

September 9, 1987

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, September 9, 1987.

CALL TO ORDER

The meeting was called to order at 6:50 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; Eva D. Weiner; Norma L. Zatz; and Carolyn A. Anthony, Director.

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

APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 19, 1987

Mr. Flintrup moved that the Board of Trustees approve the minutes subject to additions and/or corrections. Dr. Wozniak seconded the motion.

There were no corrections and the motion to approve the minutes as written passed unanimously.

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 Financial Statements and List of Bills on the Consent Agenda, subject to audit.

The roll call vote for approval was unanimous.

CIRCULATION REPORTS  
LIBRARY USE STATISTICS  
REPORT(S) FROM DEPARTMENT HEAD(S)  
QUARTERLY REPORT OF PROGRAM ATTENDANCE, MAY-JULY, 1987

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

MOTION: That the Skokie Public Library place on file the following Consent Agenda items:

1. Circulation Reports
2. Library Use Statistics
3. Report(s) from Department Head(s)
4. Quarterly Report of Program Attendance, May-July, 1987

The motion passed unanimously.

DIRECTOR'S REPORT

Statistics--August circulation posted another record for the month, up 10% over last August. Reference service is also strong, showing an increase of nearly 10%. Reciprocal borrowing from the Skokie Public Library which has been low in the summer to the point where we were a net borrower, was up over 42% in August. Reciprocal borrowing currently accounts for about 12% of our circulation, up from less than 10% last year. Circulation of records is down over 20% from last year, with the difference more than compensated for by circulation of compact discs. Buying patterns will be adjusted accordingly.

Collection--To alleviate the growing problem of crowded shelves, considerable shifting of portions of the collection has occurred in Adult Services. A large section of files was removed from the area near biographies to make way for large type books on lower shelves. This arrangement has been enthusiastically received by the public.

Flood Damage--The carpet in Nonfiction has been cleaned and deodorized. Many books were temporarily moved from the bottom shelves to facilitate the spraying of germicide and to promote drying. An estimate has

been received for repair of the parquet floors. Total restoration costs will be less than \$2000. The staff who worked hard to eliminate standing water deserve the credit for this good news.

Telefacsimile--The Omnifax Telefacsimile equipment has been installed in the Administrative Office. Guidelines for use have been promulgated by NSLS. We anticipate that it will be particularly helpful in Interlibrary Loan and for filling periodical requests.

Art of the Eye--About 100 people attended the Art of the Eye program and reception on September 3. The program generated a lot of excitement. Four of the artists represented in the show were present as well as Dr. James G. Ravin, an ophthalmologist and art historian who presented a slide/lecture on the effects of vision impairment on the art of Monet and other masters. The trustees were well represented with Dr. and Mrs. Bloch, Mrs. Weiner, Dr. and Mrs. Wozniak and Mrs. Zatz in attendance.

Conversion to DUAL System--The conversion of the Geac system to DUAL operation was completed Sunday, August 24 and everything was up online at 8:00 a.m. Monday morning. Response time in circulation is noticeably faster and catalog response time has also improved.

Automation Training--Public Service Desk staff have recently gone through additional training in the use of the online catalog. The training featured advanced strategies for searching. It also gave staff the opportunity to ask questions and receive individualized assistance. Such sessions will be needed on a periodic basis as there are software enhancements, new applications and further discovery of system features. Additional training for Circulation staff will begin soon.

Filling Staff Positions--Interviews have been conducted for the position of Coordinator of Programs and Exhibits. We hope to make a decision this week after references have been checked. We are midway through interviews for the Bookmobile Librarian position and are pleased with the quality of the applicants. A selection for that position will be made next week.

Arts and Entertainment Video--The Library will receive a video monitor, a videocassette recorder and a number of videotapes of Arts and Entertainment programs as part of a promotional effort by the Arts and Entertainment channel, related to the Year of the Reader. The theme is "Books and Cable TV Enrich Your Life."

