

June 23, 1999

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, June 23, 1999.

CALL TO ORDER

John J. Graham, President, called the meeting to order at 7:43 p.m.

Members present: John J. Graham, President; Diana Hunter, Vice President/President Emerita; Eva D. Weiner, Secretary; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Members absent: Susan Greer, Zelda Rich and Richard J. Witry.

Also present: Barbara A. Kozlowski, Associate Director for Public Services and Skokie resident, Carole Riding.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 12, 1999

Dr. Wozniak made a motion, seconded by Mrs. Hunter, to approve the minutes of the regular meeting of May 12, 1999, subject to additions and/or corrections.

There being no additions or corrections the minutes were approved, Mr. Graham abstaining, and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

Mrs. Hunter made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF MAY 1999, 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.

CIRCULATION REPORT  
 LIBRARY USE STATISTICS  
 ANNUAL REPORTS F.Y. 1998-99  
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)  
 GIFTS  
 CORRESPONDENCE (4)  
PERSONNEL

Mrs. Hunter made a motion, seconded by Dr. Wozniak:

- 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. ANNUAL REPORTS F.Y. 1998-99
    - General Operating Fund
    - Library Note Fund
    - Reserve Fund for the Purchase of Sites and Buildings
    - Fine Arts Acquisitions Fund
    - Program Statistics
    - Adult Services Department
    - Technical Services Department
    - Youth Services Department
    - Outcome Report on Goals and Strategies 1998-99
  4. REPORT(S) FROM DEPARTMENT HEAD(S)
  5. GIFTS
    - \$50 from Skokie Valley Chapter of Lyric Opera
    - In Memory of Marcella (Marcy) Goodman
    - \$100 from Kellermeyer Godfryt Hart Architects and Engineers
    - \$25 from Rose and Sam Draznin
    - \$15 from Mr. and Mrs. Earl Sternfeld & Family
    - In Memory of Steve Oserman
    - \$25 from Anne Rose
  6. CORRESPONDENCE - Two letters from Mel Livatino; letter from Representative Julie Hamos; letter from Valerie Tamkin, LSW, Niles Township Administration; letter from Mary S. Kayaian, LMC Director, Jane Stenson School
  7. PERSONNEL
    - Resignations: Ryan Wirth, hourly Information Services Desk Clerk, Adult Services Department, effective June 4, 1999; Sara Gonzales, hourly Information Assistant, Youth Services Department, effective August 21, 1999

## 7. PERSONNEL (Continued)

Appointments: Agile Roy, hourly Computer Assistant, Youth Services Department, effective May 25, 1999; Jobby Mampilly, hourly Information Desk Clerk, Adult Services Department, effective June 9, 1999; John Strott, full time LAN Administrator, Technical Services Department, effective June 21, 1999

Promotions: Virginia Gaiser from Processing Supervisor to Senior Cataloging Assistant, Technical Services Department, effective June 7, 1999; Ali Tanveer from hourly Information Services Desk Clerk to Roving Technology Guide, Adult Services Department, effective June 7, 1999; Roseann Mitsui from Senior Clerk to part-time salaried Cataloging Assistant, Technical Services Department, effective June 7, 1999

During discussion Mrs. Weiner said she likes the detailed Adult Services Report, it makes for interesting reading; and Mrs. Hunter said that Community Services personnel should be complimented for the visibility given the Library at the Festival of Cultures by having the Bookmobile there. She credited Cathy Maassen, Assistant Department Head for Circulation Services, with suggesting the idea of having the Bookmobile present at the Festival during a Long Range Plan Marketing Committee meeting.

The motion to place the Consent Agenda items on file was unanimously approved.

### DIRECTOR'S REPORT

Usage--Circulation in May was down slightly, by a little more than one percent. Bookmobile use was strong as was Interlibrary Loan activity, particularly lending. The gate count was up slightly to 56,182 for the month.

SPL in the News--Skokie Public Library was featured on Fox in the Morning (Channel 32) June 2, on the "Extremely Local News segment". As a spoof to the media hype accorded the new Star Wars movie, a reporter interviewed Lydia Stux and a couple patrons about anticipation of the Library's film showing of Emma, adapted from Jane Austen's novel of the same name.

Bookmobile Roundup--Skokie Public Library hosted the regional Bookmobile Roundup Friday, June 4. Phil Carlsen and Laura Hammond arranged a program of speakers and a luncheon for the day.

Per Capita Grant--Mrs. Anthony will prepare a Per Capita Grant application for the Library, to be submitted by July 15. The Board's approval of making the submission is requested now since the July meeting is not until the 14th.

Annual Report--The Annual Report was completed and submitted electronically to the State as required. A print copy is available if Board members would like to review this annual gathering of data related to collection size, revenue, spending, staffing and usage.

