

April 12, 2000

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, April 12, 2000.

CALL TO ORDER

Diana Hunter, Vice President/President Emerita, called the meeting to order at 7:42 p.m.

Members present: Diana Hunter, Vice President/President Emerita; Eva D. Weiner, Secretary; Susan Greer; John W. Wozniak and Carolyn A. Anthony, Director. Richard Witry arrived at 7:52 p.m.

Members absent: John Graham, President; Zelda Rich.

Also present: Barbara A. Kozlowski, Associate Director for Public Services and Skokie resident, Carol Riding.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 8, 2000

Mrs. Greer made a motion, seconded by Mrs. Weiner, to approve the minutes of the regular meeting of March 8, 2000, subject to additions and/or corrections. Mrs. Hunter made a correction on page 2, second paragraph, second sentence to read: "Mrs. Hunter mentioned the complimentary patron correspondence and said letters of this nature should be made public."

There being no further additions or corrections, the minutes were approved and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF MARCH, 2000, THE LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED, AND THAT THE LIST 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)  
CORRESPONDENCE  
PERSONNEL

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

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)
4. CORRESPONDENCE  
Letter from Joan C. Durrance, PhD, MLS, Professor, University of Michigan, et al.
5. PERSONNEL  
Status Change: Scott Sanders, part-time hourly Periodicals Desk Assistant to part-time salaried Periodicals Desk Assistant, Adult Services, effective March 13, 2000;  
Appointments: Ellan Miller, part-time Substitute Information Assistant, Youth Services, effective April 24, 2000; Ann Gadzikowski, part-time Substitute Information Assistant, Youth Services, effective May 4, 2000.

The motion to place the Consent Agenda items on file was unanimously approved.

BUDGET FY '00-'01

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE FY 2000-2001 BUDGET IN THE AMOUNT OF \$6,729,290. AS PROPOSED BY THE DIRECTOR. (copy attached)

The roll was called: Mrs. Greer—yes; Dr. Wozniak—yes; Mrs. Weiner—yes; Mrs. Hunter—yes. The motion passed.

END-OF-YEAR TRANSFER OF FUNDS

Mrs. Anthony reported the Library received an additional \$75,000 in corporate replacement taxes beyond that shown in the Estimated Balance Sheet at Year End 4/30/00. After brief discussion, Mrs. Greer made the following motion seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES TRANSFER \$275,000. TO THE RESERVE FUND FOR SITES AND BUILDINGS.

The roll was called: Mrs. Greer—yes; Dr. Wozniak—yes; Mrs. Weiner—yes; Mrs. Hunter—yes. The motion passed.

Mr. Witry arrived at 7:52 p.m.

DIRECTOR'S REPORT

Usage—Circulation in March was 104,345 for an increase of nearly 3%. Gains followed recent trends with increases in circulation of audiovisual materials and higher Bookmobile circulation in spite of four days off the road for vehicle repairs. Reciprocal

SKOKIE PUBLIC LIBRARY BUDGET FOR FY 2000-2001

	A	B
1	ACCOUNT NAME	BUDGET / FY 2000-2001
2	Salaries	\$ 3,545,000
3	Professional Services	\$ 35,000
4	Audit	\$ 2,200
5	Binding	\$ 2,000
6	Maintenance of Equipment	\$ 45,000
7	Maintenance of Buildings & Grounds	\$ 127,000
8	Maintenance of Auto Equipment	\$ 8,000
9	Insurance (Health, Dental & Life)	\$ 250,000
10	Insurance	\$ 52,000
11	Utilities	\$ 82,000
12	Conference, Membership, Workshop,etc	\$ 60,000
13	Postage	\$ 22,000
14	Printing and Publicity	\$ 38,000
15	Data Processing	\$ 2,500
16	Reception & Entertainment	\$ 9,000
17	Programming	\$ 30,000
18	Copier Lease Purchase	\$ 49,100
19	ILL and Access Fees	\$ 1,000
20	JCPL Operating & Capital	\$ 250,000
21	Technology/Network	\$ 86,000
22	Cable	\$ 30,500
23	Books	\$ 626,000
24	Periodicals	\$ 108,000
25	Nonprint Materials	\$ 91,000
26	Microforms	\$ 34,000
27	Small Equipment	\$ 15,000
28	Library Supplies	\$ 66,000
29	Janitorial Supplies	\$ 23,000
30	Office Expense and Transportation	\$ 3,000
31	Furniture and Equipment	\$ 30,000
32	Advertisement of Vacant Position	\$ 4,500
33	Contingency	\$ 75,249
34	Employers' FICA and IMRF	\$ 520,000
35	OPERATING FUND TOTAL	\$ 6,322,049
36	Capital	\$ 200,000
37	Debt Services - Repayment	\$ 207,241
38	TOTAL	\$ 6,729,290

borrowing and interlibrary loan were up while the gate count showed a slight decrease for the month.

