

May 11, 2005

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, May 11, 2005.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:32 p.m.

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

Member absent: Eva Weiner.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 13, 2005

Dr. Wozniak made a motion, seconded by Mrs. Hunter, to approve the minutes of the regular meeting of April 13, 2005, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

Mrs. Hunter commented that in addition to showing when a program is paid for by a grant, she would also like to know revenue received from copiers vs the lease.

The Board welcomed Mr. Zelenka.

Mr. Graham asked the Board to move the regular order of business and go directly to "Presentation by Bruce Brigell". The Board agreed.

PRESENTATION BY BRUCE BRIGELL, HEAD OF REFERENCE, ON MYWEBLIBRARIAN, ELECTRONIC PERIODICALS, METASEARCHING

Mr. Brigell said that technology is changing the world. One of the biggest impacts is at Reference and how people do research. Mr. Brigell demonstrated some of the ways to link to different magazines. The Library is spending less money on paper magazine issues, binding and acquiring more magazines electronically. Mr. Brigell demonstrated magazine and newspaper indices, a product through Serials Solutions. Mr. Brigell also discussed links for metasearching (searching simultaneous resources that are selected). Examples of metasearching from the University of Scranton and the San Francisco Public Library were shown. Mr. Brigell plans to have metasearching on the Library Web site by the fall for patron use, with a user friendly name for the tool.

Mr. Brigell also described MyWebLibrarian, a Web-based interface where you can chat with a librarian live. Mr. Brigell is on a statewide initiative called Ask Us Illinois which involves entering a ZIP code on a Web site to get information.

The Board thanked Mr. Brigell for his informative presentation. Mr. Brigell left the meeting at 8:19 p.m.

CONSENT AGENDA (Financial Statement; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Program Statistics 4th Quarter F.Y. 2004-05; Personnel; Gifts)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENT, 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. PROGRAM STATISTICS 4TH QUARTER F.Y. 2004-05
5. PERSONNEL: HIRE: NICOLE R. BURCHFIELD, PART-TIME TECHNOLOGY ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE MAY 5, 2005
6. GIFTS: \$500. FROM MITCHELL G. BOLNICK IN MEMORY OF HIS FATHER ARNOLD J. BOLNICK FOR THE PURCHASE OF BOOKS ON MUSIC; \$50. FROM SKOKIE VALLEY CHAPTER OF LYRIC OPERA OF CHICAGO IN APPRECIATION FOR THE PURCHASE OF BOOKS OR DVDS FOR THE 2005-2006 LYRIC OPERA SEASON.

The motion passed unanimously.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status was noted.

FINANCIAL STATUS / ANALYSIS OF GENERAL OPERATING FUND FOR THE SEVEN FISCAL YEARS

Mrs. Anthony stated that there will be a balance at the end of this fiscal year which will be placed in the working cash fund. The Library has over four months in operating cash but the goal is to have five or six months in the operating cash fund because the tax bills are coming in so late. The Library may have to borrow money again this fall if the tax bills are sent out late.

The Financial Status / Analysis of General Operating Fund for the Seven Fiscal Years was placed on file.

BILLS

A motion was made by Dr. Wozniak, seconded by Mrs. Hunter:

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 was up modestly, just under 2% more than April last year, for a total of 138,507. The biggest gain was in circulation of audio formats to adults. Interlibrary loan lending is up from last year because of our records appearing in OCLC as of October, 2004. Reciprocal borrowing was up more than 9% for the month, accounting for 15% of total circulation. The gate count was relatively flat at 64,222 for the month. Mrs. Anthony will comment more on annual statistics in her year-end summary next month, but notes that circulation for the year was up 5.5% for a total of 1,660,761. There were 5,786 uses of online databases for the month.

PLA ELECTION----Mrs. Anthony has been elected to the PLA Issues and Concerns Cluster Steering Committee for a two year term to begin after the Annual Conference. The Cluster oversees activities of several PLA committees including Intellectual Freedom, Legislation, Library Confidentiality, Public Policy in Public Libraries, Recruitment of Public Librarians, Research and Statistics, and Workload Measures and Staffing Patterns. The position also means that Mrs. Anthony will serve on the PLA Board for the duration. The office should keep her very busy at Conference, but not require a lot of work between meetings.

ORIENTATION FOR DAYLE ZELENKA----To begin Dayle Zelenka's orientation as a new Trustee of the Library, Mrs. Anthony took him on a tour of the nonpublic areas of the Library and gave him a packet of materials including items such as the Long Range Plan, Goals and Objectives, Budget, Organization Chart, current publications and more

so that he could begin to acquire a background understanding of the Library. At the next few Board meetings, it might be good to give a little background in commentary to enable him to build a context for remarks and an understanding of issues.