LACONI--Kathleen Balcom, Director of the Downers Grove Public Library, and Mrs. Anthony will present a program on role setting and the library planning process to the Administrators Section of LACONI (Library Administrators Conference of Northern Illinois) on September 18.

REPORT FROM DIANA HUNTER

Mrs. Hunter reported on the status of program funding from local business and industry.

Cole Taylor Bank is going to sponsor the National Library Week reception (1988) and finance either a string quartet or harpist to perform during the reception.

Savings of America will finance the cost of the 1987-88 Young Steinway Concert Series brochure. Several other suggestions were made to Savings of America representatives at their recent meeting with Mrs. Hunter and Mrs. Anthony which possibly could be covered by the bank's National Marketing Public Relations budget. Mrs. Hunter will keep the Board informed of developments.

First National Bank of Skokie President James A. Carlson indicated their commitment to the Village of Skokie's Centennial celebration precludes any major funding for the Library this year, however, they did discuss several possibilities of some type of funding.

Edward T. Borus, Senior Vice President of FNBOS wrote Mrs. Hunter with regard to obtaining the "Money Museum" display from NBD Bancorp. He indicated that if this project cannot be coordinated some other type of support will be made.

Discussion followed.

The trustees suggested ways to give recognition to Young Steinway Concert Series performers, such as a certificate of recognition, or a medallion.

Mrs. Anthony reported Savings of America representatives are enthusiastic and interested in assisting the Skokie Public Library with funding--that they will absorb the cost of street banners and the cost of printing tickets.

In all likelihood, Library Cable Network will videotape all the Young Steinway Concerts in the 1987-88 series.

#### PER CAPITA GRANT

Mrs. Anthony gave a brief report on the Per Capita Grant application, which is due in Springfield in October.

Plans are underway for a community survey which will tie in with our planning process, which will be discussed at the Special Board Meeting, Sunday, September 20.

ERRORS AND OMISSIONS INSURANCE

The Board reviewed the letter from Thomas P. English, Boyle, Flagg and Seaman, regarding the Directors and Officers Liability coverage.

The Extended Reporting option under the expiring Hartford policy is offered through the Media/Professional Insurance Agency. The premium is \$2,582.00 and a written request asking for this coverage is necessary within 30 days of the cancellation date.

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

MOTION: That the Skokie Public Library Board of Trustees authorize the purchase of the Extended Reporting Option as outlined in the August 28, 1987 letter from Boyle, Flagg and Seaman, at the one-time premium cost of \$2,582.00.

The roll call vote for approval was unanimous.

Mr. Flintrup suggested that the Board look into the Errors and Omissions self-insurance group coverage offered by the North Suburban Library System at a later date.

AUTOMATION

Mrs. Anthony reported that all is going well since we went on the DUAL system.

The JCPL Board met August 21 to discuss priorities at a special planning meeting. Priorities include: continued resolution of slow response time; stabilizing and adjusting to Dual 8000 environment; ongoing training and enhancements; revising cost sharing formula; back up catalog; implementation of acquisitions; use of additional current system capabilities; dial up access; cataloging alternatives, OCLC/ROM;

and clarification of organization and responsibilities.

Discussion followed regarding the cost sharing formula and upgrading of communication lines.

The question of using SPRINT between towns instead of ILLINOIS BELL lines was raised as a possible cost saving measure.

Mrs. Anthony said the Library will delay changeover to a new acquisitions system as we are quite comfortable with the system developed by our computer consultant, Eric Telingator.

The conversion to DUAL has freed up 14 ports. This will enable us to offer remote access to the public catalog once we are satisfied with response time.

#### SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The Board reviewed the letter of appreciation received from Susan P. Jordan, Director of Library Development, Northwestern University Library, and the statistics on the "Monthly Report of Services to Persons with Disabilities."

Mrs. Anthony stated that we have a number of volunteers in the Community Services Section of Adult Services who are a big help to Liene Sorenson and the SALS project.

#### LIBRARY CABLE NETWORK

The trustees noted the September, 1987 "Program Guide Cable Channel 22" flyer produced by Library Cable Network.

