

April 10, 2002

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, April 10, 2002.

CALL TO ORDER

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

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Eva Weiner, Secretary; Susan Greer; Zelda Rich; Richard Witry (arrived at 7:31 p.m.); Dr. John Wozniak, and Carolyn A. Anthony, Director.

Visitors present: Richard Spicer, Fred Berglund & Sons; Barbara A. Kozlowski, Associate Director for Public Services, Debra Auer, Interior Designer, O'Donnell Wicklund Pigozzi and Peterson; and Michael Kerrigan, Bob Kerrigan and Bill Schmidt, F.J. Kerrigan Plumbing Company.

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

Dr. Wozniak made a motion, seconded by Mrs. Rich, to approve the minutes of the regular meeting of March 11, 2002, subject to additions and/or corrections. Mrs. Hunter asked for one correction on page 7, second paragraph, continuing the sentence "...by the time the building is finished 'both for the space and economics of doing the lot i.e. all work should be accomplished at one time without redoing a finished parking lot and landscaping after the balance of the property is acquired.'" The trustees agreed. There being no other additions or corrections, the minutes were approved and placed on file.

Mr. Graham asked the Board to move the regular order of business and move directly to Building Project. The Board agreed.

BUILDING PROJECTChange Order

The change order is for \$1,275.00 from Alliance Glass and Metal, Inc. for the additional cost to provide four (4) aluminum break metal enclosures at the west building courtyard storefront in order to conceal the central vacuum system piping at each corner.

Mr. Witry arrived at 7:31 p.m.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE ORDER FROM ALLIANCE GLASS AND METAL, INC. FOR \$1,275.00 TO PROVIDE FOUR (4) ALUMINUM BREAK METAL ENCLOSURES AT THE WEST BUILDING COURTYARD STOREFRONT IN ORDER TO CONCEAL THE CENTRAL VACUUM SYSTEM PIPING AT EACH CORNER.

The roll vote for approval was unanimous. Mr. Witry abstained from voting.

Replacement of Galvanized Pipe

Mr. Spicer introduced Michael Kerrigan, Bob Kerrigan and Bill Schmidt of F.J. Kerrigan Plumbing Company. The Library has galvanized pipe for water throughout the original and 1972 building. When a new water meter and pump were installed and the pressure increased as will be necessary to bring water to the third floor, several corroded pipes burst. There has been a problem with water pressure on the second floor which, according to the plumber, is not a surprise as the smaller pipes are almost completely closed from mineral buildup.

F.J. Kerrigan has provided an estimate of the cost to replace all galvanized pipe with copper. Kerrigan cautioned that the estimate is on the high side to protect

themselves, but probably can be done for less. One area of savings could be to exclude the four and three-inch pipes since the larger pipes still have a fair-sized opening.

While the cost appears high, it can be accommodated within the construction contingency. Certainly it is preferable to do this work now while many of the walls will be open anyway than to do it piecemeal or at a later date.

Discussion followed. Mrs. Greer asked if asbestos covered any of the pipes. Mr. Spicer said he will contact RCM Labs. He does not believe asbestos is present.

Mr. Witry made the following motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FROM F.J. KERRIGAN PLUMBING CO. DATED APRIL 5, 2002 TO REPLACE THE HOT, COLD AND RETURN PIPING FOR AN AMOUNT NOT TO EXCEED \$121,571.00.

The roll was called. The motion passed unanimously.

The Board thanked the gentlemen from Kerrigan Plumbing for attending the meeting. The plumbers left the meeting at 7:47 p.m.

Furniture Bids

Six bidders submitted bids for one or more portions of the furniture package by the designated date and time of 1 p.m. April 4. There were six separate bid packages, divided by manufacturer and/or type of work. There were two or three bids for each portion except for the Knoll furniture which was bid only by Henricksen.

Overall, the combined low bids for furnishings total \$693,782.99 or, together with the west addition furnishings already approved for purchase, \$734,986.00. This is less than preliminary estimates although the shelving at \$173,788.29 was a bit higher than had been forecast. Custom millwork, stack end panels, and special audiovisual shelving still

need to be bid, but it looks like we are on target to be within the \$1,600,000. total estimated by the architects.

