

January 8, 2003

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, January 8, 2003.

CALL TO ORDER

John M. Wozniak, President, called the meeting to order at 7:30 p.m.

Members present: John M. Wozniak, President; Richard Witry, Vice President; Zelda Rich, Secretary (arrived at 7:40 p.m.); John Graham, Diana Hunter, President Emerita; Eva Weiner; and Carolyn A. Anthony, Director (arrived at 7:32 p.m.).

Visitors present: Richard Spicer, Fred Berglund & Sons, Inc.; Barbara A. Kozlowski, Associate Director for Public Services.

Guest present: H. Dayle K. Zelenka, 8037 Laramie Avenue, Skokie.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 11, 2002

Mrs. Hunter made a motion, seconded by Mr. Graham, to approve the minutes of the regular meeting of December 11, 2002, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

Dr. Wozniak asked the Board to move the regular order of business and move directly to Building Project. The Board agreed. Mrs. Anthony arrived at 7:32 p.m.

BUILDING PROJECT

Approval of Bills (Items B2-B9)

A motion was made by Mr. Graham, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE 2001 BUILDING EXPANSION PROJECT BILLS, AS PRESENTED, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

A motion was made by Mr. Graham, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LIST OF BILLS FOR PAYMENT APPROVAL, AS PRESENTED, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

A motion was made by Mr. Graham, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PAYMENT OF INVOICE NO. 0059824 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON FOR \$8,562.78 DATED DECEMBER 10, 2002.

The roll call vote for approval was unanimous.

A motion was made by Mr. Graham, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PAYMENT OF INVOICE NO. 12698 FROM FRED BERGLUND & SONS, INC. FOR \$45,575.00 DATED DECEMBER 31, 2002.

The roll call vote for approval was unanimous.

A motion was made by Mr. Graham, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE FOR PAYMENT THE APPLICATION AND CERTIFICATE FOR PAYMENT FROM CROUCH-WALKER CORP. FOR \$4,391.85 DATED DECEMBER 31, 2002.

The roll call vote for approval was unanimous.

A motion was made by Mr. Graham, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE FOR PAYMENT THE APPLICATION AND CERTIFICATE FOR PAYMENT FROM CAMOSY INCORPORATED FOR \$215,535.00 DATED DECEMBER 31, 2002.

The roll call vote for approval was unanimous.

Mr. Witry would like the empty lot, currently used for staging, to be cleaned up again.

Mr. Spicer will see to this. Mrs. Rich entered the meeting at 7:40 p.m.

A motion was made by Mr. Graham, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE FOR PAYMENT THE APPLICATION FOR PAYMENT FROM F.J. KERRIGAN PLUMBING CO. FOR \$37,758.85 DATED DECEMBER 23, 2002.

The roll call vote for approval was unanimous. (Mrs. Rich did not vote).

CHANGE ORDERS

Mrs. Anthony explained that there are seven change orders for approval this month for a total of \$44,556.09.

The largest request is an addition to the scope for millwork for the main circulation desk in the amount of \$29,609.00. This was not bid as part of the original package. It was designed by architect Bob Hunter and will be fabricated by Cain Millwork under subcontractor Camosy.

Camosy has a change order addition in the amount of \$6,751.00 to substitute a tack wall for paint finish in the Youth Computer Lab and the Telephone Reference area. The change order also covers the additional cost to paint the story hour ceiling in parts as acoustical tile (needed for the fiber optic lights) rather than as a plaster ceiling.

The other five change orders are for Connectivity, the electrical contractor, as follows:

\$888.00	power for three items of furniture needing hard-wired connection
\$2,016.09	power for the range and hood in the Staff Room
\$2,303.00	installation of power hookup for Bookmobile in garage
\$3,086.00	low voltage items for the PA system and two additional voice and data drops
<u>-97.00</u>	credit for substitution of light fixture
\$8,196.09	total add requested by Connectivity

These changes have been approved by Berglund and OWPP.

