

December 10, 1997

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, December 10, 1997.

CALL TO ORDER

Diana Hunter, President, called the meeting to order at 7:37 p.m.

Members present: Diana Hunter, President; Eva Weiner, Vice President; Zelda Rich, Secretary; Marcy Goodman; Susan Greer; and Carolyn A. Anthony, Director.

Members absent: Leo Friedman and John Graham.

Observers present: Phil Carlsen, Bookmobile Driver/Librarian and Pat Groh, Coordinator of Community Services.

APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 12, 1997

Mrs. Rich made a motion, seconded by Mrs. Goodman, to approve the minutes of the meeting of November 12, 1997, subject to additions and/or corrections.

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

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF NOVEMBER, 1997, THE LIBRARY NOTE FUND AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED, AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

After discussion the roll call vote for approval was unanimous.

CONSENT AGENDA ITEMS

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

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

- 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. GIFT - \$100.00 from Skokie Area Chapter 3470 AARP
 5. CORRESPONDENCE (2) - Letter from Betty Bezman;
 letter from Randi J. Bergey, Director of Development,
 Bear Necessities
 7. PERSONNEL
Retirement: Donald Tashman, full-time Page, Adult Services Department, effective January 3, 1998
Appointment: Jeffrey Obirek, part-time Security Guard, Maintenance Department, effective December 10, 1997

The Consent Agenda items were unanimously approved and placed on file.

DIRECTOR'S REPORT

Usage--Circulation in November was up more than 5% to nearly 97,000. Strong gains continue in Youth Services and on the Bookmobile. Interlibrary loan lending was also up for the month. The gate count was down slightly from last November, perhaps because of the increased use of TeleCirc to renew books. A new usage figure, contacts to the Library's HomePage on the Web, show that 47,075 contacts were made in November for an average of 1,569 per day.

Death of Friends--We are saddened to learn of the death of Jerome Robbins, founding partner of our law firm Robbins, Schwartz, Nicholas, Lifton and Taylor. Jerry kept in touch with the Library, exhibiting photographs here each year. He was active in the Skokie community, in recent years as one of the originators of the Skokie Sculpture Park. Also in late November, Ida Bullen passed away. Ida was a well known figure in the NSLS library community, wife of former Assistant System Administrator Bob Bullen, and mother of Andy Bullen and Anne Craig who have followed in their parents' footsteps by pursuing librarianship as a career.

Staff Day--The Board is reminded that the annual Staff Day will be held Friday, December 12 at the Library. The theme this year is "A Healthier You--a Healthier Workplace." Board members are invited to join us for the day or any portion thereof. John Kadus, Staff Day Chair, Louise Barnett, Eileen Coulombe, Susan Dickens, Gin Gaiser, Sophie Manta, Tobi Oberman, Judy Rinkor, Rich Simon, Lydia Stux and Rich Trauth have worked hard to make this an informative and fun day.

Thinking Outside the Box--Sharon Wiseman, a consultant who has done work for NSLS, conducted a workshop for staff in November on "Thinking Outside the Box." She led staff through a review of our collective successes, missed opportunities and shared values before giving us several tools we could use as aids in evaluating proposed changes.

SPL Authors--In the 1998 edition of Richard Bolles' book What Color Is Your Parachute?, he recommends The Guide to Internet Job Searching by Margaret Riley and our own Frances Roehm and Steve Oserman. Bolles observes "I like this book the best of all those which have come out thus far, about job-hunting and the Internet...an impressive work..."

Sale of MR Chairs--Only two more MR chairs were sold in Sotheby's November auction, for the minimum price of \$200. each. We may need to rethink an approach to deaccessioning the remaining chairs.

Dedication of Sculpture--The dedication of Search by Brian Monaghan, the sculpture purchased in honor of Mary Radmacher, former Chief Librarian was held Sunday, December 7, at 1:30. Also recognized were the two new sculptures in the Reference Courtyard, given by Lewis Weinberg. A poster of "A Game of Chance," representing 54 American artists including a number from the Chicago area, has been given to the Library by Diana and Harry Hunter. It will be hung in the Petty Auditorium.

"The Reading Room"--A temporary exhibit of "The Reading Room: A Sound Installation", is in place in the Library lobby. Artist Stephanie Rowden kept visitors entranced the other evening as she described her conception of books that murmur and sing, evoking the special relationship between book and reader. We should look for a sponsor to enable us to acquire one of these pieces for the Library's permanent collection.

