

-CORRECTIONS

August 11, 1993

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, August 11, 1993.

CALL TO ORDER

The meeting was called to order at 7:33 p.m. by Diana Hunter, President.

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

APPROVAL OF THE MINUTES OF THE MEETING OF JULY 14, 1993

Mr. Graham moved that the Board of Trustees approve the minutes of the meeting of July 14, 1993 as written, subject to additions and/or corrections. Mr. Friedman seconded the motion.

There being no additions or corrections, the motion to approve the minutes was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

- FINANCIAL STATEMENTS
- LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (LIMRiCC)
- LISTS OF BILLS

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

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, AND THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (LIMRiCC) UNEMPLOYMENT COMPENSATION GROUP FUND DIVIDEND PAYOUT REPORT BE ACCEPTED; AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND AND THE 1991 LIBRARY PROJECT FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

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

CONSENT AGENDA ITEMS

CIRCULATION REPORTS
LIBRARY USE STATISTICS
PROGRAM STATISTICS FIRST QUARTER FY 1993-94
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (2)
PERSONNEL

Mrs. Rich 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 REPORTS
 2. LIBRARY USE STATISTICS
 3. PROGRAM STATISTICS FIRST QUARTER FY 1993-94
 4. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 5. CORRESPONDENCE (2)
 - Letter from Belle Holman, President, Jewish Genealogical Society of Illinois
 - Letter from Marie T. Hayes
 6. PERSONNEL
 - Appointments: Julie Zumsteg, part-time Clerk Typist, Youth Services Department, effective July 26, 1993; Kathy Boedefeld, part-time Circulation Clerk, Circulation Services Department, effective August 16, 1993
 - Resignations: Susan E. Emrich, Bookmobile Assistant, Community Services, effective July 10, 1993; Brenda Murphy, Head, Youth Services Department, effective August 4, 1993

The motion to approve the Consent Agenda items passed unanimously.

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

The Board reviewed the Year-to-Date Budgetary Status report which was not on the Consent Agenda.

GIFT

The gift of \$100. from Maryann Mondrus, Young Adult Librarian, for the book budget was noted.

DIRECTOR'S REPORT

Usage-Circulation was down nearly three percent from July, 1992. The Bookmobile was off the road five days this July. Interlibrary Loan borrowing is down slightly while the number of items we have loaned to other libraries is up sharply. Information Services were up this month, both by telephone and in person, for Adult and Youth Services.

Carpet Attic Stock--Wrapped attic stock of carpet overrun of 260 square yards should be received soon. While this is not quite as much as we had anticipated the installer has assured us that it is more than sufficient to replace the stairs three times while still allowing for selected area replacement.

Mrs. Hunter suggested a thorough inspection be made of the wrapped carpet attic stock when it is received.

Warranty Items--b. Stromberg continues to be most cooperative in working on warranty items. Nearly 30% of veneer on the service desks will be replaced due to poor quality.

Per Capita Grant--Our Per Capita Grant application was submitted to the State by the July 15 deadline. We have learned from the North Suburban Library System (NSLS) that Live and Learn funding for the 1993-94 Per Capita Grant is expected to be about 80% of full funding or about .25 per capita. The Live and Learn money will be received in a separate check from the rest of the Per Capita Grant which is drawn from the General Revenue Fund.

Parking Lot Development--Mrs. Hunter and Mrs. Anthony met with Robert Molumby, Director of the Planning Department for the Village; Fred Schattner, Head of Traffic Engineering; and our attorney Heidi Katz July 23 regarding development of the parking lot. Designs were reviewed as was the procedure for obtaining the building permit and rezoning ordinance. It is highly unlikely that requirements could be met in time for construction to occur this fall. Other developments to be discussed at the Board meeting suggest that it would be advisable to pursue rezoning over the winter in preparation for spring construction.

LCN Birthday--The Library Cable Network will celebrate its 10th birthday in September. Skokie Public Library will host an invitational seminar September 15 at which speakers from

TCI and Continental Cable will discuss developments in the cable industry and answer questions such as "What will be shown on 500 channels?" Board members are cordially invited to attend this session at 9:30 a.m. in the Petty Auditorium.

