

February 13, 2002

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, February 13, 2002.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:29 p.m.

Members present: John Graham, President; Eva Weiner, Secretary; Zelda Rich; Richard Witry; Dr. John Wozniak, and Carolyn A. Anthony, Director.

Members absent: Diana Hunter, Vice President/President Emerita; Susan Greer.

Visitors present: Susan Jensen, resident, 7925 Park Avenue, Skokie; her brother Brian and brother-in-law Collin Haberin; Jim Dyer and Richard Spicer, Fred Berglund & Sons; Barbara A. Kozlowski, Associate Director for Public Services and Jarrett Banks, student, Medill School of Journalism, a graduate student with a class assignment.

At 7:30 p.m. Mr. Graham asked Mr. Dyer, Mr. Spicer and Mr. Banks to leave the Board Room. The Board went into Closed Session to speak with Miss Jensen and her family. The Board returned to Open Session at 8 p.m. at which time Miss Jensen and her family left the Board Room.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 9, 2002

Mr. Witry made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of January 9, 2002, subject to additions and/or corrections. There being no additions and/or corrections, the minutes were approved and placed on file.

Mr. Graham asked the Board to move the regular order of business and move directly to Building Project (Items L1 and L2). The Board agreed.

BUILDING PROJECTConstruction

After considerable study and review of the additional plumbing work for the sanitary sewer, occasioned by required revision of the drawings, engineers Gewalt Hamilton as well as the architects and Berglund feel comfortable with the pricing as quoted by Kerrigan at \$38,600. An additional catch basin will be needed at a cost of approximately \$2,500. Kerrigan has agreed to do the work on a time and materials basis, not to exceed their quoted amount.

Mr. Spicer explained that the storm and sewer line need a separate line to go out to the street as per Metropolitan Sanitary District ordinance. Mr. Witry questioned if Gewalt Hamilton missed something. Shouldn't they have known the ordinance? Is Gewalt Hamilton going to charge us for the modified design? Since the Library won't be invoiced directly from Gewalt Hamilton but instead billed through OWP&P, Mr. Witry would like to know if we are charged. Mrs. Anthony will ask Bob Hunter, architect, OWP&P, about this matter.

A motion was made by Mr. Witry, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM F.J. KERRIGAN PLUMBING CO. FOR \$38,600. FOR ADDITIONAL PLUMBING WORK FOR THE SANITARY SEWER.

The roll was called. The motion passed unanimously.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM F.J. KERRIGAN PLUMBING CO. FOR A COST NOT TO EXCEED \$2,500. FOR AN ADDITIONAL CATCH BASIN.

The roll was called. The motion passed unanimously.

A change order from Kerrigan Plumbing represents an addition to the scope of work. The proposal is to provide a central vacuum in the original 1958 building and west addition for \$27,110. A central vacuum was originally specified and put out for bid, but no vendors submitted bids at the time. After discussion, Dr. Wozniak made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE CHANGE ORDER FOR A CENTRAL VACUUM IN THE ORIGINAL 1958 BUILDING AND WEST ADDITION FOR \$27,110. FROM F.J. KERRIGAN PLUMBING CO.

The roll was called: Dr. Wozniak—yes; Mrs. Rich—yes; Mr. Witry—no; Mrs. Weiner—yes; Mr. Graham—yes. The motion passed.

Another change order for Riddiford Roofing in the amount of \$15,000. would hold back installation of the perimeter roofing on the third floor until the precast has been erected.

Mr. Dyer said Mr. Spicer did a great job of negotiating with Riddiford on the pricing (which could have been doubled). Mr. Spicer recommends this measure as completing most of the third floor roof will help enclose the building and keep winter expenses down. If this change order is not approved, a month would be added to the construction schedule.

Mr. Witry made the following motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM RIDDIFORD ROOFING FOR \$15,000. TO HOLD BACK INSTALLATION OF THE PERIMETER ROOFING ON THE THIRD FLOOR UNTIL THE PRECAST HAS BEEN ERECTED.

