

January 14, 2004

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, January 14, 2004.

CALL TO ORDER

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

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

Member absent: Eva Weiner.

Visitors present: Jim Dyer, Berglund Construction; and Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 10, 2003

Mr. Graham made a motion, seconded by Mrs. Greer, to approve the minutes of the regular and closed meetings of December 10, 2003, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file. Mrs. Hunter abstained from voting.

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CAMOSY INCORPORATED FOR \$34,813.00 DATED NOVEMBER 30, 2003

Mr. Dyer gave an update on outstanding issues. Issues include the west entrance doors not working properly (high priority); the door to the Circulation Workroom not functioning properly (high priority); the public announcement system (some rooms do not hear the announcements and some announcements are too loud); HVAC (building pressurization); signage and the stack ends; millwork (carts for the east book drop); exterior sidewalk lights; bookmobile bridge; third floor study carrel being too long and lacking electricity; wires in the Youth Services computer room; and the non-functioning colored lights in the AV area, to name a few.

Mrs. Hunter would like to know the cost of the colored lights in the AV area.

Mr. Dyer stated that Monaco Mechanical would like a reduction in their retainage even though this is not a formal agenda item. The Library is holding \$90,000 in retainage for Monaco. Mr. Dyer approves of some reduction for Monaco.

After discussion, Mr. Witry made a motion, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE PAYMENT OF \$40,000. TO MONACO MECHANICAL REDUCING THEIR RETAINAGE TO \$50,000.00.

The roll call vote for approval was unanimous.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE APPLICATION AND CERTIFICATE FOR PAYMENT FROM CAMOSY, INCORPORATED FOR \$34,813.00 DATED NOVEMBER 30, 2003.

The roll call vote for approval was unanimous.

BUILDING PROJECT

Letter from Jim Dyer, Vice President of Operations, Berglund Construction to Carolyn Anthony dated January 6, 2004 re Berglund Staff

The letter from Mr. Dyer was noted.

Approval of Change Orders from Commercial Electrical Solutions

After brief discussion, Mr. Witry made a motion, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE TWO CHANGE ORDERS FROM COMMERCIAL ELECTRICAL:

ADD PATCH CORDS IN ROOM 364	\$96.20
REMOVE EMERGENCY LIGHT	<u>\$65.00</u>
TOTAL:	\$161.20

The roll was called: Mrs. Hunter—yes; Mrs. Greer—yes; Mr. Graham—abstain; Mrs. Rich—yes; Mr. Witry—yes; Dr. Wozniak—yes. The motion passed.

Mrs. Anthony does not recommend approval of the other two Commercial Electrical change orders for \$1,122.00 and \$1,992.00 at this time.

Approval of Change Order from F.J. Kerrigan Plumbing Co.

Mr. Dyer recommends approval of Kerrigan's change order to install 5 drip pans under a 3" cast iron pipe.

Mr. Graham made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM F.J. KERRIGAN PLUMBING FOR \$1,850.00 TO INSTALL FIVE DRIP PANS UNDER A 3" CAST IRON PIPE.

The roll call vote for approval was unanimous.

Approval of Change Order from Berglund Construction

After brief discussion, Mr. Witry made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM BERGLUND CONSTRUCTION FOR \$686.71 TO PATCH IN CONCRETE BLOCK AT REMOVED DAMPER IN ACCORDANCE WITH ASI #72.

The roll call vote for approval was unanimous.

Mr. Dyer left the meeting at 8:04 p.m.

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

Mr. Graham made a motion, seconded by Mr. Witry:

MOTION: THAT THE FINANCIAL STATEMENTS BE APPROVED, 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 JEAN WILKINS, DIRECTOR, ILLINOIS STATE LIBRARY TO ILLINOIS PUBLIC LIBRARY DIRECTORS DATED DECEMBER 8, 2003 RE DELAYED AWARD LETTER AND PAYMENT OF ANNUAL PUBLIC LIBRARY AND EQUALIZATION GRANT
5. GIFTS: \$30. FROM EVELYN MARKS SIEGEL IN APPRECIATION; \$35. FROM DR. WILLIAM H. WEHRMACHER FOR TREATS FOR STAFF; \$18. FROM MRS. L. M. KEER IN

MEMORY OF BRENDA B. WEISS'S BIRTHDAY FOR A FICTION BOOK ON CD; \$100. FROM ARLENE WILKOSKY IN MEMORY OF ARTHUR J. SHIELDS, M.D. FOR THE PURCHASE OF BOOKS ON OPERA, MUSIC AND TRAVEL.

The motion passed unanimously.

BILLS

Mr. Graham made a motion, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS, THE 2001 BUILDING EXPANSION PROJECT BILLS, AND THE LIST OF BILLS FOR PAYMENT APPROVAL, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

PROJECTED OPERATING BUDGET FY 2005

Mrs. Anthony presented a preliminary look at the operating budget for FY 2005. The projection is within the approved 2003 levy of \$8,486,500. of which \$1,446,752. is for debt payment on the construction bonds.

