

June 9, 2010

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, June 9, 2010.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:36 p.m.

Members present: Diana Hunter, President/President Emerita; John Graham, Vice President; Zelda Rich, Secretary; Richard Basofin; Susan Greer; Karen Parrilli; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Staff present: Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 12, 2010

Dr. Wozniak made a motion, seconded by Mrs. Parrilli, to approve the minutes of the regular and annual meetings of May 12, 2010, subject to additions and/or corrections.

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

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Annual Reports F.Y. 2009-2010; Report(s) from Department Head(s); Gifts; Personnel)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. ANNUAL REPORTS F.Y. 2009-2010
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. GIFTS: \$100. FROM RICKI SCHLAU IN MEMORY OF ROSH AND ABE KAGAN FOR PURCHASE OF TRAVEL MATERIALS; \$59. FROM TEACHERS OF THOMAS A. EDISON SCHOOL FOR YOUTH SERVICES PROGRAMMING; \$20. FROM HENI AND RICHARD KRAMMER IN HONOR OF ALAN TUTZER FOR USE BY THE COMMUNITY SERVICES OFFICE

6. PERSONNEL: HIRES: ANNIE LIN, PART-TIME TEMPORARY SUMMER READING CLUB PROGRAM ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE JUNE 1, 2010; KEITH OLSEN, PART-TIME TEMPORARY SUMMER READING CLUB PROGRAM ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE JUNE 1, 2010; KATIE TRIER, PART-TIME TEMPORARY SUMMER READING CLUB PROGRAM ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE JUNE 1, 2010; TERMINATIONS: ARMAND LADLAD, PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE MAY 31, 2010; RICHARD KONG, FULL-TIME SUPERVISOR OF COMPUTER LAB ASSISTANTS, ADULT SERVICES DEPARTMENT, EFFECTIVE JULY 5, 2010.

The motion was approved unanimously.

BILLS

A motion was made by Mr. Graham, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

USAGE----Circulation in May was up more than 18%, led by a gain in the check-out of DVDs. However, Youth book circulation was also up over 7% and Bookmobile use up 11%, with a gain in Adult circulation of nearly 25%. Circulation of digital formats was also up 25% from last May although it is still not a significant portion of Library circulation. Use of the self-check continues to increase, up 16% from last May. The Gate Count showed little change. Database use was down 15% from May, 2009, although that was an exceptionally high use as compared with previous Mays. It is interesting that the number of people logging in to use databases was 9% higher than last May.

NSLS----The System largely went dormant as planned at the end of May, with most staff including Director Sarah Long laid off. The public libraries pitched in to continue System delivery for at least three months (mid-June through mid-September) so that we would have time to investigate options. NSLS had figures for cost and use based on information gathered in October and April of 2009. The Directors worked out a formula consisting of

a base price of \$500. and a balance determined by volume of use according to the 2009 figures. Skokie Public Library's share was \$3,676. The State required that we acknowledge this as a contribution since the law does not allow for a charge for delivery. Forty eight public libraries agreed to participate in this delivery plan, with only the Des Plaines Public Library dissenting. The State requires that every library get at least twice a week delivery so Des Plaines will get that minimum. Still, Des Plaines will discourage their residents from interlibrary borrowing. A committee is working on options for continuing delivery after September. The Systems are all in trouble to a greater or lesser degree. Plans seem to be advancing for some type of merger among some of the metropolitan area Systems. The picture is continually changing with the only constant being the lack of money from the State. Mrs. Anthony talked with both State Senator Jeff Schoenberg and Representative Lou Lang who have assured her there is no money forthcoming in the near future.

Discussion followed on the status of some of the other Illinois library systems.

VISIT BY SHEILA SIMON----Sheila Simon, Democratic candidate for Lieutenant Governor, visited the Library at the invitation of Oakton Community College. Ms. Simon came May 25 and spent time talking with students in the literacy class. She congratulated the students for their efforts and the Library and Oakton for their partnership in making such classes possible.

