DATED AUGUST 23, 2001 TO FRED BERGLUND & SONS, INC. IN THE AMOUNT OF \$22,673.49.

The roll was called. The motion passed unanimously.

CONTRACTOR'S APPLICATION FOR PAYMENT FROM JONES & BROWN COMPANY FOR \$36,540.00 DATED AUGUST 10, 2001

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF THE CONTRACTOR'S APPLICATION FOR PAYMENT FROM JONES & BROWN COMPANY FOR \$36,540.00 DATED AUGUST 10, 2001.

The roll was called. The motion passed unanimously.

ADOPTION OF THE TAX LEVY 2001

Mrs. Anthony said the Board needs to adopt a tax levy for transmission to the Village of Skokie. The 2001 levy will be subject to public hearings, along with the Village levy, in early December and will be acted on by the Village Board before the end of December. This levy will fund the Library's 2002-2003 Fiscal Year.

The 2000 levy was \$6,188,000. for an increase of 4% over the 1999 levy. That levy, in turn, was 4% more than the 1998 levy. Our increases have generally been in the 4-5% range. The levy amount has been inclusive of payment of our long-term debt from the 1991 renovation (\$207,241. per year) as well as for the General Operating Fund. We will make our final payment on the debt from the 1991 renovation in FY 2002 so we can reduce the 2001 levy by the amount of that annual payment. However, we must also add to the levy an amount sufficient for payment of the annual amount due on the bonds issued for current Library construction (\$1,447,001.67 for principal and interest up to and including December 1, 2001.)

Mrs. Anthony had Mrs. Kim (Administrative Assistant for Accounting) prepare a general statement of revenues and expenditures for FY 2002-2003 based on a 2001 levy of \$7,675,000., an increase of 24% over the 2000 levy of \$6,188,000. This represents \$1,487,000. in additional revenue from property taxes, most of which is needed for payment of principal and interest on the bonds for construction. The proposed operating budget is 4% greater than that for FY 2002, allowing for the third year of adjustment to the pay scale. Parity between part-time and full-time wage rates will be achieved with this scale in FY 2003.

Mrs. Hunter questioned the wording of '24% over the 2000 levy' when it is really a 4% increase for operations but the remainder is for repayment of the debt. Mr. Graham responded that the trustees do not have to vote on the levy for the repayment of the debt; that was approved by the Board when we asked for issuance of the bonds. Mrs. Hunter asked Mrs. Anthony to get clarification from Bob Nowak, Village of Skokie Finance Director as to how this should be worded.

Mr. Witry made the following motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT AN OPERATING TAX LEVY IN THE AMOUNT OF \$6,223,000. FOR THE YEAR 2001, REPRESENTING A 4% INCREASE OVER THE 2000 LEVY.

The roll was called. The motion passed unanimously.

The Board acknowledged that there would be an additional levy of \$1,447,000. for payment of the first installment due on the bonds issued for Library construction.

DIRECTOR'S REPORT

Usage—Circulation was up nearly 4.6% in August to 105,611. August used to be our "slow month"! Significantly, circulation of books is up in both Adult and Youth Services. Interlibrary Loan continues to be down because our holdings are not yet in LIAISON (the NSLS catalog) nor in OCLC but we should be established in both this fall. Phone renewals are down, but people are renewing materials via computer. In August, 2,603 items were renewed by computer from home and another 430 items were renewed by patrons from computers in the Library. Fifteen volunteers contributed 108 hours in August.

Groundbreaking—The Groundbreaking festivities, held at 11:00 a.m. Wednesday, September 5, went very well. In addition to the Mayor, Village Trustee Don Perille was in

attendance as was Village Manager Al Rigoni. Skokie Chamber of Commerce Executive Director Sandi Stamp was also on hand. The newspapers did not send a photographer, but we will send them professional photographs taken on the occasion. No sooner were the remarks concluded than a truck pulled into the west parking lot with temporary fencing.

Evacuation for Gas Leak—The building was evacuated for about twenty minutes in the early afternoon September 6 after workmen excavating on the west side of the Library ruptured a gas line. NICOR shut off the abandoned line which used to fuel a Library incinerator. After the Fire Department checked everything out, we were cleared to re-enter the building. Patrons were all very cooperative.