Mr. Graham questioned if we need to approve all of these items tonight. Mr. Witry asked which items were discretionary. Discussion followed as Ms. Auer explained what each bid package entailed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BID FROM INTERIOR INVESTMENTS FOR AN AMOUNT NOT TO EXCEED \$17,135. FOR HERMAN MILLER FURNISHINGS.

The roll call vote for approval was unanimous.

One bid was received from Henricksen for Knoll Furnishings for \$169,616.02.

Another bid came in but it was \$4,000. higher. Ms. Auer is waiting for a third bid.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LOWEST BID FOR KNOLL FURNISHINGS IN AN AMOUNT NOT TO EXCEED \$169,616.02.

The roll call vote for approval was unanimous.

Dr. Wozniak made a motion, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE LOW BID OF \$173,788.29 FROM HENRICKSEN FOR SHELVING.

The roll call vote for approval was unanimous.

A motion was made by Mrs. Greer, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE LOW BID OF \$124,740.00 FROM HENRICKSEN FOR MISCELLANEOUS FURNISHINGS.

The roll call vote for approval was unanimous.

Ms. Auer recommends awarding the contract to Henricksen for Inscape furnishings since they will have at least two, and possibly three, other contracts. It would simplify coordination of receipt and installation, particularly important in a phased project. She suggests that we could negotiate and see if they would be willing to provide the furniture at the cost of the low bidder. Much discussion ensued. Mr. Graham suggested that the Board approve an amount of \$274,550. with the understanding it will go to the low bidder unless Henricksen can match the bid. He asked Mrs. Anthony to check with Library legal counsel whether it is permissible to bypass the low bidder in this way.

Dr. Wozniak made the following motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE AMOUNT OF \$274,550. FOR INSCAPE FURNISHINGS WITH THE UNDERSTANDING THAT IT WILL GO TO THE LOW BIDDER UNLESS HENRICKSEN CAN MATCH THE BID AND THAT OPTION IS ACCEPTABLE TO OUR ATTORNEYS.

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

Ms. Auer explained that three quotes were received for Reupholstery. Because of the price spread in the quotes, she called and verified these. The quotes received were: Interior Investments - \$127,981.20; Office Equipment - \$111,341.53; Furniture Shop - \$143,025.20. Ms. Auer recommends accepting the low bid from Office Equipment.

A motion was made by Dr. Wozniak, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE LOW BID FROM OFFICE EQUIPMENT FOR REUPHOLSTERY FOR \$111,341.53.

The roll call vote for approval was unanimous.

Mrs. Anthony invited the trustees to look at the west addition after the meeting.

Ms. Auer left the meeting at 8:27 p.m. The Board took a short recess.

Building Project Budget Update

The meeting resumed at 8:39 p.m. Mr. Spicer left the meeting.

Mrs. Anthony presented the Building Project Budget Update, broken into three parts. The first page is an update on construction, showing the original approved bids, additions to the scope of work, change orders approved, and contract amount to date. She has also added columns showing work completed to date as certified to the Construction Manager, payments to date, balance to be paid and percent complete. These columns provide a clear picture of where we stand financially with the project and also how the project is progressing.

The second page is a similar outline of contract amounts, payment to date and balance for professional fees. Some of the professional fees do not have a fixed contracted amount, but were quoted on an hourly or specific project basis and therefore may increase over the course of the project. For example, RCM Labs oversees abatement work and we will incur additional fees from them with the remaining work to be done on abatement. Fred Berglund & Sons was clear that their proposal was based on fifteen months of construction and they gave us a figure for a three-month project extension. The situation with architectural fees is less clear. We had a basic professional fee as agreed to in the contract, but we have also incurred \$26,859.00 in fees for additional services. Some of this had to do with parking lot work, but the additional service fees presented on

current monthly bills need closer scrutiny. Mrs. Anthony asked the architect for clarification of the nature of the services. According to the contract, they should advise us when we are incurring additional expense. Also, with the present invoice, the architect is accelerating payment of the construction administration portion of their fee. Upon inquiry, Mrs. Anthony learned that they have discussed the possibility of an additional charge for construction administration if work proceeds beyond twelve months. A meeting re these issues will be held next week.