Landscaping--Planting in the fiction courtyard has been completed. All are perennials so they should return each year. The selection includes plants with varied blossoming schedules.

Security Gate--One of the newly installed security gates has been malfunctioning, sounding an alarm with no reason. The 3M service representatives have not been able to correct the problem so 3M engineers are investigating.

Centre East Board--Mrs. Anthony has agreed to serve on the Board of Centre East, Inc. The Board oversees the presentation of entertainment and is separate from the Centre East Authority, responsible for the new facility.

Automation--JCPL Directors and Heads of Technical Services met with consultant Rob McGee to assess progress in selecting a new automation vendor. Selection is complicated by the fact that we are not merely replicating currently automated functions such as circulation and the public catalog, but we are looking to acquire new functionality in networking and tapping into remote databases for catalog consultation, journal citations, journal text retrieval, and reference. A list of questions was prepared to send to the vendors for written responses. Three vendors will be invited to give demonstrations in September. Interested Board members are welcome to attend.

ILA Legislative Agenda--Mrs. Weiner and Mrs. Anthony attended a meeting at the North Suburban Library System (NSLS) held to gather input for the legislative agenda of the Illinois Library Association. There was concern that the referendum regarding tax caps, planned for the November 1994 ballot, be looked at within the larger context of tax reform. Another significant concern is the inclusion of system headquarters and public libraries in the network of information superhighways being developed at the state and national levels. ILA's legislative agenda is developed by the Public Policy Committee, of which Diana Hunter is a member.

Appointment to Disabilities Commission--Eva Weiner has been reappointed by the Village Board to the Skokie Disabilities Commission.

Minneapolis Public Library--In travelling to Bemidji, Minnesota, Mrs. Anthony stopped to visit the Minneapolis Public Library and Director Susan Goldberg. The Library operates a commercial information business, distinct from reference, with clear limits on service available within the scope of free reference service. In response to increasing ethnic diversity in Minneapolis, the Library has developed service brochures in a number of languages including Russian, Ukrainian and several Asian languages.

DRAFT POLICY FAMILY MEDICAL LEAVE ACT

Effective August 5, 1993 the Library is subject to the regulations of the federal Family Medical Leave Act.

The trustees reviewed the draft policy which would apply to employees who have worked for the Library for at least 12 months and for at least 1250 hours (about 24 hours per week) during the year preceding the start of the leave.

Family Medical Leave of 12 workweeks of unpaid leave during a 12 month period would be available to eligible employees. The leave may be continuous, intermittent (due to a single injury or illness) or a reduced schedule.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE DIRECTOR'S RECOMMENDATION AND APPROVE THE SKOKIE PUBLIC LIBRARY FAMILY MEDICAL LEAVE POLICY. (Copy attached)

The roll call vote for approval was unanimous.

MACINTOSH PURCHASES

The Macintosh Committee, a staff committee chaired by Camille Cleland, Assistant Director for Technical Services and Automation Coordinator, advised that we need to upgrade the Macintosh LAN (Library Automated Network) to System 7, a higher level operating system. The

FAMILY AND MEDICAL LEAVE POLICY OF Skokie Public Library

It is the policy of the Board of Trustees of Skokie Public Library to comply with the provisions of the federal Family and Medical Leave Act of 1993 (the "FMLA") and the regulations promulgated thereunder. Employees are to be able to participate in early childrearing of their children and to care for family members with serious health conditions or be absent from work due to their own serious illness without being forced to choose between such family obligations and their job security. Accordingly, all eligible Library employees shall be entitled to a Family Medical leave, on a gender neutral basis, provided the leave is taken in accordance with the following provisions.