A motion was made by Mr. Witry, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE ALL SEVEN CHANGE ORDERS FOR A TOTAL OF \$8,196.09.

The roll call vote for approval was unanimous.

An eighth change order, from Berglund regarding additional millwork quotations from Camosy has also been received. These quotations include the Readers' Service Desk at \$29,285., a work counter in the small office behind the Desk for \$1,985., three OPAC stations for the audiovisual area for \$6,124., two mobile carts as adjuncts to the

Circulation Desk at \$7,152. and four study carrels for the first floor for \$19,312. The total cost of this additional millwork would be \$63,858. Approval is needed so that the millwork can be completed by Cain in time for the opening of the west building before the end of February.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM CAMOSY TO PROVIDE ADDITIONAL MILLWORK FOR THE READERS SERVICES DESK FOR \$29,285.; A WORK COUNTER IN THE SMALL OFFICE BEHIND THE DESK FOR \$1,985.; THREE OPAC STATIONS FOR THE AUDIOVISUAL AREA FOR \$6,124.; TWO MOBILE CARTS AS ADJUNCTS TO THE CIRCULATION DESK FOR \$7,152.; AND FOUR STUDY CARRELS FOR THE FIRST FLOOR FOR \$19,312. TOTAL COST \$63,858.

The roll call vote for approval was unanimous.

Mr. Spicer informed the Board that Roger Cain of Cain Millwork is willing to work on the Youth Services Desk and replace the book-match wood with the slip-match wood. It was the consensus of the Board that Cain Millwork should proceed with this work on the Youth Services Desk.

Mr. Spicer informed the Board of two upcoming change orders. In the course of tearing up the old carpeting on the first floor, some spalling materials were used to fill in the gaps. New spalling materials were put in to level the floor which required more prep and patch work than anticipated. Also a 2 inch drain line for the sprinkler system was found buried in a wall shown to be removed. This pipe is in the middle of the new book section. Mr. Spicer is working on a solution where the pipe would be re-installed in the ceiling with an access panel near the watercourt (for draining the sprinkler system in monthly tests).

UPDATED ON BUILDING PROJECT FUND

Mrs. Anthony distributed the bimonthly report of the status of the building project fund showing total projected expense of \$19,273,329. including contractual commitments and other budget considerations.

These expenses may be more than covered by Project revenues to date of:

Bond Proceeds	\$17,500,000.00
Reserve Fund	\$1,927,212.00
Interest on Bond Fund	<u>\$327,292.00</u>
	\$19,754,504.00

Balance in the Bond Fund as of December 27, 2002, was \$4,661,315.44. Interest for December was not yet posted.

Brief discussion followed.

APPROVAL OF REQUEST FOR REDUCTION IN RETAINAGE

F. J. Kerrigan, the plumbing contractor, is requesting a reduction in retainage from 10% to 5%. This contractor will have completed over 90% of their work. Consent of surety has been received. Both Rich Spicer of Berglund and Jack Lesniak of OWPP are in agreement with the request for the reduction.

At 10%, the Library holds \$65,068. for Kerrigan. If the reduction to 5% is approved, we would still hold \$32,809.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REDUCTION IN RETAINAGE FROM 10% TO 5% FOR F. J. KERRIGAN PLUMBING.

The roll call vote for approval was unanimous.

The Board asked for clarification on the cost of the re-design fee for separating the storm and sanitary sewers, bringing them to Oakton Street and adding three catch basins. This is not a cost the Library should be responsible for. Mrs. Anthony will check on this.

Mr. Spicer left the meeting at 8:14 p.m.