SKOKIE HISTORICAL SOCIETY MEETING----Representatives of the Skokie Historical Society, the Village, the Park District and the Library met May 11 to consider a strategy for preserving Skokie's history. Dick Witry gave a presentation on the history, mission and goals of the Historical Society. It was agreed that a Task Force including people from all the agencies present is probably needed to address the development and funding of an ongoing structure that can oversee the preservation of materials important to Skokie's history and the provision of access to that material.

NATIONAL LIBRARY LEGISLATIVE DAYS----Mrs. Hunter and Mrs. Anthony traveled to Washington D.C. for the National Library Legislative Days this past week. They were joined by Skokie resident Richard Reeder who was the recipient of an NSLS scholarship for attendance. They listened to presentations about various library issues by members of the ALA Washington Office and congressional staff persons. Our own Representative Jan Schakowsky of the 9th Congressional District was the featured speaker at the dinner for the Illinois delegation. Illinois again had the largest delegation of any state with about 60 representatives out of an attendance of about 500 for the event. They met with Mrs. Schakowsky again in her office and later with staff persons for the Senators since the Senate was not in session this week. President Bush has proposed an increase in LSTA funding for the coming year which would mean an increase from \$6.2 to \$6.4 million for Illinois. Hearings on various parts of the USA PATRIOT Act are being held by the Judiciary Committee at the present time since parts of the legislation will sunset if not renewed before December, 2005. It is not clear whether any of the bills proposing modifications will be adopted. Mrs. Anthony and Mrs. Hunter were advised that it is good to keep the issue in the public eye and to contact legislators regarding our opinion. Illinois' Senator Durbin is the co-sponsor of S-737, together with the conservative Senator Craig of Idaho. The bill requires searches conducted under Section 215 to be more narrowly tailored and also outlines some checks and balances to protect civil rights while still allowing intelligence officials to obtain information when necessary. Other issues concern copyright, funding of the Government Printing Office, and an increase in funding of school libraries under No Child Left Behind.

REACHING FORWARD----Mrs. Anthony attended the 15th Annual Reaching Forward Conference for library assistants April 15, along with twenty Library staff. Bruce Brigell, Ron Oberman and Jan Watkins made presentations at the conference. About 1,000 people

attended the conference which is still the primary continuing education opportunity for library support staff. We are proud that the Conference was co-founded by Head of Circulation Tobi Oberman who continues to be actively involved.

RBP TASK FORCE----Mrs. Anthony is serving on a Task Force for NSLS to review the tenets for reciprocal borrowing for the System. Proposed changes would deal with specifying when a library could limit quantities of items borrowed and who bears the responsibility for items lost. Once a draft is finalized, it will be presented to every member library board for approval. That should happen sometime in the Fall.

PATIENT SAFETY AWARENESS----Mrs. Anthony has been in communication with staff from Rush North Shore Hospital and the coordinators from the Zipperer Project regarding the program on patient safety awareness which will be held at the Library Thursday, May 12 at 7 pm. This project which involves five pairs of libraries and hospitals in the Chicago area is funded by the National Institutes of Health, with the Galter Health Sciences Library at Northwestern as a cooperating partner. Mrs. Anthony encourages Board members to attend.

OTHER ACTIVITIES----Mrs. Anthony met with Emilio del Rosario of The Music Institute of Chicago to set up the schedule for the Young Steinway Concert Series for 2005-06. She also attended a reception for Bob Freeman, the new Principal at Niles North High School. He comes from a school district in Bloomington, Illinois, and has served as Head of Fine Arts at Niles North this year. Mrs. Hunter and Mrs. Anthony will attend a farewell luncheon next week for Debby Miller who served as a Schaumburg Library Trustee for 34 years. She was the contract lobbyist for ILA for many years and is a past President of the NSLS Board.

CHAMBER BREAKFAST----On Thursday, May 5, the Library hosted a Chamber breakfast for small businesses showcasing Library databases. Michael Buhmann, reference librarian, conducted the demonstration and approximately 20 people attended. Frances Roehm also introduced attendees to SkokieNet.

OCC VITA DINNER----On May 10 Katerina Zlotnikova and Mrs. Anthony attended the Oakton Community College VITA Recognition Dinner at Allgauer's in Northbrook. The dinner recognizes the volunteers in the adult literacy program at Oakton. The Library has two different literacy programs—one that meets on Tuesdays and Thursdays and one that meets on Saturdays; both programs are overseen by certified teachers from Oakton. The chief presenter at the dinner was from Skokie and participates in the Skokie program. His name is Orville "Skip" Skibby and at age 78 decided he wanted to learn to read. Now 80,

he has learned to read and he read a very moving talk about the ways in which reading has transformed his life.