#### MICROCOMPUTERS, WORD PROCESSORS, DESK TOP PUBLISHING

The trustees reviewed the material prepared by Computer Consultant, Eric Telingator, "Office Automation" which outlined the Administrative Office personnel's needs to edit and restructure documents, create mass mailings, produce quality calendars and other

public relations materials' mailings.

The Board discussed the recommendations and cost involved to implement the office automation outlined.

Mrs. Anthony expressed concern that the Library's Administrative Office had not yet been automated. Microcomputers now in use in some Library departments are owned by staff members and each department is using a different type of software and equipment. The proposal outlines a system for providing each department with the same brand of computer, allowing for a common user knowledge base and increasing efficiency of staff.

The Library would obtain Apple Macintosh computers and peripherals which include computers, laser printers, modems, and disk drives through a program known as the Education and Local Government State Buy. By purchasing its equipment through this program, the bidding process is not necessary and the Library is guaranteed the lowest purchase price possible.

After lengthy discussion, Dr. Bloch made a motion, seconded by Mrs. Weiner:

MOTION: That the Skokie Public Library Board of Trustees authorize the Director to proceed with Phase I, as outlined in the Office Automation proposal, in the amount of \$27,466.25, with the funds to come out of the Reserve Fund for the Purchase of Sites and Buildings.

The roll was called after further discussion. Dr. Wozniak--yes; Mrs. Zatz--no; Mr. Flintrup--yes; Dr. Bloch--yes; Mrs. Weiner--yes; Mrs. Merritt--abstain. The motion passed.

#### COMPENSATION REVIEW

Dr. Bloch advised the Board of the study results of Dr. Wozniak and Dr. Bloch's review of the compensation system currently in practice at the Skokie Public Library.



Dr. Bloch's report was distributed to each Board member and he went over each point, step by step, asking that they read the Compensation Review, bring their questions and suggestions to the October Board meeting, with the idea of taking action, if any, at the November Board meeting.

Dr. Bloch said that in view of the Library's budget constituting 56% for staff salary requirements, it was the Board's responsibility to 1) provide equitable salaries for employees, 2) maintain an acceptable tax level for Skokie taxpayers, and 3) maintain the variety and high standards of service to Library users.

Dr. Bloch expressed concern that the current salary schedule has several undesirable features which could cause financial problems in the future.

He proposed some adjustments to the present compensation plan which would enable the Library to recognize merit and control costs.

Several charts prepared by Dr. Bloch were also reviewed.

Guidelines were discussed and it was the Board's consensus that maintaining competitive salaries, controlling cost, recognition of merit and staff morale must be considered.

It was agreed that the Board would like to review the material presented by Dr. Bloch representing his study with Dr. Wozniak; that the Board would like copies of salary ranges of other area libraries, such as Arlington Heights and Evanston, and that comparison should also be made with current compensation practices in private industry.

Mrs. Hunter thanked Dr. Bloch for his presentation and the enormous amount of effort put into the Compensation Review prepared by both Dr. Bloch and Dr. Wozniak.

ART OF THE EYE EXHIBIT OPENING RECEPTION

Mrs. Anthony reported on the success of the opening program and reception in the Director's Report.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported that there was no Board of Director's meeting held at the North Suburban Library System in August.

COMMENTS FROM TRUSTEES

Mrs. Merritt requested a list of audio and video cassette holdings be prepared for distribution to patrons.

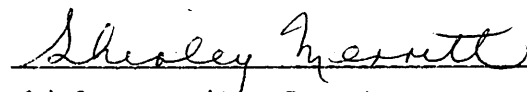
Mrs. Anthony indicated that both are in process.

Discussion followed regarding programs that merit additional promotion and the use of flyers to do so, and some type of auxiliary calendar in the Library.

ADJOURNMENT

The meeting was adjourned at 9:40 p.m.

The Board then went into Executive Session.

  
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Shirley Merritt, Secretary