

March 8, 1989

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, March 8, 1989.

CALL TO ORDER

The meeting was called to order at 7:40 p.m. by Diana Hunter, President.

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

Member absent: Eva Weiner.

Guest present: G. Victor Johnson, President, Board of Directors, North Suburban Library System (NSLS).

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 8, 1989 AND THE SPECIAL MEETING OF FEBRUARY 21, 1989

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting of February 8, 1989, and the special meeting of February 21, 1989, as written subject to additions and/or corrections.

Dr. Wozniak seconded the motion.

Dr. Bloch called for a correction on Page 2, of the minutes of February 8, under 1989-90 BUDGET - PRELIMINARY CONSIDERATION; second paragraph, second sentence should read: "He observed that with the increase in health insurance, benefit costs represent approximately 6-1/2% of the salary budget."

The motion to accept the minutes of February 8, as corrected, and the minutes of February 21 as written, passed unanimously. Both were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LIST OF BILLS

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, REPORT ON FINE ARTS ACQUISITION FUND, AND YEAR-TO-DATE BUDGETARY STATUS FINANCIAL STATEMENTS AND THE GENERAL OPERATING FUND LIST OF BILLS ON THE CONSENT AGENDA SUBJECT TO AUDIT.**

During discussion the question was raised why Schaumburg Township District Library's Librarian, Mike Madden, is designated as the check payee (instead of the Library) for the Spring business reference classes being offered there. Mrs. Anthony will find out.

The roll call vote for approval was unanimous.

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

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

**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)
4. CORRESPONDENCE/LETTERS FROM:
  - Carol S. Gottlieb
  - Naomi Rushakoff, 2/8/89 and 2/16/89
  - Beryl Flom
  - Florence Burmeister
  - Neil King Family
  - Carol D. Todd

Mrs. Hunter apprised the Board that, on the Board's behalf, she had sent a condolence letter to Dorothy Rasmussen, former Head of Skokie Public Library Adult Services Department, and to Liene Sorenson, winner of the Illinois Library Association Alexander J. Skrzypek Award.

Trustees reviewed the circulation statistics, noting especially the decrease in circulation of the SAVS administered Library of Congress Blind and Physically Handicapped (BPH) "talking books on cassette" program and the decline in the use of large type books.

The motion to approve the Consent Agenda items passed unanimously.

LINE ADJUSTMENTS TO FY 1988-89 BUDGET

The trustees reviewed the information on the "Proposed Line Budget Transfers FY 1988-89".

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE LINE ITEM TRANSFERS OF \$41,800 FROM THE 1988-89 FISCAL YEAR BUDGET AS FOLLOWS: \$4,000 FROM LINE ITEM 3 (SALARIES) TO LINE ITEM 32 (FURNITURE & EQUIPMENT); \$3,000 FROM LINE ITEM 4 (PROFESSIONAL SERVICES) TO LINE ITEM 7 (EQUIPMENT MAINTENANCE); \$9,000 FROM LINE ITEM 8 (MAINTENANCE OF BUILDINGS & GROUNDS) TO LINE ITEM 32 (FURNITURE & EQUIPMENT); \$3,000 FROM LINE ITEM 10 (INSURANCE, HEALTH, DENTAL & LIFE) -- \$1,000 TO LINE ITEM 9 (AUTO MAINTENANCE), \$2,000 TO LINE ITEM 13 (CONFERENCE, MEMBERSHIP, WORKSHOP); \$5,000 FROM LINE ITEM 11 (INSURANCE) TO LINE ITEM 27 (VIDEOCASSETTES); \$5,300 FROM LINE ITEM 12 (UTILITIES) -- \$1,800 TO LINE ITEM 17 (RECEPTION & ENTERTAINMENT), \$1,500 TO LINE ITEM 30 (JANITORIAL SUPPLIES), \$2,000 TO LINE ITEM 27 (VIDEOCASSETTES); \$500 FROM LINE ITEM 16 (DATA PROCESSING) TO LINE ITEM 34 (BANK SERVICE CHARGE); AND \$15,000 FROM LINE ITEM 33 (CONTINGENCY) TO LINE ITEM 22 (BOOKS).**

The roll call vote for approval was unanimous.

PERSONNEL

The trustees noted the appointment of Gayl Liebman, part-time Information Assistant, Adult Services, effective March 21, 1989; the promotion of Sara Groh, from part-time Page to part-time Page/Projectionist, Youth Services, effective February 17, 1989; and the resignation of Irene Jacobs, part-time Information Assistant, Youth Services, effective March 6, 1989.

## DIRECTOR'S REPORT

Library Statistics--Circulation was up again in February, with gains in children's book circulation leading the way. Microcomputer use is up, particularly by adults since we acquired an IBM compatible.

Legal Counsel--Mrs. Anthony spoke with Fred Lifton of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd., the firm selected by the Board for legal counsel. Mr. Lifton said that the firm wanted one of the principals to be designated as primary contact for the Library and he was interested in assuming the responsibility. Mrs. Anthony agreed to that arrangement and will meet with him March 13.

