

July 10, 1996

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 10, 1996.

CALL TO ORDER

The meeting was called to order at 7:42 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Leo Friedman; Marcy Goodman; Susan Schreck Greer; Eva Weiner; and Carolyn A. Anthony, Director.

Members absent: Zelda Rich, Secretary and John Graham.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 12, 1996

Mr. Friedman made a motion, seconded by Mrs. Greer, to approve the minutes of the regular meeting of June 12, 1996, subject to additions and/or corrections.

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

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

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

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, THE LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED; AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

Mrs. Hunter appointed Mrs. Goodman Acting Secretary.

After lengthy discussion the roll call vote for approval of the financial statements and the list of bills was unanimous.

After discussion of the bills, it was the consensus of the Board that the conference attendance motion adopted as policy January 9, 1991, (copy attached) be reviewed at the next meeting when all members are present.

Among suggestions were a flat annual allowance; a two conference limit per year; a four day (paid) limitation for trustees; and consideration of the city's individual "hotel rate" (with some cities having much higher rates than others), i.e. an average hotel charge would be determined for the specific conference as a per diem rate, adding \$50. per day extra for food. Airfare and registration fees would still be paid by the Library.

Mrs. Hunter expressed great concern that parameters be set befitting elected officials. Library related program fees would still be covered. However, in no way would personal enrichments such as tours, theatre events, etc. be paid by the Library - these would remain the responsibility of the individual.

Mrs. Weiner said that trustees who attend library conferences should be obligated to complete a written report after each conference in support of their attendance and to share knowledge and insight gained with fellow trustees. She also strongly supports and encourages ongoing workshops for trustees, "brainstorming" and sharing experiences.

Mrs. Hunter complimented Administrative Assistant for Accounting Younghee Kim for tying together expenditures in the list of bills in the manner she has requested. This provides clarity in the list of bills, especially for future generations that might review Library Board meeting materials. There is a better understanding of the list of bills when expenses that will be reimbursed are indicated as such.

CONSENT AGENDA ITEMS


CIRCULATION REPORT
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S) (1)
CORRESPONDENCE (2)
PERSONNEL

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

Cross Cultural Workshop--Eleni Kokkino of the Illinois Resource Center presented a cross cultural awareness workshop for staff December 14. She discussed the different levels or aspects of culture and the adaptation process of adjusting to a new culture.

Japanese Concert and Reception--Mrs. Hunter and Mrs. Anthony attended a concert presented by the Tokyo Brass Ensemble December 20. The program of varied types of music also included pieces performed by local Japanese American artists including former Young Steinway performer Tokiko C. Takeuchi.

Professional Meetings--Mrs. Anthony will attend meetings at the American Library Association's Midwinter Conference from January 11-15 in Chicago. Her current responsibilities are: Director-at-Large of the Metropolitan Libraries Section, Co-chair of the ALTA/PLA Common Concerns Committee and a member of the Kellogg/Education Information Center Advisory Committee.

PLA Conference in San Diego--Four Board members and five staff members including Mrs. Anthony have been registered for the PLA National Conference in San Diego in March. One staff member is attending a preconference on planning library services for a culturally diverse population and two staff members are attending postconferences on intellectual freedom and youth services. 

Discussion ensued regarding the Board's policy on conference attendance; the increasing costs involved; and the range of expenses incurred being dependent on individual length of attendance.

It was the consensus of the Board that the Library continue prepayment of registration fees, related meal functions, programs of special interest and airfare. And, because the usual advance of \$500 in some instances does not cover hotel room costs, the Board agreed an increase in the advance was necessary.

After discussion Mr. Flintrup made a motion, seconded by Mrs. Zatz to increase the conference attendance advance to \$750.

Upon Mr. Graham's suggestion to change the motion to approve a per diem basis advance of \$150. per day Mr. Flintrup withdrew his motion.

The motion was reworded:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE AN INCREASE IN THE CONFERENCE ATTENDANCE EXPENSE ADVANCE FOR TRUSTEES FROM A \$500. TOTAL ADVANCE TO AN ADVANCE OF \$150. PER DAY.

The roll call vote for approval was unanimous.

