

August 14, 1991

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library  
held Wednesday, August 14, 1991.

CALL TO ORDER

The meeting was called to order at 7:40 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.

APPROVAL OF THE JULY 10, 1991 MINUTES OF THE REGULAR MEETING AND THE EXECUTIVE SESSION MEETING

Mr. Graham moved that the Board of Trustees approve the July 10, 1991 minutes of the regular meeting and the executive session meeting as written, subject to additions and/or corrections. Mrs. Zatz seconded the motion.

There being no additions or corrections the motion passed unanimously 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, THE PROPOSED BUDGET FOR THE 1991 LIBRARY PROJECT FUND, AND THE PROPOSED BUDGET FOR THE LIBRARY NOTE FUND BE ACCEPTED, AND THAT THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND AND THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

During discussion of the establishment of the 1991 Library Project Fund and the Library Note Fund the trustees requested that all building renovation costs disbursed to date from the Reserve Fund for the Purchase of Sites and Buildings, including costs incurred for the services of Mr. Rohlf, be reimbursed, and that an accounting of such repayments be included in the 1991 Library Project Fund Statement.

Mrs. Anthony said that a chronicle of expenditures would definitely be provided throughout the project.

With regard to Reserve Fund investments, Mr. Flintrap questioned the prudence of investing more than \$100,000. in any one bank and questioned a few disbursements. He requested information about yearly maintenance and the repair history of the Library elevators. Mr. Flintrap also asked if the Staff Room vending machine was self-supporting. Mrs. Anthony will report back.

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

#### RESOLUTIONS TO ESTABLISH LIBRARY ACCOUNTS

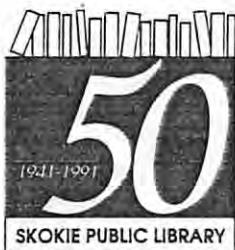
The trustees discussed the proposed resolutions required to establish two new fund accounts in connection with the building program: the "1991 Library Project Fund" and the "General Obligation, Series 1991, Note Fund". These funds are described in the Village Ordinance for the Library loan and in the Intergovernmental Agreement between the Village of Skokie and the Library regarding repayment of the loan.

Another resolution is needed to approve the change of signatures for checks drawn on the General Operating Fund and the Reserve Fund for the Purchase of Sites and Buildings to reflect the change of Director of Finance for the Village of Skokie.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FOUR RESOLUTIONS AS STATED BY THE DIRECTOR IN HER MEMORANDUM OF AUGUST 7, 1991. (copy attached)

The roll call vote for approval was unanimous.



MEMORANDUM TO: BOARD OF LIBRARY TRUSTEES  
FROM: CAROLYN A. ANTHONY *CAA*  
DATE: AUGUST 7, 1991

Skokie Public Library  
Trustees:

Re: Proposed Resolutions re Library Accounts

Diana Hunter  
President

Resolutions are needed to establish two new fund accounts in connection with the building program: the "1991 Library Project Fund" and the "General Obligation, Series 1991, Note Fund". These funds are described in the Village Ordinance for the Library loan and in the Intergovernmental Agreement between the Village of Skokie and the Library regarding repayment of the loan.

Dr. John M. Wozniak  
Vice President

Another resolution is needed to approve the change of signatures for checks drawn on the General Operating Fund and the Reserve Fund for the Purchase of Sites and Buildings from: Diana Hunter and Daniel W. Ryan to Diana Hunter and Robert J. Nowak, reflecting the change of Director of Finance for the Village of Skokie.

Walter Flintrup  
Secretary

Resolution to establish the "1991 Library Project Fund" (Project Account) which shall be the principal account utilized by the Library for costs incurred on behalf of the renovation project. Payments may be made from the Project Account directly to a contractor, architect or other creditor or funds may be transferred to another account, such as the Reserve Fund for Purchase of Sites and Buildings, which has made payments on behalf of the Library Project. Funds deposited in the Project Account shall remain separate. The Project Account shall be maintained at NBD Skokie Bank, N.A. Checks drawn on the Project Account require two signatures: Diana Hunter and Robert J. Nowak.

Zelda Rich

Resolution to establish the "General Obligation, Series 1991, Note Fund" (Note Account) as the depository for the taxes levied pursuant to Section 13 of Ordinance No. 91-6-F-2222 for the payment of principal and interest on the loan. The Note Account shall be maintained at NBD Skokie Bank, N.A. The transfer of funds from the Note Account to the First National Bank of Morton Grove as required for repayment of the loan may be authorized by Robert J. Nowak or Carolyn A. Anthony.

