

July 11, 2007

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, July 11, 2007.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:28 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Dayle Zelenka, Secretary; Susan Greer; Zelda Rich; Eva Weiner; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Staff present: Barbara A. Kozlowski, Associate Director for Public Services (arrived 7:29 p.m.)

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 13, 2007

Mrs. Rich made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of June 13, 2007, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Correspondence; Personnel; Gifts)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
· APPROVE THE FINANCIAL STATEMENTS, SUBJECT TO AUDIT,
AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE
PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE: LETTER FROM BLANID SUNSERI, CORRESPONDING SECRETARY, FRIENDS OF THE JEFFERSON PUBLIC LIBRARY TO CAROLYN ANTHONY DATED JUNE 14, 2007 RE THANK YOU; LETTER FROM LON DICKERSON, LIBRARY DIRECTOR, JEFFERSON PARISH TO CAROLYN ANTHONY DATED MAY 30, 2007

5. PERSONNEL: HIRES: CLARE M. KEATING, PART-TIME TEMPORARY SKOKIENET ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE JUNE 18, 2007; JOSEPH LENTI, PART-TIME SECURITY GUARD, MAINTENANCE DEPARTMENT, EFFECTIVE JUNE 18, 2007; RICHARD Y. KONG, FULL-TIME REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT, EFFECTIVE JULY 30, 2007; ROBERT T. GREENWALT, FULL-TIME REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT, EFFECTIVE JULY 30, 2007; STATUS CHANGE: MARY MICHELL, FROM PART-TIME HOURLY LIBRARIAN, YOUTH SERVICES DEPARTMENT, TO PART-TIME SALARIED LIBRARIAN, YOUTH SERVICES DEPARTMENT, EFFECTIVE JULY 1, 2007
6. GIFTS: IN MEMORY OF DOROTHY WISE FOR THE PURCHASE OF CHILDRENS BOOKS: \$100. FROM ADRIENNE AND BOB FRIEDERICH; \$100. FROM BARBARA A. GIANNELLI.

The motion passed unanimously.

Mrs. Kozlowski arrived at 7:29 p.m.

BILLS

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

USAGE----Circulation in June was down 5%, a surprising development since the sign-up for summer reading is a record. The loss leader is Adult Video. To the extent that Youth Video is also down, staff can look to the increasing competition from other available and convenient sources of video entertainment. However, it appears that Adult video has also declined since the change in the loan period for non-fiction videos. Mrs. Anthony is asking that the Board reconsider that decision which was recommended in January to lengthen the loan period for non-fiction videos. The Gate Count is down by 10% and Reciprocal Borrowing is down more than 8%. Library programming efforts are greater

than ever, so staff are newly challenged to look for ways to encourage greater use of the Library.

COMMUNITY PRESENCE----The Library participated in the Skokie 4th of July Parade with a band of staff and children carrying a banner for Mission Read, the summer reading program, followed by a bedecked Bookmobile. Youth staff have also partnered with Westfield to present a number of programs at Old Orchard shopping center this summer in addition to the regular KidOodles program at Westfield Old Orchard the first Saturday of each month. Coming up are a LEGO program July 12 and a Harry Potter Release party July 20 in conjunction with Barnes and Noble. The Library will also feature activities Saturday, July 14, during the Skokie Chamber Art Fair at Westfield.

LIBRARY CAR----After four years of pretty much trouble-free operation, the Library car died one evening recently and had to be towed to the service station. The problem turned out to be the master computer control which was replaced under warranty. A short time later, the dash controls began acting up and that electronic part is also being replaced with warranty coverage.

AMERICAN LIBRARY ASSOCIATION----The American Library Association Conference in Washington D.C. had the largest attendance ever and was a very worthwhile event. Mrs. Anthony was a panelist for a PLA program on audiovisual service. The program was accompanied by a show of slides of the Library's AV area and was very well received. Mrs. Anthony also attended meetings of the PLA Board and chaired a meeting of the PLA Leadership Task Force as a substitute for the appointed chair who was unable to attend. The PLA Leadership Task Force is preparing a program for development of leaders within the public library community. One feature will be a day-long preconference sponsored by 3-M in connection with the PLA national conference in Minneapolis in March, 2008. PLA will also offer scholarships to selected university leadership programs that would allow librarians to participate with people from other non-library fields. One program may be selected for affiliation. Mrs. Anthony heard Garrison Keillor talk about the value of libraries in society, with his usual mix of humor and wit. Frances Hesselbein spoke at LAMA's 50th Anniversary observance. She is the Chairman of the Board of the Leader to Leader Institute (formerly the Peter F. Drucker Foundation for Nonprofit Management) and spoke about her various activities over the years, including overhauling the Girl Scouts and serving on numerous nonprofit and corporate boards. One of the more interesting programs Mrs. Anthony attended was one called "Wiking the Blog" with a panel of experts talking about using technology to create more user-friendly services. Tobi Oberman, Head of Circulation Services, and

