

June 13, 1990

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, June 13, 1990.

CALL TO ORDER

The meeting was called to order at 7:38 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Walter B. Flintrup, Secretary; Dr. Herman S. Bloch; Zelda Rich; Norma Zatz; and Carolyn A. Anthony, Director.

Member absent: Eva Weiner.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; Brenda Murphy, Head, Youth Services; Tobi Oberman, Supervisor of Circulation Services; and Merle Jacob, Coordinator of Collection Development, Adult Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 9, 1990

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting of May 9, 1990, as written, subject to additions and/or corrections. Dr. Wozniak seconded the motion.

Dr. Bloch asked that the word "total" be included in the cost-of-living motion on the middle of Page 6 for clarification. The motion should read: "That the Skokie Public Library Board of Trustees approve a total cost-of-living adjustment of 4.75% in line with that approved by the Village of Skokie."

There being no further corrections the motion to accept the minutes of the regular meeting of May 9 as corrected, passed unanimously. The minutes were placed on file.

APPROVAL OF THE MINUTES OF THE ANNUAL MEETING OF MAY 9, 1990

Mr. Flintrup moved that the Board of Trustees approve the minutes of the annual meeting of May 9, subject to additions and/or corrections. Dr. Wozniak seconded the motion.

There were no additions and/or corrections.

The roll call vote for approval was unanimous and the minutes were placed on file.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF MAY 16, 1990

Mr. Flintrup moved that the Board of Trustees approve the minutes of the special meeting of May 16, 1990, subject to additions and/or corrections. Dr. Wozniak seconded the motion.

There were no additions and/or corrections.

The roll call vote for approval was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LIST 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, THE REPORT ON THE FINE ARTS ACQUISITION FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS REPORT BE ACCEPTED, AND THAT THE LIST 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.

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

CIRCULATION REPORTS  
ANNUAL REPORTS (5)  
LIBRARY USE STATISTICS  
REPORT(S) FROM DEPARTMENT HEAD(S)  
PROGRAM STATISTICS  
CORRESPONDENCE (5)

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. ANNUAL REPORTS (5)
  - General Operating Fund
  - Reserve Fund for the Purchase of Sites and Buildings
  - Report on Fine Arts Acquisitions Fund
  - Statistical Report FY 1989-90
  - Youth Services Department

3. LIBRARY USE STATISTICS
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. PROGRAM STATISTICS (2)
  - Fourth Quarter 1989-90
  - Fiscal Year 1989-90
6. CORRESPONDENCE (5)
  - Letter from Cynthia A. Josephs, Library Director,  
Lincolnwood Public Library District
  - Letter from John M. Wakuta
  - NBD Skokie Bank 1989 Condensed Annual Report
  - Letter from Barbara J. Struthers
  - Letter from Diana Hunter to Richard Christiansen,  
Entertainment Editor, Chicago Tribune

During discussion of library use statistics, Mrs. Rich asked that Youth Services Department be commended on their outstanding programming.

Mrs. Hunter apprised the Board of her letter to Richard Christiansen, Entertainment Editor, Chicago Tribune, in response to his May 27, 1990 article.

She asked that although this letter was not included in the Board packet, nor listed on the June 13, 1990 Agenda, that it be included under "Correspondence" as a Consent Agenda item.

The motion to approve the Consent Agenda items passed unanimously.

#### PERSONNEL

The trustees noted the appointment of Sharon Weinberg, full-time Information Assistant, Adult Services Department, effective June 20, 1990.

#### DIRECTOR'S REPORT

Use Indicators--Circulation in May was up just 2.5% over circulation in May, 1989. The level of use of the Library has been maintained throughout the flood control work on Oakton Street in May. Circulation of children's materials continues to increase at a double-digit rate. Brenda Murphy's annual report for FY 1990 highlights the growing activity level in Youth Services.

Collection Development Staff Star--The preparation of a *Collection Development Plan* is on the cutting edge of resource management in public libraries. Merle Jacob, Coordinator of Collection Development, has been asked to write an article for Library Journal on the evolution of Skokie Public Library's plan and will be photographed for the

cover of Library Journal, to appear in September. Ms. Jacob talked about the plan with the Editor of Library Journal recently at the American Booksellers Association Conference in Las Vegas.

After discussion regarding publication and distribution of the Library's *Collection Development Plan* it was the consensus of the Board that Mrs. Anthony discuss this with the Public Library Association and the American Library Association.