Eva Weiner

Norma Zatz

Resolution to change the signatures required for checks drawn on the General Operating Fund Account at NBD Skokie Bank, N.A. and the Reserve Fund for the Purchase of Sites and Buildings at First American Bank from Diana Hunter and Daniel W. Ryan to Diana Hunter and Robert J. Nowak.

Carolyn A. Anthony  
Director

CAA:sd

## CONSENT AGENDA ITEMS

CIRCULATION REPORTS  
 LIBRARY USE STATISTICS  
 PROGRAM STATISTICS FIRST QUARTER FY 1991-92  
 REPORT(S) FROM DEPARTMENT HEAD(S)  
CORRESPONDENCE (3)

Mrs. Zatz 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. LIBRARY USE STATISTICS
3. PROGRAM STATISTICS FIRST QUARTER FY 1991-92
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. CORRESPONDENCE (3)
  - Letter from Maywood Public Library
  - Note from Marlene Williams
  - Letter from Inez M. Lenz-Mueller

The Board discussed circulation and program statistics.

After consideration of Mrs. Lenz-Mueller's request that the Skokie Public Library consider granting telephone renewals it was the consensus of the Board to look into the feasibility of telephone renewals at some time in the future due to the technical problems involved and because we are in the process of remodeling.

After discussion the motion to approve the Consent Agenda items passed unanimously.

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

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

Mrs. Hunter said that since the Conference Line is diminishing due to trustee and staff attendance at the American Library Association (ALA) Annual Conference and the Public Library Association (PLA) Conference this year, she feels only one Board member should attend the Midwest Federation of Library Associations (MFLA) Sixth Quadrennial Conference, October 30-November 2, 1991. Because Mrs. Rich was unable to attend ALA due to her husband's sudden illness, Mrs. Hunter asked Mrs. Rich to attend the MFLA Conference in Minneapolis, Minnesota.

Mrs. Rich will report on her attendance to the Board.

The Year-to-Date Budgetary Status Statement was placed on file.

### GIFTS

The trustees noted the gift of \$140. from the staff of the Champaign Public Library and Information Center in memory of Joseph Klehr for the purchase of books in the area of politics or history; and the gift of \$13,475. from Joseph R. Shapiro for the purchase of five Voyager Visualteks.

Mrs. Anthony said that the five Visualteks we presently have for loan to the public have a waiting list of 5-12 people and an average wait of more than one month. This generous gift from Mr. Shapiro will certainly help cut the waiting period.

### PERSONNEL

The trustees noted the appointment of Circulation Services staff members: Eileen Coulombe, part-time Page II, effective August 15, 1991 and Marikay McGuinness, part-time Circulation Clerk, effective August 19, 1991; and Martha R. Hattery, Reference Librarian, Adult Services, effective September 9, 1991.

### DIRECTOR'S REPORT

Usage--Circulation for the month of July was up more than 6% to a record high of 84,937. Gains were greatest in Bookmobile, Youth Services, Reciprocal Borrowing, compact discs and videocassettes. Audiocassette circulation also continues to climb, with about 40% of the circulation attributable to books on tape. Microcomputer use has also shown significant growth.

Building Loan--Processing of the loan was completed July 23 and a check for \$1,500,000. was received. A check for interest since June 28, when the money was pledged to the Library, was also received.

Visit by Indian Consul General--Mr. P. L. Santoshi, Consul General of India, his wife and a consular officer visited the Library August 5 to view the exhibit of Indian textiles. Mr. Flintrup represented the Library Board for a walk through the exhibit and subsequent meeting. The Consul General suggested a gift of Indian books to be presented to the Library at a program in the fall.

State Visit--Jay Hein, Assistant to Secretary of State George Ryan, and Robert J. Byrne, a consultant to the Secretary, visited the Library and met with Mrs. Anthony August 6. Mr. Byrne is making recommendations to encourage private sector contributions to public libraries. He was most impressed with the Library and observed that we were already employing the techniques he will be suggesting for the local level.

Budget and Other State News--The letter from Secretary of State and State Librarian, George H. Ryan, regarding funding cuts was reviewed, noting that a 5% cut in general revenue funds will be absorbed without layoffs by reducing system funding 1%, literacy programs by \$250,000. and trimming per capita grants. The per capita grants are expected to be funded at .88-.90 rather than the full-funding level of \$1.00 which we have received in recent years.

