

August 17, 1988

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, August 17, 1988.

CALL TO ORDER

The meeting was called to order at 7:37 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter B. Flintrup; Eva D. Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

Observer present: Gary R. Newhouse, Coordinator of Audio Visual Services and First Assistant, Public Services.

APPROVAL OF THE MINUTES OF THE MEETING OF JULY 20, 1988

Mr. Flintrup moved that the Board of Trustees approve the minutes of the meeting of July 20, 1988 as written subject to additions and/or corrections.

Dr. Wozniak seconded the motion.

There were no additions or corrections.

The motion to accept the minutes as written passed unanimously and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIST OF BILLS

Mrs. Zatz made a motion, seconded Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS AND THE LIST OF BILLS ON THE CONSENT AGENDA SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

**CIRCULATION REPORTS
PROGRAM STATISTICS
Annual and First Quarter, 1988-89
CORRESPONDENCE
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)**

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:**
- 1. CIRCULATION REPORTS**
 - 2. PROGRAM STATISTICS
Annual and First Quarter, 1988-89**
 - 3. CORRESPONDENCE**
 - 4. LIBRARY USE STATISTICS**
 - 5. REPORT(S) FROM DEPARTMENT HEAD(S)**

The motion passed unanimously.

The trustees discussed the philosophy of a Friends of the Library group and the benefits this type of group provides.

After discussion of the different types of services provided by Skokie Public Library volunteers, Dr. Bloch suggested a "Friend of the Skokie Public Library" pin be awarded each volunteer after he/she has served a specific number of hours. The trustees agreed.

After discussion, it was the consensus of the Board that the practice of providing copies of press releases and photocopies of newspaper coverage of Skokie Public Library events and programs should continue for the Board's review at each meeting.

YEAR-TO-DATE BUDGETARY STATUS

The trustees reviewed the Year-to-Date Budgetary Status statement.

PERSONNEL

The trustees noted the resignation of Socorro Mucino, Information Assistant, Youth Services; and Christina Bourikas, part-time Circulation Clerk, Circulation Services, effective August 27, 1988.

DIRECTOR'S REPORT

Contract for JCPL Study--The Joint Computer Program for Libraries (JCPL) Board of Directors approved a contract with RMG Consultants of Chicago for System Analysis and Detailed Design for Growth Alternatives for JCPL. The RMG proposal was selected from three proposals submitted. The contract amount is for \$8,400. The study will begin in September and a report will be completed early in December so that results may be considered in preparation of the JCPL budget for 1989-1990. Although two of the four JCPL Board members are new and one, Sharron McCoy of Morton Grove, is an Acting Director, the need was felt to proceed with the study at this time.

Discussion followed.

Voices and Visions--With the Board's approval, the Skokie Public Library will prepare an application to participate in "Voices and Visions: Reading, Viewing and Discussion Programs in America's Libraries". The Program is a joint project of the National Endowment for the Humanities and the American Library Association that will bring poetry discussion groups, with a video component, to public libraries. Twenty-five public libraries will be selected for the 18 month project. Each participating library will offer an 8-10 week series of poetry discussion programs with a local humanities scholar and the critically acclaimed "Voices and Visions" modern American poetry series, recently aired on PBS. If selected, we would be eligible to send a Library staff member and two others to a two day seminar, receive a budget for honoraria for the programs, receive a set of the 13-part "Voices and Visions" series, receive 30 copies of a poetry anthology to be used in connection with the programs and other support materials including a publicity kit.

Discussion followed.

The Board approved making application to participate in "Voices and Visions."

Reports on Collateral--The first quarterly statements of collateral directly from Unibanc Trust were received August 1. The statements give the pledged amount, par value, principle, rate and maturity date for each of four securities pledged to the Skokie Public Library. The total amount pledged is \$2,192,618.19.

After discussion the Board requested that the Director report the information to the Board when it is received and that she keep the statements in a file.

Liene Sorenson--Mrs. Anthony reported that Liene Sorenson, Manager, SALS, has been appointed to the Skokie Advisory Council on Disabilities.