1. **Eligible Employee:** An employee who has been employed for at least twelve (12) months and has worked at least 1,250 hours during the previous twelve (12) month period. The twelve (12) month period during which the twelve (12) weeks of leave entitlement occurs shall be calculated based upon a rolling 12 month period measured backward from the date an employee uses any FMLA leave.
2. **Purpose of Leave:** Eligible employees shall be allowed Family Medical Leave for one or more of the following:
 - a. because of the birth of a child of the employee and in order to care for such child;
 - b. because a child has been placed with the employee for adoption or foster care;
 - c. in order to care for a family member (spouse, son, daughter or parent) of the employee who suffers from a serious health condition; and
 - d. because of a serious health condition that makes the employee unable to perform the functions of his/her position.
3. **Term of Leave:** Eligible employees shall be entitled to a total of twelve (12) workweeks of unpaid leave during the twelve (12) month period, as set forth in paragraph 1, subject to the following:
 - a. the employee must state a qualifying reason for the needed leave to allow the Director to determine whether the purpose for the leave is one allowed under the Act;
 - b. the entitlement to leave because of the birth or placement of a child expires one (1) calendar year after the date of birth or placement;
 - c. a husband and wife who are both employed by the Library and both eligible for leave, are only permitted to take a combined total of 12 weeks of leave during any twelve (12) month period if the leave is taken because of the birth or placement of a son or daughter;
 - d. leave may be taken on an intermittent basis (in separate blocks of time due to a single illness or injury) or reduced schedule (reducing the usual number of hours per week or per day) if medically necessary when the purpose of the leave is to care for a seriously ill family member or because of the employee's own serious health condition. Leave may be taken on an intermittent basis or

reduced schedule only with the Director's approval when the purpose of the leave is the birth or placement of a child for adoption or foster care; and

- e. if the employee requests paid accrued leave and the Director determines the purpose for the leave is one applicable under this policy, the Director may notify the employee that the paid leave must be utilized prior to any unpaid leave and will be counted against the employee's twelve (12) weeks of leave granted under this policy. This notice shall be made before the leave begins or before a leave extension is granted, unless the Director does not have sufficient information to determine the reason for the leave until after the leave has begun.
4. **Notice Requirements:** When the leave is foreseeable, (i.e., based upon an expected birth or placement for adoption or foster care, or planned medical treatment for the employee or the employee's seriously ill family member), the employee is required to notify the Director or designee not less than 30 days before the date the leave is to begin of the intention to take leave pursuant to this policy. If the circumstances (i.e., date of birth or planned treatment) require the leave to begin in less than 30 days, the employee shall notify the Director or designee as soon as practicable. The employee shall make a reasonable effort to schedule the planned treatment so as not to unduly disrupt operations, subject to the approval of the health care provider involved in administering the treatment. The Director may deny an employee's leave request until at least 30 days after the date the employee provides notice of the intention to take leave for unreasonable failure to provide timely advance notice for foreseeable leaves.
 5. **Substitution of Paid Leave:** An eligible employee must use all accrued paid vacation and personal leave before using the balance of unpaid leave, together constituting a total of twelve (12) weeks of leave granted pursuant to this policy.
 - a. Accrued paid sick leave may be substituted for any or all of the unpaid leave if the leave is taken in order to care for a seriously ill family member or because of the employee's own serious health condition.
 6. **Medical Certification:** Requests seeking leave to care for a seriously ill family member or because of the employee's own serious health condition must be supported by medical certification from the family member's or the employee's health care provider. For foreseeable leaves the certification shall be provided to the Director or designee within fifteen (15) calendar days from the date the Director requests such certification or as soon thereafter as practicable. For unforeseeable leaves, the employee is required to provide certification as soon as is practicable, under the particular circumstances, after the date the Director requests such certification. The certification shall contain the following:
 - a. the date the serious health condition began;
 - b. the health care provider's best medical judgment concerning the probable duration of the condition;
 - c. a diagnosis of the condition and a brief statement of the prescribed treatment regimen, including whether inpatient hospitalization is required;
 - d. if the purpose of the leave is to care for a seriously ill family member, a statement that the employee is needed to care for the family member including an estimate of the amount of time the employee will be needed;

- e. if the purpose of the leave is because of the employee's own serious health condition, a statement that the employee is unable to perform the functions of their position;
- f. in the case where intermittent or reduced schedule leave is requested for planned medical treatment, a statement of the dates and duration of such treatment;
- g. in the case where intermittent or reduced schedule leave is requested to care for a seriously ill family member or because of the employee's serious health condition, a statement that the intermittent or reduced leave schedule is medically necessary, as to the seriously ill employee, or necessary for the care of the family member, including the expected duration of its necessity.