BUILDING PROGRAM

The Board reviewed the Agreement Between Owner, Board of Trustees, Skokie Public Library and Architect, Hammond Beeby and Babka, Inc. dated January 9, 1991 (AIA Document B141, July 1977), as amended by Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE OWNER/ARCHITECT AGREEMENT DATED JANUARY 9, 1991 AS AMENDED BY ATTORNEYS ROBBINS, SCHWARTZ, NICHOLAS, LIFTON AND TAYLOR, LTD.

The roll call vote for approval was unanimous.

Mrs. Anthony reported on her December 18, 1990 meeting with Village Manager Albert J. Rigoni, Corporation Counsel Barbara Meyer, and Acting Finance Director Bob Nowak regarding Library renovation financing.

The Village expects to hear by late January whether it will receive a federal grant toward completion of the flood control project. If the grant is forthcoming, they will proceed with the note and security agreement for the Library as previously discussed. If the grant request is denied, a bond issue will be developed and the Library's request will be included. In either case, the plan is to proceed with the paperwork and preparations.

Since the loan documentation with either financing method lists the Village as the borrower, the Village would like a written intergovernmental agreement between the Library and the Village stating that the debt is in fact the Library's debt. They would like a

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

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

Letter from Jacqueline B. Gorell, Mayor, Village of Skokie;
and letter from Beatrice Schatz

5. PERSONNEL

Appointments: Lewis Hagedorn, part-time Microcomputer Assistant, Youth Services Department, effective June 20, 1996; and Frances Roehm, full-time Reference Librarian, Adult Services Department, effective July 15, 1996

Resignations: John Vodopic, part-time Microcomputer Assistant, Youth Services Department, effective June 21, 1996; and Jon Theisen, Assistant Department Head, Youth Services Department, effective August 1, 1996

Status Changes: Marley Sackheim, from part-time to full-time Information Assistant, Youth Services Department, effective May 27, 1996; Eileen C. Coulombe from S-4 to S-5, Senior Clerk, Circulation Department, effective June 10, 1996; and Cathy Maassen, from full-time to part-time, Senior Clerk, Circulation Department, effective from June 17 through August 19, 1996

All consent agenda items were unanimously approved and placed on file.

DIRECTOR'S REPORT

Usage--Circulation was up less than one percent in June, with increases in Youth Services circulation offset by decreases in Adult Services and the Bookmobile. Interlibrary Loan had a busy month, handling 20% more loans and 6% more borrowings than the same time last year.

Orientation Packet--The Staff Training Advisory Committee has completed an orientation packet that will be given to all new staff. In addition to the Personnel Code, it includes a guide to the Library, a training checklist, the Service Statements and Service Standards, Library map, Staff Directory, Phone extension list, organization chart, basic information on NSLS, Library brochures and the Chamber of Commerce publication "In and Around Skokie". The Orientation Packet will enable new staff to become familiar with important information quickly.

Picnic Tables--Two picnic tables were purchased and installed on the west side of the Library for use by staff and the public. The tables will allow staff to eat lunch outside on a pleasant day and serve as a place to refer users who try to eat in the study rooms.

Communications Decency Act--The Communications Decency Act, passed by the U.S. Congress in February as part of the Telecommunications Reform Act of 1996, was ruled unconstitutional by a court in Philadelphia June 12. ALA was the initiator of a suit challenging the Act for vague language that could result in librarians being imprisoned for up to two years or fined up to \$250,000. for allowing access to Internet resources that are “indecent” or “patently offensive by contemporary community standards.”

New LIMRiCC Director--Louise McAulay is the new Executive Director of the Library Insurance Management and Risk Control Combination (LIMRiCC), replacing James M. O'Brien (Mike) effective July 1. LIMRiCC handles the Library's unemployment insurance.

Dave Evans to Stay at LCN--Dave Evans has decided not to move to California at the present time. He will remain in his job as Executive Director of the Library Cable Network.

All America City--Trustee John Graham and Mrs. Anthony were part of the delegation of 30 Skokie representatives at the All America City competition in Fort Worth June 13-15. While Skokie was not selected as one of ten All America Cities, the experience contributed to building community. We are determined to try again next year as many of this year's winners were finalists in prior years.

Chamber of Commerce--The Library sponsored a golf cart at the Skokie Chamber of Commerce Golf Outing June 24. Board President Diana Hunter and Mrs. Anthony attended the luncheon.