Mrs. Anthony reported there is much discussion about recently enacted property tax caps and assessment freeze. A challenge to the legislation may be made on the grounds of unequal taxation, and redistricting of systems also continues to be discussed.

Building Concerns--Several building problems have surfaced this month. A motorist drove into the column by the Library entrance, causing considerable damage to the column cladding. (The patron's insurance carrier will cover this repair.)

Three different window panes along Oakton Street have been damaged by what appears to be a bee-bee gun. This vandalism will be reported to our insurance agent.

An electrical problem disrupted air conditioning in the newer building for nearly two days.

There is another leak in the Administrative Office, this time apparently from a drainage system running through the wall from a drain tile on the roof. Leo Ramirez is exploring the source of the problem.

Building Program--We have met with the engineers about equipment and cabling needs in the building renovation. The architects expect to have finished drawings for the September Board meeting and bid specifications by early October.

Cooperative Collection Development--We are initiating a project with other Northshore public libraries to look at cooperative collection development in the area of foreign language materials.

Midwest Federation of Library Association (MFLA)--We do not plan to send more than two or three staff members to MFLA and preference will be given to those staff who have not attended other out-of-state meetings this year.

Community--We have had discussion with the Park District about a new intergovernmental agreement including cooperation in regard to the Skokie Historical Society which has been given to the Park District by the Village. A draft of the revised agreement will be ready for the September Board meeting.

Mrs. Anthony and Pat Groh, Coordinator of Community Services, attended the groundbreaking ceremony for the addition to Rush North Shore Medical Center July 17.

### RENOVATION PROGRAM

#### Interior Designs

The Board reviewed the proposals for interior design submitted by Gonzalez Associates, Inc. and Russell S. Christianson & Associates.

Much of the furnishings we presently have will be used, but some new items will be incorporated.

After discussion the Board agreed that the architectural style and interior design should achieve an appropriate blending, and Board members will visit selected sites designed by each. It was also suggested Ms. Gonzalez and Mr. Christianson make presentations to the Board. A more concise cost estimate should be requested from Ms. Gonzalez.

Other Board concerns voiced regarding past performance include: Did designers keep within project budgets? Were individuals easy to work with and was work completed on time? The Board would also like to know if anyone has used Hammond, Beeby and Babka, Inc. a second time, and if so, what was the experience.

At 9:45 p.m. Mrs. Hunter called for a short recess.

Mesdames Schreck, Oberman, Cleland and Murphy left the meeting.

The meeting resumed at 10:00 p.m.

### System Reference Service Space

Mrs. Anthony reported that she has met with Jane McKeever, Head of System Reference Service (SRS) and Sarah Long, Director of the North Suburban Library System regarding increased space needs for SRS at Skokie Public Library. A plan was drafted by the architects that will increase space from 972 square feet to 1,400 square feet.

After discussion it was the consensus of the Board that there be a substantial adjustment in SRS rent in keeping with the enlarged and improved space.

### BUILDING

#### Roof

The ten year warranty on our Trocal roof will expire November 25, 1991 and we have had a number of problems during the past few years with leakage. Huls America Inc. has proposed upgrading our present Trocal roof to current specifications and details including a new ten year warranty upon completion of the work and payment.

The trustees reviewed the proposals--the "Bronze Medallion Ten Year Warranty/Service Agreement" (\$86,970.) and the "Gold Medallion Ten Year Warranty/Service Agreement" (\$93,660.).

After discussion Mr. Graham made a motion seconded by Mrs. Zatz:

MOTION: THAT THE GOLD MEDALLION WARRANTY CONTRACT AS PRESENTED BY HULS AMERICA, INC. (\$93,660.) BE ACCEPTED BY THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES. (copy attached)

The roll call vote for approval was unanimous.

#### Asbestos in the Library

Mrs. Anthony indicated that, because of insurance and legal concerns, the architects have no comment, nor involvement in location or treatment of asbestos. After finish drawings are completed at the end of August, the Library may arrange for an independent investigation of the possibility of encountering asbestos during construction.

Mr. Graham advised that if asbestos is found during renovation, the Library will be responsible for arranging for its removal or encasement. He will check his school records for the names of asbestos contractors who can advise us should asbestos be found.