Audit--The auditors from Peat, Marwick and Main have completed their study for the Library audit. The collection will not be included as part of the fixed assets because, according to Peat, Marwick and Main, accounting practice would require that each item be individually tracked for original cost, replacement cost, withdrawal, etc. This level of detail would be impossible. Each year, there are changes in accounting practice. This year, an adjustment will be made for pay earned in 1987-88, but paid in 1988-89.

Dental Self-Insurance--Beginning, August 1, 1988, the Village of Skokie elected to enter a self-insurance plan for dental coverage. The plan will be administered by Jackson, Long & Associates which also administers the health plan. The switch was made because new rates quoted by the previous insurer were unacceptable. There was no rate change in switching to the self-insured plan.

The Board discussed the implications of the Village's self-insurance dental program and asked Mrs. Anthony to speak with Village of Skokie Finance Director, Daniel Ryan, regarding their concerns, including payment of claims.

Night Owl Reference--A report on the first month of operation of Night Owl Reference indicates that Skokie residents made 9 calls in July to the service out of 443 total calls received for the month. Thirty-one libraries have subscribed to the service to date. Calls are heaviest on Saturday and Sunday, followed by 9-10 p.m., the hour after closing.

After discussion Mrs. Merritt made a suggestion that an occasional list of humorous and unusual reference questions be prepared for distribution to the Board.

Employee Awards Program--Mrs. Anthony stated that nominations are due by September 1 and that she will appoint staff to the committee after that date so that no one on the committee is a nominee.

Mrs. Hunter has appointed Mr. Flintrup and Dr. Wozniak to the Skokie Public Library Employee Awards Committee; and Dr. Bloch and Mrs. Weiner to the committee chaired by Mrs. Zatz, to review the form for evaluating the Director.

National Library Week--We are negotiating with City Lit to present a program on the Kick-Off Sunday of National Library Week 1989. The theme will be the diversity of peoples in the community involving fourth graders in the preparation of a multimedia show. Partial funding will be requested through a grant proposal to the Illinois Arts Council.

DIRECTORS AND OFFICERS ERRORS & OMISSIONS LIABILITY INSURANCE

Mrs. Anthony reported that Thomas P. English of Boyle, Flagg and Seaman, Insurance Consultants, said that there would be no change in the premium from last year. The annual premium quoted for renewal of the Library's Chicago Insurance Company Professional Liability 1988-89 policy is \$4,140, with an aggregate policy limit of \$1,000,000 and a \$2,500 deductible.

Discussion followed.

Mr. Flintrup expressed strong interest in the Library joining the Suburban Library System Joint Self Insurance Pool for Directors and Employees Errors and Omissions ("SLS-JSIP-DEEO").

Mrs. Anthony said that upon introduction of the intergovernmental agreement and application form to the North Suburban Library System and member libraries, John E. Juergensmeyer, the NSLS legal counsel, reviewed the pertinent documents in detail and discussed them with other officers. (James M. O'Brien, Executive Director, SLS, and Arthur Thorpe, the SLS attorney.)

(Mr. Juergensmeyer's evaluation letter identifying areas of concern, including his recommendations, was presented to Skokie Public Library trustees at the December 9, 1987 Board meeting at which time the Board agreed not to join the pool.)

After further discussion regarding "SLS-JSIP-DEEO" and the need for Directors and Officers Errors and Omissions Liability Insurance, Dr. Bloch made a motion, seconded by Mrs. Zatz:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FROM BOYLE, FLAGG AND SEAMAN FOR THE PERIOD OF ONE YEAR AND BEFORE RENEWAL NEXT YEAR, THE EXECUTIVE DIRECTOR PREPARE A COMPARISON BETWEEN BOYLE, FLAGG AND SEAMAN AND THE NSLS JOINT SELF INSURANCE POOL, INCLUDING A STATEMENT OF THE RESERVES AND THEIR CLAIM HISTORY AND A RATING OF EACH INSURER.