CONSENT AGENDA (Financial Statements; Bills; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Correspondence; Personnel; Gifts)

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

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE MONTH OF DECEMBER AND THE LISTS OF BILLS, BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE: LETTER FROM ROBERT J. NOWAK, DIRECTOR OF FINANCE, VILLAGE OF SKOKIE TO CAROLYN ANTHONY, DATED DECEMBER 30, 2002 RE EMPLOYEE GROUP INSURANCE FOR FY04.
5. PERSONNEL: HIRES: ELIZABETH WOZNICZKA, PART-TIME INFORMATION ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE DECEMBER 26, 2002; EDWIN LOUIE, PART-TIME COMPUTER ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE JANUARY 6, 2003; TERMINATIONS: MARGARET BERG, PART-TIME TEMPORARY INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE DECEMBER 20, 2002; NERISSA LEVEY, PART-TIME TEMPORARY INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE DECEMBER 20, 2002; GEORGE MATSOUKAS, PART-TIME TEMPORARY INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE DECEMBER 20, 2002; LINDA SORENSON, PART-TIME TEMPORARY INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE DECEMBER 20, 2002; LARISSA VASSILIEVA, PART-TIME TEMPORARY INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE DECEMBER 20, 2002.
6. GIFTS: \$30. FROM EVELYN MARKS IN APPRECIATION; \$50. FROM DR. WILLIAM H. WEHRMACHER IN APPRECIATION TO BE USED FOR TREATS FOR THE STAFF.

The motion passed unanimously.

PROJECTED OPERATING BUDGET FY 2004

Mrs. Anthony presented the operating budget for FY 2004. The projection is within the approved 2002 levy of \$8,858,062. of which \$1,447,951. is for payment of debt and \$7,410,111. is for operating budget. [Fall collections on the balance of the 2001 levy are

currently \$258,745. short of projections, of which \$161,616. is due to the Operating Fund and \$91,348. to the Debt Fund.]

Some considerations in the Projected Operating Budget:

- Professional Services—Mrs. Anthony projected a 3% Cost of Labor adjustment for approximately \$124,000., about \$83,000. for step increases and \$190,000. for additional positions. We will not have the expense for temporary taggers of \$42,254. in FY 2003. Proposed staff additions include four part-time Information Assistants for the new AV Desk, one part-time Readers Services Assistant, 50 additional shelving hours per week, about 45 hours per week additional computer assistance, one circulation clerk, one substitute (10-12 hrs. per week) Information Assistant for Youth Services and one janitor.
- Maintenance of Equipment—These expenses have been increasing and can be expected to rise with the addition of maintenance agreements for newly installed audiovisual equipment which will be coming off warranty before the end of the fiscal year.
- Maintenance of Buildings and Grounds has been decreased again as little should be needed in the way of repairs though we will still have ongoing expenses such as an HVAC maintenance contract, light bulbs, equipment such as vacuums and snow-blowers, etc.
- Maintenance of Auto Equipment—The Library vehicle will be new and under warranty, but the Mobile Library can be expected to have a certain amount of maintenance expense.
- Insurance (Health, Dental & Life)—We will not know rates from proposed new programs until we get closer to the start of the Fiscal Year, but double digit increases have been the norm the past couple years.
- Insurance—Mrs. Anthony has allowed for an increase of 15% in costs and also figured that we will not have to pay Builder's Risk (ca. \$9,800. in Fiscal Year 2003).
- Conference, Memberships & Workshops—There will be a biennial PLA Conference in spring 2004 and we typically send at least half a dozen staff members.
- Reception and Entertainment—There will be an expense for an opening dedication, probably in June, 2003.

- Copier Lease—We are still in the midst of sorting things out after the bankruptcy and dissolution of US Office Solutions, but should have more information on new contracts by next month.
- Library Supplies was unusually high this year because we had to allow for the purchase of both security strips for our present 3M system as well as RFID tags for new acquisitions. We are discontinuing purchase of the 3M tags as the RFID system should be operational in March.

Discussion followed.