The roll was called. The motion passed unanimously.

Jones and Brown Co. has a change order for fabrication and installation of one additional roof frame, not shown on the structural drawings. The cost of this work is \$1019. Mr. Witry made the following motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE CHANGE ORDER FROM JONES AND BROWN CO FOR FABRICATION AND INSTALLATION OF ONE ADDITIONAL ROOF FRAME, NOT SHOWN ON THE STRUCTURAL DRAWINGS FOR \$1,019.

The roll was called. The motion passed unanimously.

Camosy has two change orders. One, for \$1,949., is for demolition of a 6" masonry wall in the existing second floor mechanical room. Another is for \$2,278. for an automatic door at the entrance to Community Services.

Mr. Witry made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CAMOSY INC. FOR \$1,949. FOR DEMOLITION OF A 6" MASONRY WALL IN THE EXISTING SECOND FLOOR MECHANICAL ROOM.

The roll was called. The motion passed unanimously.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CAMOSY INC. FOR \$2,278. FOR AN AUTOMATIC DOOR AT THE ENTRANCE TO COMMUNITY SERVICES.

The roll was called. The motion passed unanimously.

Mr. Spicer explained another change order would be forthcoming for bringing power to the automatic door. The change order would probably be under \$2,000.

Status of Construction Budget as of 1/31/02

As we are now five months into construction, Mrs. Anthony has prepared a review of the project budget to show where we are. Mrs. Anthony presented two spreadsheets to the Board. The first reflects contractual obligations and expenses already incurred totaling \$14,457,800. The second outlines other estimated expenses which have been included in project budgets as proposed by the architect, construction manager or the Library at different times and also pending change orders. It is unlikely that all these expenses will be incurred.

Nevertheless, we also don't know what other conditions and change orders may be encountered. Also, we have not specifically budgeted an amount for art, nor for security and keying, for examples. In a memo to the Board dated July 6, 2001, Mrs. Anthony summarized the available funds for the project as about \$20,300,000. Subtracting the expense of \$522,000. for two houses already purchased leaves a balance of \$19,778,000. Assuming all the expenses outlined on the second spreadsheet, plus commitments for a total of \$19,045,845., we would still have a cushion of about \$730,000.

Mr. Graham asked about the engineering fees and widening of Oakton Street. Mrs. Anthony said the project will take about 12 months to complete and the Board may wish to initiate approval of the engineering fees, estimated at just over \$49,000. Mr. Graham has spoken to Village of Skokie Mayor George Van Dusen. The Mayor and/or Village Manager will be in contact with Mrs. Anthony next week regarding possible Village financing.

Much discussion followed. Mr. Witry asked since we have 12 more months of construction, are our contingencies adequate? Can Mr. Dyer give a heads up on anything

that is expected? Mr. Dyer replied that the mild winter has really helped the project schedule. Mr. Dyer is comfortable with the \$500,000. in our contingency budget.

Mr. Spicer answered the Board's questions regarding the GME Consultants invoice. GME inspected the steel, welds in the steel, tested the concrete breaks, tested the masonry mortar, etc. Ed Siemsen of Fred Berglund and Sons kept a record of what they did and the time spent at the Library. The concrete break tests were all adequate; there were some steel issues which have been corrected.

The Board thanked Mr. Dyer and Mr. Spicer for attending the meeting. Both gentlemen left the meeting at 8:50 p.m.

#### CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

BILLS

BALANCE SHEET FOR THE NINE MONTHS ENDING 1/31/02

Dr. Wozniak made a motion, seconded by Mr. Witry:

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF JANUARY, 2002, THE LISTS OF BILLS AND THE BALANCE SHEET FOR THE NINE MONTHS ENDING 1/31/02 BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

INVOICE NO. 0055614 FROM O'DONNELL WICKLUND PIGOZZI & PETERSON FOR \$22,470.90 DATED DECEMBER 12, 2001

Mrs. Anthony spoke to architect Bob Hunter regarding the local travel charges on the December 12, 2001 O'Donnell Wicklund Pigozzi & Peterson invoice. Mr. Hunter usually takes public transportation to work; when he comes to the Library for a meeting he drives and needs to pay for parking downtown. Occasionally, one of the architects has had to rent a car to come out for a meeting. The Board expressed their displeasure with these charges.