The final page is a listing of other budget considerations. The original construction contingency of \$1,000,000. has been reduced to \$500,000. with the project 45% complete. This contingency should be ample to cover additional change orders or minor modifications to the scope of work. Additional winter conditions has been reduced from \$100,000. to \$20,000. The CM's base bid included \$50,000. for winter conditions and they requested the additional allowance due to our late construction start. Expense for winter conditions has been about \$60,000. to date. They would like to retain the \$10,000. allowance for possible other special conditions on the third floor. Although work will continue through next winter, everything will be enclosed. Mrs. Anthony has included an amount for architect time extension for three months, based on a pro-rated portion of their construction administration fee. This is not to recommend the addition as the issue of the length of the construction period was not a part of the architect's quotation. The furniture bids came in about as expected so we should be on target there. Pieces of the furnishings such as the millwork, some specialty shelving for audiovisual materials and end of stack panels have not yet been bid. We have reviewed the signage and graphics package and it should be ready to go out for bid next week.

The bottom line of the projected budget is for expenditures just over \$19,000,000.

Mrs. Anthony will update this report for the Board on a regular basis.

Mr. Graham announced that the invoice from O'Donnell Wicklund Pigozzi and Peterson on the agenda will not be approved for payment. Discussion followed. It was agreed that Mr. Graham and Mrs. Anthony will meet with Mr. Hunter, the architect, re billing from OWP&P.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
 BILLS
 CIRCULATION REPORT
 LIBRARY USE STATISTICS
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 GIFTS
PERSONNEL

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

- MOTION: THAT THE FINANCIAL STATEMENTS FOR THE MONTH OF MARCH, 2002, 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) (1)
 4. GIFTS: \$40. FROM THE WOMAN'S CLUB OF SKOKIE/LINCOLNWOOD IN HONOR OF ELEANOR WALTER AND MARILYN JAHRAUS FOR THE PURCHASE OF GARDENING OR COOK BOOKS; \$250. FROM LEON MANELIS IN MEMORY OF HIS PARENTS TO BE USED FOR SUPPORT OF LIBRARY CONCERTS
 5. PERSONNEL: HIRES: TODD WELSTEIN, PART-TIME TEMPORARY INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE MARCH 26, 2002; TASHA BROTHERTON, PART-TIME TEMPORARY INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE MARCH 29, 2002; PATRICK KELLY, PART-TIME SECURITY GUARD, MAINTENANCE

DEPARTMENT, EFFECTIVE APRIL 10, 2002;
TERMINATIONS: MARGARET HERATY, PART-
 TIME TEMPORARY INVENTORY TAGGER,
 CIRCULATION DEPARTMENT, EFFECTIVE
 MARCH 10, 2002; DMITRIY FORTEL,
 INFORMATION SERVICES DESK CLERK, ADULT
 SERVICES DEPARTMENT, EFFECTIVE MARCH 22,
 2002; KIRAN SUBHANI, PART-TIME COMPUTER
 ASSISTANT, YOUTH SERVICES DEPARTMENT,
 EFFECTIVE APRIL 20, 2002; STATUS CHANGE:
 RUTH SINKER, PART-TIME HOURLY COMPUTER
 ASSISTANT, YOUTH SERVICES DEPARTMENT, TO
 PART-TIME SALARIED COMPUTER ASSISTANT,
 YOUTH SERVICES DEPARTMENT, EFFECTIVE
 APRIL 8, 2002.

The roll call vote for approval was unanimous.

INVOICE NO. 0056836 FROM O'DONNELL WICKLUND PIGOZZI & PETERSON FOR \$46,544.65 DATED MARCH 12, 2002

As indicated earlier, this invoice will not be approved for payment.

