

April 10, 1991

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held
Wednesday, April 10, 1991.

CALL TO ORDER

The meeting was called to order at 6:05 p.m., after dinner, by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Walter B. Flintrup, Secretary; John J. Graham; Zelda Rich; Eva Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; Susan Hagen Land, Head, Adult Services; Brenda Murphy, Head, Youth Services; Tobi Oberman, Supervisor of Circulation Services; and Andrij Karpenko, Interlibrary Loan Assistant.

Robin Johnson and Michelle Riefle of Hammond Beeby and Babka Incorporated arrived at 8:43 p.m.

APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 13, 1991

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting of March 13, 1991 as written, subject to additions and/or corrections. Dr. Wozniak seconded the motion.

Mrs. Zatz asked that her statement about the Board Room on the middle of Page 8 be corrected. The sentence should read: "Mrs. Zatz stated that she liked the set up of the present Board Room but, she is not averse to changes."

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

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS (2)

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

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, AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED, AND THAT THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND AND THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

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

CONSENT AGENDA ITEMS

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

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. LIBRARY USE STATISTICS**
- 3. REPORT(S) FROM DEPARTMENT HEAD(S)**
- 4. CORRESPONDENCE - Letter from Angie Smith**

After discussion of library use statistics the motion to approve the Consent Agenda items passed unanimously.

Mrs. Hunter requested a report on the number of 50th Anniversary pins sold and what specific promotion was done.

GIFT OF \$100. TO THE LITERACY PROGRAM FROM THE WOMAN'S CLUB OF SKOKIE

The trustees noted the gift of \$100. from the Woman's Club of Skokie to the Literacy Program.

ORDER OF DISCUSSION

In order to facilitate the lengthy agenda, Mrs. Hunter suggested the order of discussion be changed as follows:

Line Item Transfers
 Budget for FY 1991-1992
 Health Insurance Costs
 Salaries
 Heating/Ventilating/Air Conditioning Maintenance Proposals
 Draft Goals and Objectives FY '92
 Director's Report
 Report from Mr. Flintrup/NSLS
 Building Program

The Board concurred.

LINE ITEM TRANSFERS

The trustees reviewed the Director's memorandum noting that most lines in the budget are either a little under or a little over budgeted expenditures for the year. Line 9 (Maintenance of Auto Equipment) is overexpended by 65% due to the unanticipated purchase of a new generator for the Bookmobile. Line 11 (Insurance) would probably be over by 13% without a transfer, Line 13 (Conference and Membership) by 15%, Line 26 (Small Equipment) by 10% and Line 31 (Advertisement of Vacant Positions) by 66% by the end of the fiscal year 1990-1991.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE 1990-91 FISCAL YEAR BUDGET LINE ITEM TRANSFERS AS RECOMMENDED BY THE DIRECTOR IN HER MEMORANDUM OF APRIL 10, 1991, AS FOLLOWS:

FROM LINE 10 (INSURANCE - HEALTH, DENTAL & LIFE)

\$11,000. TO LINE 3 (SALARIES)
 5,300. TO LINE 11 (INSURANCE)
 3,700. TO LINE 9 (MAINTENANCE OF AUTO EQUIPMENT)

FROM LINE 7 (MAINTENANCE OF EQUIPMENT)

\$ 1,000. TO LINE 9 (MAINTENANCE OF AUTO EQUIPMENT)

FROM LINE 20 (JCPL OPERATING)

\$ 300. TO LINE 9 (MAINTENANCE OF AUTO EQUIPMENT)
 5,000. TO LINE 12 (UTILITIES)
 600. TO LINE 26 (SMALL EQUIPMENT)
 100. TO LINE 31 (ADVERTISEMENT OF VACANT POSITIONS)

FROM LINE 30 (FURNITURE AND EQUIPMENT)

\$ 900. TO LINE 31 (ADVERTISEMENT OF VACANT POSITIONS)
 5,000. TO LINE 13 (CONFERENCE EXPENSE)

The roll call vote for approval was unanimous.

After discussion of the Director's recommendations regarding unanticipated revenues and transferring revenues from the Capital line to the Reserve Fund, Mr. Graham made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR THAT THE BALANCE IN LINE 35 (CAPITAL) BE TRANSFERRED TO THE RESERVE FUND; THAT ADDITIONAL REVENUES OF UP TO \$50,000. BEYOND THOSE BUDGETED BE APPROPRIATED FOR USE BY THE LIBRARY; AND THAT ANY UNANTICIPATED REVENUES AND OTHER UNEXPENDED BALANCES BE RETAINED IN THE WORKING CASH FUND.

The roll call vote for approval was unanimous.