Bench for Steve Oserman--A stone bench has been installed in the courtyard off Readers Services in memory of Steve Oserman. It was purchased with funds donated for the purpose and will be marked with a plaque. We are also working on arrangements for the first program in Steve's memory, another use of memorial funds. The musician Richie Havens will perform a summer concert, with the date to be determined.

E-911 Compliance--The date for E-911 compliance has been extended from the end of June, 1999, to June, 2000. While we are undertaking the first part of compliance, along with Y2K upgrades, as approved by the Board, we will delay implementation of some aspects as the intervening months may allow some less expensive compliance options to develop with changes in technology and/or telephone regulation.

JCPL (Joint Computer Program for Libraries)--The JCPL Board has decided to seek conversion from our present Ameritech Library Services automation system to another system from Ameritech or an alternate company within the next twelve to eighteen months as the Data General platform will not be supported after June, 2001. Skokie has \$248,515 in the JCPL growth fund as of 4/30/99 to be applied to technology upgrades.

Books for the Governor's Mansion--At the request of Governor and Mrs. George Ryan, the Illinois Library Association will donate a number of children's books to the Executive Mansion, to be available to young visitors and their parents. Libraries are requested to make a \$20 donation to the project and will be acknowledged on a bookplate to be affixed to each book.

Meeting with Mayor Van Dusen--President John Graham and Mrs. Anthony met with Mayor Van Dusen to discuss the Library's levy request for 1999. We offered to provide information to the Village Board to help them understand the Library's financial needs and future plans.

We have agreed to meet with the Village Trustees in December to explain our budget.

Mayor Van Dusen suggested we meet with him and other Village representatives, i.e., Steve Hartman of the Park District three or four times during the year to discuss common concerns and to better understand what we each do.

Mr. Graham asked the Board to bring to his attention if there is anything they wish him to address.

Reception for Bridget Lamont--Mrs. Hunter and Mrs. Anthony represented the Library at a reception for Bridget Lamont the evening of June 3. Ms. Lamont was Director of the Illinois State Library for sixteen years and held other positions at the State Library in prior years. She recently was called to be in charge of policy development for Governor Ryan.

Bring In An Expert--We received word that the Illinois State Library approved our Library Services and Technology Act (LSTA) Bring In An Expert grant application. Secretary of State and State Librarian Jesse White wrote that our proposal was judged to be outstanding.

We have been awarded \$4,500 to work with a marketing consultant to help us develop a marketing plan for the Library. Sally Chapralis, Sally Chapralis & Associates will work with staff and the LRP Marketing Committee to develop the plan.

Old Navy Grant--The Library has received a \$500 check from Old Navy for our Children's Summer Reading Program and a large American flag.

A motion was made by Mrs. Hunter, seconded by Dr. Wozniak, to approve the requests made by Mrs. Anthony in her Director's Report.

The motion was unanimously approved.

#### GOALS & OBJECTIVES 1999-2000 WORK PLAN

Mrs. Anthony addressed questions from the Board regarding the Work Plan.

Dr. Wozniak made a motion seconded by Mrs. Hunter to accept the 1999-2000 Work Plan as presented.

After brief discussion the motion was unanimously approved.

#### ILLINOIS ETHICS AND GIFT BAN ACT

After consultation with our attorney Heidi Katz, Mrs. Anthony recommends that the Board defer action on an Ethics and Gift Ban Policy until the July meeting of the Board. Legal opinion is that the Skokie Public Library has the option of passing a resolution adopting the Village's Gift Ban Ordinance or of adopting our own. The Village has not yet adopted an ordinance since they were waiting to see if the legislation would be amended.

By deferring the action on this item until July, we will have the opportunity to review the Village Ordinance and consider whether to adopt it or a model policy developed by Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.

After discussion Mr. Graham asked that the Board be sent copies of the Village Ordinance as soon as it is received.

### WHAT'S NEW IN LIBRARIES

The Board viewed a videotape "What's New in Libraries", which featured a segment on Skokie Public Library.

### LIBRARY CABLE NETWORK CHANNEL 24

The Board reviewed the June, 1999 Cable Guide.

### NORTH SUBURBAN LIBRARY SYSTEM

The Board reviewed the Foundation Newsletter; the memorandum from Jan Rowland regarding Trustee Day at the Illinois Library Association Conference and the "NSLS News".

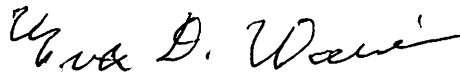
### COMMENTS FROM TRUSTEES

Dr. Wozniak complimented our Book Sale efforts and said he was happy to see former Board Member Norma Zatz working as a volunteer.

Mrs. Hunter mentioned an article she read about a charitable group that underwrites the cost of shipping used books to poverty-stricken countries. She suggested the Library look into contacting charitable groups who might take our leftover books.

### ADJOURNMENT

The meeting was adjourned at 9:00 p.m. to go into Executive Session for the purpose of discussing a personnel matter.

  
\_\_\_\_\_  
Eva D. Weiner, Secretary