After discussion it was consensus of the Board that an insurance rating would not be available for the self-insurance pool.

Mrs. Hunter called for a vote on the motion.

The roll was called. Mr. Flintrup--no; Dr. Bloch--yes; Mrs. Weiner--yes; Dr. Wozniak--yes, Mrs. Zatz--yes; Mrs. Merritt--abstain. The motion passed.

OUTPUT MEASURES REPORT

The trustees reviewed and discussed the Output Measures Report prepared by Gary R. Newhouse.

PROPOSED POLICY AND PROCEDURAL GUIDELINES FOR PUBLIC USE OF MICROCOMPUTERS

The trustees reviewed the proposed revised policy and procedural guidelines for public use of microcomputers, "Rules for Microcomputer Use".

After discussion Dr. Wozniak made a motion, seconded by Dr. Bloch:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THESE RULES AND THAT THE POLICY BE ADOPTED. (A copy is attached.)

The roll call vote for approval was unanimous.

NORTH SUBURBAN LIBRARY SYSTEM (NSLS) POSSIBLE CONVERSION TO A MULTITYPE LIBRARY SYSTEM DISCUSSION

After reviewing the extensive packet of information prepared by the Multitype Library System Study Subcommittee and distributed to all Head Librarians and Board members of NSLS member libraries in an effort to collect information, to examine the issues, and to solicit responses from the boards of member public libraries relevant to the possible conversion of the NSLS to a multitype library system, the Skokie Public Library Director and the Board of Library Trustees discussed concerns to be brought before the Subcommittee.

The Board discussed the wide range of pros and cons of conversion and salient points of the proposed bylaws. Of special interest to the Board is how each member of the cooperative contributes its fair share, and what form of grievance procedure will be written into the by-laws.

Mrs. Anthony would like Mr. Flintrup to question the two assumptions regarding visits to each site by NSLS consultants and the need for daily delivery to every member library.

Dr. Bloch requested that information be obtained from some of the earlier converted system libraries as to what are the weaknesses and advantages of being multitype, and suggested contacting Kansas, who went multitype in 1965.

Mr. Flintrup will present the Skokie Public Library Board's concerns about conversion to the NSLS Board Subcommittee for their review.

MEMORANDUM FROM BRIDGET L. LAMONT, DIRECTOR, ILLINOIS STATE LIBRARY RE 1986-87 MANAGEMENT PROFILES AND SKOKIE PUBLIC LIBRARY PROFILE

The trustees reviewed the statistical data produced by the Library Research Center, University of Illinois, contracted by the Illinois State Library, as management tools to aid library boards and staff in planning and evaluation activities.

AUTOMATION

Mrs. Anthony covered JCPL in her Director's Report.

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The trustees reviewed the "Final Report: Skokie Accessible Library Services (SALS)" and the "Skokie Public Library LSCA Grant Project I-88-0487-130, Skokie Accessible Library Services June 30, 1988 (With Independent Auditors' Report Thereon)".

Discussion followed.

The Board agreed the goals listed in the report were excellent and that workshops and visits to other libraries in the State have been important; however, service to the disabled should be our first priority.

Mrs. Merritt expressed concern that not enough new contacts are being made, and stated our efforts should concentrate on reaching and serving the handicapped in Skokie.

The Board concurred, stating that as use increases, statistics in all areas will improve.

Dr. Bloch inquired with regard to the usage figures of the Kurzweil Reading Machine, which clearly indicates a lack of use of the KRM after patrons have received instructions. If possible, he would like to know why these people, after 13 1/2 hours of instruction, did not come back to use it. V. AS MUCH AS

LIBRARY CABLE NETWORK

The trustees noted the "Program Guide Cable Channel 22, August, 1988".

NORTH SUBURBAN LIBRARY SYSTEM (NSLS)

Mr. Flintrup reported on the meeting of the NSLS Board of Directors.

Mr. Flintrup urged Skokie Public Library trustees to attend the NSLS Joint Trustee Task Force program at System Headquarters September 29, 1988, "Intellectual Freedom and the Public Library Trustee".