SKOKIE PUBLIC LIBRARY PROPOSED BUDGET FOR 1991-92

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BUDGET FOR FISCAL YEAR 1991-92 AS PRESENTED BY THE DIRECTOR IN THE AMOUNT OF \$3,878,100.

Mrs. Anthony said she reconfigured the budget with a 5% cost-of-living adjustment and that projected expenditures are approximately \$17,000. in excess of anticipated revenues.

After discussion of recent predictions of funding cuts by Illinois Governor Jim Edgar, the decline in the economy, and the impact on corporate replacement tax revenues, the roll was called.

The roll call vote for approval of the 1991-92 budget was unanimous.

PROJECTED BUDGET FOR RESERVE FUND FY 1991-92

The Projected Budget for Reserve Fund FY 1991-92 will be discussed when renovation funds have been received.

HEALTH INSURANCE COSTS

Notification has been received from the Village of increases in health insurance costs, effective May 1, 1991. Open enrollment is through April 19, with changes going into effect May 1. There has been a substantial increase in the North Suburban Employee Benefit Cooperative, the ten municipality consortium in which the Village of Skokie participates and also increases in HMO of Illinois and Michael Reese plans.

SKOKIE PUBLIC LIBRARY OPERATING FUND PROPOSED BUDGET FOR FY 1991-92

	A	B	C	D	E
1	Account Name	Budget	Account Name	Budget	Note
2	Fiscal Year 1990-91	FY 1990-91	FY 1991-92	FY 1991-92	
3	Salaries	\$1,930,000	Salaries	\$2,115,000	9.5% increase (5% COLA,remove computer consul
4	Professional Services	\$12,000	Professional Services	\$25,000	25% + 10,000. Computer Consultant fee
5	Audit	\$1,500	Audit	\$1,600	7% increase
6	Binding	\$4,000	Binding	\$2,000	50% decrease
7	Maintenance of Equipment	\$13,000	Maintenance of Equipment	\$13,000	No Change
8	Maintenance of Buildings & Grd	\$75,000	Maintenance of Buildings & Grds	\$80,000	7% increase
9	Maintenance of Auto Equipment	\$6,500	Maintenance of Auto Equipment	\$7,000	8% increase
10	Insurance (Health, Dental & Lif	\$135,000	Insurance (Health, Dental & Life	\$135,000	No Change
11	Insurance	\$40,000	Insurance	\$45,000	12% increase
12	Utilities	\$70,000	Utilities	\$70,000	No Change
13	Conference, Mbrshps, Wkshps	\$32,000	Conference, Mbrshps, Wkshps	\$36,000	12% increase(Annual&Midwinter out of town)
14	Postage	\$10,000	Postage	\$12,000	20% increase (increase on postage)
15	Printing and Publicity	\$22,000	Printing and Publicity	\$22,000	No Change
16	Data Processing	\$10,000	Data Processing	\$11,000	10% increase
17	Reception & Entertainment	\$5,000	Reception & Entertainment	\$5,000	No Change
18	Programming	\$20,000	Programming	\$20,000	No Change
19	Photocopier Leasing	\$25,000	Photocopier Leasing	\$25,000	Reflects current revenue
20	JCPL Operating & Capital	\$250,000	JCPL Operating & Capital	\$250,000	No Change
21	Cable	\$11,000	Cable	\$14,000	27% increase
22	Books	\$359,000	Books	\$380,000	6% increase
23	Periodicals	\$75,500	Periodicals	\$76,000	0.7% increase
24	Nonprint Materials	\$48,000	Nonprint Materials	\$48,000	No Change
25	Microforms	\$29,000	Microforms	\$35,000	21% increase
26	Small Equipment	\$6,000	Small Equipment	\$7,000	17% increase
27	Library Supplies	\$48,000	Library Supplies	\$47,000	2% decrease
28	Janitorial Supplies	\$19,000	Janitorial Supplies	\$18,000	5% decrease
29	Office Expense and Transporta	\$1,500	Office Expense and Transportatn	\$2,500	67% increase
30	Furniture and Equipment	\$25,000	Furniture and Equipment	\$10,000	60% decrease
31	Advertisement of Vacant Posit	\$1,500	Advertisement of Vacant Positr	\$2,000	33% increase
32	Contingency	\$28,300	Contingency	\$11,000	61% decrease
33	Capital	\$36,000	Capital	\$0	100% decrease
34	Employers' FICA and IMRF	\$210,000	Employers' FICA and IMRF	\$353,000	No supplemental support from Village
35	TOTAL	\$3,558,800	TOTAL	\$3,878,100	9% INCREASE

During discussion the trustees noted that health costs are extremely high. Mrs. Hunter asked Mrs. Anthony to obtain comparison health care costs from the Skokie Park District and North Suburban Library System.

