

January 12, 1994

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, January 12, 1994.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; John J. Graham, Vice President; Norma Zatz, Secretary; Leo Friedman; Zelda Rich; Susan Brill Schreck; Eva Weiner; and Carolyn A. Anthony, Director.

Observer present: Barbara Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 8, 1993

Mrs. Zatz moved that the Board of Trustees approve the minutes of the meeting of December 8, 1993 as written, subject to additions and/or corrections. Mr. Graham seconded the motion.

There being no additions or corrections, the motion to approve the minutes as written was unanimous. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, REPORT ON THE FINE ARTS ACQUISITION FUND, LIBRARY NOTE FUND AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED; AND THAT THE LISTS 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.

After discussion the roll call vote for approval of the Consent Agenda financial statements and lists of bills was unanimous.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
PERSONNEL

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:

1. CIRCULATION REPORTS
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
4. PERSONNEL

Resignation: Kamal Khatwoni, part-time Microcomputer Assistant, Youth Services Department, effective December 18, 1993

Retirement: Arlene Reed, full-time Assistant Department Head, Circulation Services Department, effective May 27, 1994

Status Change: Karolyn Fukuda, from part-time to full-time Clerk Typist, Youth Services Department, effective January 3, 1994

Letters of appreciation for longevity recognition received from staff members Corie Ginsburg, Pat Groh, Kay Kozak, Fred Nelson, Tobi Oberman, and Arlene Reed were distributed.

Mr. Graham suggested consideration be given to the purchase of a plaque with the name, starting date, and retirement date of all Library retirees as a way of recognizing retired staff members.

It was noted that the Bookmobile was not in service for nine days during December.

After discussion the motion to approve the Consent Agenda items passed unanimously.

DRAFT 1994-95 BUDGET

The draft budget was noted.

Mrs. Anthony asked the Board to consider the possibility of increasing the rent for JCPL which has been \$600. a month for a number of years.

The Board requested the Director prepare information on JCPL rent history and her recommendation for the February Board meeting.

GIFT

The trustees noted the gift of \$25.00 from Evelyn Siegel.

DIRECTOR'S REPORT

Usage--Statistics for December, 1993, cannot be compared with December, 1992, since we were closed for renovation for two weeks last December. Traditionally, December is a rather slow month, but circulation in December, 1993, was up 12% over December circulation in 1991. Circulation of compact discs and audiocassettes has more than doubled from December, 1991. The increase is due at least in part to the reshelving of the CDs and audiocassettes on new shelving which allows the patrons to browse and select music without staff assistance.

Staff Day--December 10 Staff Day evaluations were overwhelmingly positive. Ruth Jackson presented the keynote session on "Dealing with Difficult People." Breakout sessions featured communications techniques, coping with stress and personal safety. Staff enjoyed a holiday lunch with a southwestern theme. Special recognition was given to thirty-one staff members who have been on staff ten or more years. Our "senior" staff member Arlene Reed who has been with the Library thirty-nine years was roasted during the closing performance by Improv Institute.

Deferred Compensation--The Library has joined the Village in offering employees the deferred compensation plan sponsored by the U.S. Conference of Mayors. Twelve staff members have signed up for the plan administered by Pepsco.

Unemployment Compensation--The Unemployment Compensation pool reported that there would be no dividend for 1993 because the balance has dropped below \$1,000,000. There were a lot of unemployment claims in 1993.

Audiovisual Shelving--Most CDs and audiocassettes have been moved to the new, lighted audiovisual shelving near the reference area. The most popular materials were moved back to locked cabinets after vandalized, empty cases were found in the stacks. We have been told by 3-M that we are "at the top of the list" for a new security system. Unfortunately, the system will not protect against theft or vandalism of these materials.

Bank Advisory Board--Cole Taylor Bank has asked Mrs. Anthony to serve on their community advisory board. The stipend for the quarterly meetings will be assigned to the fund for staff training and travel. The first meeting is January 19, 1994.