INVOICE NO. 12073 FROM FRED BERGLUND & SONS, INC. FOR \$52,700.85 DATED APRIL 4, 2002

Dr. Wozniak made a motion, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF INVOICE NO. 12073 FROM FRED BERGLUND & SONS, INC. FOR \$52,700.85 DATED APRIL 4, 2002.

The roll was called. The motion passed unanimously.

PROJECT APPLICATION AND PROJECT CERTIFICATE FOR PAYMENT FROM JACK R. LESNIAK, AIA, DIRECTOR, CONSTRUCTION ADMINISTRATION, O'DONNELL WICKLUND PIGOZZI & PETERSON DATED MARCH 31, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CROUCH-WALKER CORPORATION FOR \$83,972.70 DATED MARCH 18, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM JONES & BROWN COMPANY FOR \$3,172.50 DATED MARCH 19, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CAMOSY INCORPORATED FOR \$304,801.00 DATED MARCH 27, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM ALLIANCE GLASS & METAL FOR \$110,758.00 DATED MARCH 22, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM MCDANIEL FIRE SYSTEMS FOR \$29,529.00 DATED MARCH 22, 2002

APPLICATION FOR PAYMENT FROM F.J. KERRIGAN PLUMBING CO. FOR \$48,600.00 DATED MARCH 20, 2002

PAY REQUEST NO. 7 FROM MONACO MECHANICAL INC. FOR \$128,945.70 DATED MARCH 27, 2002

APPLICATION AND CERTIFICATE FOR PAYMENT FROM COMMERCIAL ELECTRICAL SOLUTIONS OF IL LLC FOR \$110,401.46 DATED MARCH 28, 2002

The Project Application and Project Certificate from Mr. Lesniak was noted.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF THE APPLICATIONS AND CERTIFICATES FOR PAYMENT FROM THE FOLLOWING:

CROUCH-WALKER CORPORATION	\$83,972.70
JONES & BROWN COMPANY, INC.	\$3,172.50
CAMOSY INCORPORATED	\$304,801.00
ALLIANCE GLASS & METAL.	\$110,758.00
MCDANIEL FIRE SYSTEMS	\$29,529.00
F. J. KERRIGAN PLUMBING CO.	\$48,600.00
MONACO MECHANICAL INC	\$128,945.70
COMMERCIAL ELECTRICAL SOLUTIONS OF IL LLC	\$110,401.46

The roll was called. The motion passed unanimously.

CLOSE-OUT OF BUDGET FOR FY 2002 AND ADOPTION OF BUDGET FOR FY 2003

Mrs. Anthony presented the Board with information on the proposed budget for Fiscal Year 2002-2003, including a summary of anticipated revenues and expenditures, a proposed salary scale and proposed line item budget which includes a comparison with anticipated expenditures for this year. The current operating budget should close out with a balance of \$150,000. or less at the end of April, depending on revenue receipts. Mrs. Anthony spoke to

Robert Nowak, Village Finance Director, regarding why revenue receipts are short. Mrs. Anthony explained that an adjustment will be made to set aside a proportioned amount from the spring levy toward payment of the debt for construction funding. Discussion followed. Mrs. Anthony recommends that the Board approve transfer of any balance to the Working Cash Fund.

A motion was made by Dr. Wozniak, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES TRANSFER \$150,000. TO THE WORKING CASH FUND.

The roll call vote for approval was unanimous.

Mrs. Anthony presented the Proposed Operating Budget for FY 2003 for adoption. The most significant increase is in the salary line, allowing for a 3.6% cost of labor increase for all staff, implementation of further adjustment of the salary scale for the third year, and the hiring of temporary taggers to continue marking all collection items for the new security system.

For the next meeting, Mr. Witry requested a report on the salary scale to see what we have done in years one, two and three for comparison. In this year, year three we will achieve parity between part-time staff and full-time staff.

