

October 9, 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, October 9, 1996.

CALL TO ORDER

The meeting was called to order at 7:37 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Eva Weiner, Vice President; Zelda Rich, Secretary; Leo Friedman; John Graham; and Carolyn A. Anthony, Director.

Marcy Goodman arrived at 7:49 p.m.

Member absent: Susan Greer.

Also present, Associate Director for Public Services Barbara A. Kozlowski and Paul Gilson, P.E., Consulting Associate.

With the approval of the Board, President Hunter asked Mr. Gilson to make his presentation regarding the replacement of the main chiller (Item J on the Agenda) before the Director's Report.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING AND THE EXECUTIVE SESSION MEETING OF SEPTEMBER 11, 1996

Mr. Friedman made a motion, seconded by Mrs. Rich, to approve the minutes of the regular meeting and the executive session meeting of September 11, 1996, subject to additions and/or corrections.

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

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIST OF BILLS

Mr. Graham made a motion, seconded by Mrs. Rich:

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF SEPTEMBER, 1996, (HERETOFORE INCLUDING THE FINE ARTS AND RESERVE FUNDS), 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.

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

CONSENT AGENDA ITEMS

CIRCULATION REPORT
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S) (1)
CORRESPONDENCE (3)
PERSONNEL

Mr. Graham made a motion, seconded by Mrs. Rich:

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 (3)

Letters from: John A. McIndoe, Marketing Communications Specialist, Rand McNally and Sister M. Hilary Halpin, O.S.B. British Infant School; and note from Nancy Hoffman

5. PERSONNEL

Appointment: Caralee Witteveen, part-time Bookmobile/Clerical Assistant, Adult Services Department, effective October 1, 1996

Promotion: Ellen Kaplan Goffin, from Information Assistant to First Assistant, Youth Services Department, effective September 16, 1996

Reclassified: Sophie M. Manta, from part-time S-5 Periodicals Desk Assistant to part-time P-1 Information Assistant, Adult Services Department, effective September 30, 1996

After discussion all consent agenda items were unanimously approved and placed on file.

PROPOSAL FOR REPLACEMENT OF MAIN CHILLER

Mr. Gilson began his presentation at 7:48 p.m. by giving a brief history of the mechanics of the 1971 chiller, the need to replace it and the alternatives considered.

Although enough refrigerant was purchased last year to keep the main chiller operating for a number of years, a leak developed last year and the entire supply of refrigerant was lost. Mr. Gilson pursued information for the repair of the chiller, however, after extensive investigation thinks it advisable to replace the chiller. The chiller sensor has failed. Because the refrigerant designed for use in the chiller has been discontinued due to environmental hazards, the cost of repairing and converting the 26-year-old machine would likely be as much as a new chiller. It was determined that the cost of a replacement chiller installed would be in excess of \$160,000.

Mr. Gilson proposes the purchase of a replacement chiller from Carrier - the Evergreen, a 350 ton centrifugal chiller which uses a chlorine free coolant R134A. His proposal includes demolition and removal of the old chiller, structural analysis of second floor level for transfer of new chiller to mechanical room and installation costs.

Lengthy discussion ensued.

The Board questioned the need to go out for bid on projects over \$10,000.

Mrs. Anthony said she discussed this issue with legal counsel. She said counsel noted to her that the Board was advised to adopt a bidding policy in 1989 and although the policy was discussed no action was taken. Since the law is ambiguous and can be defended it is the Board's decision whether to bid the project or accept Mr. Gilson's proposals, who has pursued this from every angle.

Mr. Gilson explained that with the many intricacies involved in this project, the demolition and removal of the old chiller, the special conditions to get the new chiller in the building and into the second floor mechanical room, the reinstallation of the new chiller and the electrical work

required - all these need very special handling and should be done by one contractor. Because North Town Mechanical (Chicago Chiller) is our HVAC maintenance contractor and knows the workings of our mechanical systems, it is in the best interest of the Library for them to install and maintain the new chiller. It is essential that a single contractor be totally responsible for the job.

If the Board votes to have the project let out for bid it will be drastically delayed and may be problematic. It is imperative to begin work as soon as possible.

After lengthy discussion Mr. Friedman made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ACCEPT THE PROPOSAL PRESENTED BY MR. GILSON TO
BEGIN IN NOVEMBER.

The roll was called. Mr. Friedman--yes; Mrs. Weiner--yes; Mr. Graham--yes;
Mrs. Rich--yes; Mrs. Goodman--no; Mrs. Hunter--no. The motion passed.

Mr. Gilson will prepare his technical findings and sole source proprietary determination, which is the justification for not going out for bid. This information will be reviewed by the Library's legal counsel and insurance agent.

The Board thanked Mr. Gilson for his comprehensive report.

Mr. Gilson left the Board Room at 9:00 p.m.

DIRECTOR'S REPORT

Usage--Circulation in September was up just over 3% from last September. Most categories of adult and youth materials registered increases although bookmobile circulation was somewhat off. The gate count showed an increase of 17% in the number of people who came into the Library during the month.

LSTA Authorized--Before adjourning September 30, the U.S. Senate approved the new Library Services and Technology Act (LSTA), replacing the former Library Services and

Construction Act (LSCA) as the principle vehicle for federal funding of libraries. Libraries will move from the U.S. Department of Education and will be linked with museums in the Institute of Museum and Library Services. Meanwhile, funding for libraries was approved for FY '97 in the amount of \$136,369,000., an increase of almost \$4,000,000. over FY '96 funding.