Staff Day--We propose to hold this year's Staff Day event Friday, December 20, at the Ray Hartstein Campus of Oakton Community College. Technology will be a focus. Many staff

will have the opportunity to learn new computer skills “hands-on” in one of Oakton’s computer laboratories. Board approval is requested to close the Library for the day.

After discussion, Mrs. Greer made a motion, seconded by Mrs. Goodman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE CLOSING THE LIBRARY FRIDAY, DECEMBER 20, 1996 FOR STAFF DAY.

The motion was unanimously approved.

American Library Association--Trustees Zelda Rich and Eva Weiner; staff members Bruce Brigell, Coordinator of Information Services; Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; Pat Groh, Coordinator of Community Services; and Steve Oserman, Reference and Job Resource Center Librarian; and Mrs. Anthony will attend the Annual Conference of the American Library Association July 5-10. Mrs. Anthony continues to serve on the ALA Council, the ALA Committee on Education, the ReVision Committee of PLA (working on a revision of the planning process.) Her responsibilities with the Public Library Measurement and Evaluation Section of PLA will conclude.

Vacation--Mrs. Anthony will be on vacation from July 31-August 22 and will miss the August Board meeting. Associate Director Barbara Kozlowski will attend the August 14 Board meeting.

SERVICE EXPECTATIONS

Service Statements approved by the Board in December 1995 were developed by a staff committee to assist in furthering the Library’s goal: “The Skokie Public Library will ensure consistent, quality service.” The Service Statements express the Library’s shared values regarding quality customer service.

This past month, Statements of Service Expectations for All Staff and Desk Staff were introduced to the staff. These statements describe the expectations of staff, to the level of specific behaviors, that will contribute to achieving consistent, quality service.

The Board complimented staff involved in development of the Statements of Service Expectations.

RESOURCES SELECTION POLICY

The Materials Selection Policy was adopted by the Board in February, 1990. A revised "Resources Selection Policy" is proposed for adoption, replacing the former policy. Changes include incorporation of the current Mission Statement for the Library and inclusion of access to electronic resources as a consideration.

After discussion Mrs. Greer made a motion, seconded by Mrs. Goodman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE UPDATED RESOURCES SELECTION POLICY AS PRESENTED.

The roll call vote for approval was unanimous.

PER CAPITA GRANT

With Board approval Mrs. Anthony will submit the 1996-97 Per Capita Grant application to the Illinois State Library by July 15, 1996.

After brief discussion Mrs. Greer made a motion, seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE MAKING APPLICATION FOR AN ILLINOIS STATE LIBRARY 1996-97 PER CAPITA GRANT.

The motion was unanimously approved.

INDOOR AIR QUALITY ASSESSMENT

The Board reviewed the Davis Environmental Services Group study of indoor air quality conducted at the Library May 30, 1996, in response to concerns expressed by some staff. The tests were designed to measure the level of dust in the air and to detect the presence of airborne microorganisms that may cause respiratory and related illnesses. A walk-through survey was made focusing on conditions that were known to be supportive of microorganism growth and dust samples were collected in several areas.

Dr. Harvey Davis reported there was no evidence of untoward health effects resulting from the quality of the indoor air at the Library, however, he noted that some hypersensitive individuals may experience adverse health effects at contaminated levels that are extremely low or nondetectable. These cases are quite common and there are currently no known cost effective control strategies to eliminate such problems.

One finding was that the filters in the original (west) building were significantly less effective than filters in the east building and as a result, new, more effective filters have been installed in the west building.

The entire report will be made available to staff.

AUTOMATION

There was nothing to report.

LEGISLATIVE CONSULTANT TASK FORCE REPORT

The Board reviewed the memorandum from Sue Stroyan, President, Illinois Library Association, regarding the Legislative Consultant Task Force Report.

LIBRARY CABLE NETWORK

The Board noted the Library Cable Network July 1996 TCI Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM


There was no report because of Mrs. Rich's absence.

COMMENTS FROM TRUSTEES

Mrs. Weiner talked about two of the meetings she attended during the ALA Annual Conference in New York - she will prepare a written report to share with Board members.

ADJOURNMENT

The meeting was adjourned at 8:45 p.m.



Marcy Goodman, Acting Secretary