Mini-Grants—We received notice of award from the State Library of two mini-grants for staff training. One grant for \$4,500. will be used for supervisory training in giving performance reviews and resolving staff problems. The other grant for \$900. will enable us to conduct some skill enhancement sessions for a relatively new staff in Youth Services.

Color Copier—We have installed a new color photocopier in the Reference Department for public use. Copies are \$1.00 each.

Compensation Meeting—Mrs. Anthony met with the staff March 16 to review the adjustments to the pay scale and other changes approved by the Board as a result of the compensation study. A follow-up written memo communicated much of the same information regarding internal equity and external competitiveness. Staff is appreciative of the Board's efforts on their behalf in the area of compensation including the salary scale adjustment, increase in the share of health insurance coverage, continuation and expansion of the tuition benefit, and the addition of a human resources officer to the staff.

PLA Meeting—Six staff members and Mrs. Anthony attended the PLA Conference in Charlotte, North Carolina. Even with a large attendance of 6,000, all meetings could be held in the convention center making it feel like a smaller session. The high attendance contributed to overly crowded meeting rooms, however. Mrs. Anthony attended a number of sessions on building issues and gave a presentation on the Library's involvement in the Festival of Cultures. There is still much to be learned from the exhibits.

Library Advocacy Day—About 360 people attended Library Advocacy Day in Springfield April 6. Our timing turned out to be good as budget issues are yet to be resolved in the closing days of the session. We spoke in favor of retaining \$2 million in the Secretary of State's budget for the Illinois Information Advantage and against House Bill 1812 which would mandate filtering of all computers in schools. ILA advocates that Internet policy remain a local issue.

Proposed Changes to Cook County Property Tax Assessment—Trustees have probably read that Cook County Assessor James Houlihan has proposed changes in the assessment rates in Cook County, reducing industrial and retail tax rates while increasing the share of taxes paid by home owners. The school districts feel these changes would be detrimental to collections. Mrs. Anthony has detailed information about the proposed changes if the Board is interested.

Press Coverage—The Library has had several high profile events recently for which we have received prominent press coverage. The Korean Culture Fest made the front page of the Skokie Life and also the front pages of several Chicago area Korean newspapers. The Review carried a picture as well. A panel organized by Corie Ginsburg and moderated by Mara Tapp for the Freedom of Information Day was highlighted in the Tribune and reviewed by the Skokie Review. Allison Trimarco, our new Manager of Public Information and Programs has done an excellent job of coordinating arrangements for these programs and also for ensuring their visibility.

AM Skokie—Fifty-five members of the Skokie Chamber of Commerce gathered at 8:30 a.m. April 7 at the Library for AM Skokie. Staff had put together several handouts on business resources and were on hand to answer questions and conduct tours.

The success of the morning was due to the efforts of business librarian Michael Buhmann, Information Services Coordinator Bruce Brigell, SkokieNet Librarian Frances Roehm and administrative staff Allison Trimarco, Susan Dickens and Karolyn Fukuda. The custodial staff also deserves special mention for their support of this and other recent special events.

Award—Mrs. Anthony will receive an award April 17 at the Village Board meeting. The Mayor nominated her for an Illinois Woman of Achievement Award as part of a State program of recognition of the contribution of women during March, Women's History Month.

Kiosk—A kiosk has been set up in the Library lobby for patron use in accessing Library information, SkokieNet and NorthStarNet. The cost for the kiosk was less than \$5,000. We are the alpha site and Gail Shaw deserves credit for working out the functioning and security, together with NSLS. The Village would like to have several kiosks around the community so we will pursue additional sites after trial public use in the Library.

Cole-Taylor Bank—We have opened an account for the General Operating Fund at Cole-Taylor Bank (payroll will stay with Bank One).