In Service Training--Adult Services Department staff members Pat Groh, Coordinator of Community Services and Deborah Grodinsky, Assistant Coordinator, Information Services, led in service training sessions for staff, utilizing an Urban Libraries Council videotape on problem solving. The program was very well received. You may recall that some of the tapes were filmed here at the Library. Another session on the topic of how your job fits into the whole and how you can optimize conditions for performing your work will be taken up this month.

Homepage--A committee has been formed to begin development of a Skokie Public Library Homepage on the World Wide Web. This Homepage will be more dynamic than the Library information included on SkokieNet.

Update --The company that usually delivers our UPdate calendar to homes in Skokie ran into difficulties in early September and only delivered about one third of the calendars. We recovered the balance of the printing and delivered quantities to the Park District, area stores and restaurants. Other options for future delivery of UPdate are being investigated.

Mrs. Hunter suggested the Library look into the possibility of utilizing the newspaper being planned by the Skokie Chamber of Commerce for distribution of the UPdate calendar as an insert.

NorthStarNet--NorthStarNet's proposal for \$150,000. in funding from the State has been approved. Expansion of the project will include more libraries, a template to facilitate participation by organizations, a kiosk model, and additional html training, among other developments. NorthStarNet has also received funding from the Tribune as part of the Digital

Cities Project.

Urban Libraries Council Expansion--The Urban Libraries Council has announced the opening of the Technology Resource Institute for Public Libraries (TRIPL) in Seattle. Initial funding for the Institute is from Microsoft and will provide technical support and training to public libraries involved in ALA's Libraries Online project. As members of the Urban Libraries Council Skokie Public Library might benefit from expansion of the Institute in the future.

ILA Special Membership Meeting--A membership meeting of ILA has been called for October 18 in Springfield. The purpose is to discuss the financial condition of the Association and the future of the legislative program. Interviews have been conducted for a lobbyist to represent ILA at a greatly reduced cost. The law firm of Sidley & Austin has been chosen. The Association is also launching a 2nd Century Fundraising Campaign to solicit contributions to ILA's fund balance.

LAMA/LITA--Two divisions of ALA, the Library Administration and Management Association (LAMA) and the Library Information and Technology Association (LITA) will hold a joint conference in Pittsburgh October 14-16. Camille Cleland, Assistant Director for Technical Services and Automation Coordinator, Mrs. Kozlowski and Mrs. Anthony will attend. Gail Muirhead, Systems Manager, Joint Computer Program for Libraries (JCPL) and Mrs. Anthony will attend a post conference on security sponsored by the Urban Libraries Council.

NEWS RELEASE RE ILA LEGISLATIVE CONSULTANT

The Board noted the news release from Robert P. Doyle, Illinois Library Association, regarding the law firm of Sidley & Austin being chosen to represent ILA for the 1996 Fall Veto Session.

PAY FOR PERFORMANCE

Jerad Browdy of the Executive Service Corps has completed interviews of two Board members (Diana Hunter and John Graham) and nine supervisory staff regarding attitudes toward a pay for performance system.

The Board reviewed Mr. Browdy's October 7 letter outlining preliminary findings and discussed the broader issues and implications of pay for performance, citing the importance of employee trust and the need to be totally fair to all staff members.

The letter suggested that a task force be appointed of three or four key managers to work with the consultants to select the approach that would be most appropriate for the organization. The group would develop a plan for presentation to the Board.

After lengthy discussion, the Board accepted Mr. Browdy's report and recommendation for a pilot system for the Library's Management group.

AUTOMATION

The Board reviewed the Computer View, Inc. proposal for maintenance work on the Library's Local Area Network (LAN) comprising 35.5 days of work at a cost of \$22,000.

This is a new contract that would supersede a current agreement covering major network components such as servers and towers only at an annual cost of \$4,000. In addition to the network components in the LAN Manager's office, the new agreement would cover 70 PCs connected to the LAN and any networked printers.

Service provided would include preventive maintenance as well as other service needed to keep network components operational.

Legal counsel reviewed the Agreement and made some deletions and corrections to it. Mrs. Anthony discussed these with Mr. Jimmy Lee of Computer View over the telephone. He was amenable to the revisions.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE COMPUTER VIEW, INC. LAN TECHNICAL SUPPORT SERVICES AGREEMENT WITH THE MODIFICATIONS AS PRESENTED IN THE AMOUNT OF \$22,000.

The roll call vote for approval was unanimous.

ILLINOIS PUBLIC LIBRARY STATISTICS: A GUIDE FOR LIBRARIANS AND TRUSTEES 1994-95

The Board reviewed the Illinois Public Library Statistics for the North Suburban Library System libraries prepared for the Illinois State Library by the Library Research Center.

"CHICAGO THE BEST TOWNS AROUND..."

The Board reviewed the article in the October 1996 Chicago Magazine entitled "How Your Town Rates" which lists Skokie as the Best in the second-priciest group of towns.

LIBRARY CABLE NETWORK

The Board noted the September 1996 Library Cable Network Cable Guide.

A short video was planned this evening about a special program, Crossroads Café, to be aired on Library Cable Network (LCN) Channel 24. The Board will view it at the beginning of the November meeting, as it is already late and an executive session is scheduled following the regular meeting tonight. Information packets about Crossroads Café were distributed to each trustee along with a mug.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported on the meeting of the NSLS Board of Directors. She said Mrs. Anthony covered pretty much everything noteworthy in her Director's Report.


Materials distributed included the NSLS 1995-96 Annual Report.

ADJOURNMENT

The meeting was adjourned at 10:03 p.m.

EXECUTIVE SESSION

A motion was made by Mrs. Goodman, seconded by Mr. Graham to go into executive session for the purpose of establishing the Director's salary for the 1996-97 year.


Zelda R. Rich, Secretary