

December 11, 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, December 11, 1996.

CALL TO ORDER

The meeting was called to order at 7:30 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 7:52 p.m.

Member absent: Susan Greer.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 13, 1996

Mr. Graham made a motion, seconded by Mr. Friedman to approve the minutes of the regular meeting of November 13, 1996, subject to additions and/or corrections.

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

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF NOVEMBER, 1996, AND THE LIBRARY NOTE FUND BE ACCEPTED, AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

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

YEAR-TO-DATE BUDGETARY STATUS (Not on Consent Agenda)

The Year-to-Date Budgetary Status statement was reviewed.

CONSENT AGENDA ITEMS

CIRCULATION REPORT  
 LIBRARY USE STATISTICS  
 PROGRAM STATISTICS SECOND QUARTER F.Y. 1996-97  
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)  
 GIFTS  
 CORRESPONDENCE  
PERSONNEL

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

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. PROGRAM STATISTICS SECOND QUARTER F.Y. 1996-97
4. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
5. GIFTS (2)
  - \$25. from Ursula O. Lindner and Ken Drilling, in honor of Mary Radmacher's Birthday; \$100. from Skokie Area Chapter 3470 AARP
6. CORRESPONDENCE (7)
  - Letters from: District 219 Superintendent Vickie L. Markavitch, Ph.D. and President Sam Borek; Charles W. Schirmer; Albert J. Rigoni, Village Manager; Carolyn A. Anthony to Albert J. Rigoni; George H. Ryan, Secretary of State and State Librarian re Per Capita Grant; Penny Sue Metzger; and Mary Somerville, President ALA and June Pinnell-Stephens, President Freedom to Read Foundation.
5. PERSONNEL
  - Resignation: Govindaratulu Vijayalakshmi, part-time Microcomputer Assistant, Youth Services Department, effective November 24, 1996

Mrs. Hunter requested we publicize the Skokie Public Library being honored at the 21st Annual Corporate Awards ceremony by the Rehabilitation Institute of Chicago for supporting their goal of full employment for people with disabilities. Of the 24 area employers commended at the ceremony Skokie Public Library was the only library, however, it should not be a secret.

Letters of commendation and other noteworthy news should be publicized. She said we have been lacking in this area and our Goals and Objectives for 1996-97 should include expanding our publicity efforts.

Lengthy discussion ensued regarding the Village Board request for information on the method by which the Library prepares its budget and determines its tax levy requirement. It was the consensus of the Board to publish full information on Library funding in the next quarterly calendar in order to educate the community.

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

#### DIRECTOR'S REPORT

Usage--Circulation in November was up more than 5% from last November for a total of 92,102 transactions. While gains in audiovisual circulation pace the increase, book circulation in adult and youth services is also up. The gate count showed an increase of nearly 14% over last November.

LIMRiCC Dividend--The Library has received a dividend of \$3,394.56 as its proportionate share of the balance in excess of \$1,000,000. in the Unemployment Compensation Account as of June 30, 1996. When the balance exceeds \$1,000,000. dividends are paid to members with a positive balance and a history of ten or more years membership in the LIMRiCC pool.

Bookmobile--The Bookmobile was off the road for two days in November for repairs to the starter and generator service and again this week to enable welding of the driver's seatback. We will begin investigation of the purchase of a replacement Bookmobile in 1997.

Safety Committee--David Runge, Head of Maintenance, will chair a Safety Committee for the Library. Initial projects will be training appropriate staff in the use of fire extinguishers and

training in safe lifting techniques. The formation of such a committee was recommended by the carrier of the Library's workers' compensation insurance.

Cable Franchise Renewal--The Library, together with Skokie school districts, Skokie Park District and Oakton Community College, has prepared a position paper stating requests of the institutional users in the pending new cable franchise award. The paper calls for the establishment of a fiber optic network permitting two-way video and data services among public facilities. Maintenance and technical support for the network is also requested.

Update of Trustee Fact File--The Illinois Library Association and the State Library are undertaking publication of a new edition of the *Trustee Fact File*. Valerie Wilford, Director of the Alliance Library System, and Mrs. Anthony have co-authored the pamphlet on library systems.

AV Shelving For Youth Services--Additional audiovisual shelving was installed in Youth Services Monday, December 9.

Use of Online Training--In addition to public programs on new technology, printed guides and one-on-one staff assistance, part of the Library's strategy to acquaint the public with use of computerized resources has been the development of computer based training (CBTs). Some of these modules were developed with the help of an LSCA grant in 1994 while others have been prepared by staff more recently. Through tracking software on the LAN, we can tell how many uses these training modules get each week. The key to use the public catalog was selected 634 times in November. An introduction to finding magazine articles through online services was used 375 times last month and an introduction to reference resources 343 times. Introductions to business resources, health resources, literature resources, the SKO-KEY system and other library resources were also used more than 150 times each during the month..

Village Levy Abatement--At the December 2 meeting of the Village Board, an ordinance was introduced reducing the Village tax levy for FY 1997 (1995 levy) in the amount of \$4,494,899.80. The Village has made less use of the property tax in recent years as it has realized increasing revenues from sales tax and other sources.

