

July 13, 2011

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, July 13, 2011.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:33 p.m.

Members present: Diana Hunter, President/President Emerita; John Graham, Vice President; Zelda Rich, Secretary; Richard Basofin; Karen Parrilli; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Member absent: Susan Greer.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 8, 2011

Dr. Wozniak made a motion, seconded by Mrs. Parrilli, to approve the minutes of the regular meeting of June 8, 2011, subject to additions and/or corrections.

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

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

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, 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. PERSONNEL: ANTHONY VITALE, PART-TIME TECHNOLOGY ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE JUNE 20, 2011.

The roll call vote for approval was unanimous.

BILLS

A motion was made by Mr. Graham, seconded by Dr. Wozniak:

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 in June was down nearly 2% from last June, but last June's circulation was up a record 13% from the same month the previous year. Nevertheless, Adult print circulation is down even from the June 2009 level. Staff will begin to add Digital Circulation into the overall circulation figures as digital use is becoming significant and may account for some of the decline in the use of Adult print materials. Circulation of eBooks increased nearly 102% in June from the same month last year and the digital circulation figure is now over 1,000 per month. Many people have purchased eBook readers and we may expect that broad changes in the way people read texts will have a significant impact on library use. Youth circulation is still up by nearly 3%. Reciprocal borrowing is down 6% to just over 13% of total circulation. The Gate Count is down by about 2%, corresponding to the level of decrease in circulation.

PROGRAM FOR A FEE----Christie Robinson, Manager of Marketing and Programs, contacted the theatre company that was in the news for their innovative production of Romeo and Juliet in non-traditional spaces. Apparently the experiment was a means to keep theatre company members active while they were temporarily without a building home. They are once again in a building and have returned to more traditional theatrical performances for the fall. They have no plans at this time to resume the traveling productions. If Board members spot any other likely candidate for an unusual Library program, please let staff know.

VIDEO TOUR----Toby Greenwalt, Virtual Services Coordinator, has coordinated staff production of brief videos introducing people to each Library Department and some of the services. When people register for a new library card, they will be given the option of using an I-Touch to give themselves a guided tour of the Library. Clips from some of the videos may also be incorporated into the Library website. Two of the brief video segments were viewed at the Board meeting. Mick Jacobsen, Supervisor of Computer Lab Assistants, and Toby are planning a Video Boot Camp for staff in three phases beginning in mid-August. The early adopters will help train other staff so that many may make use of the production facilities in the Digital Media Lab.

NAPERVILLE LIBRARY TOUR----Five staff members from the Naperville Public Library requested a half-day visit to the Skokie Public Library June 23. Deborah

Grodinsky, Head of Adult Services, and Mick Jacobsen coordinated the visit which included a Library tour and one-to-one visits with counterparts in several departments. They supplied a list of questions in advance. Skokie staff found the visit interesting as there is always an opportunity for exchange of ideas.

RFID IMPLEMENTATION----Retagging is going slower than expected, in part because of the Library's large audiovisual collection which required considerable handling of each item in cancelling the old tags and inserting new. The difficult parts of the retagging are now completed and the work is moving faster in the Adult nonfiction collection on the second floor. This week, workers from 3M were out to install the new security gates at both Library exits. The automated materials handling system will be installed later this month. It is expected to have the system in trial operation by mid-August and be fully operational after Labor Day.

LIBRARY CARD CAMPAIGN PROJECT----Assistant Youth Department Head Susan Carlton and Toby Greenwalt have been working with the elementary school districts on a library card campaign project. Components of the campaign involve securing the school's support, attending school registration and parent nights to have parents sign their children up for a card, embedding the students' card numbers in their school record so that they can easily use SPL databases from school, and orienting the teachers to the databases so that they can incorporate use of them into their homework assignments. The intent is to make an SPL card a basic school supply, facilitate student use of the Library's electronic databases and integrate database use into homework completion. There is benefit to the schools as the Library has resources beyond the means of their individual budgets for curriculum support. The project is fully implemented in District 73.5, well under way in District 73 and in the beginning stages in three other Districts. Staff have already seen an increase in the use of electronic databases geared to youth this past spring. This is a campaign that promises to yield significant results in support of school-age children and in cooperation with the schools. It could also be a model project for emulation by other public libraries.

