

September 10, 1997

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, September 10, 1997.

CALL TO ORDER

Diana Hunter, President, called the meeting to order at 7:37 p.m.

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

Secretary Zelda Rich arrived at 7:45 p.m.

Member absent: Marcy Goodman.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services and Pat Groh, Coordinator of Community Services.

Visitor present: Skokie resident Mark Irwin, 8225 Niles Center Road.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 13, 1997

Mr. Friedman made a motion, seconded by Mr. Graham, to approve the minutes of the regular meeting of August 13, 1997, subject to additions and/or corrections.

There being no additions or corrections the minutes were unanimously approved and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

Mr. Graham made a motion, seconded by Mr. Friedman:

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF AUGUST, 1997, 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.

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)
 GIFT
 CORRESPONDENCE
PERSONNEL

Mr. Graham 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. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
4. GIFT - \$20.00 Sander Rodkin in thanks for the use of Standard Rate & Data Service materials
5. CORRESPONDENCE - Note from Sandra Hoffman
6. PERSONNEL

Appointments: Steven Jablonski, part-time temporary Information Assistant, Adult Services Department, effective September 2, 1997; Joyce M. Naka, full-time Acquisitions Assistant, Technical Services Department, effective September 22, 1997; Michael Delury, part-time Reference Librarian, Adult Services Department, effective September 15, 1997

Promotions: Jonette Perjons, from Switchboard Operator to Senior Circulation Clerk, Circulation Services Department, effective September 15, 1997; Melody Lucchesi, from part-time Circulation Clerk, Circulation Services Department to full-time Head of Acquisitions, Technical Services Department, effective September 15, 1997; Theresa dela Vega, from Page to Microcomputer Assistant, Youth Services Department, effective September 15, 1997; Caroline Grinham, part-time Page, to part-time Information Services Desk Clerk/Page, Adult Services Department, effective September 16, 1997; Ali Tanveer, from part-time Page, Youth Services Department to part-time Information Services Desk Clerk, Adult Services Department, effective September 15, 1997

PERSONNEL (continued)

Status Change: Liubov Zintchenko, from part-time to full-time Circulation Clerk, Circulation Services Department, effective September 8, 1997

Resignations: Linda Kleisch, part-time Circulation Clerk, Circulation Services Department effective September 15, 1997; Hena Shamin, part-time Microcomputer Assistant, Youth Services Department, effective August 28, 1997

The Consent Agenda items were unanimously approved and placed on file.

DIRECTOR'S REPORT

Usage--Circulation in August was over 90,000, up about 6.5% over August, 1996.

Circulation of youth books and all video paced the gain. Reciprocal borrowing was about 10% greater than last year. The gate count of 60,110 was up almost 5% from last August's 57,388 which was significantly higher than previous August gate counts of about 53,500. Staff feel the impact of twelve percent more traffic in the Library.

JCPL--Installations of the firewall portion of NetConnect and Release 162, a software upgrade, were completed in separate operations in August with almost no downtime. Within the next month we need to install WebPac, the software for the Web-based version of our public catalog and resize the files, a procedure which can be accomplished overnight without downtime during open hours.

Damage to Library Car--The Library car was hit from the rear by a young, new driver while Mrs. Anthony was parked in front of Mrs. Weiner's house to drop off materials August 14. The driver was issued a citation and his insurance company is covering the repair costs, estimated at \$1,650.

Audiovisual Shelving--Barbara Kozlowski, Ginny Boggs and Carolyn Anthony met with Paul Steinbrecher regarding plans for audiovisual shelving expansion. Factors to be considered include continued growth of the video, CD and books-on-tape collections, decline in circulation of

musical audiotapes, the inclusion of a burgeoning new CD-ROM collection and anticipation of new formats such as books-on-CD and digital videodiscs. The intent is to plan for maximum flexibility. A specific proposal will be brought to the Board at a future meeting.

