

January 8, 1992

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, January 8, 1992.

CALL TO ORDER

The meeting was called to order at 7:31 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Walter B. Flintrup, Vice President; Norma Zatz, Secretary; John J. Graham; Zelda Rich; Susan Brill Schreck; Eva Weiner; and Carolyn A. Anthony, Director.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; Susan Hagen Land, Head, Adult Services; Brenda Murphy, Head, Youth Services; and Tobi Oberman, Supervisor of Circulation Services.

Also present: Bernard Babka and Michelle Riefle, Hammond Beeby and Babka, Inc.

The regular order of business was set aside for discussion of the renovation project.

RENOVATION PROJECT

Mrs. Anthony gave background information regarding the denial of a building permit by the Village of Skokie Building Department on the grounds that the 1958 portion of the facility must be sprinklered to meet current code requirements.

Ms. Johnson stated in her letter of January 3, 1992 that during the production of the construction documents, verbal approval from Wayne Hanson of the Village Building Department to proceed without sprinklers was received, citing the clause that existing structures are grandfathered from current code requirements providing that less than 50% of the facility is being changed. Hammond Beeby and Babka, Inc. elected to proceed on that basis and dropped the sprinkler alternate.

Mr. Babka said he is still of the opinion that sprinklers are not legally required to meet code since less than 50% of the original building is being renovated. It is up to the Board to decide what action to take.

The Library's legal counsel advised that sprinklering cannot be considered elective if we cannot get a building permit without it. Since this involves the sensitive issue of life safety, legal counsel would not recommend proceeding without a building permit.

Mrs. Anthony quoted Wayne Hanson of the Village Building Department as saying that although we are not changing more than 50% of the existing building other factors also pertain, namely: an additional opening in the fire wall, proposed closing of one egress route, and the significant value of both the building and its contents to the Village. He said he will issue a building permit although specific plans have not been finalized if the Board indicates a willingness to sprinkle the original building.

The Board discussed the importance of written directives and the need for all verbal authorizations and/or conversations to be documented. Written acknowledgement of verbal approval is imperative, be it with the Fire Department, Finance Office, Building Department, Architect, or Contractor.

The Board voiced displeasure with the situation, and frustration in the dilemma of the need for additional funding for a project dropped as an alternate from the bid specifications which now may cost in excess of \$80,000.

Mr. Babka said Hammond Beeby and Babka, Inc. would not apply their 10.8% fee to the cost of the sprinklers and installation, but that the Library would be responsible for the design fee and change order fee.

Mr. Babka will clarify details and cost estimates in the January 7 b. Stromberg proposal.

Mr. Graham made a motion seconded by Mrs. Weiner:

MOTION: THAT THE DIRECTOR BE ALLOWED TO CONTINUE TO NEGOTIATE WITH THE GENERAL CONTRACTOR FOR AN APPROPRIATE SPRINKLER SYSTEM NOT TO EXCEED \$75,000. FOR ALL CONSTRUCTION AND ENGINEERING FEES.

Mrs. Rich suggested changing the motion to exclude the mention of a dollar amount and to include only the authorization to continue to negotiate with the general contractor for an appropriate sprinkler system.

With the consent of the movers the motion was changed to:

MOTION: THAT THE DIRECTOR BE ALLOWED TO CONTINUE TO NEGOTIATE WITH THE GENERAL CONTRACTOR FOR AN APPROPRIATE SPRINKLER SYSTEM FOR THAT PORTION OF THE BUILDING AS REQUIRED BY THE SKOKIE FIRE DEPARTMENT.

The roll call vote for approval was unanimous.

The Board reiterated the importance of working together with the Village for the benefit of all concerned, and we must have all verbal discussions verified in writing.

The Board scheduled a special meeting Wednesday, January 22 at 7:30 p.m. for action regarding the installation of sprinklers.

Mrs. Hunter thanked Mr. Babka and Ms. Riefle.

Mr. Babka and Ms. Riefle left the Board Room at 8:25 p.m.

The meeting was returned to the regular order of business.

APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 11, 1991

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting of December 11, 1991 subject to additions and/or corrections. Mrs. Schreck seconded the motion.

Mr. Flintrup said the motion at the top of Page 3 was not approved unanimously...he voted no. Mrs. Weiner requested the last sentence of the first full paragraph on Page 2 be corrected to "The Contractor is highly recommended and appears to be well-qualified for the project."