Book Sale--The sale of withdrawn and gift books June 1-2 was a great success, netting \$4,956.19 for the materials fund. Camille Cleland, Assistant Director for Technical Services and Automation Coordinator, again coordinated the annual event and a number of staff volunteered their time to assist with the sale.

Mr. Flintrup suggested that staff members who volunteer for this annual book sale be compensated in some way, either by compensatory time off or with pay.

After discussion it was suggested that the Board give more thought to this before making a decision.

Health Benefit Changes--Among changes in health benefits negotiated by the Village of Skokie for FY 1991 is increased coverage for mental health services and an orthodontia benefit for minors in the dental plan. Cost increases may be kept down by participation in Health Network, a preferred provider option (PPO) for participants in the North Suburban Employee Benefit Cooperative. Daniel W. Ryan, Village Finance Officer, and a representative of Health Network reviewed these changes at meetings for Library staff.

During discussion Dr. Bloch asked if the services of psychiatrists and/or psychologists are covered under the mental health plan.

Mrs. Anthony will inquire.

Library Cable Network--Schaumburg Public Library District will not renew membership in the Library Cable Network this year. Large areas of the district such as Hoffman Estates do not have cable service and those areas of Schaumburg served by cable have had severe problems with transmission.

Women's Health Center--Pat Groh, Coordinator of Community Services, has been named to represent the Library on the Community Advisory Panel of the new Women's Health Center at Rush North Shore Medical Center.

Building Maintenance--Repair of the roof leak along the seam between the buildings is complete and was covered by warranty. Both sump pumps needed repairs this month after experiencing damage due to failure of a check valve which allowed large amounts of water to return back through the pumps. They are now once again in good working order. Mrs. Anthony has written to Commonwealth Edison, asking for an explanation of statistics showing that Skokie Public Library's cost for electricity was up 45% in FY '90 over FY '89 although usage had only increased 5%. The Bookmobile broke down Monday afternoon and had to be towed back to Public Works for service. The nature and extent of the mechanical problems are not yet clear.

Metropolitan Periodical Service--At their May meeting, the North Suburban Library System (NSLS) Board voted unanimously to close the Metropolitan Periodical Service (MPS) effective June 30, 1990. Additional money will be allocated to Central Serials Service (CSS) in order to take on the MPS work.

Reciprocal Borrowing Study--Able Associates have completed their study of reciprocal borrowing in the North Suburban Library System. The written report should be made available to the System soon. The single most frequently cited reason for using another library, mentioned by one third of those surveyed, was the perception that the collection was bigger and/or better. Convenience was the primary reason for 18% of respondents while staff effectiveness was cited by 7%. Fifty-seven percent of respondents use the host library regularly or frequently, but 61% stated that they also use their home library regularly or frequently. The median number of items borrowed per visit was 2.9. When asked an open ended question about use of library services through reciprocal borrowing, more than 50% of patrons requested that videocassettes or other currently limited materials be made available without restriction.

Videos--With the need to make room for a growing videocassette collection and a clear lag in circulation of BETA format videos, we are gradually diminishing the BETA collection. Suburban Audio Visual Service (SAVS) is not interested in BETA videocassettes.

Cobra Compliance--In response to Dr. Bloch's question Mrs. Anthony spoke with a representative of COBRA Compliance Systems Inc. who explained that they work in a manner analogous to a CPA firm. That is, if the Library were challenged on a COBRA compliance issue, the firm would provide copies of documentation and appear in court if needed. They would pay any interest or penalties on judgments, but do not assume primary, general liability. Mrs. Anthony has arranged for this management service, according to the Board's directive.

Illinois Arts Council Grant--We received notice today from the Illinois Arts Council that Skokie Public Library will receive a \$1200. grant under the Arts in Education program to bring the Chicago Moving Company to the Library for a residency with performances during National Library Week, 1991.

The Board discussed the need to preserve these beneficial support grants. In view of the need for immediate action conveying their support and the necessity of the reauthorization of the National Foundation on the Arts and Humanities Act, which governs the National Endowment for the Humanities, the National Endowment for the Arts, and the Institute of Museum Services, Mrs. Anthony distributed a draft letter.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE DIRECTOR TO SEND THE LETTER, WITH CORRECTIONS AS DISCUSSED, TO PRESIDENT BUSH, UNDER EACH INDIVIDUAL TRUSTEE'S NAME, WITH A COPY TO THE ILLINOIS ARTS COUNCIL, THE ILLINOIS HUMANITIES COUNCIL AND TO ILLINOIS LEGISLATORS.

The roll call vote for approval was unanimous.