CAPITAL GRANT FROM STATE-----The Library submitted a proposal to the Department of Commerce and Economic Opportunity for a capital grant in the amount of \$50,000. These funds are from federal stimulus dollars. We applied for the money for the completion of the last phase of the parking lot as work from July, 2009 was eligible for funding. If we get the grant, we would reimburse ourselves for prior expense.

FESTIVAL OF CULTURES-----The Library was a visible presence at the 20th Annual Skokie Festival of Cultures May 22-23. The weather was sunny and warm and the crowds were large. Board President Diana Hunter spoke during the Opening Ceremonies on behalf of the Library. The Bookmobile was present throughout, with staff giving out information about the Library and colorful pinwheels. Cathy Maassen organized activities in the Children's Tent. This was a very successful event in attendance and press coverage.

ALA ANNUAL CONFERENCE----Mrs. Anthony will attend the Annual Conference of the American Library Association in Washington, D.C. June 25-29. Mrs. Anthony chairs the ALA Public and Cultural Programs Advisory Committee and continues to serve on

the PLA Leadership Task Force. Mrs. Anthony is also on a committee to oversee the new Library Support Staff Certification Program. The annual National Legislative Day will be held as a rally on Tuesday, June 29, in connection with the Conference. Seven staff members will also attend the Conference.

CHINESE VISITORS----Three Chinese Librarians will visit the Skokie Public Library under the auspices of IMLS from June 20- 25, before continuing on to the ALA Conference. Mrs. Anthony will take them to the Groundbreaking for the new CTA Station and introduce them to Skokie as well as to the many activities at the Library.

INDIAN TRAILS LIBRARY BOOKMOBILE----The Indian Trails Library has retired their six-year old bookmobile due to excessive repairs and opened a branch in a leased space small shopping center instead.

TAG NOW INTEREST CHECKING

Mrs. Anthony received a notice from Elizabeth Riesche that the Cole Taylor Bank Board has voted to continue the Bank's participation in the TAG program through 12/31/2010. This means that all funds in the TAG account will continue to be covered by unlimited FDIC insurance through that date.

Effective July 1, 2010 the maximum rate allowed by law will be .25%. This is a reduction from the current maximum of .50%, but it is better than the Illinois Funds rate which averaged .12% in April. Continued participation in TAG NOW checking is consonant with the Board's investment philosophy of valuing security of principal.

Irene Tam, Administrative Assistant for Accounting, encountered no difficulty with the TAG NOW checking program. Mrs. Anthony recommends that the Board authorize the Library's continued participation in TAG NOW checking at Cole Taylor Bank, to be reviewed again at the December 2010 Board meeting.

A motion was made by Mr. Graham, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
AUTHORIZE SKOKIE PUBLIC LIBRARY'S CONTINUED
PARTICIPATION IN TAG NOW CHECKING AT COLE TAYLOR
BANK, TO BE REVIEWED AGAIN AT THE DECEMBER 2010
BOARD MEETING.

The roll call vote for approval was unanimous.

EXTENSION OF VIBURNUM HEDGE

Mrs. Anthony said a request from a neighbor on Park Avenue served to remind staff that, in the original parking lot design and approval process, the Library had pledged to put in a hedge along the length of the parking lot as a buffer of car lights. Rich Simon, Head of Maintenance, requested quotations for this work from two landscaping contractors who have done work for the Library in recent years. Both proposals include preparation of the strip, installation of ninety 48 inch viburnum plants approximately two feet apart, mulching, and supervision by a landscape designer.

The quotes are as follows:

Peter Campobasso Landscaping	\$15,486.86
Mariani Landscaping	\$17,776.72

Richard Simon, Head of Maintenance, and Mrs. Anthony recommend approval of the lower bid from Peter Campobasso Landscaping in the amount of \$15,486.86 to be charged to capital improvements.