Community Involvement--Mrs. Anthony was invited to attend a meeting of the Skokie Area Adult Education Planning Council. The group meets two to four times per year to discuss literacy, English as a Second Language and related needs for adult education. Oakton Community College, convener of the group, announced they will offer citizenship classes this winter in response to local need. Mrs. Anthony also attended meetings of Cole Taylor Bank's Community Advisory Council, the Festival of Cultures Planning Committee and the Chamber of Commerce Board this past month.

Computer Grant--We have just received notice that our application for a computer workstation for use by SkokieNet providers has been approved by the North Suburban Library System with funding from the Chicago Tribune. We expect to receive the computer in January.

House Bill 1036--We were notified that a bill was pending in the State legislature which would change obscenity standards from a statewide standard to county by county. Libraries were advised to contact legislators to voice their opposition. Mrs. Anthony spoke with both Representatives Jeff Schoenberg and Louis Lang. The bill was not called for a vote due to the response from the library community.

#### NEW COPIER FOR ADMINISTRATIVE OFFICE

The present photocopier in the Administrative Office has over 1,400,000 copies since it was installed in 1989. Numerous problems necessitate its replacement.

Bids were solicited from three companies. After review of the information Mr. Graham made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE PURCHASE OF A MITA DC 5590 FROM SPECIALTY OFFICE SERVICES IN THE AMOUNT OF \$14,925. AS PROPOSED.

The roll call vote for approval was unanimous.

#### TELEPHONE SYSTEM MAINTENANCE AGREEMENT

We have received notice from Nortech of a 1.5% increase in maintenance costs for 1997.

The maintenance agreement covers preventive maintenance and service on the Library's telephone system including the switchboard, voice mail and all system components. The proposed cost is \$5,736.

Mrs. Rich made a motion seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSED NORTECH MAINTENANCE AGREEMENT FOR CALAENDAR YEAR 1997 IN THE AMOUNT OF \$5,736.

The roll call vote for approval was unanimous.

#### ADDITIONAL UMBRELLA INSURANCE COVERAGE

At the November meeting the possibility of increasing the Umbrella liability was discussed. Our insurance agent, Thomas English, investigated the cost of increased coverage. The cost to add another \$5,000,000. to the Umbrella liability over the general liability and auto liability would be an additional \$3,750. The cost to increase the Directors and Offices Umbrella liability by \$5,000.00 would be an additional \$4,500. At those prices Mr. English does not recommend the additional coverage to either umbrella.

The Board concurred.

## GOALS AND STRATEGIES - INTERIM REPORT 1996-97

The Board reviewed the Interim Report 1996-97. Mrs. Hunter suggested adding increased publicity to our Goals and Objectives.

We will continue to negotiate implementation of a kiosk installation at Old Orchard Shopping Center which has been delayed due to the sale of the Center.

## AUTOMATION

The switchover from MCS Net to PSI Net for Internet service was finally completed and operational by mid-day November 27.

Our Internet connection is now through a T-1 line instead of a 56kbs line, which should give us faster throughput. Also contributing to improved response time is the segmentation of JCPL from Skokie Public Library so that our online traffic is no longer intermingled. Although NSLS will continue to handle JCPL's e-mail on their service, our addresses have been simplified to <@skokie.lib.il.us>.

Other news from JCPL is that Skokie's share of JCPL costs for FY'98 will be down slightly from 44.03% in FY'97 to 43.26% in FY'98.

## ILLINOIS LIBRARY ASSOCIATION'S SECOND CENTURY FUND DRIVE

The Illinois Library Association has experienced financial difficulties which led the ILA Board to discontinue the legislative program as it had functioned. The Board contracted with the law firm of Sidley and Austin to represent ILA during the fall veto session in Springfield. To continue a legislative program in spring, 1997 and to put the Association on a more secure financial footing, ILA announced the Second Century Fund Drive with a goal of raising \$40,000 by June 30, 1997.

Contributions are being solicited by ILA. Mrs. Anthony proposes a contribution of \$500 to the Second Century Fund Drive on behalf of the Skokie Public Library.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
CONTRIBUTE \$500. TO THE ILA SECOND CENTURY FUND  
DRIVE FOR THE SPRING 1997 SESSION IN SPRINGFIELD.

The roll call vote for approval was unanimous.

#### LIBRARY CABLE NETWORK

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

#### NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported that Wilmette has joined NorthStarNet bringing the total number of communities to 16.

NSLS Foundation has received a \$10,000 check from the *Tribune*.

Mrs. Rich reminded Skokie Public Library trustees to let her know what concerns or news they would like her to bring before the NSLS Board.

Mrs. Hunter suggested reporting on the award we received from the Rehabilitation Institute, as reported in the Adult Services Department Monthly Report.


#### COMMENTS FROM TRUSTEES

After discussion of the lack of illumination of the David Mooney sculpture on the Village Green, Mrs. Hunter proposed sending a letter to Mayor Jacqueline Gorell expressing our concern that the piece be properly illuminated. The Board concurred.

Mrs. Hunter suggested that the Board approve a contribution to the Lincoln Park Zoo Adoption Program in honor of the birth of Hal and Susan Dickens' son, Michael Thomas. The Board concurred.

#### ADJOURNMENT

The meeting was adjourned at 8:36 p.m.

  
Zelda R. Rich, Secretary