## GOLD MEDALLION Ten Year Warranty/Service Agreement

**huls**

\*\*\*SAMPLE COPY\*\*\*

Registration #	Effective Date of Warranty/Service Agreement ("Agreement") (Roof Completion Date)	Project Size (Square Feet)	Roofers Name
HÜLS AMERICA INC. ("HÜLS") agrees with the building Owner to repair any leaks in the Trocal roof on the			
BUILDING NAME			
STREET NUMBER AND ADDRESS			
CITY, STATE, ZIP			

at HÜLS' own expense for a period of ten years from the above date, subject to the limitations stated herein, and provided that

- all bills for installation, materials and service have been paid in full to the roofing contractor and material suppliers including HÜLS;
- the Owner has given HÜLS written notice by certified mail at 2 Turner Place, Piscataway, New Jersey 08855-0365 of any leaks within thirty days of the discovery of such leaks;
- HÜLS, its agents and employees are given free access to the roof during business hours; and
- the leaks have been caused, in the good faith determination of HÜLS, by defective material supplied or approved for this project \* in writing by HÜLS, or by the installation thereof by an Authorized TROCAL Applicator; for example, HÜLS SHALL NOT BE OBLIGATED to repair a leak or other damage that has been caused by \* (excluding metal not replaced)
  - a defective deck, or insulation, or structural defects other than movement of up to one foot;
  - the direct or indirect effect of lightning, fire, hailstorm, wind equal to or exceeding a strong gale on the Beaufort scale (fastest mile speed at 33 feet above ground), earthquake, or other extraordinary natural occurrence;
  - deliberate or negligent act such as vandalism, act of war, mechanical damage or abuse, unusual chemical or internal pressure conditions, traffic or storage of material on the roof, or negligence in maintaining the roof.

The Owner will be responsible for the cost of investigation if any leak is determined not to be covered by this Agreement.

HÜLS' obligation under this Agreement shall terminate immediately in the event of a material change in use or type of occupancy of the building, subsequent work on or through the roof without HÜLS' written approval of the methods and materials to be used, or roof repairs by applicators not authorized by HÜLS (other than emergency repairs immediately preceding leak notification to HÜLS).

This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey. HÜLS' failure to enforce any of the terms or conditions herein shall not be construed to be a waiver of such provisions.

The parties agree that any controversy or claims relating to this Agreement shall be settled exclusively by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, at the New Jersey Regional Office, and judgment upon the award rendered by the Arbitrator(s) may be entered in any Court having jurisdiction thereof. The parties' agreement to arbitrate any disputes relating to this Agreement shall not apply to lawsuits commenced by third parties wherein HÜLS brings a claim against the Owner.

HÜLS SHALL HAVE NO LIABILITY FOR ANY DAMAGE TO OTHER COMPONENTS OF THE ROOF OR BUILDING, NOR FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES. THIS AGREEMENT AND THE REMEDIES PROVIDED HEREIN ARE EXCLUSIVE AND GIVEN IN LIEU OF ALL WARRANTIES OR AGREEMENTS (WHETHER WRITTEN, ORAL, IMPLIED OR STATUTORY). THE PARTIES AGREE THAT ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE IS HEREBY EXCLUDED AND SHALL NOT APPLY TO THE GOODS SOLD. IT IS ALSO AGREED THAT ALL CLAIMS FOR NEGLIGENCE, STRICT LIABILITY IN TORT AND ANY OTHER ACTION AT LAW OR IN EQUITY ARE WAIVED AND EXCLUDED. REGARDLESS OF ANY STATUTORY LIMITATION PERIODS, HÜLS SHALL HAVE NO LIABILITY FOR ANY LEAK OF WHICH IT IS NOT NOTIFIED AS REQUIRED PRIOR TO THE EXPIRATION OF THIS AGREEMENT.

THIS AGREEMENT IS ASSIGNABLE TO A SUBSEQUENT BUILDING OWNER ONLY UPON WRITTEN APPROVAL OF HÜLS, WHICH APPROVAL SHALL NOT BE UNREASONABLY WITHHELD.

Accepted By Owner's Authorized Representative

HÜLS AMERICA INC.

Date of Signature

By \_\_\_\_\_

To ensure registration please return a signed copy of this Agreement to  
Hüls America Inc., 2 Turner Place, Piscataway, NJ 08855-0365 (201/981-5000)

GM 5/90

Mrs. Anthony will contact the Director of the Northbrook Public Library where asbestos work is presently underway.