A motion was made by Mr. Graham, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE BID FOR THE VIBURNUM HEDGE FROM PETER CAMPOBASSO LANDSCAPING IN THE AMOUNT OF \$15,486.86.

The roll call vote for approval was unanimous.

The Board asked Richard Simon to contact Mariani about the condition of the tree in the west parking lot. The Board would like to know what kind of warranty Campobasso Landscaping is providing for the hedge.

Mr. Graham drives by the Library parking lot at 6:20am almost every day. Richard Simon is outside cleaning up the parking lot; he really takes pride in his work and pays personal attention to the appearance of the Library. He is to be commended.

NON-RESIDENT SERVICES

Mrs. Anthony said that public library Boards must annually decide and take action on whether to participate in or opt-out of the non-resident reciprocal borrowing program. 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. We first discussed this in 2004 due to a revision of

the Illinois compiled statues Chapter 75 Act 5, Section 4-7, Paragraph 12 in January, 2002. The effective change was as follows:

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 non-resident 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.)

Since Skokie does not have a significant neighboring unserved population, Mrs. Anthony has recommended that the Board approve participation in the program. Since the "closest public library" is determined by school district and the close-by area of Golf does not have public library service, there is a small number (estimated at 50) of students from Golf who attend Niles North and might want to purchase a Skokie Public Library card. In fact, staff sold thirty (30) non-resident borrowers' cards in 2009, thirty-nine (39) non-resident borrowers' cards in 2008, and thirty-three (33) non-resident borrowers' cards in 2007. Typically, not more than one or two of these cards are sold to Golf residents each year, a volume which does not present a problem. At the present time, there are no Golf residents holding fee cards for the Skokie Public Library, but three Golf residents registered as reciprocal borrowers from Glenview.

Mrs. Anthony recommends that the Board renew approval of participation in the Non-resident Services program for the year from July 1, 2010-June 30, 2011.

A motion was made by Dr. Wozniak, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RENEW PARTICIPATION IN THE NON-RESIDENT SERVICES PROGRAM FOR THE YEAR FROM JULY 1, 2010-JUNE 20, 2011.

The motion passed unanimously.

FINAL REPORT ON GOALS & OBJECTIVES FY 2009-2010

Mrs. Anthony reported that Fiscal Year 2010 was the last year of the three year strategic planning period from 2007-2010. Both within the Fiscal Year and over the course of the planning period, staff made real progress in addressing the goals established. More staff have become integrally involved in the community, allowing us to know local residents and their needs better, and opening the doors to new partnership opportunities. Staff have become more strategic, developing services with targeted users in mind, and obtaining input from community representatives in service design and development. Staff now look

for ways to make library services more convenient for patrons and also easier to use. Staff have made great strides in the implementation of technology that facilitates patrons' success in finding what they need at the Library. Increased use of social media has provided multiple opportunities and pathways for users to engage with the Library, while technology training has helped people take advantage of the benefits of the technological innovations. The new Digital Media Lab is a tremendous resource, providing people with the means of self-expression and contribution to the world of knowledge.

These initiatives have been accomplished at a time of substantial growth in the use of library resources, without additional staff or significant budget increases. The Library also completed a community survey which has given us information we will be mining and using for several years. Developing a new plan for the period from 2010-2013 was in itself a significant achievement at a time of unprecedented change and upheaval in the environment in which public libraries operate today.

Each completed objective brings us closer to realizing our vision for the community and to clarifying the Library's role within that vision. Our progress is made possible by tremendous individual and team effort within the staff and by our many successful partnerships within the community.

Mrs. Hunter commented that the deposit collection at Starbucks is terrific and suggested that it could be expanded to other Starbucks and businesses in the community.

The Board unanimously accepted the Final Report on Goals & Objectives FY 2009-2010.

PROPOSED OBJECTIVES FOR FY 2011

Mrs. Anthony distributed the objectives for FY 2011 that flesh out the goals in the Library's recently completed Strategic Plan for 2010-2013. The objectives set out new initiatives which shape the Library's direction and role in the community. Individual objectives were proposed by staff and discussed in department or work group meetings before being passed forward.