The roll call vote for approval of the minutes as corrected was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS

Mrs. Zatz made a motion, seconded by Mr. Flintrup:

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, REPORT ON THE FINE ARTS ACQUISITION FUND, 1991 LIBRARY PROJECT FUND, LIBRARY NOTE FUND, YEAR-TO-DATE BUDGETARY STATUS, AND CAPITAL FUNDS-COMMITTED AND AVAILABLE, AND THAT THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND AND THE 1991 LIBRARY PROJECT FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

After discussion the roll call vote for approval of the financial statements and lists of bills was unanimous.

PROJECTED BUDGET FOR FISCAL YEAR 1992-93

The Projected Budget for Fiscal Year 1992-93 was inadvertently listed on the Agenda with Consent Agenda Financial Statements. The Projected Budget for Fiscal Year 1992-93 was reviewed and discussed.

REVENUES FY 1991-92

The Board discussed a memorandum prepared by Mrs. Anthony in which she reported an anticipated shortfall in revenue for Fiscal Year 1991-92 in the amount of \$262,493. Nearly every category of revenue is down: Property Tax because adjustments in the levy for the Library's assumption of FICA/IMRF were made in the 1989 and 1991 levy, but not in 1990; Corporate Replacement Tax because of the sluggish economy; Interest because rates have fallen from 7.55% in early 1991 to 3.5% in December 1991; Fines, Fees and Reserves, perhaps reflecting the impact of the economy on the individual; and Per Capita Grant due to the poor financial condition of the State of Illinois.

The Village's response to the shortfall of \$165,000 in FICA/IMRF is that the 1991 levy will take care of it in the fall of 1992 and therefore, on an accrual basis, the Library is fine. They are willing to allow the balance of FICA/IMRF to show as due to the Village at the end of FY '92 with payback from the fall levy collection.

Carrying the shortfall in IMRF revenue as an obligation to the Village at the end of the Fiscal Year as proposed by the Village was not an acceptable solution to the Board. They felt that

it would only defer the problem to the new fiscal year. Mrs. Hunter commented that the Library does not have the flexibility the Village has in that our funding is almost exclusively from property taxes. The Board asked the Director to meet with Village Finance Director, Robert Nowak, to discuss a resolution of the anticipated FICA/IMRF shortfall.

Mrs. Anthony reported that adjustment of the FY '92 budget to bring it more into line with anticipated revenues is necessary. We should be able to achieve a reduction of \$120,000 in three budget lines: Salaries \$50,000., Utilities \$40,000. and \$30,000. in the JCPL line. She inquired if a reduction in expenditure for Library Materials would be acceptable to the Board.

Mrs. Rich left the meeting at 8:50 p.m.

Mrs. Weiner left the meeting briefly at 8:52 p.m.

Mr. Flintrup suggested other budget lines to consider cutting back are Conference/Membership/Workshop Expense, Printing and Publicity, and Programming. Mrs. Zatz suggested Board members limit conference attendance to three per year. Mr. Graham commented that the Director could decide where to make cuts, but that the Board expected to end the year with a balanced budget.

Mrs. Hunter called for a short recess at 9:10 p.m.

Discussion of revenues resumed at 9:20 p.m.

Mrs. Hunter said we should no longer rely on Per Capita Grant money and should exclude it in our budget preparations.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (2)

Mrs. Zatz made a motion, seconded by Mr. Flintrup to place the Consent Agenda items on file.

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:

1. CIRCULATION REPORTS
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE (2)
 - Letter from Shirley Epstein, Test Center Coordinator, Educational Testing Service
 - Letter from Susan D. Kay, Jane Stenson Reflections Chair, Jane Stenson Parent Teachers Association

During discussion of statistics Mrs. Hunter requested an asterisk be placed next to the Bookmobile statistics along with the dates the Bookmobile was out of service, to explain the drop in Bookmobile circulation.

The motion to approve the Consent Agenda items passed unanimously.

GIFTS

The gift of \$25. from Evelyn Marks Siegel in appreciation of the Library and the gift of \$2,000. from Mrs. Schreck, in memory of her late husband Sheldon Allen Schreck, for the purchase of books were noted.

Mrs. Hunter thanked Mrs. Schreck on behalf of the Board for her generous contribution to the Library.