The following motion was made by Dr. Wozniak, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF INVOICE NO. 0055614 FROM O'DONNELL WICKLUND PIGOZZI & PETERSON FOR \$22,470.90 DATED DECEMBER 12, 2001.

The roll was called. Dr. Wozniak—yes; Mrs. Rich—yes; Mr. Witry—no; Mrs.

Weiner—yes; Mr. Graham—yes. The motion passed.

INVOICE NO. 0056047 FROM O'DONNELL WICKLUND PIGOZZI & PETERSON FOR \$21,346.24 DATED JANUARY 15, 2002

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF INVOICE NO. 0056047 FROM O'DONNELL WICKLUND PIGOZZI & PETERSON DATED JANUARY 15, 2002 FOR \$21,346.24.

The Board again voiced their displeasure with the local travel charges on this invoice.

Mr. Witry moved to amend the above motion, seconded by Mrs. Rich:

AMENDED  
MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF INVOICE NO. 0056047 FROM O'DONNELL WICKLUND PIGOZZI & PETERSON DATED JANUARY 15, 2002 FOR \$21,346.24 DELETING THE THREE CHARGES LISTED UNDER LOCAL TRAVEL OF \$57.12, \$20.50 AND \$63. TOTAL PAYMENT OF THIS INVOICE TO BE: \$21,205.62.

The roll was called. The motion passed unanimously.

INVOICE NO. 12015 FROM FRED BERGLUND & SONS, INC. FOR \$53,286.99 DATED FEBRUARY 7, 2002

Dr. Wozniak made a motion, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF INVOICE NO. 12015 FROM FRED BERGLUND & SONS, INC. FOR \$53,286.99 DATED FEBRUARY 7, 2002.

The roll was called. The motion passed unanimously.

INVOICE NO. 12582 FROM GME CONSULTANTS, INC. FOR \$2,704.07 DATED  
JANUARY 15, 2002

Mr. Witry made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF INVOICE NO. 12582 FROM GME CONSULTANTS, INC. FOR \$2,704.07 DATED JANUARY 15, 2002.

The roll was called. The motion passed unanimously.

APPLICATION AND CERTIFICATE FOR PAYMENT FROM J.P. GENERAL  
CONSTRUCTION, INC. FOR \$2,800.00 DATED JANUARY 8, 2002

Mr. Witry made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE APPLICATION AND CERTIFICATE FOR PAYMENT FROM J.P. GENERAL CONSTRUCTION, INC. FOR \$2,800.00 DATED JANUARY 8, 2002.

The roll was called. The motion passed unanimously.

PROJECT APPLICATION AND PROJECT CERTIFICATE FOR PAYMENT FROM JACK  
R. LESNIAK, AIA, DIRECTOR, CONSTRUCTION ADMINISTRATION, O'DONNELL  
WICKLUND PIGOZZI & PETERSON DATED JANUARY 31, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM JONES & BROWN  
COMPANY FOR \$312,750.00 DATED JANUARY 21, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CROUCH-WALKER  
CORPORATION FOR \$89,116.20 DATED JANUARY 18, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CAMOSY  
INCORPORATED FOR \$95,439.00 DATED JANUARY 23, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM G.E. RIDDIFORD CO.  
FOR \$39,256.65 DATED JANUARY 22, 2002

APPLICATION FOR PAYMENT FROM F.J. KERRIGAN PLUMBING CO. FOR  
\$33,480.00 DATED JANUARY 25, 2002

PAY REQUEST NO. 5 FROM MONACO MECHANICAL INC. FOR \$48,600.00  
DATED JANUARY 29, 2002



APPLICATION AND CERTIFICATE FOR PAYMENT FROM COMMERCIAL  
ELECTRICAL SOLUTIONS OF IL LLC FOR \$103,331.70 DATED JANUARY 22,  
2002

The Project Application and Project Certificate from Mr. Lesniak was noted.