Ardell Faulhaber Dedication—The Parent/Teacher Collection will be renamed the Ardell Faulhaber Parent/Teacher Collection at a dedication ceremony on Sunday, May 7 at 2 p.m. Light refreshments will be served and the Board is invited to attend.

Village Budget Message—Mrs. Anthony distributed copies of the general budget message to trustees.

## **AGREEMENT FOR THE USE OF CABLE TELEVISION EDUCATIONAL AND GOVERNMENTAL ACCESS CHANNELS**

This Agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 2000, by and between \_\_\_\_\_, (hereinafter "District") and the Village of Skokie (hereinafter "Village") for the use by District of an Educational and Governmental Access channel on the cable television systems franchised by the Village.

### **I. PURPOSE:**

The purpose of this Agreement is to:

- A. Comply with the Village's cable television franchises that require that the Village enter into a contract with the educational and governmental entities that wish to use the Educational and Governmental Access channels provided by the Village's cable television franchisees (the "Cable Companies").
- B. Assure that District understands:
  - 1) The contractual obligations of the Cable Companies to provide channel space, equipment and technical assistance to the educational and governmental entities desiring to provide educational and governmental programming over the cable system(s);
  - 2) District's obligation to provide programming for the educational and governmental access channel assigned to District and the possibility that the failure to provide designated amounts of programming may result in the permanent return of the educational and governmental channel to the Cable Companies for programming of their choice; and
  - 3) The Village's contractual responsibilities to allocate and, if necessary, reallocate the Educational and Government Access channels among the educational and governmental entities in the Village.

### **II. CABLE COMPANY OBLIGATIONS:**

Pursuant to the cable television franchises, the Cable Companies are required to provide cable television channels for the use by educational and governmental entities within the Village for Educational and Governmental programming. In addition, one or both of the Cable Companies is required to provide:



- A. a fully staffed studio with related equipment within the corporate limits of the Village for use by the educational and governmental entities within the Village as well as Public Access users. In addition, the Cable Companies must maintain, replace and update the equipment as is necessary for its proper and efficient use;
- B. facilities and Equipment training for Educational and Governmental Access users. Said training shall initially be at the District's location during the daytime or weekend hours;
- C. equipment and a "return path" from District's facilities to enable District to place Access programming on the cable system for distribution to subscribers; the "return path" for the Library may be from a facility outside the Village if the signal is compatible and an access route is available.
- D. identification of Educational and Governmental Access channels on channel line-up cards and mailings that it produces;
- E. written information on Educational and Governmental Access programming in materials given to new subscribers;
- F. a newsletter devoted to Public, Educational and Governmental Access programming for mailing to subscribers on an annual basis; and
- G. money to the Educational and Governmental Access users to cover costs associated with the Cable Companies movement of an Educational or Governmental Access user's channel to another number.

### **III. DISTRICT OBLIGATIONS**

In order to provide educational and/or governmental programming on the cable television systems within the Village, District must enter into this Agreement by July 25, 2000. Also, District must meet the following criteria: The Library may meet its obligation for locally produced video programming through cooperative production with other suburban library districts in the Chicago metropolitan area.

#### **A. By July 25, 2000:**

- 1) Make a budgetary commitment to support Access programming on the designated channel.
- 2) Designate staff and have them participate in Cable Company provided training for coordination, production and operation of Access programming.

#### **B. By January 25, 2001:**

- 1) Designated staff is (or will soon be) certified by Cable Company to use Company's production equipment. If District has its own production equipment and will not be using Company's equipment, District shall be able to demonstrate that its staff is capable of coordinating and producing programming for the designated channel.
- 2) Prepare a twenty-four (24) month production and/or programming plan.
- 3) Provided the return path has been activated by the Cable Company, District shall provide not less than one and one-half (1.5) hours per day of locally produced video programming such as, but not limited to, Board meetings, assemblies, and sporting events. Said one and one-half (1.5) hours of video programming shall not include text messages or programming previously cablecast on that calendar day.

C. By January 25, 2002:

- 1) Provide not less than three (3) hours per day of locally produced video programming. Said three (3) hours of video programming shall not include text messages or programming previously cablecast on that calendar day.

D. By January 25, 2003:

- 1) Provide not less than four (4) hours per day of locally produced video programming. Said four (4) hours of video programming shall not include text messages or programming previously cablecast on that calendar day.