Mrs. Anthony attended a reception sponsored by Overdrive, featuring L'il Ed and the Blues Imperials, celebrating their signing of Alligator Records for a contract for downloadable music in libraries. Attending conference helps one keep up with the many changes that are constantly occurring in the library environment.

Discussion followed regarding the mention in Mrs. Anthony's audiovisual remarks about turning the East circulation desk into a self-service station in September. A staff member will be stationed at the East desk to assist patrons with checkout, collecting fines and the use of e-commerce when it is implemented.

VILLAGE PLAN FOR DOWNTOWN SKOKIE----The Village has issued a draft of their new 2020 Plan for Sector A: Downtown, indicating development direction for the downtown area based on vision, market opportunity, and development potential. The plan also provides realistic development strategies and future actions needed to implement the plan. A hearing on the proposed plan will be held the evening of August 2 at Village Hall. Since the document is a large, fold-out piece, Mrs. Anthony brought it to the Board meeting for trustees who would like to review it. The Library also has a copy of the plan for public perusal in Reference.

NEW LIBRARIANS----Since the Library doesn't have a lot of turnover, staff are looking forward to welcoming three new librarians to the Library this month. Susan Carlton, who will actually start in August as the Assistant Head of Youth Services, is not completely new to the Library as she worked a practicum here while in graduate library school and stayed on as a volunteer and then a part-time staffer. She comes to librarianship as a second career after years of work as a social worker and a supervisor in the social work field. Richard Kong will come from California to join the Adult Services staff, but he grew up nearby in Northbrook and is pleased to return to the area after stints at the Thousand Oaks Library in California and the Ann Arbor District Library in Michigan. He is in the Emerging Leaders program at ALA with Holly Jin. Richard is skilled in newer technologies and speaks Korean in addition to English. Toby Greenwalt hails from Albuquerque where he grew up in a home with a Spanish-speaking grandmother. He is also interested in technology and community service and looks forward to getting involved in Skokie in the way that he has become a part of the Westmont community.

ELEVATOR UPDATE----Work has begun on the basement elevator in the original building to replace the cylinder jack. The work crew has encountered 18" of concrete and re-bar where four inches of concrete was expected. The Library will incur change order charges for the lengthy extraction and special equipment rental.

DIRECTOR'S AUTHORIZATION LIMIT

In response to a question from the auditors regarding the threshold for authorization of expense by Mrs. Anthony without the expressed approval of the Board, both Susan Dickens, Administrative Assistant, and Mrs. Anthony recall the figure to be up to \$8,000.00. Mrs. Anthony recalls that the ceiling was increased from \$5,000. to \$8,000. by the Board some years ago, but we have not been able to locate that action.

At this time, Mrs. Anthony asks that the Board approve an authorization level of up to \$10,000. for the Director without specific prior review by the Board. It is understood that any such expense would have to be within the budget limits as approved by the Board.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES INCREASE THE THRESHOLD FOR AUTHORIZATION OF EXPENSE BY THE DIRECTOR TO \$10,000. WITHOUT SPECIFIC PRIOR REVIEW BY THE BOARD AND WITHIN BUDGET LIMITS.

The roll call vote for approval was unanimous.

LOAN POLICY FOR DVDS AND VIDEOS

In January, the Board approved a change in the loan policy for non-fiction DVDs and videos from one week to three weeks with the rationale that people wanted to watch a whole season of a television show such as the Sopranos and needed a longer loan period to do so. While some viewers have been happy with the change, circulation of video formats has dropped by 20% and some patrons are unhappy with having longer waiting times for a turn to view a desired program. Mrs. Anthony is asking at this time that the loan period revert to one week for most DVDs and videos in the non-fiction collection. Some sets may still be marked for a longer loan period.

With the return to the one week loan period, renewal of materials would again be allowed.