Mr. Witry made the following motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF THE APPLICATIONS AND CERTIFICATES FOR PAYMENT FROM THE FOLLOWING:

JONES & BROWN COMPANY, INC.	\$312,750.00
CROUCH-WALKER CORPORATION	\$89,116.20
CAMOSY INCORPORATED	\$95,439.00
G.E. RIDDIFORD CO.	\$39,256.65
F J KERRIGAN PLUMBING CO	\$33,480.00
MONACO MECHANICAL INC	\$48,600.00
COMMERCIAL ELECTRICAL SOLUTIONS OF IL LLC	\$103,331.70

The roll was called. The motion passed unanimously.

CIRCULATION REPORT  
LIBRARY USE STATISTICS  
REPORT(S) FROM DEPARTMENT HEAD(S) (1)  
PROGRAM STATISTICS THIRD QUARTER F.Y. 2001-02  
CORRESPONDENCE  
GIFTS  
PERSONNEL

Mr. Witry 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 REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
4. PROGRAM STATISTICS THIRD QUARTER F.Y. 2001-02
5. CORRESPONDENCE: LETTER TO CAROLYN A. ANTHONY FROM GEORGE VAN DUSEN, MAYOR, VILLAGE OF SKOKIE, DATED JANUARY 23, 2002
6. GIFTS: \$50. FROM THE WOMAN'S CLUB OF SKOKIE/LINCOLNWOOD FOR THE

PARENT/TEACHER COLLECTION; \$150. FROM MARV AND BRENDA SEGAL IN MEMORY OF WILMA WOLK, FORMER STAFF MEMBER, FOR THE PURCHASE OF MYSTERY BOOKS.

7. PERSONNEL: STATUS CHANGE: DEBRA MYTNIK, FROM PART-TIME HOURLY, CIRCULATION CLERK, CIRCULATION DEPARTMENT, TO PART-TIME SALARIED, CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE JANUARY 14, 2002; MIKE STANOJEVIC, FROM TEMPORARY PART-TIME INVENTORY TAGGER, CIRCULATION DEPARTMENT, TO PART-TIME BOOKMOBILE ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE FEBRUARY 11, 2002; RESIGNATION: JOHN HAMMOND, PART-TIME SECURITY GUARD, MAINTENANCE DEPARTMENT, EFFECTIVE JANUARY 31, 2002; HIRES: LINDA SORENSON, PART-TIME TEMPORARY INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE FEBRUARY 7, 2002; CLAIRE HEISER, PART-TIME TEMPORARY INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE FEBRUARY 7, 2002.

The motion passed unanimously.

#### YEAR-TO-DATE BUDGETARY STATUS

After brief discussion, the Year-To-Date Budgetary Status was noted by the Board and placed on file.

#### PROPOSED OPERATING BUDGET FY 2002-2003

Mrs. Anthony presented a draft of the Operating Budget for FY 2002-2003. She has lowered projections for income from Corporate Replacement Taxes and Interest, based on current economic conditions and revenue to date this year. On the other hand, strong circulation of feature videotapes and DVDs should contribute to a growth in revenue from Fines and Fees.