MR Chairs--Sotheby's (formerly Leslie Hindman) reports no sale in a recent auction August 19. A smaller, summer crowd generated bids below the minimum reserve. We have agreed to try again with a larger sale November 2. Also, they will make inquiries on our behalf to attempt to locate potential buyers of larger lots of chairs and stools. There are 52 chairs and 31 stools to be sold. No sale will be completed without the Library's permission.

Library Cable Network--The newest LCN member, Des Plaines Public Library, is on the air with cable programming as of September 2. NSLS has approached LCN about videotaping author presentations in their fundraising series.

NSLS News--The System has a new Assistant Director for Technology, David Green, former Assistant Director of Public Services and Head of the Lewis Library at Loyola University of Chicago. An announced technology initiative is a move from the CD-ROM union catalog (called LIAison) to an online catalog which will be available in October.

Visit from Mt. Prospect Public Library Staff--A number of Mt. Prospect Public Library staff members plan to visit the Skokie Public Library September 19 as part of their staff in-service day. Staff were particularly interested in Circulation, Reference and Technical Services at Skokie. The visitors will get a library tour and spend about an hour with position counterparts at Skokie Public Library.

PLA ReVision--The Public Library Association's two year process to revise the planning process for public libraries is finally concluding as the documents have been sent to the printer. The publication is due out before the PLA National Conference in Kansas City in March. PLA

Executive Director Greta Southard and Mrs. Anthony will make a presentation on the new planning process in a videoconference sponsored by the State Library September 17.

CARRIER CHILLER STATUS

The Board reviewed and discussed the letter of September 2 to Paul Gilson, our HVAC Consultant, from John C. Domenz, Senior Vice President of Chicago Chiller, and the letter of September 5 to Paul Gilson from J. Scott McCollam, Carrier Corporation.

Mr. McCollam states that “the large current imbalance being recorded by the unit mounted starter on the chiller is being addressed” and that Reliance Electric, Carrier's motor vendor was to perform a Surge Test Tuesday, September 9, 1997 on the motor. Upon receipt of the Surge test results from Reliance Electric Mr. McCollam would like to meet with John Domenz and Carolyn A. Anthony.

In his letter of September 2 Mr. Domenz expressed his disappointment with the continued delay in final payment of \$41,032., and reminded Mr. Gilson that Carrier has been paid in full by Chicago Chiller for the 19XR Evergreen chiller installed at the Skokie Public Library. He stated that withholding money from Chicago Chiller in no way influences Carrier.

During discussion the Board agreed that Chicago Chiller should be paid a portion of the \$41,032. still owed them. The Board was emphatic that the motor be replaced, not repaired and that a letter reiterating this accompany the payment.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE A PAYMENT OF \$21,032. TO CHICAGO CHILLER, WITH AN ACCOMPANYING LETTER REITERATING THEIR POSITION THAT THE MOTOR BE REPLACED - THAT WE WILL RETAIN \$20,000. TO BE PAID WHEN THE INSTALLATION MEETS OUR SATISFACTION.

The roll call vote for approval was unanimous.

PAY-FOR-PERFORMANCE

The Board discussed their continued concerns and the morale issue in implementing a pay-for-performance compensation system.

Mrs. Hunter stated that the Board's consensus at the August meeting was to continue with the current compensation system, but to utilize it more effectively, suggesting withholding pay increases to non-performers. Staff will not receive a delayed raise if they do not meet expectations. The 18 managers are to simulate one of the pay-for-performance systems under consideration for a two-year trial period after which the Board will evaluate the project.

BOOKMOBILE SPECIFICATIONS

Specifications have not been completed as yet. Phil Carlsen, Bookmobile Driver/Librarian will attend an upcoming Bookmobile Conference where he expects to gather more information.

VIDEO DROP BOX PROPOSAL

At the time of the renovation we considered a return slot in the building, but the architects could find no feasible place to accommodate such a feature and earlier video drop boxes had limitations in design.