Visiting Swedish Librarian--Skokie Public Library hosted Lena Lorentson, a visiting Swedish librarian, for a half day on May 11. She toured, talked with Brenda Murphy and

Mrs. Anthony, before moving on after lunch to visit a school library in District 68 as arranged for her by Mrs. Anthony.

Summer Employment--Two students from Niles North High School will work as pages at the Library three hours per day for six weeks this summer. They are paid from federal funds administered by the Private Industry Council through the Niles North Summer Youth Employment and Training Program.

Community Activities--Recently, Mrs. Hunter and Mrs. Anthony attended the Chamber of Commerce Legislative Breakfast, Business After Hours and Chamber Golf Outing Dinner. They met with the Manager of the Skokie Branch of Savings of America about funding for the 9th annual Young Steinway Concert Series. Mrs. Anthony attended the final meeting for the season of the Great Books Discussion Group.

Illinois State Library Advisory Council--Mrs. Anthony traveled to Springfield June 6 for the spring meeting of the Illinois State Library Advisory Council where she became ill and had to return early. However, she did learn that the grant proposal for service to the Korean-American community was recommended for funding. Submitted by the Chicago Public Library, participating agencies include two branches of Chicago Public Library, Morton Grove, Lincolnwood and Skokie Public Libraries. The grant would provide a small amount of money for Korean library materials, several ethnic programs to be presented in two or more locations and the development of a brochure in Korean and English about library services. An advisory committee will include representatives of the Korean-American community as well as library staff.

During discussion, Mr. Flintrup suggested that the Library look at additional ways to involve and interest younger children in library services. He said perhaps a librarian could visit Skokie kindergartens each year to ensure their early introduction to the Library by distributing a Skokie Public Library card to every student.

Moving Wall--The Skokie Park District is sponsoring a week-long installation of a replica of the Washington, D.C. Vietnam War Memorial in Oakton Park from July 11-17. They will need more than 700 volunteers to assist people in looking up names and finding

them on the wall. They have asked for assistance from Skokie organizations and employers. A suggestion was that employers might give staff members release time to volunteer for two or more hours at the moving wall.

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

**MOTION:      THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES, TO ASSIST THE SKOKIE PARK BOARD IN THIS COMMUNITY PROJECT, ALLOW SKOKIE PUBLIC LIBRARY EMPLOYEES TO PROVIDE VOLUNTEER ASSISTANCE DURING THEIR REGULAR WORK SCHEDULE, WHEN THE SCHEDULE PERMITS, NOT TO EXCEED FOUR HOURS, DURING THE JULY 11-17, 1990 EXHIBIT OF THE VIETNAM VETERANS MOVING WALL EXHIBIT.**

The roll call vote for approval was unanimous.

#### JULY BOARD MEETING

The Board meeting will begin at 8:30 p.m. due to the opening ceremony of the replica of the Vietnam Veterans Memorial Moving Wall. Mrs. Anthony will not be in attendance because of a European trip.

#### PER CAPITA GRANT

During discussion Mrs. Anthony said that, with the Board's approval, she will prepare the 1990-1991 Per Capita Grant application before leaving for Germany in early July.

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

**MOTION:      THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE DIRECTOR TO PREPARE THE 1990-1991 PER CAPITA GRANT APPLICATION.**

The roll call vote for approval was unanimous.

#### SCULPTURE

Mrs. Hunter distributed photographs of Sho-en sculpture for the Board to review.

The trustees discussed the possibility of purchasing one of the sculptures for the Youth Services Department.



Mrs. Hunter said the gallery, located in California, is owned and operated by Skokie businessman Lewis Weinberg of Fel-Pro Manufacturing Company. Mr. Weinberg would pay the freight to ship the sculpture.

Mrs. Rich said she prefers the Library purchase an Illinois artist's sculpture for the Library. She would like to know the dimensions of the pieces being considered.

After discussion Mrs. Zatz made a motion seconded by Mr. Flintrup:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE PURCHASE OF ONE OF THE OUTDOOR/INDOOR SCULPTURES FROM THE SHO-EN GALLERY AS PROPOSED BY MRS. HUNTER NOT TO EXCEED \$2,000.

The roll was called. Dr. Wozniak--yes; Mrs. Rich--no; Mrs. Zatz--yes; Mr. Flintrup--yes; Dr. Bloch--no; Mrs. Hunter--yes. The motion passed.

Mrs. Hunter called for a short recess at 8:40 p.m. followed by a brief special session as requested by Dr. Bloch.

#### BUILDING RENOVATION

This agenda item was discussed in special session.

At 9:00 p.m. the visitors and recorder rejoined the Board Meeting.