In terms of budget allocations, the biggest consideration is the salary line. Per the advice of our compensation consultant Lynne Peters, she has based recent salary adjustments on changes in the cost of labor rather than the cost of living. The U.S. Department of Labor, Bureau of Labor Statistics publishes an Employment Cost Index which showed the increase in wages and salaries for state and local government (not seasonally adjusted) for 2001 to be 3.6%. Also, we are in the third year of a proposed five-year scale adjustment. This year, as planned, we will achieve parity of full-time and part-time wages. Because of a higher-than-usual cost of labor adjustment and the need for temporary taggers to prepare materials for the new security system, it is recommended that we make a less aggressive scale adjustment than in prior years. A five percent increase for the entry rate and four percent increase for top of scale is suggested. As in the prior two years, some entry-level staff will need an additional adjustment beyond the cost of labor increase in order to meet the scale. The cost of this extra adjustment is approximately \$38,794. The cost of labor increase, scale adjustment and a three percent merit increase can be achieved within the proposed salary line.

Considerations for some other budget lines follow:

- Maintenance of Equipment—Less is needed in this line because more of the equipment is new and under warranty or is less expensively replaced than repaired (e.g. computer printers).
- Maintenance of Buildings & Grounds—Less is needed due to construction.
- Insurance (Health, Dental & Life)—The Village does not have figures yet, but anticipates a double-digit increase.

- Insurance—Rates are up due to poor performance of investments and the experience of firms with losses of 9/11. We are also paying an extra \$9,800. per year for builder's risk insurance.
- Postage—Rates for first class postage are proposed to increase eight percent in June. Some book rates and media rates will actually decrease.
- Copier Lease—The card-op mechanisms have been paid off. The current figure represents lease on public photocopiers only.
- Technology/Network—We need to absorb maintenance costs for the Innovative System at an annual rate of \$37,199. New computer equipment for the building expansion will also be purchased from this line.
- Library Supplies—We need to budget \$30,000. for RFID security targets for new acquisitions. We will also still be using 3M magnetic strips for security this year as the new system will not be activated until the end of the fiscal year.
- FICA and IMRF—The IMRF employer's contribution for 2002 is 1.85%, down from 3.06% in 2001.

Mr. Graham would like Mrs. Anthony to send the supportive and maintenance salary scales to the Library's legal counsel asking whether or not they can be misinterpreted to be read as contract amounts.

The Proposed Operating Budget FY 2002-2003 will be on the March agenda. Trustees are asked to contact Mrs. Anthony if they would like additional information.

#### DIRECTOR'S REPORT

Usage—Circulation in January was up just over four percent to a little more than 110,000 and the gate count was up four percent also. The Mobile Library's circulation was

up almost 25%. Media use was up at the main Library, but so was adult book circulation. Renewals by phone are down, but patrons have caught on to renewing materials via the Web. The Library's Web site had 25,859 hits during the month by 7,811 different persons. There were 19,357 requests made to databases licensed by the Library.

NSLS Awards—Bruce Brigell, Coordinator of Information Services, has been named Public Library Staff Person of the Year by the North Suburban Library System. Bruce is deserving of this award for his work on Answers Unlimited (online reference service) alone, but he has also been President of the Reference Librarians Association and has shared his knowledge of online databases and pricing structures. We are really proud to have Bruce on our staff. He will be recognized at a dinner March 8. It is to Skokie's credit that Frances Roehm, the Youth Services Department and Mrs. Anthony were also nominated for awards.

John Cotton Dana Award—NSLS and the Library Cable Network will be recognized with a John Cotton Dana Award for the series "What's New in Libraries". This prestigious award is given by the American Library Association for outstanding public relations programs or products. The award will be presented at the Annual Conference in Atlanta. Mrs. Anthony has the ten-minute sampler tape that was submitted for the award and will show it at the Board meeting, time permitting.

Press Star—Frances Roehm was mentioned again by Tribune columnist Carol Kleiman in a recent column. Ms. Kleiman advised a person who sent in a query about job finding aids that he was lucky to live in Skokie because there are great job resources at the Skokie Public Library and knowledgeable assistance from Frances Roehm.

