

March 12, 2008

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, March 12, 2008.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:30 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Dayle Zelenka, Secretary; Richard Basofin; Susan Greer; Zelda Rich; 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 FEBRUARY 13, 2008

Dr. Wozniak made a motion, seconded by Mr. Basofin, to approve the minutes of the regular meeting of February 13, 2008, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file. Mrs. Hunter abstained from voting.

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Correspondence; Gift; Personnel)

Mrs. Hunter made a motion, seconded by Mr. Zelenka:

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. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE: LETTER FROM THE HONORABLE RICHARD J. DURBIN, UNITED STATES SENATOR, TO CAROLYN ANTHONY DATED FEBRUARY 11, 2008 RE AMENDMENTS TO THE FISA ACT; EMAIL FROM THE HONORABLE BARACK OBAMA, UNITED STATES SENATOR,

TO CAROLYN ATNHONY DATED FEBRUARY 19, 2008 RE
AMENDMENTS TO THE FISA ACT

5. GIFT: \$100. FROM SHARON Z. RIEGER IN MEMORY OF
EVELYN SHAPIRO
6. PERSONNEL: PROMOTION: RICO ROBINSON, FULL-TIME
CUSTODIAN, MAINTENANCE DEPARTMENT, TO FULL-TIME
EVENING SHIFT SUPERVISOR, MAINTENANCE
DEPARTMENT, EFFECTIVE FEBRUARY 18, 2008; STATUS
CHANGE: JORGE MONTERO, FULL-TIME EVENING SHIFT
SUPERVISOR, MAINTENANCE DEPARTMENT, TO PART-TIME
HOURLY CUSTODIAN, MAINTENANCE DEPARTMENT,
EFFECTIVE FEBRUARY 18, 2008; HIRES: DANIEL W.
SUWINSKI, PART-TIME CUSTODIAN, MAINTENANCE
DEPARTMENT, EFFECTIVE FEBRUARY 20, 2008; ELIZABETH
DOSTERT, MANAGER OF HUMAN RESOURCES,
ADMINISTRATIVE OFFICE, EFFECTIVE MARCH 6, 2008.

The motion was approved unanimously.

BILLS

A motion was made by Dr. Wozniak seconded by Mrs. Hunter:

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 February was up 5% with big increases in DVD use, perhaps because people were snowed in all month. Circulation of books was also up in Adult and Youth. The gate count was up 9% in spite of being closed several hours on two different days for snow. While still relatively small with only 164 circulations, the gain of more than 150% in the use of digital audio books is impressive. Self-check is also up over 100%. Use of online databases was down in total volume although external use was up from last February and the number of individuals using databases increased by 8%. Use of the Guides to the databases was significantly up by 69% from last year. A sampling of the in-Library use of materials was conducted from February 25-March 2. During this time, patrons are asked not to re-shelve any materials used in the Library and they are

collected and counted by the shelveers. The tally this year showed use of 2.45 items per capita if projected to an annual figure, compared with 2.25 during a similar sampling in 2005. Use of magazine copies averaged 52 per day while newspaper use was about 24 per day.

MANAGER OF HUMAN RESOURCES----Beth Dostert started March 6 as the new Manager of Human Resources. Beth has a Master's in Human Resources and an MBA from Loyola University and has most recently been employed for seven years with Hewitt Associates. Board members are invited to stop in to meet her the next time they are in the Administrative Offices.

TELEPHONE SYSTEM----Beeping in the controller for the phone system in the second floor mechanical room alerted staff to low battery power for the telephone back-up. Shared Technologies reported that the batteries had aged and would not have the capability of maintaining the phone system for more than an hour. Mrs. Anthony approved the installation of replacement batteries for \$13,103.04 on an urgent basis rather than risk an outage that might take the system with all its programming completely down. The new batteries should give the Library about 12 hours back-up and have a life expectancy of 7-8 years. Mrs. Anthony requested Board approval of this action.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
 APPROVE REPLACEMENT BATTERIES FOR THE PHONE SYSTEM
 FROM SHARED TECHNOLOGIES FOR A COST OF \$13,103.04.

The roll call vote for approval was unanimous.