A motion was made by Mrs. Hunter, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE FY 2002-2003 BUDGET IN THE AMOUNT OF \$7,032,049. INCLUDING THE SALARY SCALE AS PROPOSED BY THE DIRECTOR. (copy attached)

The roll was called. The motion passed unanimously.

DIRECTOR'S REPORT

Usage—Circulation in March was nearly 113,000 for a significant increase over the same month last year. Adult video circulation is up by one third, probably due to the

SKOKIE PUBLIC LIBRARY BUDGET FOR FY 2002/2003

A		B
	ACCOUNT NAME	BUDGET / FY 2002-2003
1		
2	Salaries	\$ 4,130,000
3	Professional Services	\$ 41,000
4	Audit	\$ 2,300
5	Binding	\$ 2,000
6	Maintenance of Equipment	\$ 40,000
7	Maintenance of Buildings & Grounds	\$ 120,000
8	Maintenance of Auto Equipment	\$ 8,000
9	Insurance (Health, Dental & Life)	\$ 310,000
10	Insurance	\$ 76,900
11	Utilities	\$ 97,000
12	Conference, Membership, Workshop, etc	\$ 68,000
13	Postage	\$ 24,000
14	Printing and Publicity	\$ 46,500
15	Data Processing	\$ 2,500
16	Reception & Entertainment	\$ 14,000
17	Programming	\$ 33,000
18	Copier Lease Purchase	\$ 26,500
19	ILL and Access Fees	\$ 1,000
20	Technology/Network	\$ 233,000
21	Cable	\$ 32,000
22	Books	\$ 607,500
23	Periodicals	\$ 106,000
24	Nonprint Materials	\$ 112,000
25	Electronic Resources	\$ 121,000
26	Small Equipment	\$ 12,000
27	Library Supplies	\$ 100,000
28	Janitorial Supplies	\$ 24,500
29	Office Expense and Transportation	\$ 3,349
30	Furniture and Equipment	\$ 20,000
31	Advertisement of Vacant Position	\$ 8,000
32	Employers' FICA and IMRF	\$ 420,000
33	Contingency	\$ 40,000
34	Capital	\$ 150,000
35	OPERATING FUND TOTAL	\$ 7,032,049
36	Bond Debt Services - Repayment	\$ 1,447,951
37	TOTAL	\$ 8,480,000

SKOKIE PUBLIC LIBRARY
SALARY SCALE FOR THE FISCAL YEAR 2002/2003

Supportive	Entry		Top		Professional	Entry		Top		Maintenance	Entry		Top	
	FTAnnum	Hourly	FTAnnum	Hourly		FTAnnum	Hourly	FTAnnum	Hourly		FTAnnum	Hourly	FTAnnum	Hourly
S1/Trainee		7.20		7.60										
S1	16,862	8.65	24,913	12.78	P1	28,841	14.79	42,615	21.85	M1	26,162	13.42	38,652	19.82
S2	18,548	9.51	27,405	14.05	P2	31,726	16.27	46,877	24.04	M2	28,778	14.76	42,517	21.80
S3	20,403	10.46	30,145	15.46	P3	34,898	17.90	51,564	26.44	M3	31,656	16.23	46,768	23.98
S4	22,443	11.51	33,159	17.00	P4	38,388	19.69	56,721	29.09	M4	34,821	17.86	51,445	26.38
S5	24,688	12.66	36,475	18.71	P5	42,227	21.65	62,393	32.00	M5	38,303	19.64	56,590	29.02
S6	27,156	13.93	40,123	20.58	P6	46,449	23.82	68,632	35.20					
S7	29,872	15.32	44,135	22.63	P7	51,094	26.20	75,495	38.72					
S8	32,859	16.85	48,549	24.90	P8	56,204	28.82	83,045	42.59					

This Salary Scale Adjustment table is published solely for informational purposes. It may be revised from time to time by the Library Board of Trustees, and does not confer contract rights of any kind on employees of the Library.

growing DVD collection, but adults also checked out twelve percent more books. Youth circulation has continued its double digit increases as has the Mobile Library. In spite of construction, reciprocal borrowing is up although the gate count is down by four percent. Eighty-eight patrons logged on to licensed databases from the home or office in March, posting 10,365 requests. The Library's Web site was visited by 8,268 different people who logged 25,633 hits in 12,767 visits.