Also, the Library had a limit of five DVDs per card for a Skokie resident. This limit was adopted when the collection was small and developing. The collection has grown considerably and some patrons have found themselves limited, particularly parents checking out DVDs for children as well as themselves. Therefore, Mrs. Anthony recommends that Skokie residents be allowed to check out up to 10 DVDs per card.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES REVERT THE LOAN PERIOD TO ONE WEEK FOR MOST DVDS AND VIDEOS IN THE NON-FICTION COLLECTION AND THAT SKOKIE RESIDENTS BE ALLOWED TO CHECK OUT UP TO 10 DVDS PER CARD EFFECTIVE JULY 20, 2007.

The motion was approved unanimously.

SERVING OUR PUBLIC – STANDARDS FOR SYSTEM AND ILLINET
MEMBERSHIP RESPONSIBILITIES

To qualify for a Per Capita Grant from the State in FY 2008, the Library must show that the Board has reviewed Chapter X of the State standards from Serving Our Public regarding System and ILLINET membership responsibilities. Mrs. Anthony distributed a copy of the section for the Board's reference.

There are three Core Standards within this section and the Library meets all of the Core Standards. Skokie Public Library is a member in good standing of the North Suburban Library System and participates in resource sharing through interlibrary loan and through reciprocal borrowing within the System. The Library's voluntary participation in the LINKin program has expanded the Library's volume of interlibrary resource sharing, making it easier and quicker for people to obtain resources from other libraries when they are not currently available at the home library. The exchange consortium is multitype, including a community college library as well as public libraries.

Skokie Public Library provides access to ILLINET Online through the Statewide Illinois Library Catalog via OCLC FirstSearch. Users may search individual Library's catalogs or regional groups within Illinois as well as searching the resources of the entire State. Direct access to WorldCat.org further expands that access beyond State boundaries.

The Library participates in the Standards for the Services of Illinois Multitype Systems by fulfilling the member library responsibilities. Skokie Public Library currently has a Board member serving on the NSLS Board. Jan Watkins, Head of Youth Services, has served on the System Director's Advisory Council and numerous staff have served on System committees.

Skokie Public Library participates in interlibrary loan with other libraries in the State and provides reference assistance without regard to the home library of the person with an inquiry. Skokie Public Library does not engage in intersystem reciprocal borrowing, but

provides a high level of reciprocal borrowing within NSLS and access to reference and programs for persons, regardless of system.

Staff and Board members of the Skokie Public Library have been active advocates for statewide tax-supported public library service. Staff have taken a leadership role in Illinois Clicks! and in pursuing funding the Health-e Illinois in order to make available quality electronic health information throughout the State.

The Board and staffs are well aware of services available from NSLS and participates in many of the System services. Such services are actively promoted to library patrons when appropriate.

It may fairly be said that Skokie Public Library not only meets, but exceeds the Core and Supplemental Standards for System and ILLINET Membership Responsibilities.

Active discussion followed.

LIBRARY PRODUCTION STUDIO CHANNEL 24

The July 2007 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

There was no report from Mr. Zelenka.

COMMENTS FROM TRUSTEES

In regards to the Backlot Bash, Mrs. Hunter commented that the letters sent to Mr. Rigoni and Mr. Schneiderman were very well phrased. Mrs. Anthony said Library legal counsel will have an indemnification statement done by the end of the week and the park district will name the Library as an additional insured. The Board suggested that a month prior to the Bash bookmarks be placed in every item checked out to patrons notifying them of the Library's closing during the Backlot Bash.

At 8:02 p.m. the Board took a short break.

CLOSED SESSION

At 8:10 p.m. a motion was made by Mr. Zelenka, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS PERSONNEL / COMPENSATION MATTERS.

The motion passed unanimously.

Discussion followed.

Adjournment

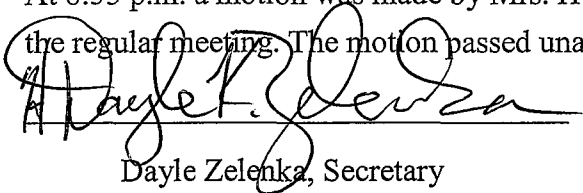
At 8:35 p.m. a motion was made by Mrs. Hunter, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADJOURN FROM CLOSED SESSION AND RETURN TO OPEN
SESSION.

The motion passed unanimously.

ADJOURNMENT

At 8:35 p.m. a motion was made by Mrs. Hunter, seconded by Dr. Wozniak to adjourn
the regular meeting. The motion passed unanimously.



Dayle Zelenka, Secretary