ALA ANNUAL CONFERENCE----Six staff members and Mrs. Anthony attended the ALA Annual Conference in New Orleans June 23-28, or portions thereof. Electronic books were a big feature at programs and the exhibits, with new vendors getting into the business previously served primarily by one company Overdrive. While other vendors have provided digital titles for the academic market, the recent popularity of eReaders in the general market has fed this burst of interest in the digital format. Mrs. Anthony attended a day-long session of the Urban Libraries Council on "telling our story" which

had useful presentations on incorporating both narratives and data into appeals for support. It was helpful to hear from a consultant outside the field and from several city officials as well as from librarians. Mrs. Anthony chaired two meetings of the ALA Public and Cultural Programs Advisory Committee, guiding the group into a focus on civic discussion which will be pursued for three years. A program sponsored by the Committee featured some excellent ideas for finding program presenters within the community, creating podcasts of programs, and programing with documentary film. The ALA Public Programs Office also sponsored a program at the Audubon Zoo in New Orleans where an NEH funded project installed lines from poetry throughout the Zoo. Marc Futterman of CIVICTechnologies had a meeting of representatives from several libraries which will work with him as the early Community Connect User Group. Mrs. Anthony also attended a meeting of the PLA Leadership Task Force which she now Chairs as she has given up the Program Advisory Committee. The group was successful in an appeal to Jerry Kline, CEO of Innovative Interfaces, who agreed to sponsor the PLA Leadership Preconference at the PLA National Conference with a donation of \$15,000. All in all, it was a worthwhile conference in spite of the heat. The food, of course, was terrific.

TRANSITIONS AT EVANSTON PUBLIC LIBRARY/MORTON GROVE PUBLIC LIBRARY----Mary Johns, Director of Evanston Public Library, has resigned her post effective July 15 to take a position as Director of the Sioux Falls (South Dakota) Public Library. The Board will appoint an interim director by September 1 and then begin a search for a new Director. Ben Schapiro, Director of the Morton Grove Public Library, was asked to leave at a Special Meeting of the Morton Grove Library Board in July.

VACATION----Mrs. Anthony will be on vacation with her family in Maine from July 21 through August 6, returning to work Monday, August 8.

#### TAX LEVY COLLECTIONS TAX YEAR 2006-2009

As requested by the Board, Mrs. Anthony distributed two charts prepared by Irene Tam, Administrative Assistant for Accounting, illuminating property tax levy collections from the 2006 Levy through the 2009 Levy, funding Fiscal Years 2008-2011. The first chart shows the actual revenues collected in the Spring and Fall collections, indicating how much was current year collection and how much was from a prior year. The second chart identifies the amount of levy foregone to refunds and the amount the Library gained back in two years from TIF distributions.

Both charts show that the Library has received most of the anticipated tax levy. Although in a given year, the collection may be short by 2-3%, prior year collections in the year following typically make up most of the difference, yielding a total collection within 98% of the anticipated levy.

Mr. Graham asked for this item to be updated and placed on the July 2012 agenda. He would also like to see the assessed valuation for the Village of Skokie and how it has changed in the last few years.

#### APPROVAL OF PURCHASE OF REPLACEMENT SERVERS

Board approval is sought for the purchase of replacement servers, to be taken from the Library's 2011-2012 technology budget line. Mark Kadzie, Network Manager, requests approval to purchase three HP ProLiant DL380 G7 servers for a total cost of \$30,985.74. The servers are part of a contract by the State of Illinois that guarantees the lowest price.

The servers to be replaced are the three original machines from the February 2007 server virtualization implementation project. By any measure the server virtualization initiative has been extremely successful. Staff currently run more than 30 "virtual" servers on these three physical servers.