Program Grants—The Skokie Fine Arts Commission will give the Library a grant of \$1,500. for our National Library Week program with the Green Light Performing Company. As in prior years, actors from the company have been working as artists-in-residence with a group of Skokie fourth graders. Let the Administrative Office know if you plan to attend the performance at 3 p.m. and we'll save you a seat. The Library also received a grant for \$800. from Barnes and Noble, to be used for programming.

Move Into the West Addition—Carpet is being installed in the west addition and we will be moving stacks in next week April 10-12. As discussed by the Relocation Advisers, the Library will be closed Thursday, April 11, to facilitate this move and portions of the collection will not be available Wednesday and Friday. The Mobile Library will be in the Library drive all day Thursday when the Library is closed and also on Wednesday when fiction and audiovisual materials for adults are not accessible in the building. Telephone Reference will operate throughout the move from 9 a.m. through 9 p.m. as usual. Salaried staff will work Thursday while hourly staff may be rescheduled for another time. The Library will open at 10 a.m. Friday, but the adult collection will not be open to the public.

Illinois Library Leadership Workshop—Two Skokie librarians Laura McGrath and Linda Zeilstra were chosen to be among thirty participants in the first Illinois Library Leadership Workshop. Both came back with positive reports, citing among the benefits the

opportunity to meet other librarians their age. Establishing networking contacts is one of the goals for workshop participants. Laura and Linda will attend two additional sessions this year.

Dominican Interns—The Graduate School of Library and Information Science at Dominican University requires students who have not had library experience to take on an internship at an area library. Richard Soska is currently interning in Adult Services and Abbey Williams in Youth Services. Abbey had been debating whether to pursue school librarianship or public library youth librarianship. After working in Youth Services at Skokie, she is eager to be a youth librarian in a public library.

Illinois Library Advocacy Day—Illinois Library Advocacy Day is April 17. Mrs. Anthony will go to Springfield on the NSLS bus to speak to our legislators about library issues.

Public Library Association Conference—Nine staff members and three board members attended the PLA Conference in Phoenix. Reports are that the programs and weather were great, but the logistics challenging. Three staff members were reassigned to a hotel at a distance from the convention center. Without benefit of the shuttle, they used a rental car to attend meetings. Several persons visited the new Phoenix Public Library and reported on pluses such as the teen center.

Rotary Meeting at SPL—On Tuesday, April 23, the Skokie Rotary Club will come to the Library for lunch and their weekly meeting. The Board is invited for lunch and to meet Rotarians. If interested, let Susan Dickens in Administration know.

Opening Late—On Friday, April 26, the Library will open at 1 p.m. The electricians will start at 5 a.m. and have the electricity turned off for 8 hours.

BUILDING PROJECT

Security Cameras in the Vestibule

Mrs. Anthony explained that for optimum benefit from the security system, we should have security cameras in the vestibules, recording images of persons exiting the building. The RFID system will cause the bibliographic information for any item not checked out to appear on the computer of the staff at the check-out desk. Combined with the image of the patron captured by a vestibule camera, we should have good information to pursue return of the materials. The presence of cameras also acts as a deterrent to theft.

We asked Checkpoint to provide a proposal for cameras to ensure their integration into the security system. The proposed cameras are color, digital recorders that would freeze-frame when the alarm sounds, making it quick and easy to retrieve the appropriate image. They would tie into our computer network for monitoring in the Circulation Department or at other authorized stations (e.g. by a security guard).

We would be interested in either Option B or Option C, the primary difference being that Option C is expandable to up to nine cameras. Many libraries use cameras in locations throughout the building for monitoring and security purposes, particularly in hidden corners or by the Internet stations. Potential security benefits must be weighed against an intrusion into privacy. The question to the Board is whether they want to purchase an expandable system, with the potential for installation of cameras elsewhere in the building as may be deemed advisable at a future date.