Online Guide to Resources—For several years now, we have been producing online guides to resources, specifically to help people use electronic information products. Jessica

Goodman has produced the guides, initially focusing on searching tips, but more recently emphasizing selection of the right database and using it effectively. Bruce Brigell mentioned these guides on PUBLIB, a listserv for public library issues and has received feedback from a number of librarians who want to copy or adapt the guides for use in their libraries.

Paraprofessionals Who Made a Difference—Library Journal invited nominations for Paraprofessional of the Year. Mrs. Anthony nominated Tobi Oberman, together with Tom Rich (who was nominated by his Director), for their work with Reaching Forward. Someone else was selected for the award, but Tobi and Tom will be cited in a sidebar in the March 1<sup>st</sup> issue of LJ as two of four “Finalists Who Made a Difference.”

Student Practicum—Linda Zeilstra, Assistant Head of the Youth Services Department, has been asked by Dominican University to supervise a student practicum for a GSLIS student. A practicum is recommended for a student who has had little or no library experience in the area in which they are planning to work. It is a credit to Linda and the Skokie Public Library to be selected as a practicum site. The student will start this month to work 120 hours at the Library.

Skokie Centennial History Project—Frances Roehm negotiated with a class at Northwestern University for a group of students to work on digitizing Skokie: A Centennial History. The Village and Skokie Historical Society are delighted and will be assisting the project.

Unusual Birthday Gift—The Circulation Department was surprised to receive an unusual request recently. A man contacted the Library from out-of-town to give his mother 90 free video rentals for her 90<sup>th</sup> birthday. Apparently Mom is a regular Library patron and was delighted with the gift.

Village Youth Outreach Program—Mrs. Anthony will be a panelist at the Village of Skokie's Youth Outreach Program Symposium March 5. The program will focus on the community service program for juvenile first-time offenders.

Non-Resident Services Act—A new Public Library Non-Resident Services Act was signed into law in December. We are awaiting the rules that will specify how it is to be carried out. The Act specifies that individuals in an area not taxed for library service may buy a card at the nearest public library and use that card for reciprocal borrowing as well as at the Library where purchased. Previously cards were sometimes only good at the library from which they were purchased and people were free to buy a card from any library. Public libraries will have the option to decide whether or not they will participate in the program. After the rules are out, Mrs. Anthony will bring the issue to the Board with more information and a recommendation.

Vacation—Mrs. Anthony will be on vacation March 15 through the end of the month. She will be visiting her daughter Margaret in Germany and traveling with her to Paris.

ALA Midwinter—Mrs. Anthony attended the Midwinter meeting of the American Library Association in New Orleans. The Task Force on External Accreditation on which she has worked for nearly three years was thanked for its service, with the work to be taken up now by the ALA Executive Board. The ULC/Highsmith Award of Excellence Committee Mrs. Anthony chaired selected "Teen Central" at the Phoenix Public Library as deserving of an award. The project involved about eighty teens in all phases of planning and fundraising for a new teen center at the central library. At The Urban Libraries Capacity Building Committee meeting, Mrs. Anthony learned all about the leadership development program ULC will be sponsoring. A highlight of the conference was John

Berry's President's program "Gatekeepers of the Internet: Balancing Access and Control in a Networked World". The speakers were knowledgeable and insightful in their remarks about the ambiguities of the online information world with related issues of control, ownership and privacy. Mrs. Anthony also heard NPR personality Andre Codrescu speak and went to a reading by a local author. Electronic resources dominated the exhibits.

Other Professional and Community Activities—Mrs. Anthony will attend the NSLS Legislative Breakfast Monday morning. The turnout of legislators promises to be especially good, with upcoming elections and changing political boundaries. Mrs. Anthony attended the installation luncheon of the Skokie Chamber of Commerce. Mrs. Anthony will attend a meeting of the Mayor's Immigrant Advisory Task Force later this month and also a meeting of the Advisory Board for the Graduate School of Library and Information Science at Dominican.

Mrs. Anthony said the legislative breakfast was very nice with approximately 140 people in attendance. She spoke to Senator Ira Silverstein and we may be able to get one more member initiative grant.