Transfer to the Reserve Fund for Sites and Buildings—We have transferred \$1,014,229. from Fidelity to the Reserve Fund for Sites and Buildings, reimbursing ourselves for architectural fees and other professional services paid to date in connection with the construction project.

Bookmobile at Public Works—The Bookmobile will be housed at Public Works now until the completion of the Bookmobile Garage, anticipated for February, 2002. Bookmobile staff will use the Library station wagon to transport materials back and forth to the Bookmobile.

Wireless Grant Application—We have submitted a grant application to the Illinois State Library for \$30,000. in Educate and Automate Grant funding, representing half the cost of a wireless network. We plan to use a Wireless LAN both during construction, to maintain computer services for staff and the public throughout construction, and after the building is completed to provide the flexibility for use of networked computer services from meeting rooms, study rooms and other locations throughout the building.

Early Closing August 9—The Library closed early, at about 8:20 p.m. Thursday, August 9, after the Library lost power during an electrical storm. There was an orderly evacuation of the building. The same storm exacerbated a cracked window which needed to be boarded up until it could be replaced.

Joint Meeting re Technology—Steve Hartman, Director of the Skokie Park District and several key Park District employees came to the Library at our invitation to meet with corresponding members of the Library staff re technology training and services for the public. The Park District has several computers with Internet access available to the public at the Oakton Center and they will open a small computer lab at the Weber Center. They will offer classes for a fee in word processing, spreadsheet use and setting up a web site. We determined to keep in touch with each other re programs.

Other Grants—We received a grant of \$245. from the Illinois Arts Council toward a special theatre production for children Sunday, October 14. The Griffen Theatre Company will present an adaptation of Louis Sachar's book There's a Boy in the Girls' Bathroom for children in grades 4 and up. We also received a grant of \$500. from Old Navy for children's programming. The Gap Foundation notified us that the award was due to Skokie's participation in the "Ride to Read" program on the Fourth of July.

BUILDING PROJECT

Builder's Risk Insurance

Mrs. Anthony explained to the Board that Tom English, our insurance agent from Boyle, Flagg & Seaman recommends obtaining Builders Risk Insurance from Travelers, our present insurance provider, because our project is both an addition and renovation of

an existing facility. Coverage in the amount of \$14,000,000. for an annual premium of \$9,800. reflects credits for duplicate coverage.

According to the terms of the contracts with the various trades, they are responsible for the deductible amount of \$10,000. Mr. English, our attorney Loren Slutzky and Rich Spicer of Fred Berglund & Sons were all in agreement that \$10,000. was a reasonable deductible amount to be borne by a trade contractor while high enough to encourage cautious operations.

A motion was made by Mr. Witry, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM BOYLE, FLAGG & SEAMAN FOR BUILDERS RISK COVERAGE IN THE AMOUNT OF \$14,000,000. FOR AN ANNUAL PREMIUM OF \$9,800.

The roll was called. The motion passed unanimously.

Additional Abatement Work

Mrs. Anthony received a quotation from Joe Paciora of J.P. General Construction, Inc. for additional abatement work in the amount of \$30,000. We had anticipated that there would be additional abatement needed once walls and ceilings were penetrated.

The proposal covers abatement of asbestos on the decking over the south stairs, decking over the north stairs and around the old incinerator stack. This work was not discovered in RCM's original environmental survey as it was behind drywall or otherwise hidden. Asbestos was not generally used between the second floor and the roof except in the areas of the stairwells and elevators. The incinerator had been removed from the first floor (in storage room near loading dock), but the stack remained and will need

to be removed as it would otherwise cut through a public study room in the newly-configured second floor. The quote from RCM for overseeing the abatement is \$5,195.

Mrs. Hunter asked if the Library will be asbestos free. Mrs. Anthony responded that it would be essentially, but not 100%.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM J.P. GENERAL CONSTRUCTION FOR ADDITIONAL ABATEMENT WORK IN THE AMOUNT OF \$30,000. THE BOARD ALSO APPROVED MONITORING OF THE ABATEMENT FROM RCM LABORATORIES IN THE AMOUNT OF \$5,195.

The roll call vote for approval was unanimous.

Miscellaneous Steel Contract

Mrs. Anthony received a quote from Jones & Brown Co. for miscellaneous steel in the amount of \$131,325.00.

Jones & Brown Co. submitted their bid in May, based on 50% complete drawings, due to the long lead time for ordering structural steel. The Miscellaneous Steel could not be bid until the drawings were complete. Miscellaneous Steel had been estimated at \$100,000. so this figure is higher than anticipated.