Peace Grant--Skokie Public Library initiated interest in a grant from the U.S. Institute of Peace, coinciding with the Year of International Peacebuilding in 1994. The proposal was developed by NSLS including Northbrook, Des Plaines and Gail Borden Public Libraries as well as Skokie. Scholars will speak on four topics including the Middle East, former Yugoslavia, China/Tibet and Germany: Post Unification Internal Conflict. Exhibits, book discussions and bibliographies will support the presentations.

Chiller Modifications--Consulting Engineer Paul D. Gilson met with Mrs. Anthony and has made initial inspections and reviewed files and specifications of our HVAC equipment. From his preliminary investigation he advises not to modify either chiller, but to phase out the chiller in the original building, and order a new chiller of the capacity to handle both buildings. A new chiller would be ca. \$100,000-\$120,000. Upon completion of his investigation he will prepare a recommendation for the Board.

LSCA Grant Proposal--Barbara Kozlowski, Associate Director for Public Services, is preparing a letter of intent for an LSCA grant proposal to contract for the development of customized, interactive, computer-based training modules to assist the public in using a number of electronic databases that will be accessible with the installation of a new computer system this summer.

A video will be developed to promote awareness of how the new technology can be used to meet individuals' information needs.

During discussion Mrs. Zatz suggested the video and/or any materials developed from this grant be geared to the increasing multi-cultural population in Skokie and to incorporate it into the Festival of Cultures festivities.

Mrs. Schreck suggested special needs persons also be given consideration.

ISLAC Meeting--Mrs. Anthony chaired the ISLAC meeting, January 11, which was held in Chicago. Among the topics discussed were the Illinois State Library budget, the new "Look

Us Up” Campaign (a product of the White House Conference), grants for system automation projects, library construction and extension of service to unserved areas.

CONCEPT OF LIBRARY FOUNDATION

Information on forming a foundation which was received from Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. earlier in 1993 and distributed to the Board in March, 1993 was reviewed again.

Answers from Attorney Elinor Swiger to the questions raised by the Board were distributed and discussed.

Although public libraries may accept unsolicited gifts, the law firm’s interpretation of the law is that entities created by statute are limited in powers to those specifically given them by statute. While no case law exists in this area, it would be hard to defend active solicitation of contributions if such action were challenged.

Estimated start up costs of a foundation are \$3,000.-\$3,500. and these monies may come as a gift. While Robbins, Schwartz would handle basic legal establishment of the foundation, Wilson & McIlvaine would help set up the fundraising apparatus.

The success of the foundation depends primarily on the enthusiasm and commitment of the foundation board and the clarity of purpose for the foundation. It is suggested that one or two Library Board members be on the foundation board with other carefully selected community members.

After discussion regarding the function of a “Friends” group and of a foundation Mr. Graham made a motion, seconded by Mrs. Zatz:

MOTION: THAT THE SKOKIE PUBLIC BOARD OF LIBRARY TRUSTEES CONTINUE DISCUSSION OF THE CONCEPT OF A LIBRARY FOUNDATION AND PLACE THE SUBJECT ON NEXT MONTH’S AGENDA.

The roll call vote for approval was unanimous.

PHOTOCOPIER PROPOSAL

Information Assistant Doretta Fuhs has investigated obtaining an outside source to service the Library’s photocopiers. Of the nine proposals received the preferred proposal is from I.M.S.G. Systems, Inc. of Wheaton, Illinois. She has talked with other libraries and agencies to

determine their experience. Comparison of revenues and costs of the present and proposed system were presented to the Board.

The I.M.S.G. Systems, Inc. proposal would furnish six new Sharp photocopiers equipped with card reader and coin box and one copy-card dispenser at no cost to the Library. They maintain the equipment including daily visits and service for breakdowns during all hours the Library is open. We will receive a commission of 28% on all copies made, paid on a monthly basis and accompanied with a usage report.

The term for the agreement is three years. A cash payment will be made to the Library for current equipment based on standard book values. Terms of the agreement are set forth in writing.