Considerations in the Projected Operating Budget are:

- Salaries – The budget as proposed allows for a modest cost of labor increase, normal step increase and no additional positions.
- Maintenance of Buildings and Grounds has been restored to a level of funding it had prior to the building project. During the construction, this line was reduced because some normal maintenance was not needed due to new installations.
- Insurance (Health, Dental and Life) – We have not had word yet re the increase in this line and none is expected for a couple months. General press leads Mrs. Anthony to expect a significant increase. She also wants to work on a cost-sharing plan that might have a different Library contribution rate for staff earning below a certain level, if the budget permits.
- Insurance – This line is increased to reflect additional anticipated costs in the Library's insurance package and workers compensation. Workers compensation is estimated at \$35,760. for 2004, a 21% increase from 2003. The increase is partially due to a larger salary line and partially due to our experience rating.

- Printing and Publicity – In addition to rising costs, we're generating more print communications such as newsletters to the schools, listing of adult programs, etc. So far, these additional publications appear to be well received.
- Reception and Entertainment – This line was higher in FY 04 to allow for the Grand Reopening and other entertainment related to the new building.
- Copier Lease line reflects more accurately the anticipated costs, based on this year's experience. Mrs. Anthony does not anticipate the leasing of additional equipment. The cost of current leasing is offset by usage and associated revenues from the public copiers and printers.
- Periodicals – The Periodicals line has been decreased because more of the expense for back issues is in Electronic Resources. That line has been increased to accommodate anticipated expense.
- Library Supplies – This line was decreased this current year as we looked to save money for health insurance. The line includes processing expense for Library materials such as labels and containers for AV items, security tags, library cards, etc. as well as office supplies.
- Employer's FICA and IMRF – The cost of IMRF for 2004 is 5.18%, up from 2.59% in 2003. This rate is set each year by the State.
- Contingency
- Capital – These two lines have been increased in part to provide a cushion for short revenues; the loss can be absorbed in these lines.

This is a first look at the Operating Budget which will not need to be adopted until April.

Brief discussion ensued.

DIRECTOR'S REPORT

USAGE--Circulation in December was up nearly 22% over the same month last year. Notably, the circulation of Adult books was up almost 17%. Also, use of the Mobile Library was up sharply. The Gate Count shows an increase of 19% in the number of people in the building. Of course, last December, much of the first floor was under construction. Nevertheless, it is remarkable that we have circulated over one million items in the first eight months of the year.

HOUSE PURCHASE--We closed on the purchase of 7929 Park Avenue. An asbestos survey will be conducted this week, followed by arrangements for removal of any

asbestos. Mrs. Anthony should have a quote on demolition of the property soon. We would demolish the buildings, grade and cover with stone, but not develop further for parking at this time.

STAFF DAY--Staff Day December 12 was deemed a success by evaluations submitted. The Day was held in the Library this year and focused on acquainting staff with new Library spaces and services with which they might not be familiar. All presentations were by staff, highlighting the many skills we are lucky to have in-house. Longevity awards were presented. Board President John Wozniak and Board members John Graham and Susan Greer attended part of the events. The day closed with a clever skit by the Circulation staff, demonstrating good service skills in a humorous, but informative way.

ILLINOIS CLICKS--Skokie Public Library will be the fiscal agent for a \$20,000. grant for Illinois Clicks from the Illinois State Library. The grant will enable this statewide project to further develop in its second year. The project has been coordinated by Frances Roehm, who has done an excellent job of securing participation by librarians throughout the State for creation of a statewide library portal on the Web.

VILLAGE FOCUS GROUP--Mrs. Anthony participated in a focus group at Village Hall on the topic of issues and opportunities for downtown Skokie. The Village is working with a consultant team led by S.B. Friedman & Company of Chicago, along with the Lakota Group and Metro Transportation Group to prepare a downtown plan. One of the interesting points to come up was the increased number of people who will be brought to downtown Skokie daily with the completion of the expansion of Oakton Community College's Hartstein campus. All technology programs will be at the new campus.

VOTER REGISTRATION--Weekends in November and December, volunteers manned voter registration tables in the west lobby of the Library. They were pleased with the number of registrants and the variety of backgrounds represented. December 18, there was a workshop to train people to do voter registration and 43 people attended.

SENATOR'S FORUM--Senator Peter Fitzgerald will hold a public forum for constituents at the Library January 20 from 2-5pm in the Book Discussion Room.

STAFF HOLIDAY PARTY--The staff will hold a party at Zhivago's January 18 to celebrate the New Year. The event is intended for staff and spouses, substituting for the holiday lunch previously held each year in December. The Library will subsidize staff attendance at the dinner event at the same level as for prior holiday luncheons. Spouses will pay their own expense. A staff group has organized the event and will evaluate its success.