Architects Robin Johnson and Michelle Riefle, Hammond, Beeby and Babka, Inc., would like to meet with the Board in September when final drawings are ready to review costs before bid documents are prepared.

The Board set a tentative date of Tuesday, September 24, at 7:30 p.m.

#### DETAILED VILLAGE-WIDE TOTALS FOR THE 1990 U. S. CENSUS

The trustees noted the information received from Robert E. Molumby, Planning Director, Village of Skokie, which included a packet of the latest 1990 U. S. Census totals, provided by the Northeastern Illinois Planning Commission, detailing Village-wide totals for all the categories on the Census Bureau's long-form census questionnaire.

Skokie's "over 60" population is now 27.5%, a phenomenon which will continue to affect both the need and demand for services for mature adults.

The statistics will be examined by the Board.

#### PROPOSED CHANGE IN LOAN PERIOD FOR NEW BOOKS AND RECORDED MUSIC

The trustees reviewed the proposal that all books and recorded music marked with a NEW sticker circulate for a loan period of two weeks, effective October 1, 1991.

Currently, most new fiction is marked as "7 Day" for the first three to six months of its shelf life. The one week loan was to allow for a quicker turnover of new materials, however, many patrons have requested a longer loan period because they find it difficult to finish a book in one week.

With the proposed change, all new fiction, except those designated Most Wanted, and all new nonfiction would be marked with a NEW sticker and be shelved on display shelving and circulate for a two week loan period for about one year. After a year, an item would be taken from the display shelving, the NEW sticker removed, and it would be returned to regular shelving and a three week loan period.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE LOAN PERIOD CHANGE FOR NEW BOOKS AND RECORDED MUSIC AS PROPOSED BY THE DIRECTOR.

The roll call vote for approval was unanimous.

#### MICROFILM READER/PRINTER PROPOSAL

A new Microfilm Reader/Printer is needed for the public in Adult Services. Two quotations received were reviewed by the Board.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE SPECIAL GROUP QUOTATION PREPARED BY MICROIMAGE TECHNOLOGY, INC. FOR ONE MINOLTA RP605Z READER PRINTER AT A BASE PRICE OF \$5,291. AND ADDITIONAL ACCESSORIES.

The roll call vote for approval was unanimous.

#### MENTORING GRANT

The article "Interns get hooked by books job", Chicago Tribune, July 20, 1991 and the article "Students spend time as Skokie Library interns", Skokie Review, August 1, 1991, highlighting the Mentoring Program were noted. Mrs. Anthony reported that the Mentoring Program was a very successful project.

#### AUTOMATION

Mrs. Anthony advised there were no new developments to report regarding the JCPL (Joint Computer Program for Libraries) consortium.

#### LIBRARY CABLE NETWORK

The trustees noted the article "Public tuning out free use of cable gear" from the Chicago Tribune, July 29, 1991 and the Library Cable Network August, 1991 Program Guide for Cable Channel 50.

Discussion ensued regarding the TCI request made to the Village of Skokie to modify the Village's cable franchise and to reduce the number of access channels.

It was the consensus of the Board that no concessions be made to TCI and that we strive to preserve the Library Channel 50.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the July 22, 1991 meeting of the North Suburban Library System (NSLS) Board of Directors and election of officers.

He distributed copies of "Accomplishments Against Work Plan, January 1990-June 1991" and NSLS Director, Sarah Ann Long's memorandum regarding Redistricting of Illinois Library System.

Memoranda regarding Reciprocal Borrowing imbalances and reimbursements were reviewed.

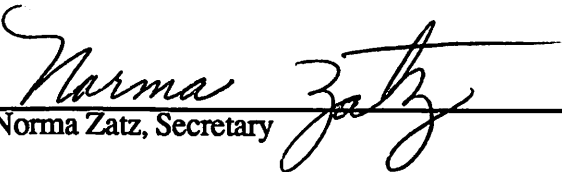
COMMENTS FROM TRUSTEES

Mrs. Zatz suggested that traveling fellow Board members stop in the Parliament Building of Victoria on Vancouver Island to see the library.

Mrs. Hunter reviewed a visit to the Seattle Public Library, where the relaxed staff and atmosphere along with artistic exhibits in the children's area provided a unique experience.

ADJOURNMENT

The meeting adjourned at 11:10 p.m.

  
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Norma Zatz, Secretary