#### COLLECTION DEVELOPMENT STATEMENT

The trustees commended the collaborative effort of staff involved in the development of the Skokie Public Library's *Collection Development Statement*.

Mrs. Zatz expressed her enthusiasm for the concept and the professionalism of the publication.

#### PARKING

The Board reviewed and discussed the recommendations of Frederick G. Schattner, Village of Skokie Traffic Engineer, in response to Mrs. Anthony's letters requesting changes to the posted parking restrictions in specific areas.

It was the consensus of the Board to accept and approve the changes recommended by the Village, thanking the Village Manager and staff for their continued intergovernmental

cooperation, but expressing the necessity of removing the Village Vehicle designation in the eight spaces of the Skokie Public Library/Village Hall parking lot.

The philosophy of public parking before staff convenience was stressed.

#### ERRORS AND OMISSIONS INSURANCE

Mr. Flintrup asked that we look into the Suburban Library System Business Package insurance, which includes Errors and Omissions coverage.

The Library's Business Package coverage expires in December, while the Errors and Omissions coverage expires in September.

After discussion the Board authorized Mrs. Anthony to make application for Skokie Public Library's Errors and Omissions insurance coverage through the American Library Association endorsed "Library Professional Liability Insurance Plan".

#### SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The trustees noted the article in the first issue of *Insight*, the Blind Service Association's newsletter, highlighting our new one-to-one reading program; the One-to-One Reading Service flyer; and the Billy Seago program flyer.

"CLIENT NEWSLETTER", ROBBINS, SCHWARTZ, NICHOLAS, LIFTON & TAYLOR, LTD., LAWYERS, MAY 1, 1990

The trustees reviewed this special edition newsletter noting the complexity of new environmental laws and regulations.

#### AUTOMATION

The trustees reviewed the JCPL/Automation Report which summarized the problems encountered the latter half of May with the installation of the 8000 DUAL Turbo; and the "Downtime Report--May 1990".

#### LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network June, 1990, Program Guide for Cable Channel 22.

#### NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the meeting May 21, 1990 of the North Suburban Library System Board of Directors.

The application for system membership from the Huntley Area Library District was approved; six two-year term representatives to the Board were elected, to assume office at the July 23, 1990 meeting; the SAVS budget was discussed; three new NSLS staff members appointed are Jane McKeever, Director of System Reference, Arthur Kuntz, Administrative Manager and Lynda Sanford, reference staff; and the Metropolitan Periodical Service (MPS) will close effective June 30.

#### COMMENTS FROM TRUSTEES

Dr. Wozniak thanked the Board and staff for their good wishes and support during his wife Mary's long illness and at her passing. He and family members are very appreciative.

Mr. Flintrup advised the Board that expenses incurred by Mrs. Hunter and Mrs. Anthony during the Illinois Pre-White House Conference in early April were not reimbursed and requested the Board authorize the reimbursement of those expenses.

After discussion Mr. Flintrup made a motion, seconded by Mrs. Rich:

**MOTION:      THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE REIMBURSEMENT OF EXPENSES INCURRED BY THE TWO ILLINOIS PRE-WHITE HOUSE CONFERENCE DELEGATES, MRS. HUNTER AND MRS. ANTHONY.**

The roll call vote for approval was unanimous.

Mr. Flintrup suggested that the Board consider tape recording the meetings as is done at other Village meetings, to ensure that proceedings are recorded accurately. The recording would be erased after approval of the minutes, or saved for posterity, whichever the Board preferred.

Discussion ensued.

After discussion Mrs. Rich made a motion seconded by Mr. Flintrup:

**MOTION:      THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES TAPE RECORD MEETINGS.**

The roll was called. Dr. Wozniak--abstain; Mrs. Zatz--no; Mrs. Rich--yes; Dr. Bloch--no; Mrs. Hunter--no; Mr. Flintrup--yes. The motion failed.

Mrs. Anthony apprised the Board that the underground lawn sprinkler system cannot be repaired and that we need to put in a new system. Three proposals have been

received to install a new sprinkler system, however, due to the cost involved the Board must authorize the expense.

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE ACCEPTANCE OF THE PROPOSAL FOR THE INSTALLATION OF A NEW OUTDOOR SPRINKLER SYSTEM FROM THE LOWEST QUALIFIED BIDDER, NOT TO EXCEED \$5,200.

The roll call vote for approval was unanimous.

ADJOURNMENT

The meeting was adjourned at 10:20 p.m.

  
Walter B. Flintrup, Secretary