A motion was made by Mrs. Greer, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM JONES & BROWN CO. FOR MISCELLANEOUS STEEL IN THE AMOUNT OF \$131,325.00.

The roll call vote for approval was unanimous.

Change Order from Kerrigan Plumbing

A change order was received from Kerrigan Plumbing for cutting the streets, capping the water and sewer lines that previously served the residential properties purchased by the Library, and then patching back the streets once complete. This work is needed due to the Village of Skokie requirements on capping the water and sewer lines at the main. The cost for this is \$5,550.00. Also, a quote was received for temporarily rerouting the water service into the Library. The water service is to be re-piped, but this work can't be done until later in the project. However, in order to excavate the mechanical room, the existing water service, which is located in the overdig, will need to be temporarily relocated. This cost would be \$4,500.

A motion was made by Mrs. Rich, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE OF \$5,550. FROM KERRIGAN PLUMBING TO DISCONNECT SEWER AND WATER FOR EACH HOUSE (3 HOUSES) TO BE DEMOLISHED AT THE CONNECTION MAIN AND \$4,500. TO TEMPORARILY REROUTE 3" SERVICE AROUND EXCAVATION OF ADDITION UNTIL RE-PIPING CAN BE COMPLETED IN THE LIBRARY (TEMPORARY SERVICE TO BE 2").

The roll call vote for approval was unanimous.

Quote from Camosy, Inc. for Acoustical Ceiling and Connector Soffit

Mrs. Anthony reported a quote was received from Camosy, Inc. for acoustical ceilings for the women's restroom and the connector soffit. The existing ceilings were removed during abatement. The \$3,975. price includes installing a ceiling grid and standard lay-in tile in order to provide a ceiling in these areas until the renovation work is done. This is an optional expense.

A motion was made by Mr. Witry, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM CAMOSY, INC. IN THE AMOUNT OF \$3,975. FOR INSTALLATION OF AN ACOUSTICAL CEILING IN THE WOMEN'S RESTROOM AND CONNECTOR SOFFIT.

The roll was called: Mrs. Hunter—no; Mr. Witry—no; Mrs. Greer—no; Mrs. Rich—no; Mrs. Weiner—no; Mr. Graham—no. The motion failed.

Mrs. Anthony reported that she has not yet received the appraisal on 7925 Park. Discussion followed. When the appraisal arrives, the Board would like Mrs. Anthony to call them and then turn the matter over to the Library attorney.

“THE EXPANDING ROLE OF COMMUNITY LIBRARIES,” SEPTEMBER 2001, FOCUS

The Trustees noted the article from *Focus* magazine.

“SURFING INTO A NEW JOB,” SEPTEMBER 2001, NORTH SHORE MAGAZINE

The Trustees noted the article from *North Shore Magazine*.

“VILLAGE OF SKOKIE BUSINESS BROCHURE”

The Trustees noted the new brochure from the Village of Skokie.

LIBRARY CABLE NETWORK CHANNEL 24

The September Library Cable Network Channel 24 brochure was noted.

NORTH SUBURBAN LIBRARY SYSTEM

There was no report from Pat Groh.

COMMENTS FROM TRUSTEES

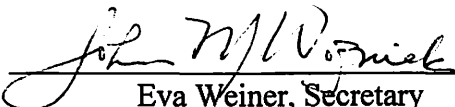
Mr. Witry just read a book called An Unquiet Mind about manic depression. He would like to use the Library as a forum for the Bi-Polar Association to improve the public's knowledge regarding mental health issues. The trustees concurred.

Mrs. Hunter commented on the article *The Expanding Role of Community Libraries* and the sentence that reads " 'In the '50s, '60s, '70s, even '80s, big, windowless boxes were built. Now we want to be able to see into the libraries.'" Skokie Public Library has been ahead of its time in featuring large windowed spaces since 1960.

Mrs. Hunter also asked if we are allowing adequate funds for an expected 11% increase in health care coverage. Mrs. Anthony responded that a 10% allowance was figured into health insurance for the present year. We will review projected increases again before the FY 2003 budget is prepared.

ADJOURNMENT

The meeting adjourned at 8:41 p.m.


 Eva Weiner, Secretary) Sec'y
pro
tem