Bookmobile--The Bookmobile was off the road for repairs totalling \$2,684 this past month. The Bookmobile, purchased in 1981, was in the shop for service 14 times in 18 months. Mrs. Anthony has written to the Village, requesting that servicing and some repair work be provided at cost by the Village garage.

Postage Meter--We have ordered a postage meter for processing of Library mailings and some slugs for cancellation that promote library use.

Online Catalog Use and Training--Gary Newhouse broke out statistics on use of the online public catalog by age group from the user survey. Users outnumbered nonusers by a considerable margin for all age groups except 65 and over, for which 38% indicated that they had used the online catalog. Based on this information and observation by staff providing catalog assistance in February, online catalog training and assistance for the public will be continued. At the start of twelve daytime programs during March and April a cataloger will announce that an orientation session to the online catalog will be provided for all who are interested immediately following the program. The catalog assistance desk will be staffed on Saturdays from 11 a.m.-4 p.m. and Sunday 1-5 p.m. During weekends and evenings in February, staff at the catalog assistance desk helped 508 people use the catalog and answered 380 miscellaneous information requests.

Mrs. Zatz complimented Camille Cleland, Assistant Director for Technical Services and Automation Coordinator, on her expertise with the Bibliofile and her successful manner in explaining its use to patrons.

Florence Burmeister's Retirement--There will be a public reception for Florence Burmeister, Head, Youth Services, on Sunday, April 30, from 4-6 p.m. Invitations will be sent. A Chicago Tribune reporter spent six hours at the Library recently, gathering information for an article on the Library, to feature Florence Burmeister and Preschool Story Time. The article will appear in a special supplement on Skokie, April 5, 1989.

Sunday Activity--Recent Sunday afternoons at the Library have been exceedingly busy with times when all catalogs were in use and nearly every seat taken. Staff have been doing their best to check patrons out quickly, but there are still long lines.

During discussion several ideas were presented, including extending Sunday hours and closing on the morning of the day the Library is least used. Mrs. Anthony will pull information from statistics compiled in 1988.

Ideas suggested by trustees for Mrs. Anthony to discuss with staff include additional public address announcements at 15 minute intervals to remind patrons that the Library is closing and "please check out your materials to avoid the rush"; printing a bookmark promoting "Be an Early Bird/Checkout Early"; looking into the feasibility of a checkout station in Youth Services, and in other areas of the Library; and the possibility of a special "express checkout" station.

Mrs. Anthony will discuss with staff.

Assistance to Skokie Historical Society--Ginny Boggs, Cataloger, provided several hours of assistance to the Skokie Historical Society, advising them on the assignment of subject headings to photographs and other nonprint materials.

Compensation to Artist--The Library will pay \$750., half the declared value of "Sampler," to the artist Judy Walter to compensate her for her quilt which was lost from the travelling exhibit of the Textile Arts Centre Faculty Show last fall.

Rotary Plaques--The Rotary Club has two plaques from their charter and achievement in contributions which they would like to hang in a public place. The President, William Miller, has asked if a wall or corner in the Library might be available to community service groups for display of such plaques.

After discussion it was the consensus of the Board that this precedent should not be set.

Illustrated Theatre--We have had a preliminary meeting with principals from the Illustrated Theatre who are interested in conducting a week's residency for National Library Week 1990. The troupe is part of the Illinois Arts Tour and has many credits including a performance of *Beauty and the Beast* with the Chicago Symphony. Under the terms of the Illinois Arts Council grant program to which we will apply this month, we would be eligible to receive two thirds of the \$2,000 fee for the residency of two actors from the Illustrated Theatre.

This year's National Library Week program is well under way. Twenty Skokie fourth grade students are doing creative writing and drawing with Arnold April, founder and artistic director of City Lit, which will be developed into a multi-media performance entitled *Skokie Lives: Traces of History*, and presented on April 9, 3:00 p.m. and April 10, 7:00 p.m.

How to Get the Very Best--Six staff members will attend PLA's (Public Library Association) workshops on "How to Get the Very Best", March 30-31. Mr. Flintrup will be a speaker and Mrs. Anthony will be moderator at a panel discussion in the workshop on political communication.

Display Shelving--After much looking for display shelving compatible with our present shelving, Mrs. Anthony found a new Estey product available through the Bradford Systems. Mrs. Anthony proposed purchasing 18 units of this black steel display shelving for the new books area, audiocassettes and Youth Services periodicals. The cost including shipping is \$6,700.

After discussion Dr. Wozniak made a motion, seconded by Mrs. Merritt:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE PURCHASE OF SHELVING AS RECOMMENDED BY THE DIRECTOR.**

Further discussion ensued. It was the consensus of the Board to get an additional quote on identical shelving and quantity from another Estey distributor and to postpone the motion until the April Board meeting.