Because patrons mention the lack of an after-hours video return box, which they have at commercial vendors, we continued to look for a solution and feel a viable solution is now possible. David Runge, Head Custodian, has obtained a proposal which includes drop box, signage, welding, concrete curb removal and ramp cut at a cost of \$4,707.75.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE VIDEO DROP BOX PROPOSAL AS PRESENTED IN THE AMOUNT OF \$4,707.75.

The roll call vote for approval was unanimous.

The Board requested that the Village be consulted regarding the integrity of the curb after alterations and the possibility of a block for the new ramp.

AUTOMATION

The Board reviewed the (JCPL) Joint Computer Program for Libraries Audited Financial Statements, April 30, 1997, prepared by Evoy, Kamschulte, Jacobs & Company LLP.

The Board also reviewed the JCPL Technology Plan developed by Gail Muirhead, System Librarian for JCPL, required by the State to qualify for discounted telecommunications rates. The Plan gives a good overview of JCPL's current technology, anticipated plan for growth and requested areas for application of a discount. The percentage discount rate of 27.36 was derived by taking the average participation rate of students in all JCPL communities in the subsidized school lunch program. (According to the legislation, the rate may vary from 20%-90%.) JCPL would be responsible for 73% of costs.

We requested subsidy only for services and equipment which we would want to implement even if no discount were available. In the instance of upgrading the speed of the data lines, we anticipate that it will be possible to operate with a T3 connection to the Internet and T1 connections from the other libraries to Skokie for the same cost as the current combination of T1 and three 56 kbs lines.

We have not yet decided if it is worthwhile to make application on behalf of the Skokie Public Library.

LIBRARY CABLE NETWORK

The Board noted the September 1997 Library Cable Network Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

The Board reviewed the Reciprocal Borrowing Program, July 1997 report.

Mrs. Groh reported that there was no meeting of the NSLS Board of Directors in August.

COMMENTS FROM TRUSTEES

Mr. Graham said that the base for the sculpture selected by Mary Radmacher, former Skokie Public Library Chief Librarian, has been ordered. He suggested the Board consider making the dedication a Library special event. He asked the Board if they would approve commissioning Stuart Rodgers to do two portraits - one of Miss Radmacher and one of President Emeritus, Diana Hunter. If approved, Mr. Graham will make the arrangements.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES COMMISSION A PORTRAIT FROM STUART RODGERS STUDIO, INC. OF MARY RADMACHER AND ONE OF DIANA HUNTER.

The roll call vote for approval was unanimous.

Mrs. Weiner suggested a portrait of former Board President Rabbi Weiner also be hung in the Board Room.

Mrs. Hunter said she spoke recently with Lewis Weinberg, retired Fel-Pro CEO, who would like to donate two sculptures to the Skokie Public Library. Mrs. Hunter described the two pieces to the Board.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT MR. WEINBERG'S GENEROUS CONTRIBUTION OF TWO SCULPTURES TO THE LIBRARY.

The roll call vote for approval was unanimous.

We will send a letter acknowledging the Board's acceptance of his generous gift to the Skokie Public Library's permanent art collection.

PATRON COMMENTS

Mark Irwin, 8225 Niles Center Road, said he is a long time user of the Skokie Public Library and asked why the browsing collection paperbacks are not listed in the Library's catalog.

Mrs. Anthony said the browsing collection is set up for "browsing". The intent of the collection is for the many patrons who prefer to browse for their favorites. Most of the books in the browsing collection can also be found on the shelf in their specific area.


Mr. Irwin said he is most interested in the science fiction paperbacks and spoke of the problem when an overdue notice states only "science fiction paperback" without listing specific titles. He has so many paperbacks it is hard to locate the Library books in question.

Mrs. Anthony said she would look into it.

Mr. Irwin left the Board Room.

ADJOURNMENT

The meeting was adjourned at 8:47 p.m.


Zelda R. Rich, Secretary