SALARIES

The trustees reviewed and discussed the salary information prepared by Mrs. Anthony including comparisons with Village of Skokie, local school districts and area public libraries. The Village is considering a COLA in the range of 4.75-5%.

Mr. Flintrup asked that the Board consider postponing a cost-of-living adjustment decision until the May meeting when the exact amount of COLA awarded by the Village would be known. Mrs. Hunter concurred.

After further discussion Dr. Wozniak made a motion seconded by Mrs. Weiner:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 5% COST-OF-LIVING-ADJUSTMENT (COLA) EFFECTIVE MAY 1, 1991.

The roll was called.

Dr. Wozniak--yes; Mrs. Zatz--yes; Mrs. Rich--yes; Mr. Graham--yes; Mrs. Weiner--yes; Mr. Flintrup--no; Mrs. Hunter--no. The motion passed.

HVAC MAINTENANCE CONTRACT

The proposal from Johnson Controls for the Planned Service Agreement for Fiscal Year 1991-92 has increased from \$36,498. to \$37,776.

Although the proposal from Chiller-Tech, Division of Bogot Service, Inc., was lower at \$35,460., Mrs. Anthony recommended accepting Johnson Controls because, in view of upcoming building renovations, the continuity in vendors would be worth more than the difference in cost.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE JOHNSON CONTROLS, INC. PLANNED SERVICE AGREEMENT RENEWAL, EFFECTIVE MAY 1, 1991, IN THE AMOUNT OF \$37,776.

The roll call vote for approval was unanimous.

DRAFT GOALS AND OBJECTIVES FISCAL YEAR 1991-92

Mrs. Anthony reviewed with the trustees the objectives as presented in the Draft Goals and Objectives for FY 1991-92. The Goals are the same as developed for the Long Range Plan, however some new objectives have been drafted for the coming year.

During discussion of objectives the suggestion was made to rephrase Objective Number 3, Goal V, removing reference to the NSLS grant and "ethnic groups" since the grant was not realized, and substitute the words "working with Russian groups".

Mrs. Hunter called for a short recess at 8:05 p.m.

DIRECTOR'S REPORT

The meeting resumed at 8:15 p.m. with the Director's Report.

Library Usage--Circulation was up about 2% in March over March, 1990. Children's books, videocassettes, compact disks, BPH and Bookmobile showed the strongest gains. Adult reference service was up considerably over the same month last year. The number of reserves was down sharply for the second month in a row, perhaps reflecting greater reliance on the popular Most Wanted Collection.

Mentoring Grant--We have received notice from the North Suburban Library System that we have been selected as the site for two of the twenty students to be placed this summer under the "Recruitment Through Mentoring" project. One college student will work with Ginny Boggs in Technical Services and the other with Brenda Murphy in Youth Services.

Bulk Rate Approval--With the assistance of Allen Schwartz, our application for a bulk rate mail permit was accepted.

Library Cable Network--TCI is willing to try relaying Skokie Public Library's cable programming via a microwave link from Mount Prospect to Skokie. This would enable Skokie to more than double weekly program hours to fifty per week without staff at Skokie having to do the playback. We will experiment with this technology in May. Another new effort for LCN is a publicized Origami program to be cablecast April 15 at 7 p.m. and April 18 at 4 p.m. Colored

paper for the origami project is being distributed with announcement flyers and children are encouraged to display completed animals in the Library.

Interlibrary Loan Program--The Board of the Morton Grove Public Library has agreed to allow us to use a software program developed by a Morton Grove staff member for tracking interlibrary loan requests on the Macintosh. The staff member will also assist us in customizing the program to our needs.

Public Library Association (PLA) Conference--Mrs. Anthony attended sessions on Multicultural Collections, Public Library Governance, Considerations in Building Projects, Visitor Impact Surveys and Excellence in Customer Service. Many of the staff and trustees from Skokie Public Library attended the author luncheon featuring Clifton Taulbert, author of Once Upon a Time When We Were Colored.

Mrs. Anthony also attended "The Impact of Electronic Publishing in Libraries," sponsored by a vendor. An issue raised was the impact of CD Rom technology on periodical revenues.

System Subcommittee--Mrs. Anthony chaired a meeting of the Illinois State Library Advisory Committee, Subcommittee on Systems April 4, in Springfield. The big issue is funding with concern about the State Library budget, changes in allocation due to the 1990 census and the difficulty for smaller systems to meet the new standards.

Anniversary Painting--The commissioned painting "Jungle Library," created by artist Norris Hall in honor of our 50th anniversary was hung outside the Petty Auditorium April 1 and will eventually be on permanent display in the Youth Services Department. The painting and entire exhibit have been well received.