It was noted that Ela Library and Arlington Heights Library both have cameras. Mrs. Greer feels we should have cameras. Discussion followed.

Mr. Witry asked if the Library was wired for the cameras. Mrs. Anthony replied yes, for the cameras in the vestibules.

The following motion was made by Mrs. Greer, seconded by Dr. Wozniak

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE OPTION C AS PRESENTED FOR SECURITY CAMERAS IN THE LIBRARY FROM CHECKPOINT FOR \$8,790.00.

The roll call vote for approval was unanimous.

NON-RESIDENT SERVICES

Mrs. Anthony said that on January 1, 2002, Chapter 75 Act 5, Section 4-7, Paragraph 12 of the Illinois Compiled Statutes was revised. The effective change includes the following wording:

A person residing outside of a public library service area must apply for a non-resident library card at the public library located closest to the person's principal residence. The nonresident cards shall allow for borrowing privileges at all participating libraries in the regional library system only ~~at the library where the card was issued.~~ (New text is underlined. Expired text is lined through.)

Public library Boards must annually decide and take action on whether to participate in or opt-out of the non-resident reciprocal borrowing program. Note that this law pertains only to the possibility of providing service to persons "residing outside of a public library service area" and does not affect practice regarding the sale of cards to non-residents of areas already served by a public library. Therefore it would not affect our sale of cards to Chicago residents.

Mrs. Anthony recommends approval of participation in the Non-resident Services program for the year from July 1, 2002-June 30, 2003. If participation turns out to be a problem for any reason, the Board may change the policy for the following year.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PARTICIPATION IN THE NON-RESIDENT SERVICES PROGRAM FOR THE YEAR FROM JULY 1, 2002-JUNE 30, 2003.

The motion passed unanimously.

RENEWAL OF HVAC MAINTENANCE AGREEMENT

Mrs. Anthony explained that North Town Mechanical Services has submitted a proposal for renewal of preventive maintenance service on the Library's HVAC equipment for FY 2003 at a cost of \$40,788.

It's a bit difficult to do a comparison with earlier years because coverage was less this year due to some deleted equipment. In FY 2001, we paid \$38,952. for maintenance while in the current fiscal year, we are paying \$36,730. Consulting Engineer Paul Gilson feels the new quote is reasonable.

North Town has worked well with us and will be helpful in integrating new equipment into the Andover monitoring system. Mrs. Anthony recommends approval of their proposal.

Mr. Graham and Mr. Witry questioned this figure for maintenance as most of the equipment is brand new. Couldn't Library maintenance staff provide needed services?

Mrs. Greer left the meeting at 9:27 p.m.

Mrs. Anthony explained that the contract covers preventive maintenance such as lubricating pumps and changing filters. This kind of service is especially important with new equipment just as it is when breaking in a new car. Library staff are not trained in HVAC work. Mr. Witry asked this issue be continued next month. He'd like to know scope of work proposed by North Town and how many times North Town comes out in a year.

Mrs. Hunter said this proposal is based on specs prepared by our HVAC consultant Paul Gilson. Mrs. Greer returned to the meeting.

Renewal of HVAC Maintenance Agreement will be put on the May agenda. Mrs. Anthony will send Paul Gilson's proposal with next month's Board packet and will ask North Town to continue their services for an additional month pending approval of their proposal.

LIBRARY CABLE NETWORK CHANNEL 24

The April Library Cable Network Channel 24 brochure was noted.

NORTH SUBURBAN LIBRARY SYSTEM

There was no report from Pat Groh.

COMMENTS FROM TRUSTEES

There were no comments from trustees.

CLOSED SESSION

A motion was made at 9:33 p.m. by Mr. Witry, seconded by Mrs. Greer to immediately go into closed session for the purpose of discussing site acquisition. The motion passed unanimously.

ADJOURNMENT

At 9:41 p.m. a motion was made by Mrs. Hunter, seconded by Mr. Witry to go into open session and adjourn the meeting. The motion passed unanimously.

Eva Weiner, Secretary