Community and Professional Activities--This past month Mrs. Anthony attended the LAMA (Library Administrators and Managers Association, a division of ALA) annual workshop on Staffing Issues in the Year 2000, a one-day workshop held at NSLS. She also attended a half-day workshop on Effective Organizations sponsored by LACONI, the Library Administrators Conference of Northern Illinois; and was videotaped on the subject of providing library service to an ethnically diverse community by the College of DuPage for a teleconference they are preparing on service. Mrs. Anthony attended a meeting of the Advisory Committee for the Dominican University Library School to hear the preliminary report on their reaccreditation; attended a meeting of the Adult Education Area Planning Council at Oakton Community College; and a meeting at Rush North Shore Medical Center on

becoming a healthy workplace and community. For the Chamber of Commerce and Metropolitan Family Services, she facilitated a focus group on issues related to welfare to work.

Library Levy--The 1997 Library levy of \$5,500,000. (an increase of 5%) was introduced by the Skokie Village Board November 17 and passed December 1 along with the Village levy.

Educate & Automate Grant--There is a new, special round of Educate and Automate Grants from the Office of the Secretary of State. The guidelines are quite specific and equipment-oriented. We have put in for a matching grant to replace the aging accessible computer which has special features for visually impaired persons. We are also participating in a portion of the grant request on digitization of local resources, coordinated by NSLS. We propose to work with the Skokie Heritage Museum and Holocaust Museum in Skokie to digitize materials related to the threatened Nazi march in Skokie in 1977. If approved, we would receive equipment enabling us to scan and digitize texts of various sorts so that they could be put into an Internet accessible database.

The list of scheduled 1998 Skokie Public Library holidays/closings was unanimously approved by the Board.

Mrs. Anthony requested the Board's approval to run for President of ILA (Illinois Library Association) since it will involve a three year commitment if she wins - 1998-1999 as Vice President/President Elect; 1999-2000 as President; and 2000-2001 as Past President. The Board approved.

INSURANCE

The Board reviewed the letters dated November 26 and December 3, 1997 from Doug Lloyd, Boyle, Flagg and Seaman, Inc. in which he provides additional insurance information.

The proposed additions or adjustments to the coverages recommended last month include \$100,000. Employee Dishonesty - \$250.; increasing valuable papers in transit from \$10,000. to \$50,000. - \$100.; and increased cost of Director's & Officer's Coverage - \$41., for a total additional expense of \$391.

The Premium Summary prepared for the Board last month by Boyle, Flagg & Seaman, Inc. recommends the low bidder Travelers at \$43,498. If the Board elects the optional increases as proposed the new total package premium would be \$43,889.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE INSURANCE PROPOSAL AS PRESENTED BY BOYLE, FLAGG AND SEAMAN, INC., WITH THE ADDITIONAL COVERAGES AND PREMIUM OF \$391. FOR A TOTAL PACKAGE PREMIUM OF \$43,889.

The roll call vote for approval was unanimous.

POLICY RE WORK-AT-HOME

Several staff have inquired regarding work-at-home options. Thus far, requests have been from staff spending time at home due to the birth of a child or illness.

The work-at-home subject has been discussed with department heads and it is proposed that the following guidelines be implemented in 1998 for a trial period, to be evaluated at the end of the year:

- A staff member requesting to work at home must prepare a proposal in writing to the Department Head stating the need to work at home, the nature of the work to be done and documenting the time regularly spent on that work at the Library. A specific schedule of work-at-home hours should be proposed.
- Approval to work at home is a privilege, not a right.
- Time spent in work-at-home cannot exceed 20% of regularly scheduled work time per week.
- The staff member's absence cannot create hardship for others remaining in the department e.g. re scheduling.
- The work done at home must have tangible, measurable results.
- The staff member must be reachable by phone.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE GUIDELINES FOR WORK-AT-HOME AS PRESENTED FOR A TRIAL PERIOD OF ONE YEAR WHEN IT WILL BE EVALUATED.

The roll call vote for approval was unanimous.

CHILLER

Mrs. Anthony met with John Domenz and Paul Gilson this morning. Carrier has still not responded to our request for a replacement motor on the chiller. We plan on having another independent test done on the motor.

BOOKMOBILE

Specifications were sent to four bookmobile manufacturers. Proposals received ranged from \$154,350. to \$179,977.