COMMENTS FROM TRUSTEES

Mrs. Merritt said she has noticed patrons kneeling at the videotape racks and other areas in the Library to see what's on the bottom shelves. She suggested we provide stools to assist patrons in their effort to look at the materials kept on the bottom shelves.


Dr. Wozniak asked if the Library has received information regarding the Village's sidewalk replacement timetable, ^{his} His concern being the possibility of parking problems and accessibility to the Library. Mrs. Anthony will look into this.

Mrs. Hunter reported that a meeting is scheduled Friday, August 19, with Savings of America personnel regarding funding the 1988-89 Young Steinway Concert Series.

Mr. Flintrup thanked the Board for their condolences on the death of his 100 year old father-in-law, Alexander Smith.

ADJOURNMENT

The meeting was adjourned at 10:25 p.m.


Shirley Merritt, Secretary

RULES FOR MICROCOMPUTER USE

1. Anyone who has a valid Skokie Public Library card may use a microcomputer.
2. All users must sign a statement of responsibility and compliance with Library rules which will be kept on file. A parent must sign for children under the age of 18.
3. Copies of rules will be kept at the desk and handed out when the statement is signed. These rules must be observed for a patron to retain the right to use the computers. A copy of these rules will be posted in the computer room.
4. Users in fourth grade or higher may use the computer alone. A parent or responsible adult must accompany younger children and must stay in the computer room with them.
5. Users are asked to familiarize themselves with the hardware and the programs they are using. Tutorials and guides are available for this purpose. Computeramics programs are also scheduled periodically to present the basics of computer usage. A staff member will turn the computer on and load the disk. Staff cannot instruct individuals in use of the computer or work through specific applications with a patron.
6. Patrons may borrow software to use in the Library's microcomputers or bring their own programs.
7. The Library is not responsible for damage to a patron's disk or for lost data resulting from the use of Library hardware or software.
8. Copying of any computer program which is not in the public domain is prohibited.
9. The user will be held responsible for any damage to Library software or hardware which results from misuse.
10. Staff members may cancel or interrupt any patron's use of the computer and have the right to prohibit the use of any software deemed to be inappropriate.
11. The Library reserves the right to deny use of the microcomputers to anyone who disregards Library rules.

TO USE A MICROCOMPUTER...

1. Advance reservations are suggested. Reservations may be made by telephone or in person and may be made up to one week in advance. Up to three reservations may be scheduled at a time.
2. Appointments are scheduled from the time the Library opens until 30 minutes before closing, at which time the computers are turned off and the room closed.
3. Patrons may reserve only one appointment per day, but if a computer is free it may be used on a walk-in basis.
4. Reservations will be held for 10 minutes only.
5. Each computer may be reserved for 30 minutes or a maximum of one hour. If no one is signed up at the end of that time, the patron may stay longer at the discretion of the staff.

6. Patrons must turn in their Skokie Public Library cards to a staff member before being admitted to the microcomputer room. The card will be returned after the room and the computer have been checked.
7. No more than two people may use a computer at the same time, except for a parent with more than one child. Each user must have a valid Skokie Public Library card and turn it in to the staff member, except in the case of a parent and child.
8. Only one software program may be borrowed at a time, and no more than 2 different programs will be given out in each 30 minute period.
9. Staff members will load and remove disks and turn the computers on and off.
10. The Library will supply reasonable amounts of paper for the printer but patrons must supply their own blank disks.
11. Any equipment failure or malfunction should be reported to a Library staff member.
12. If the microcomputer goes down for any reason, the staff will attempt to reschedule the user's lost time.

Adopted 8/17/88

USER'S RESPONSIBILITY STATEMENT

I have read the Skokie Public Library's policy and rules regarding the use of their public access microcomputers. I agree to abide by these rules and accept responsibility for proper use of the Library's hardware and software.

Signature of User

**Signature of Parent or Guardian if
user is not yet 18 years old**

Date