In cases where the Director has reason to doubt the validity of a medical certification the Director may require the employee to obtain a second opinion, at Library expense. The Director shall select the health care provider to supply the second opinion. In cases where the medical opinions in the first and second certifications conflict, the Director may require the employee to obtain a third certification, at Library expense. The third health care provider shall be jointly selected by the Director and the employee and their certification shall be final and binding upon both the Library and the employee.

The Library reserves the right to request certification at a later date in cases where it does not initially request medical certification to support the leave request but it later has reason to question the appropriateness or duration of the leave. The Director may deny a leave request, for foreseeable leaves, or deny continuation of leave, for unforeseeable leaves, until the employee provides the required certification.

- 7. **Medical Recertification:** The Director may request recertification at reasonable intervals, but not more often than once every thirty (30) days. The Director may request recertification, regardless of the length of time since the last request, for the following:
 - a. when the employee requests a leave extension;
 - b. when the circumstances described by the original certification change significantly (i.e. the nature or duration of the illness changes significantly); and
 - c. when the Director receives information that casts doubt upon the continuing validity of the original certification.
- 8. **Maintenance of Health Benefits:** The Library shall maintain the employee's group health plan coverage for the duration of leave taken pursuant to this policy on the same basis, at the same level and under the same conditions coverage would have been provided had the employee not taken the leave. The Library and the employee shall continue to pay their respective applicable shares of the health care premiums during the duration of the leave as if the leave had not been taken. The Library may recover its share of any premium payments for any periods of unpaid leave from the employee if the employee fails to return to work after their leave entitlement has been exhausted. The Library also may recover any portion of the premium it paid which the employee was obligated to pay.

When paid leave is used instead of unpaid leave under this policy, the employee's share of the health care premiums shall be paid by the method the Library normally utilizes during any employee's paid leave. If the leave is unpaid, the employee shall pay their share of the premium, on or before the 5th of each month.

9. **Return to Employment:** At the end of the leave period taken pursuant to this policy, the employee shall be returned to the position held immediately prior to taking the leave, except for key employees under the circumstances set forth below. If that position is unavailable, the Library shall return the employee to an available position the employee is qualified to hold with equivalent pay and benefits and other terms and conditions of employment. The right to reinstatement ceases and the employment relationship between the employee and the Library will be deemed terminated if the employee unequivocally informs the Library of their intent not to return to their employment at the end of the leave period.

For key employees (a salaried FMLA eligible employee who is among the highest paid 10% of all the employees {salaried and unsalaried; eligible and ineligible}) the Director may deny reinstatement under the following circumstances:

- a. the employee has been notified, in writing, either when leave is requested or when leave begins that they qualify as a key employee and as such the possibility exists that they will not be reinstated at the end of the leave;
- b. the Director determines the denial is necessary to prevent substantial and grievous economic injury to the Library's operations;
- c. the Library notifies the key employee of its intent not to reinstate the employee on this basis; and
- d. in cases where the key employee begins the leave and elects not to return to employment after receiving notice from the Library of its intent not to reinstate the employee.

The employee must submit medical certification from their health care provider that the employee is now able to resume work if the basis for the leave was the employee's own serious health condition that made the employee unable to perform the functions of their job. The Library may deny the employee's return to work until the certification is submitted.

CAA:sd

Adopted 8-11-93
Skokie Public Library Board of Trustees

upgrade is necessary because any new Mac purchased would operate on System 7 and all new software or upgrades of wordprocessing and spreadsheet software will be based on System 7.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE DIRECTOR'S RECOMMENDATION TO PURCHASE A SYSTEM SEVEN UPGRADE OF THE MACINTOSH LAN (LIBRARY AUTOMATED NETWORK) IN THE AMOUNT OF \$8,203.90.