As the Goals and Objectives essentially set out a work plan for the year, Board approval of the document is requested.

Brief discussion followed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE GOALS & OBJECTIVES FOR FY 2011 AS PRESENTED.

The motion was approved unanimously.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Parrilli reported on the North Suburban Library System regular Board Meeting held May 24, 2010.

- The meeting began with President Kathy Caudill introducing Anne Craig from the Secretary of State's Office. Ms. Craig confirmed that the State is in financial crisis, with few bills being paid. She stated that the Illinois State Library can give its full support to the library systems, except financial, because her office was told that "there is no news when funds will arrive." Her information from the Comptroller's office is that "things will get worse in FY2011." She emphasized that despite the lack of funding from the State, NSLS should continue the delivery services and the automated catalog.
- Discussion followed with Board members and library representatives asking questions and making statements, specifically about the survey taken by 49 libraries. The survey presented a plan where 46 libraries agreed to make a voluntary payment to keep NSLS delivery financially afloat. Ms. Craig answered that she would need to take this plan back to the Secretary of State's office for approval.
- Lisa Dettling of Adlai Stevenson High School expressed the sentiments from her students, who presented NSLS in April over \$2,000 in fund-raising proceeds, to help continue the system's services. Ms. Dettling suggested that it is time to market library systems so as to not have to depend on the State for funding.
- The meeting continued with the election of Board members. Seven candidates filled the seven open positions: Anita Forte-Scott, Paul Kaplan, Lisa Dettling, Susan Garland, G. Victor Johnson, Richard Lee, and Penny Sympson.
- The Board Treasurer, Stu Baker, reported that all bills were paid through April 30, 2010.
- Executive Director Sarah Long suggested that the Board hold off making any motions regarding future services until a decision is received from the Illinois State Library on whether the participating libraries can make a voluntary payment to NSLS. A remaining issue is whether those libraries who voted not to participate should receive

NSLS delivery services. Obviously, if there is no influx of money from the State and no decision on the voluntary payment plan, delivery services and the automated catalog will cease. A motion was made and passed to accept the payment plan as presented by the participating libraries. Another question remains: Can public-funded libraries make a donation to NSLS from tax dollars?

- Also voted on was that a line of credit from Bank of America will not be taken, the employee retirement plan will be terminated because of the financial crisis and staff reduction, the NSLS attorney will review the sale and disposition of property, and as of May 31, NSLS will not be associated with Innovation Experts.
- Ms. Long reported on the Strategic Alliance meeting with Jane Arsenault, FIO Partners, LLC as to the likelihood of merging with other library systems, which determined that a merger would be in the best interests of NSLS and the libraries they serve.
- Because of the staff and service reduction, the Illinois State Library offered to take over Digital Past at no cost. There should be no problems in accessing this service.
- In light of Sarah Long's resignation, President Caudill presented her performance appraisal. Ms. Long was favorably reviewed and applauded by Board members and library representatives for her many years of excellent service and dedication to the library system. President Caudill then read an official Board resolution outlining each staff member and his/her years of service to NSLS, including Executive Director Sarah Long. Staff members present were applauded.

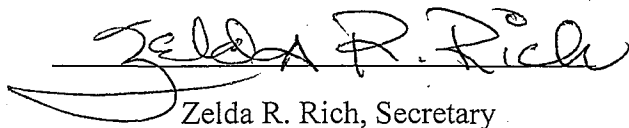
Mrs. Parrilli will attend the June NSLS Board meeting.

COMMENTS FROM TRUSTEES

A suggestion was made to put up a sign in the Teen Corner (and wherever the Library has security cameras) to notify users that 'security cameras monitor this area'.

ADJOURNMENT

At 8:27 p.m. a motion was made by Mrs. Rich, seconded by Dr. Wozniak to adjourn the regular meeting. The motion passed unanimously.


Zelda R. Rich, Secretary