Matthews Specialty Vehicles submitted two proposals - one for their standard vehicle at a cost of \$158,178. and the other for a vehicle with a heavier chassis and larger engine at a cost of \$179,977.

Two manufacturers were eliminated on the basis of information gathered from references.

After the Board reviewed the information presented in the memorandum from Phil Carlsen and Pat Groh, Mrs. Weiner made a motion, seconded by Mrs. Goodman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY ACCEPT THE PROPOSAL FROM MATTHEWS SPECIALTY VEHICLES FOR THE PURCHASE OF A NEW BOOKMOBILE IN THE AMOUNT OF \$180,000.

The roll call vote for approval was unanimous.

TELEPHONE MAINTENANCE AGREEMENT RENEWAL

The Telephone Maintenance agreement is due for renewal with Nortech Telecommunications, Inc. We have added one port during 1997. There is a 5% increase for the period 1/1/98 - 12/31/98 for a total of \$6,064.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE RENEWAL OF THE TELEPHONE MAINTENANCE AGREEMENT WITH NORTECH TELECOMMUNICATIONS, INC. IN THE AMOUNT OF \$6,064. FOR A PERIOD OF ONE YEAR FROM 1/1/98 - 12/31/98.

The roll call vote for approval was unanimous.

OUTPUT MEASURES

Output measures of Document Delivery and Materials Fill Rate were conducted in October. The study showed that we were able to supply one third of the materials not immediately available in our collection within a week and over 80% within 30 days. When materials were available in another JCPL library, over 90% of requests could be filled within one week.

The Materials Fill Rate survey indicates how successful patrons were in finding what they were looking. Users' success in finding a specific title they sought was 68.5%, meaning that more than two out of three specific title searches were successful. The browsing fill rate was high at nearly 93%, indicating that most users who were "looking for something good to read, listen to or view" found something to their liking.

Generally the figures show a trend toward increasing numbers of library visits, circulation transactions and reference requests in spite of a relatively constant number of registered borrowers.

AUTOMATION / JCPL

Each year in November JCPL computes percentage payment of costs for the following fiscal year based on circulation, number of registered patrons and items in the database. Skokie Public Library's share of JCPL expenses will increase from 43.51% to 44.33% as of May, 1998.

It is time to review the rent charged to JCPL so that any adjustment for 1998-99 can be figured into the JCPL budget. JCPL has been paying rent of \$700. per month since May, 1994. Prior to that from May, 1991 to April, 1994 rent was \$600. per month.

The Library's costs for building maintenance and utilities for FY'97 were \$186,132. or \$1.85 per square foot. JCPL has 960 square feet which would cost \$1,773. per month in maintenance. We have historically not charged the full cost to JCPL, but an increase in rent to \$850. per month effective May 1, 1998 can be justified. The resultant cost to JCPL would be \$.8854 per square foot per month.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE AN INCREASE IN JCPL RENT TO \$850. PER MONTH, EFFECTIVE MAY 1, 1998.

The roll call vote for approval was unanimous.

LIBRARY CABLE NETWORK

The Board noted the December 1997 Library Cable Network Cable Guide.

LIBRARY JOURNAL / NOVEMBER 15, 1997

The Board reviewed the article on Chicago's Mayor Richard M. Daley "LJ's First Annual Politician of the Year".

NORTH SUBURBAN LIBRARY SYTEM

The Board reviewed the letter from Robert Lyons, President, NSLS, and the detailed listing of the Skokie Public Library's use of System services during the last year. Also noted was the NSLS 1996/97 Annual Report booklet.

The Board also reviewed Pat Groh's memorandum regarding the November 24, 1997 NSLS Board meeting.

COMMENTS FROM TRUSTEES

Mrs. Weiner has been invited to attend an Intellectual Freedom workshop - "Intellectual Freedom and the Library Trustee: A Leadership Development Institute for Trustees" and will attend the ALA Midwinter Conference in New Orleans.

Mrs. Hunter said the reception and sculpture dedication Sunday, December 7, 1997 to honor former Chief Librarian Mary Radmacher, 1956-1985, was absolutely beautiful. The presentation, personnel, and food were exceptional - she was very pleased and proud. Everyone in attendance was delighted.

Mrs. Rich agreed that a beautiful job was done by all involved.

ADJOURNMENT

The meeting was adjourned at 8:42 p.m.


Zelda R. Rich, Secretary