However, after 4-1/2 years of service staff are beginning to run up against resource limitations of the current hardware. So at this time, Mr. Kadzie feels it is prudent to upgrade to new servers. Staff will continue to use the old physical servers in various capacities as they still should have a few years of useful life remaining.

Mr. Graham made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PURCHASE OF THREE HP PROLIANT DL380 G7 SERVERS FROM HP IN THE AMOUNT OF \$30,985.74 AS PRESENTED.

The roll call vote for approval was unanimous.

#### APPROVAL OF CONSTRUCTION WORK NEEDED IN CONJUNCTION WITH AUTOMATED MATERIALS HANDLING

Mrs. Anthony reported that work is progressing on implementation of RFID and the Automated Materials Handling system. The new security gates are being installed this week. Installation of the AMH is scheduled to begin July 18. Before that can begin, some construction work is necessary to replace the three return slots near the west side desk

with two slots, positioned in just the right way to line up with the automated materials system that will be installed in the work room behind the scenes. It is no longer necessary to have a separate slot for Adult, Youth and AV materials as the sorter will allocate materials into eleven different bins. The reason for the two slots is to facilitate access should there be several people trying to return materials. These returns will operate somewhat like a self-check station, but in reverse. They will reactivate security, check the item in, and issue a receipt for the return.

Library architects from Interactive Design (Paul Steinbrecher and Lisa Tomasello) have produced drawings according to specifications provided by 3M for the location of these slots/stations. They obtained a quote from contractor W.B. Olson, Inc. of Northbrook for the necessary construction work which also includes installation of one new power outlet on a separate circuit, an isolated ground for the main controller, replacement of two wood veneer panels with black laminate surrounds for the check-in stations, and installation of a temporary construction barrier from the west circulation desk to the dividing partition by audiovisual services so that this area is off-limits to the public during Olson's construction and the installation of the automated materials handling system.

These plans and specifications have been reviewed and approved by 3M. Mrs. Anthony distributed the contractor's proposal as submitted. Mrs. Anthony recommends Board approval of the work as proposed for a total of \$25,777. without alternates.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE WORK AS PROPOSED FROM W.B. OLSON IN THE  
AMOUNT OF \$25,777.

The roll call vote for approval was unanimous.

#### APPROVAL OF CLOSING FOR STAFF DAY

Mrs. Anthony is asking the Board to once again approve closing the Library for the day Friday, December 16, for Staff Day. This has proven to be a beneficial opportunity for staff training and fellowship. Given the number of part-time staff and staggered schedules over seven days, some staff rarely see each other and Staff Day gives everyone the opportunity to become better acquainted. The holiday lunch and award longevity recognition are also held that day. Board members are welcome to attend.

A motion was made by Mrs. Rich, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CLOSING THE LIBRARY ON DECEMBER 16, 2011 FOR STAFF DAY.

The roll call vote for approval was unanimous.

#### NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Parrilli reported on the North Suburban Library System Merger Update Meeting for Library Members held on June 17, 2011 and the North Suburban Library System last regular Board Meeting held June 20, 2011.

#### June 17, 2011 NSLS Merger Update Meeting for Library Members

Approximately 65 representatives from library members attended the June 17 meeting. Representing Skokie Public Library were Carolyn Anthony, Fran Roehm, Jan Watkins, and Karen Parrilli. The Acting Executive Directors, Mary Witt and Jan Hayes, made the presentation, which included the following information:

- Approximately 40% of this fiscal year's funding has been received from the State.
- Delivery services should remain the same for the first year under RAILS.
- State regulations under the Joint Purchasing Act have caused problems. Under JPA, RAILS cannot hire staff until after July 1, nor sign contracts for necessary services. The State Library will have to approve the hiring of an interim executive director.
- RAILS will employ approximately 100 people, carry-overs from the five former systems who will retain their current rate of pay.
- RAILS, during its first few months, will be facing decisions regarding RFPs on services for human resources, accounting, benefits (insurance, pension fund), and buildings.
- The State Library has ordered salary ranges based on non-profit and governmental salary scales, with no differential based on areas within the state.
- The State Library has authorized delivery, LLSAP, and LS services to continue. RAILS hopes to offer continuing education and consulting.
- Monday, June 20, RAILS will announce the names elected to the Board.
- After July 1, Mary Witt said she would continue website communications with library members on the RAILS website [www.railslibraries.info](http://www.railslibraries.info). She assured that she would focus on CoP (Communities of Practice—an online communications offering and LLSAP (Local Library Systems Automation Program—shared library catalog and circulation system).