SLS Unemployment Compensation Group Account (UCGA)--Administrators of libraries participating in the Suburban Library System UCGA have been notified by Bill Farrell, Business Service Director, of the rates upon which 1991 payments should be made. The Skokie Public Library contributes at the lowest rate of .20.

Mr. Farrell said SLS is in the process of restructuring all three insurance pools to facilitate administration. A separate Board will be appointed and a new Intergovernmental Agreement

developed. A refund to members of the group account will be forthcoming as the account is now over \$1,500,000.

Roof Repair--Another leak has developed in the ceiling of the Senior Administrative Secretary's office. The ten year warranty on our Trocal roof expires in November, 1991.

AUTOMATION BUDGET

The trustees reviewed and discussed the JCPL Growth Fund and Operating Budget for 1991-92. Skokie Public Library's share of the JCPL Budget was approved within the context of the Library's Budget for FY '92.

LIBRARY CABLE NETWORK

The trustees noted the April, 1991 Library Cable Network Program Guide for Cable Channel 22.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported that prior to the meeting of the Board of Directors there was a reception for the delegates to the White House Conference. Delegates and alternates have been appointed. One lay representative is a Skokie resident, Allen Sorkin.

The proposed *Basic Tenets for a Revised Reciprocal Borrowing Program*, as presented to all NSLS Public Libraries for consideration was discussed by Skokie Public Library trustees.

It was the consensus of the Board:

If it is the goal of the NSLS public libraries to provide full reciprocal borrowing privileges at all member public libraries, as a multitype system, it is discriminatory and selective to develop a reciprocal borrowing policy exclusive to public libraries.

Some points relate to specific issues and appear to be vindictive, simple solutions to complex problems.

Mrs. Hunter suggested that although the proposed tenets state that all materials available to local residents must be made available to RBP borrowers, the tenets do not preclude differences in loan periods or charges for items borrowed through RBP. Perhaps we should consider charging non-residents a \$2.00 per video fee, and specify that the video must be returned to the lending library to safeguard the collection.

The Skokie Public Library Board's concerns will be relayed to the NSLS Board.

BUILDING PROGRAM

Robin Johnson, Hammond Beeby and Babka, Inc., presented revised floor plans based on concerns discussed at the March meeting.

During discussion Mr. Graham and Mrs. Weiner indicated a preference for Scheme C-2.2a (noted as Page 3a in the packet of schematics prepared by Ms. Johnson). This plan aligns the Board Room with the suite of Administrative Offices.

Mrs. Hunter, Mrs. Zatz and Dr. Wozniak agreed Scheme C-2.2c (noted as Page 3c in the packet) was their preference. This plan places the Board Room at the north end of the Youth Services area and provides access to a meeting room and kitchenette.

Mrs. Hunter suggested that the ground floor plan placing Listening and Viewing Stations into the space being vacated by the Administrative Offices should be reconsidered. This prime area is adjacent to an atrium garden area and could be better used as a seating area for reading.

It was agreed that the new Administrative Offices on the second floor should have the Office Equipment area nearest the entrance and the Coordinator's office closer to the secretary. This can be accomplished by exchanging the area of these two offices with that proposed for the Business Office.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT SCHEME C-2.2 GROUND FLOOR PLANS (NOTED AS PAGE 1) AND SCHEME C-2.2C SECOND FLOOR NEW BUILDING PLANS (NOTED AS PAGE 3C) WITH THE REVISIONS DISCUSSED INCORPORATED.

The roll call vote for approval was unanimous.

Mrs. Hunter thanked Ms. Johnson and Ms. Riefle who left the meeting.

COMMENTS FROM TRUSTEES

The Board discussed the letter received from Village Manager, Albert J. Rigoni, in response to Mrs. Hunter's letter of March 7 to Mayor Jacqueline Gorell asking that renovation funding be expedited as soon as possible.

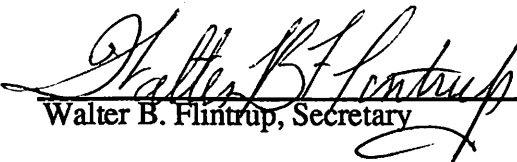
It was noted that the Library was urged to secure funds prior to December 31, 1990 by then Finance Director, Daniel Ryan. To date, we still do not have funds and we have lost approximately \$30,000.-\$40,000. in interest. Mr. Graham stated that we should exert pressure on the Village

since we will lose \$70,000. in interest if this extends to six months. Thus far we have received only promises with project expenditures to date of \$38,927.93. It is important that we have the funds in hand before June 1.

Mrs. Hunter will bring these concerns before the Mayor.

ADJOURNMENT

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


Walter B. Flintrup, Secretary