DIRECTOR'S REPORT

Usage--Circulation was up over 6% in December for a total of nearly 70,000. Information service was up 25%. Reciprocal borrowing and circulation of BPH materials were both up sharply. Bookmobile circulation is down because it was off the road for repairs two weeks in December. Forty-two percent fewer overdue notices were mailed out in December than last year with a decrease of nearly thirty-six percent in overdue notices for the year.

Retirement--Mano Kohn, one of our custodians, will retire at the end of January. He will continue to work for us on Sundays and as needed. We will look for a full-time replacement.

Renovation--With construction scheduled to begin before the end of January, we have been making plans to be ready for the contractors. Staff have already moved a number of ranges in

Youth Services. We have talked with several specialists in moving libraries, anticipating the need for outside assistance in some aspects of the move. It is possible to pick up a range of books and move it with specialized equipment which should be a help when the carpet is laid. Adjustments will be made in wiring so that the catalogers can shift their work with computers to the locations needed by the end of the renovation. Mrs. Anthony has talked with a Midco representative about adjustments to the telephone system so that it can continue to meet our needs during and after the renovation.

Holiday Luncheon--The staff enjoyed a holiday luncheon December 18 and thanks the Board for this annual event. The staff committee did a wonderful job of planning the party, decorating the staff room, serving and cleaning up.

Americans With Disabilities Act--The Americans with Disabilities Act takes effect January 25. We have had some advice from our attorneys on the implications of the Legislation. The Library's physical accommodations, policies and procedures are adequate to show that we are concerned about compliance. Since compliance is somewhat relative and subjective, we need to be continually aware of the Act's implications.

Young Steinway 10th Anniversary--The 10th anniversary of the Young Steinway Concert Series was celebrated with a very special concert January 5. Wendy Warner and Sang Mee Lee, the daughter of staff member Yong In Lee, were featured artists. Emilio del Rosario was recognized for his invaluable assistance as musical advisor to the Series and Savings of America was thanked for their generous support as partners in producing the Young Steinway concerts.

Roof--Mrs. Anthony reported that a letter, dated January 6, was received from Sunrise Roofing, Inc. advising that the installation of the new Trocal roof at the Library has been completed. She will request that a final clean up of rocks and debris be made before releasing the invoice for payment.

Executive Session--A brief executive session was held to discuss a personnel matter.

RENOVATION PROJECT

Two asbestos abatement proposals were received December 20. Our attorney, Heidi Katz, stated that it was not a problem to proceed with two proposals or even one as long as the bid notice was published and the process was open.

The bids were evaluated by Tom Marlin of RCM Laboratories.

The apparent low bidder did not meet the insurance specifications. It was recommended that the contract be awarded to Asbestos Control Incorporated who met all specifications and had insurance coverage from well rated companies.

Mrs. Anthony said that Thomas English of Boyle, Flagg and Seaman, Inc. was most helpful in evaluating information provided on insurance carriers.

After discussion Mrs. Zatz made a motion, seconded by Mrs. Schreck:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL OF ASBESTOS CONTROL INCORPORATED AS THE QUALIFIED BIDDER FOR ASBESTOS ABATEMENT WORK IN THE SKOKIE PUBLIC LIBRARY.

The roll call vote for approval was unanimous.

AUTOMATION

There was no additional information to report on the Joint Computer Program For Libraries consortium.

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network January, 1992 Program Guide for Cable Channel 50.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported there was no meeting of the Board of Directors of the North Suburban Library System in December.

COMMENTS FROM TRUSTEES

Mrs. Zatz said she thoroughly enjoyed the Gala Young Young Steinway Concert. She wanted the entire Board to be aware that previous attendees of Young Steinway Concerts were identified through a survey and invited to this special concert.

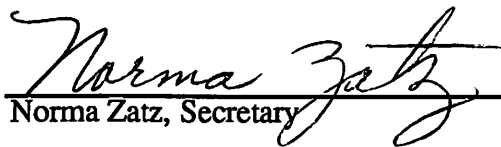
Mrs. Zatz said she will attend the Metropolitan Chicago Area Libraries reception at the Winter Garden, Harold Washington Library Center, January 21, 1992, honoring Secretary of State and State Librarian George Ryan.

Mr. Flintrup said libraries should be more aware of their actions towards the homeless and possible repercussions.

Mr. Flintrup also said the Skokie Public Library might want to look into the possibility of renewal of books by phone in the future.

ADJOURNMENT

The meeting was adjourned at 9:50 p.m.


Norma Zatz, Secretary