#### MARCH BOARD MEETING DATE

Since the Public Library Association National Conference will be held March 12-16 in Phoenix and three Board members are planning to attend, it is recommended that the date of the March Board meeting be changed to Monday, March 11. The Board agreed.

Mr. Witry will not be present at the March Board meeting.

#### FURNITURE FOR THE WEST ADDITION

Mr. Banks left the Board Room at 9:23 p.m.



Today, February 13, Debra Auer, interior designer with OWP&P, sent Mrs. Anthony a list of furniture needed for the new addition. While the furniture package for the rest of the Library will go out to bid within the next week or two, this furniture needs to be ordered now in order to be received in time for the move March 20.

The order consists of the following, inclusive of shipping and installation:

Furniture for Community Services	\$15,751.49
Furniture for AV Office	\$987.11
Unicorner	\$6,860.00
Fiction	\$7,804.60
Bookmobile Office	<u>\$5,342.30</u>
Subtotal	\$36,745.50
Receipt, Delivery & Installation of various new products	\$921.00
Receipt, Delivery & Installation of Office Landscape Furniture	\$4,865.00
Freight	<u>\$460.00</u>
Total	\$42,991.50

This furniture is to be ordered from Evolution Interiors of Chicago.

The Board asked Mrs. Anthony to get a couple more quotes on the furniture requested and then proceed with the low bid.

Dr. Wozniak made a motion, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF FURNITURE FOR THE WEST ADDITION IN AN AMOUNT NOT TO EXCEED \$42,991.50 AFTER THE DIRECTOR SECURES ADDITIONAL QUOTES.

The roll was called. The motion passed unanimously.

#### PARTICIPATION IN COST BENEFIT ANALYSIS PROJECT

The Board may recall that Mrs. Anthony attended an invitational meeting at Midwinter last year about a study to determine the cost benefit of public libraries. This study has been funded by the Institute for Museum and Library Services under the direction of a research team coordinated by the St. Louis Public Library. Dr. Glen Holt,

Director of the St. Louis Public Library and Dr. Don Elliott, Professor of Economics at Southern Illinois University are the principal investigators. This study has already been done at the St. Louis Public Library and several other large metropolitan public libraries so the methodology has been tested. The proposal now is to try the methodology on nine middle-size and smaller libraries. They propose to work with three libraries in each of three states and for Illinois they have selected Skokie Public Library, Schaumburg Public Library and Joliet Public Library.

Participation in the study would require some of Mrs. Anthony's time, Deborah Grodinsky's time and some additional staff support. There will be a one-day meeting in Atlanta before ALA, with hotel and meals to be covered by the project. Since Deborah and Mrs. Anthony would both be attending the conference in Atlanta anyway, there will be no additional expense. As part of the project, researchers will complete 500 telephone interviews with Skokie cardholders. They ask that we give the participants a "thank-you premium" such as a pen, coffee mug, poster, etc. so the Library may incur a small expense for these items. Otherwise, our responsibility is primarily to supply certain data about budget, library use, etc.

The earlier studies have returned data regarding the value to the community of each dollar invested in the library. The value is determined by the survey of users who are asked about what library services they have used and how much the service was worth to them. The results have not been uniform, but have shown a perceived value of at least \$5.00 for each dollar spent on library services.

The Board approved the Library's participation in the Cost Benefit Analysis Project.

## PROGRAM PROPOSAL

The Youth Services Department is eagerly anticipating the visit to the Library of Richard Peck, the Newbery Award-winning author, on Tuesday, March 12.

Coincidentally, the Metropolis Theatre in Arlington Heights will be presenting a play based on Richard Peck's novel, A Long Way From Chicago on Sunday, March 10.

The Department proposes to organize a party of 47 children and parents to see the show in Arlington Heights. The number of attendees is determined by the number of seats on the Maierhoffer bus. Bus rental would be \$195.00 and group rate tickets would be \$7.20 each. Twenty percent of the tickets could be cancelled without penalty if interest is not sufficient.