WTTW AT THE LIBRARY--Linda Zeilstra Sawyer has engaged the Ready to Learn Team from WTTW to present a program at the Library for National Library Week. They will bring the Berenstain Bears to SPL Tuesday, April 20. The past two programs have been tremendous hits, drawing hundreds of preschoolers and parents to the Library.

BUILDING PROJEJCT--We are attempting to close out the building project. Since Mike Gerrish is leaving Fred Berglund & Sons, Jim Dyer will personally take charge of wrapping things up. He expects to have a pay request (but not close-out) for Monaco at the January Board meeting, a couple small change orders and a summary of last items to be completed. We finally passed the fire inspection and will get our official occupancy permit as soon as the Fire Department receives the fire alarm company's certification of their system. To date, Mrs. Anthony has no news on the status of contested change order costs from Connectivity.

NEWBERY AWARD--Kate DiCamillo has won the Newbery Award for 2004 for The Tale of Despereaux. Ms. DiCamillo was Skokie Public Library's first VOYA winning author and visited the Library in 2003. Youth Services librarian Anna Healy was on the Newbery Committee this year; last year Head of Youth Services Jan Watkins served on the Newbery Committee.

The Board sends their congratulations to Jan and Anna for being on the Newbery Committee.

Mrs. Hunter left the meeting at 8:40 p.m.

STRATEGIC PLANNING

Mrs. Anthony stated in recent years the Library has prepared long range plans for five year intervals. The last plan, completed in 1999, outlined the needs for the building program and it has taken five years to realize that plan. Now, however, we are in a different situation with the building expansion finished and a need to look at how we can best use the new facility to serve the community as it is today. Given the amount of change in technology and the broader environment in which the Library operates, a more strategic three year plan seems advisable for the current cycle.

Mrs. Anthony also anticipates a more streamlined planning process with a planning committee of eleven including two Board members, eight senior staff and herself. There will be a planning component at each Board meeting from now through May, allowing the entire Board to have direct input to the development of the plan. Contributions from other staff and key community informants will be solicited as needed. Board President

John Wozniak has named himself and John Graham to the Planning Committee. Barbara Kozlowski, Camille Cleland, Deborah Grodinsky, Jan Watkins, Tobi Oberman, Bruce Brigell, Michaela Haberkern and Pat Groh will also be asked to serve on the Committee. The Committee will meet six times from January through May to consider present circumstances in the Village and the Library's service responses.

Mrs. Anthony distributed the Executive Summary of the expiring Long Range Plan, and an article by Mike Freedman and William M. Shine entitled "Roadmap for Strategic Thinking" from MWorld, a publication of the American Management Association, Fall, 2003.

For previous planning processes, we have had a subcommittee collect demographic information to inform the Planning Committee about the characteristics of the local population. This was especially problematic for the last plan which started in 1999, by which time the 1990 census data was old. Now, the Village of Skokie has been working on a new Comprehensive Plan and the Planning Division has compiled excellent demographic data, based on the 2000 Census. Mrs. Anthony also distributed some Tables and Charts with explanations that may help trustees get a feel for Skokie's population. The population as of the 2000 Census was 63,342 of whom 37% were foreign born. More detail is available online at <http://www.skokie.org/comm/compplan.html/> >

Mrs. Hunter re-entered the meeting at 8:44 p.m.

Discussion ensued. Mr. Graham feels we should look externally to the community we are serving. We should also look internally in terms of governance issues, a long range review of the Board and the kinds of rules and way in which the Board functions; staff development issues; personnel issues and listening to staff issues. Dr. Wozniak suggested committees on unexpected developments and changing technology. Mr. Graham also mentioned that our relationship with other governmental bodies in the Village should be looked at.

LIBRARY CABLE NETWORK

The January 2004 cable guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

There was no report from Pat Groh.

COMMENTS FROM TRUSTEES

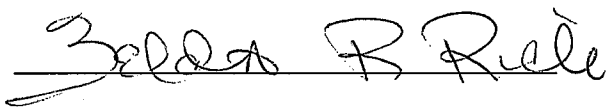
Mr. Witry presented Mrs. Anthony with a book from Bob Morton a publisher with Morton Press. Mr. Morton would like to hold a reading at the Library. Mrs. Anthony will look into this.

Mrs. Greer also mentioned her acquaintance who would like to speak on Ethanol.

Mrs. Hunter commented on the condition of the Library when it opens each day and suggested a routine punchlist of items that need to be done. In particular the elevators and front windows should be clean. On a recent Sunday the south windows on the 2nd floor were filthy and the elevators had something sprayed inside of them. Mr. Graham stated he has found that the cleanest buildings are those where staff have a great sense of ownership and pride.

ADJOURNMENT

At 9:14 p.m. a motion was made by Mr. Witry seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in cursive script that reads "Zelda R. Rich". The signature is written in black ink and is positioned above a horizontal line.

Zelda R. Rich, Secretary