FINAL PAYOUT TO CONNECTIVITY

Mrs. Anthony reported that there has been a flurry of activity recently and a request for final payment from Guy Willis of Connectivity, the electrical contractor for the Library's building project.

We had an agreement in October, 2004, for final payment in the amount of \$33,774.54, pending reconnection of the smoke purge system and receipt of installation drawings for the fire alarm system, necessary to maintenance of the system. Convergent, the subcontractor for the Fire Alarm installation sent us the drawings in an electronic file and we also have a print set of drawings. Also, Convergent completed some work for reconnection of the smoke purge system at a cost of \$2,016.00, to be deducted from our final payment to Connectivity. Unfortunately, the system does not appear to be functioning properly in tests by our staff. We have had consulting engineer Paul Gilson and John Domenz of North Town review the system and the opinion is that there is a problem in the wiring and/or programming for the system. There are also two missing smoke detectors on the supply side of the S-1 and S-2 ducts. Existing, disconnected smoke detectors are in the ducts, indicating that they should have been replaced. Mrs. Anthony understands that such detectors are in fact required in ducts with the level of air flow we have in S-1 and S-2.

Jim Dyer, Jack Lesniak and Loren Slutzky are involved in attempting to bring this matter to a conclusion. Payment would not be made until we receive consent of surety and a final waiver.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE FINAL PAYOUT WITH THE APPROPRIATE DEDUCTS TO CONNECTIVITY AND THAT ANY WAIVERS AND CONSENT OF SURETY ARE REVIEWED BY LIBRARY LEGAL COUNSEL LOREN SLUTZKY AND CONSTRUCTION MANAGER JIM DYER PRIOR TO THE PAYOUT.

The roll call vote for approval was unanimous.

PROPOSED GOALS AND OBJECTIVES FISCAL YEAR 2006

Mrs. Anthony presented the Proposed Goals and Objectives for Fiscal Year 2006. This is the middle year of our three year planning cycle so we are continuing with the Goals adopted for the period 2004-2007.

This year's objectives reflect implementation of the Library's Marketing Plan and a focus on the user and targeted user groups. We are looking to develop new partnerships for work on preserving Skokie's history and for serving the Indian and Hispanic communities in Skokie. Preschool children, teens and families will also be targeted for service development.

Interactivity is another theme, whether getting out on the floor to proactively serve patrons or introducing blogs and other means for local persons to contribute to the Library's Web site. People will be able to select from a number of customized newsletters, conduct a simplified search across library databases and receive selective emails for programs of interest as we look for ways to enable users to tailor Library resources to their needs.

Staff will be working on a new look for the Library, evident in a redesigned Library Home Page, new library card, introduction of a Library logo and a welcome to the Library in many languages to reach people of many cultural and ethnic backgrounds who live in Skokie. We will celebrate 10 years of SkokieNet, the comprehensive online community resource coordinated by the Library. And we have set an ambitious target of having at least 45% of people in the community using their Library card at least once during the year. (In FY 2004, about 36% of people in Skokie used their card.) We want to convince people that their Skokie Public Library card is a key to opening a world of resources.

As always, the initials of some staff are listed after the objectives as these people are responsible for seeing that the objectives are implemented. However, the combined efforts of all staff will be needed to reach most of the objectives and to begin to realize our goals.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE GOALS AND OBJECTIVES FOR FISCAL YEAR 2006 AS PRESENTED.

The motion passed unanimously.

The Board thanked Mrs. Anthony for her efforts with the Goals and Objectives.

COMMENTS FROM TRUSTEES

Dr. Wozniak said that the Skokie Festival of Cultures is May 21 and 22 at Oakton Park. The Jesse White Tumblers will be present.

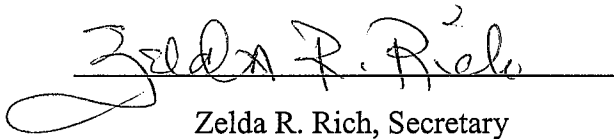
Mrs. Hunter suggested that we wait to do the sprinkler system on the west side of the Library until the final piece of property is acquired.

Mrs. Greer left the meeting at 9 p.m.

Discussion ensued regarding interviewing landscape architects. Mr. Graham would like this item placed on the June agenda.

ADJOURNMENT

At 9:02 p.m. a motion was made by Mrs. Hunter, seconded by Dr. Wozniak to adjourn the regular meeting. The motion passed unanimously.



Zelda R. Rich, Secretary