After discussion Mr. Graham made a motion, seconded by Mrs. Schreck:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FROM I.M.S.G. SYSTEMS, INC., AS RECOMMENDED BY THE DIRECTOR, FOR SIX NEW SHARP PHOTOCOPIERS EQUIPPED WITH CARD READER AND COIN BOX AND ONE COPY-CARD DISPENSER AT NO COST TO THE LIBRARY WITH THE EQUIPMENT MAINTAINED BY I.M.S.G. SYSTEMS, INC., INCLUDING DAILY VISITS AND SERVICE FOR BREAKDOWNS DURING ALL HOURS THE LIBRARY IS OPEN AND IN ACCORDANCE WITH THE TERMS SET FORTH IN THE THREE YEAR AGREEMENT AS PRESENTED.

The roll call vote for approval was unanimous.

BUILDING

Plants

The Director contacted two plant maintenance companies and asked them to prepare proposals for sale, rental, and maintenance of plants in the Skokie Public Library and for their recommendation.

The Board reviewed the information presented and following discussion Mrs. Zatz made a motion, seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE DIRECTOR TO SELECT THE BEST PLAN FOR THE BEST PRICE TO REPLACE THE PLANTS IN THE LIBRARY.

The roll call vote for approval was unanimous.

Purchase of Window Lites

The Library's specially tinted shade of window lites will no longer be manufactured. The company holding the remaining supply of "Vari-Tran" mirrored insulating glass is willing to have the glass made into lites and sold to reduce their inventory. The quantity is sufficient to make 16 lites at \$858.01 per lite for a total cost of \$13,728.16.

Because we currently have 12 lites of the smaller size in stock for the second floor north and south sides Mrs. Anthony recommends the purchase of 16 window lites of the larger size windows for the second floor east side of the building (facing the Village).

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE PURCHASE OF 16 WINDOW LITES, AS RECOMMENDED BY THE DIRECTOR, AT A COST PER LITE OF \$858.01.

The roll call vote for approval was unanimous.

LONG RANGE PLANNING PROCESS

Mrs. Anthony will report on the Long Range Planning Process at next month's meeting.

Mrs. Hunter called for a short recess at 9:10 p.m.

AUTOMATION

At 9:15 p.m. the meeting resumed.

Mrs. Anthony reported that the Dynix, Inc. contract is being reviewed by JCPL attorney, Ned Griffin.

Negotiations with Dynix, Inc. for installation of an integrated library automation system in the JCPL libraries continue. It is still not known whether Glenview Public Library will join the consortium.

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network January, 1994 Program Guide for Cable Channel 15.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported there was no meeting of the NSLS Board of Directors in December.

She distributed copies of an article from the January 3, 1994 *Chicago Tribune*, "Libraries restrict book borrowing" and information on recent changes to Illinois library laws regarding nonresident fee card borrowing privileges.

Mrs. Rich reported that the concept of a system-wide card is still being discussed by NSLS.

COMMENTS FROM TRUSTEES

Mrs. Weiner reported she thoroughly enjoyed Ruth Jackson's presentation on "Dealing with Difficult People" and other breakout sessions she attended December 10, 1993 at the Skokie Public Library Staff Institute Day.

The Board concurred to move the February Board meeting to the third Wednesday of the month, February 16.

ADJOURNMENT

The meeting adjourned at 9:30 p.m.

EXECUTIVE SESSION

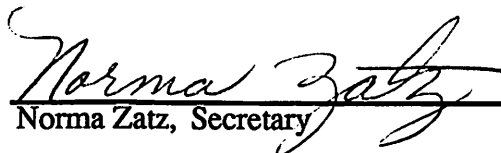
Mrs. Hunter called for a motion to go into Executive Session for the purpose of discussion of land acquisition.

Mrs. Schreck made a motion seconded by Mr. Friedman to go into Executive Session. The motion was approved unanimously.

After discussion Mr. Friedman made a motion, seconded by Mrs. Zatz to return the meeting to open session. The motion was approved unanimously.

ADJOURNMENT

The meeting adjourned at 9:37 p.m.


Norma Zatz, Secretary