- Non-public libraries have expressed interest in joining RAILS; all other libraries members have been grandfathered into the new organization.

After the meeting, library members were invited to a light luncheon, hosted by the NSLS Executive Board.

#### June 20, 2011 NSLS Board of Trustees Last Regular Meeting

This was the last official meeting of the NSLS Board of Trustees. Their agenda included:

##### *Acting Executive Directors Report*

Merger Update: The first RAILS meeting will be held on July 1, with a minimum quorum of eight. Of the 1,500 library members, 349 votes were cast. No one from the NSLS Board was elected. Michael Piper of PALS is under consideration for the interim executive director position.

Delivery Update: With no objections from the Merger Transition Board, the NSLS Board approved the purchase of a new 12-foot box truck to replace its oldest vehicle.

Report on the June 17 Member Meeting/Reception: The meeting to update library members on the merger and status of RAILS was well attended and received, with 67 people in attendance. During the question and answer session, members expressed concern about communications, advocacy services, and consulting opportunities. (See the June 17 Merger Meeting report.)

##### *Management Affairs Committee Report*

The Board was asked to approve proposed changes to the NSLS Personnel Policy to be in agreement with the other library systems' personnel policies, so that all employees working under RAILS would be treated equally.

As there will be no July meeting for the NSLS Board of Trustees, the Board approved the motion to give President Caudill the authority to approve the June 20 minutes. According to NSLS attorney, this is allowed as long as both the President and Secretary are in attendance.

##### *New Business*

A resolution sponsored by Mary Witt and Jan Hayes was read honoring the Board of Trustees in appreciation for their support and trust in them during this time of transition. Also read was a resolution honoring President Kathy Caudill for her many years of service on the NSLS Board and her leadership as president.



Board Member Anita Forte-Scott mentioned that the Schaumburg Library will invest \$1.1 million in developing an extended teen area along with programming.

Approval of Extension of Reciprocal Borrowing to RAILS Library Members

Mrs. Anthony reported that as of July 1, the Reaching Across Illinois Library System (RAILS) was established in northern Illinois, replacing the former North Suburban Library System (NSLS) and incorporating four other former library systems including the Metropolitan Library System, DuPage Library System, Alliance Library System and the Prairie Area Library System.

In keeping with the resource sharing policy of RAILS, which Mrs. Anthony distributed, and the requirements of the Illinois State Library, Mrs. Anthony recommends that the Board approve extension of Reciprocal Borrowing privileges to persons holding library cards in good standing from any and all public libraries in RAILS. Given the geographic distance involved, staff does not expect a lot of people from other former systems to take advantage of RBP with Skokie Public Library although we may see the occasional patron from the former Metropolitan Library System or the former DuPage Library System.

The Board discussed RBP concerns and how the new system will work.

A motion was made by Mr. Graham, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
TABLE THE APPROVAL OF THE RESOURCE SHARING POLICY  
OF RAILS UNTIL THE OCTOBER 2011 BOARD MEETING.

The roll call vote for approval was unanimous.

Mrs. Parrilli will continue to monitor the RAILS Board meetings.

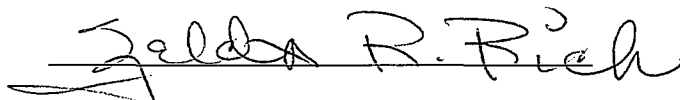
Mrs. Parrilli will attend a trustee seminar in Geneva (IL) on July 23.

COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

ADJOURNMENT

At 8:21 p.m. a motion was made by Mrs. Rich, seconded by Dr. Wozniak to adjourn the regular meeting. The motion passed unanimously.

  
Zelda R. Rich, Secretary