The proposal is to charge \$13.00 per person for the bus trip and play. If forty people signed up, the cost of the bus and attendance for two staff members and three T.A.G. Team volunteers would be covered. Children under 8 would need to be accompanied by a parent.

Skokie Public Library has not sponsored trip programs in the past, but staff have consulted with the Palatine Public Library, Des Plaines Library and others that regularly organize such outings. We would have a waiver for parents to sign. The Library's risk for the bus rental and eighty percent of the tickets would be \$470.

Mrs. Anthony asked for the Board's approval for this special, one-time program proposal.

Mr. Witry made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE YOUTH SERVICES PROGRAM PROPOSAL TO CHARGE \$13. PER PERSON FOR THE BUS TRIP AND PLAY AS DESCRIBED ABOVE.

The motion passed unanimously.

#### RECIPROCAL BORROWING WITH CHICAGO

Last month, Mrs. Anthony attended a luncheon meeting with Commissioner Mary Dempsey of the Chicago Public Library and her Deputy Karen Danczyk Lyons. NSLS Director Sarah Long arranged the meeting and also invited Janet Van De Carr, Director of the Park Ridge Public Library. The purpose was to discuss reciprocal borrowing as Park Ridge, like Skokie, does not participate in reciprocal borrowing with Chicago.

Mary Dempsey spoke about the many successes of the Chicago Public Library in recent years, highlighting the building program, strong collection support and numerous special programs such as "One Book, One Chicago." She indicated that in reciprocal borrowing arrangements with suburban libraries, CPL is a net lender.

She stated that she would like to find a way to give reciprocal borrowing with Skokie a trial and suggested that while Skokie Public Library is under construction in the coming year, she would be willing to invite Skokie residents to use the Chicago Public Library. Clearly the intent is that after the demonstration, when the Skokie Public Library construction project is completed, the arrangement would be reciprocal.

After discussion, Mr. Graham suggested to Mrs. Anthony that she advise Mary Dempsey that until we have some sense of our parking situation this be put on hold and that this issue be deferred until after the building project is complete.

#### ROBBINS SCHWARTZ NICHOLAS LIFTON & TAYLOR LTD "IN BRIEF" FEBRUARY 2002 ISSUE RE STUNNING COURT DECISION ON OPEN MEETINGS ACT

The brief from Library legal counsel was noted by the trustees.

#### VIDEO (10 MINUTES): JOHN COTTON DANA AWARD VIDEO SUBMISSION FEATURING SARAH LONG

Mrs. Kozlowski left the meeting at 9:36 p.m.

The trustees viewed the John Cotton Dana Award Video Submission featuring Sarah Long, Director, North Suburban Library System.

#### LIBRARY CABLE NETWORK CHANNEL 24

The February Library Cable Network Channel 24 brochure was noted.

#### NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

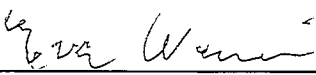
#### COMMENTS FROM TRUSTEES

Mr. Graham said Mr. Witry has been very interested in the preservation of the Harm's House. The Park District has until June 20 to refurbish the building or it will be razed. He suggested the possibility of an artistic rendering of the historic home that the Library would commission and then have hung in the Library. He presented brochures and photos of pieces done by Park Ridge artist E.J. Paprocki as an artist for the Board's consideration. Perhaps the Board will consider this artist or another one for this project. He asked the Board to circulate the materials and discuss this subject at a later date. The cost of an oil painting by Mr. Paprocki would be \$4,000.-\$9,000. depending on the size.

Dr. Wozniak commended the Reference Department for their extensive report on male lactation mentioned in the Adult Services Monthly Report. Reference staff did extraordinary research.

#### ADJOURNMENT

The meeting adjourned at 10:06 p.m.

  
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Eva Weiner, Secretary