The roll call vote for approval was unanimous.

LONG RANGE PLANNING PROCESS

The Board reviewed the report of data based on the 1990 U.S. Census prepared by former Skokie Public Library Librarian Martha Hattery for the Information Gathering Committee.

This community data, along with input from community leaders, the user survey conducted in May, technology survey in August and reports from each of the planning committees will be used in formulating mission and goals for the coming years.

The Long Range Plan Steering Committee met July 22. Questions for an in-house survey were reviewed and the survey conducted via interactive touch screen terminals by Interactive Surveys, Inc. August 1-3. Results will be compiled and presented to the Board at the September Board meeting.

Reports from committees on Information Gathering, Public Services, Materials Resources and Use of Technology will be received later in August and reviewed by the Steering Committee.

The Steering Committee will draft a report to be distributed to the Board in early October.

The Board agreed to meet Thursday, October 21, 4-7 p.m. to consider Library Mission, roles and the strategic directions suggested in the Steering Committee's report.

RENOVATION PROJECT

The Board noted the letter from John G. Liebenow of Jan's Enterprises, Inc. notifying us that there will not be 260 square yards of attic stock available since during installation of the

roll. There were pronounced streaks down the length of the roll at such close intervals that the roll was not usable. As a result, there is only one roll of carpet remaining for attic stock. (12' x 146'6", or 195 square yards). There will also be 30 to 40 square yards of decent sized roll-end cut-offs for attic stock carpet.

AUTOMATION

Mrs. Anthony reported the JCPL (Joint Computer Program for Libraries) Board is moving along with the selection process for the new System.

Current technologies were discussed.

Mrs. Anthony will arrange for a demonstration of INTERNET for the Board.

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network August, 1993 Program Guide for Cable Channel 15.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported on the meeting of the NSLS Board of Directors.

Revised charges for 1993-94 from NSLS for services were discussed. Charges include article photocopies, audiovisual materials borrowed from SLS (Suburban Library System), systemwide database on CD-Rom disc charges, continuing education program charges, speaker honorarium, member public libraries participating in joint purchase insurance plans, and online searches.

COMMENTS FROM TRUSTEES

Mr. Graham complimented the new signage. It is very attractive.

He also said that some of the programming on the Library Channel 15 was not clear. Mrs. Anthony asked trustees to call the Library when this occurs, because a problem remains with the microwave link hookup.

Mrs. Zatz suggested the Board look into the possibility of replacing the 12 year old Bookmobile in the future since it has had brake problems recently and been out of service more often this past year.

Mrs. Zatz suggested the Board look into the possibility of replacing the 12 year old Bookmobile in the future since it has had brake problems recently and been out of service more often this past year.

Mrs. Hunter called for a short recess at 8:50 p.m.

At 9:00 p.m. the meeting resumed and Mrs. Hunter called for an Executive Session for the purpose of discussion of land acquisition. The Board concurred.

EXECUTIVE SESSION

At 9:23 p.m. Mrs. Schreck made a motion, seconded by Mr. Graham to return the meeting to open session. The motion was unanimously approved.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE DIRECTOR TO WORK WITH THE LIBRARY'S LEGAL COUNSEL TO MAKE AN OPTION OFFER OF INTEREST ON THE PROPERTY AT 5241 OAKTON STREET, WHICH THE DIRECTOR AND LEGAL COUNSEL WOULD FIND APPROPRIATE, PREFERABLY NOT TO EXCEED \$5,000.

The roll call vote for approval was unanimous.

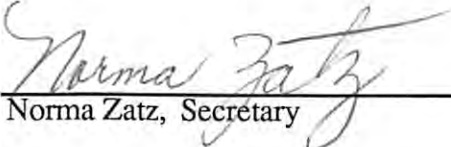
After further discussion Mr. Graham made a motion, seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RECONSIDER THE ACTION TAKEN AT THE JULY 14 BOARD MEETING REGARDING VACATING OF THE ALLEY.

The roll call vote for approval was unanimous.

ADJOURNMENT

The meeting was adjourned at 9:25 p.m.



Norma Zatz, Secretary