Landscaping--Mrs. Anthony met with John Mariani of Mariani Landscape Design regarding improvements to the Library's landscaping. Considerable pruning of the Library trees and shrubs is necessary; and some plantings need to be replaced or removed in order to restore and enhance the existing plantings. There is a discount if pruning is done this month. The contract would be worded not to exceed a specific amount. Mrs. Anthony requested the Board's authorization to proceed with landscaping improvements.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE FIRM OF MARIANI LANDSCAPE DESIGN TO BEGIN LANDSCAPING IMPROVEMENTS WITH PRUNING OF THE TREES AND SHRUBS, AS NECESSARY, IN BOTH OF THE LIBRARY'S COURTYARDS AND ON THE NORTH AND WEST SIDES OF THE LIBRARY FOR A COST NOT TO EXCEED \$8,000.**

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

Dr. Bloch asked his vote be changed from abstain to yes.

The motion passed.

It was requested that a Parliamentarian review *Robert's Rules of Order* and advise the Board of the ruling on abstention votes in the case of a failed or tied motion.

LACONI Trustee Dinner--The Library Administrators' Conference of Northern Illinois (LACONI) Trustee dinner will be Friday, April 28, at the Drake Oak Brook Hotel, 7:00 p.m. The speaker will be mystery writer Sara Paretsky.

Reception for Bob McClarren--We have received notice from NSLS that the System Board will sponsor a reception for Robert R. McClarren, retiring Director, North Suburban Library System, Sunday, June 11, in the afternoon at the NSLS System Center. Details will follow.

### AUTOMATION

The Director's Report indicates the Joint Computer Program for Libraries' (JCPL) growth fund will have approximately \$275,000 at the end of the fiscal year. Plans are to double monthly contributions to the JCPL growth fund in FY 1990, adding at least \$150,000 to the joint account.

The JCPL Board agreed to purchase an equipment package for \$8,000 to test the operation of a new terminal controller system available from Geac. If the controller works, as promised, it could enable us to add more terminals to the system without adversely affecting response time. This could be a partial solution to one of the biggest limitations we now face.

Our CD Rom catalog on Bibliofile has been through the first remastering after five months. Interim changes are added to the hard disk. Public response to Bibliofile continues to be extremely favorable.

### LONG RANGE PLANNING PROCESS

The Board will review the Long Range Plan Report of the March 3 meeting, which includes a revised mission statement reflecting the Board's suggestion that reference be made to the Library's integral role in the community and lists the goals and objectives developed by the Committee.

At the next meeting of the Long Range Plan Committee, March 28, the proposed objectives will be reviewed and prioritized.

### LIBRARY CABLE NETWORK

The trustees noted the March, 1989 "Program Guide Cable Channel 22".



Because of the length of the meeting it was the consensus of the Board to postpone viewing the Library Cable Network clips until the April board meeting.

#### NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup deferred to G. Victor Johnson, President, Board of Directors, North Suburban Library System.

Mr. Johnson thanked the trustees for allowing him to make a presentation. He spoke on the variety of services provided by the North Suburban Library System (NSLS), Suburban Audio Visual Services (SAVS), Central Serial Services (CSS) and Metropolitan Periodical Services (MPS).

Mr. Johnson reported on the progress of the NSLS System Director Search Committee and on the status of the System's conversion from a "cooperative public library system to a multitype library system".

The NSLS Board of Directors approved the conversion at its regular February, 1989 meeting, adopting a motion requesting the Board of Trustees of each public library member of the NSLS to approve or disapprove the action of the NSLS Board, and to report such action, with its record of vote, to the Board of Directors, NSLS, on the form provided by the NSLS, on or before 5 p.m., Monday, April 10, 1989.

The conversion has been discussed by the Skokie Public Library Board of Trustees on several occasions and Mr. Flintrup made a motion, seconded by Dr. Wozniak:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CONVERSION OF THE NORTH SUBURBAN LIBRARY SYSTEM FROM A COOPERATIVE PUBLIC LIBRARY SYSTEM TO A MULTITYPE LIBRARY SYSTEM.**

The roll call vote for approval was unanimous.

After discussion regarding the need for an increase in state funding to the System Mr. Flintrup made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES SEND AN ADVISEMENT TO THE SECRETARY OF STATE THAT THE BOARD IS IN FAVOR OR AN INCREASE OF 15% IN SYSTEM FUNDING.

The motion passed unanimously.

Also discussed was the closing of Fort Sheridan Army Base and questions arose regarding the disposition of the library's two million volume collection. More details will follow after clarification of the facts.

Mr. Flintrup advised the Board of an upcoming program May 13, 1989, at NSLS "How to Function as a Board Member" which will benefit both new and current trustees.

The Board thanked Mr. Johnson for his presentation.

COMMENTS FROM TRUSTEES

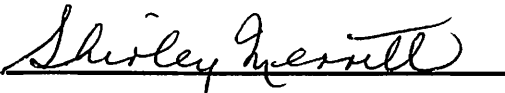
There was discussion of the lack of parking, and the need to look to the near future when Oakton Street will be reduced to one lane traffic.

Mrs. Zatz reported on the progress of the plans for the brunch in Mrs. Merritt's honor, Sunday, April 2.

As this is Mrs. Merritt's last meeting in attendance as a Board member, Dr. Bloch moved and Dr. Wozniak seconded that the Board adopt a resolution congratulating Mrs. Merritt for her dedicated service, charm, and educational contribution to the Board. The resolution was approved unanimously.

ADJOURNMENT

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

  
Shirley Merritt, Secretary