**Failure of the District to meet the budgetary, training or programming criteria set forth in paragraphs A-D above may result in the return of an Educational or Governmental Access Channel(s) to the Cable Companies and the reallocation of the remaining Educational or Governmental Access channels resulting in the District sharing a channel with another (or additional) Educational or Governmental Access users.**

#### **IV. VILLAGE RESPONSIBILITIES:**

The Village is responsible for the following:

- A. Entering into contracts with the educational and governmental entities desiring to provide Educational and Governmental Access programming to over the cable television systems.

- B. Allocating and reallocating (if necessary) the Educational and Governmental Access channels among the educational and governmental entities desiring to provide Access programming.
- C. Assuring that the Cable Companies meet their obligations under the franchise agreements.
- D. Working with the District and the Cable Companies to facilitate the provision of abundant and quality Educational and Governmental Access programming.

The Village shall make grants available to the Library and other participating EG users to support PEG access as outlined in 8.5.

- E. The Village shall consider the Library an "associated, affiliated, allied and subsidiary entity" covered under the indemnity and insurance provisions in paragraph 9.7.

In addition to the information provided herein, the Village encourages the District to fully read the "Cable System Access" and other provisions in the Village's cable television franchises.

**Skokie Public Library**

By \_\_\_\_\_

Its \_\_\_\_\_

Attest: \_\_\_\_\_

**Village of Skokie**

By \_\_\_\_\_

Its \_\_\_\_\_

Attest: \_\_\_\_\_

### HVAC MAINTENANCE

After brief discussion, Mr. Witry made the following motion, seconded by

Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE RENEWAL OF OUR AGREEMENT WITH CHICAGO CHILLER, A DIVISION OF NORTH TOWN MECHANICAL, FOR MAINTENANCE OF HVAC SYSTEMS FOR FY 2001 AT A COST OF \$38,952.

The roll was called: Mr. Witry—yes; Mrs. Greer—yes; Dr. Wozniak—yes;

Mrs. Weiner—yes; Mrs. Hunter—yes. The motion passed.

### AGREEMENT RE ACCESS CHANNEL USE

After discussion, Dr. Wozniak made the following motion, seconded by

Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE AGREEMENT RE ACCESS CHANNEL USE. (copy attached)

The motion was unanimously approved.

### INTERGOVERNMENTAL TAX APPEAL

Mrs. Anthony asked for the Board's direction regarding which appeals the Library is willing to join. To date the Board has approved involvement in the combined Old Orchard Shopping Center appeals. The Board may want to indicate a cut off level such as \$3,000. and authorize participation in appeals above that level. It would obviate the need to request authorization for each case which might allow more timely response.

Mr. Witry recommended sending a flat payment of \$5,000. or \$10,000. because if District 219 and District 68 win, we win. Lawyers can get awfully expensive and he

opposes joining the additional cases. Fees, costs and expert witnesses will have unlimited billing potential.

After more discussion, Dr. Wozniak made the following motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PARTICIPATION IN APPEALS IN WHICH THE POTENTIAL COST TO THE LIBRARY IS \$5,000. OR GREATER.

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

#### RESULTS OF SPECIAL BOARD MEETING 3/20/00

Monday, May 8 from 4 p.m.-7 p.m. was the date chosen by trustees for a Special Board Meeting. Bob Hunter, architect, with O'Donnell, Wicklund, Pigozzi and Peterson will attend also. Mrs. Anthony needs to know by Friday, April 14 if May 8 is not a good day for the meeting. Dinner will be served.

#### ARTICLES

The four articles were noted by trustees.

#### AUTOMATION

The Board noted the Joint Computer Program for Libraries 2000-2001 Budget.

#### LIBRARY CABLE NETWORK CHANNEL 24

The Board noted Pat Groh's report. Discussion ensued re reciprocal borrowing.

#### COMMENTS FROM TRUSTEES

Dr. Wozniak congratulated Mrs. Anthony on the award she will be receiving from the Mayor.

Mrs. Anthony called the trustees' attention to the [Baren] Print Exchange (wood block print makers) currently on exhibit in the Library lobby.

Dr. Wozniak was welcomed back to the Board after his recent surgery.

ADJOURNMENT

At 8:45 p.m. Mrs. Hunter adjourned the meeting.

A handwritten signature in cursive script, reading "Eva D. Weiner", is written above a horizontal line.

Eva D. Weiner, Secretary