DIRECTOR'S REPORT

Usage-Circulation in December was just over 100,000 for a negligible increase from the previous December. Considering that the Adult collection was largely unavailable for a week during the move of nonfiction to the second floor and the Mobile Library missed its regular stops to serve those who came to the Library instead, it was an accomplishment not to lose circulation for the month. Youth circulation carried the month with an increase of nearly 18%. Not surprisingly, the door count showed that about 9,000 fewer people came to the Library in December and remote renewal was double the volume for last December. Use of licensed resources was up 16% from November, one indicator that a lower door count does not necessarily reflect less use of the Library.

Accident-Gail Dunlap, one of the staff on the Mobile Library, fell off the ledge in the new garage December 23, breaking her left elbow and hurting a ligament in her knee. She will be out for at least four weeks. The architect's original design for the garage did not call for a railing along the ledge, but we had requested some protective barrier and Berglund was in the process of negotiating a price for a post and chain installation. After the accident, we requested a double railing rather than a chain and a new design has been developed. Berglund has obtained a price within the scope of the cost approved by the Board for this installation. We will proceed with the work as expeditiously as possible. In the meanwhile, staff will park the vehicle in the garage to have access to the plug, but will load it from the drive.

Staff Day-Staff Day December 13 was successful, largely due to the efforts of co-chairs Tobi Oberman and Susan Dickens and their committee. The Histogram timeline of the Library is hanging in the third floor hallway for all to see. Additions are welcome. Mrs. Anthony has talked with Becky Schreiber about some continuing involvement in our planning process.

Copier Vendor-Mrs. Anthony had reported to the Board that US Office Solutions, our vendor for copier service and support of print stations and the vend-a-card system, is no longer in business. We have learned that the bank has accorded Advanced Business Technology the rights to US Office Solutions' contracts and we are working with our attorneys to sort out the status of present agreements and establishing new ones.

Focal in Chapter 11-We learned that Focal, our telephone service provider, is in Chapter 11, but we have been assured that the reorganization will not impact service or future business operations. The difficult business climate has brought down Faxon, a major library vendor of periodical subscriptions. Fortunately, we use a different vendor, but Chicago Library System is dealing with trying to assure continuation of subscriptions.

Director's Office-Mrs. Anthony is finally in her new office! The space and the light are wonderful. Eventually, we will get all the files, etc. in place.

Coffee Shops in Libraries-In the January 6, 2003, Chicago Sun-Times an article entitled *Check It Out: Coffee Shops Perking in Libraries* quotes Mrs. Anthony. The Chicago Tribune countered with their editorial which appeared in the January 7, 2003 edition entitled *When Mr. Dewey met Mr. Latte*. Copies of each article will be sent to the Board.

A motion was made by Mr. Graham, seconded by Mr. Witry that no further consideration be given to coffee shops or vending. This item was tabled until further notice.

APPROVAL OF POLICY FOR RESPONDING TO SEARCH WARRANTS AND SUBPOENAS

At the Board meeting, December 11, the Board reviewed a revised "Policy for Responding to Search Warrants and Subpoenas" and accompanying letter from Counsel. Board Vice President Richard Witry questioned Keith May's expression of concern "that the approach incorporated into the latest draft may not be sufficient to meet the standards stated in the Code of Ethics." Mr. Witry asked for clarification.

Mrs. Anthony presented Mr. May's response of December 13, referencing not only the ALA Code of Ethics, but other ALA policies concerning privacy and confidentiality. These policy statements consistently advocate consultation with legal counsel upon receipt of a court order or subpoena. Mrs. Anthony distributed a copy of the ALA Code of Ethics for informational purposes.

After lengthy discussion regarding who bears the burden of challenging the subpoenas that are issued, Mr. Graham made a motion to table the policy for responding to search

warrants and subpoenas until the March 2003 Board meeting. The motion was seconded by Mr. Witry.

The Board took a short break at 8:56 p.m.

The meeting resumed at 9:01 p.m.

MEETING ROOM POLICY

Board Vice President Richard Witry asked for a review of the Library's Meeting Room Policy. The present policy and commentary from Library attorney Heidi Katz were distributed by Mrs. Anthony.

In light of the legal opinion, it is recommended that the Library's Meeting Room Policy be amended by deleting the sentence "Meeting rooms are not available for the purpose of conducting religious services or partisan political meetings." from the second paragraph of the policy.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES REVISE THE LIBRARY'S MEETING ROOM POLICY BY DELETING THE SENTENCE: 'MEETING ROOMS ARE NOT AVAILABLE FOR THE PURPOSE OF CONDUCTING RELIGIOUS SERVICES OR PARTISAN POLITICAL MEETINGS' FROM THE SECOND PARAGRAPH OF THE POLICY.

The motion passed unanimously.

FEES FOR LIBRARY PROGRAMS

Following the suggestion from Board member Diana Hunter at the December Board meeting that we reconsider the Library's policy of no fees for Library Programs, Tracy Shields-O'Reilly, Manager of Public Information and Programs, conducted a survey of other area libraries regarding their program fee policies.

Mrs. Anthony distributed the results of the survey of twenty-six libraries. A number of libraries charge a nominal fee for craft programs and for tastings. We have kept the cost on craft programs low by using recycled materials such as juice cans and egg cartons for children's crafts. We have not offered adult craft programs in making holiday decorations or scrapbooks as some libraries do. We have also not had tasting programs as we have not had a kitchen attached to the meeting room, but we will have one in the new Mary Radmacher Meeting Room. Programs such as "Preparing Tapas" or "Low Calorie

Holiday Fare” in which a presenter prepares dishes while providing tips to attendees typically include sampling of the results. Fees cover the cost of ingredients to prepare the dishes.

Several libraries rely on Friends groups to underwrite the special programs such as arts performances. We have sought grant funds from the Skokie Fine Arts Commission and the Illinois Arts Council or corporate sponsorship of such programs. We would jeopardize our eligibility for such grants if we were to charge for arts programming.

Other libraries have charged for special programs outside of normal Library hours. For example, a program might be held on a Saturday or Sunday evening. Typically, the program would feature an author or an arts program and would be held as a fund-raiser for other library activities.

Mrs. Anthony also distributed the “Rationale for Fees”, adopted by the Board in 1993 and reviewed in 2000 and 2001.

After discussion, it was the consensus of the Board to keep the current policy of not charging for Library programs with the option of considering a fee on a case by case basis.

Mrs. Kozlowski left the meeting at 9:14 p.m.

LIBRARY CABLE NETWORK CHANNEL 24

The January 2003 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

There was no report from Pat Groh.

COMMENTS FROM TRUSTEES

There were no comments from Trustees.

ADJOURNMENT

The regular meeting was adjourned at 9:14 p.m.

CLOSED SESSION

At 9:14 p.m. a motion was made by Mr. Graham, seconded by Mrs. Rich to go into closed session for the purpose of discussion of a personnel issue and a real estate issue.

At 9:45 p.m. a motion was made by Mr. Graham, seconded by Mrs. Rich to return to open session.

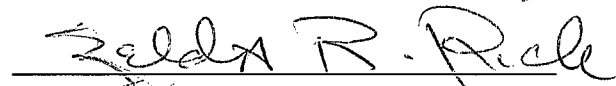
The following motion was made by Mrs. Rich, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES SEND THE HOMEOWNERS OF 7935 PARK AND 7929 PARK THE APPRAISALS OF THEIR HOMES AND THE WILLINGNESS OF THE LIBRARY BOARD TO SPEAK WITH THEM AT A MUTUALLY CONVENIENT TIME.

The roll was called: Mrs. Hunter—yes; Mr. Witry—no; Mrs. Greer—no; Mr. Graham—yes; Mrs. Rich—yes; Mrs. Weiner—yes; Dr. Wozniak—yes. The motion passed.

The suggestion was made to approach the owner of 7935 Park through her attorney.

At 9:55 p.m. a motion was made by Mrs. Hunter, seconded by Mrs. Greer to adjourn the meeting. The motion passed.


Zelda R. Rich, Secretary