ULC AUDIOCONFERENCE----Mrs. Anthony served as a panelist in a ULC audioconference on the topic of service to immigrants February 27. ULC has about three of these continuing education events per year with 450-500 people participating. The conference built on ULC's latest publication *Welcome Stranger: Public Libraries Build the Global Village*. The keynote speaker was Dr. Joseph Chamie, Managing Director & Editor, International Migration Review, Center for Migration Studies. Other panelists included the Director of the San Francisco Public Library and representatives from the Queens and Hartford Public Libraries.

DOMINICAN GSLIS ADVISORY BOARD----Mrs. Anthony attended a meeting of the Advisory Board for the GSLIS at which the big subject was the reaccreditation process. The documents have all been submitted and the accreditation team will be visiting the

campus at the end of March. Mrs. Anthony will attend a gathering for employers of GSLIS graduates. Dominican is in process of a series of continuing education events for professionals in the Chicago area. The school appears to be thriving.

LEGISLATIVE BREAKFAST----Trustee Dayle Zelenka, Frances Roehm, Holly Jin and Mrs. Anthony attended the NSLS Legislative Breakfast February 18. They had an opportunity for an extended conversation with State Senator Jeffrey Schoenberg. While the Library's other representatives were not present that day, Mrs. Anthony did have a chance to see Representative Lou Lang and Congresswoman Jan Schakowsky at the Memorial Service for the students slain at NIU, held at the Library February 23.

Representative Lang has sponsored a bill that would increase funding for libraries eligible for equalization aid and also for school libraries. There was not a lot of optimism for accomplishment of much in Springfield.

PAUL STEINBRECHER----Some Board members may remember architect Paul Steinbrecher who worked on the Library renovations completed in the early 1990s. He has continued to take an interest in the Library and to assist with projects such as the design of the information center across from the elevators on the first floor. Mrs. Anthony and Mr. Steinbrecher met to talk about what might be done to make the west side of the exterior more visually interesting and the entry more significant. Any proposals will be brought to the Board for consideration when we look at completing the parking lot.

ADVOCACY WORKSHOP----Mrs. Anthony attended an advocacy workshop at NSLS that was run by someone from the Community Media Workshop. The speaker engaged participants in exercises intended to help frame the issues and punch up their presentation.

PLA CONFERENCE----Nine staff members and Mrs. Anthony will attend the PLA National Conference in Minneapolis March 25-29. Mrs. Anthony will attend a preconference on leadership which the 3M Company is donating to PLA since the conference will be in their backyard. As usual, the agenda is full of interesting programs. A first for PLA is that the conference will also be available virtually with a number of the sessions offered electronically for staff who are back home. If any of the Board members are interested in attending a virtual session, please stop by the Administrative Office to get the schedule. The set-up will probably be in the King Arthur Room.

KINDLE----Board members may have read about the Kindle, the new electronic book reader from Amazon. Staff purchased one for the Library to try out. It is a big improvement over earlier models and really remarkably comfortable to use. One can

order any number of newspapers and books, all of which are transferred to the device wirelessly. Print size can be adjusted. Mrs. Anthony brought the Kindle to the Board meeting for the trustees to try out.

ALAN MAGEE---An artist with an international reputation who is also a personal friend of the Anthonys will exhibit a number of his prints and tapestries in the Library in April. Alan and his wife Monika will be here for an opening Sunday, April 6 at 1:30 pm. Mrs. Anthony hopes that the Board will be able to attend.

Mrs. Hunter suggested sending a gallery opening postcard to Sid Block of Printworks Gallery in Chicago.

The Board commended Rich Simon and the maintenance staff for their herculean efforts in keeping the Library accessible and safe this winter. They have done a fantastic job.

PROPOSED BUDGET FY 2009

Mrs. Anthony distributed another draft of the Operating Budget for 2008-2009, to be approved next month.

The largest single budget line is for salaries. The Employment Cost Index from the Bureau of Labor Statistics indicates that wages and salaries for State and local government workers increased 3.5% in calendar 2007. For next month, a salary scale with 3.5% adjustment will be prepared so that the Board can see the range of salaries. Although, with a continued 2% adjustment for performance, most staff will receive a 5.5% increase in pay during the year, the Library should realize some savings from retirements and turnover that will keep salary expense within the proposed 5% increase.

A significant change in the proposed budget from last month is a change to the line that used to be Binding and ILL. Little is sent to the Bindery any more and ILL fees are only charged by some academic or special libraries so expense in this line has been less than \$1,000. for the year. Meanwhile, as more processing of materials (particularly AV) has been outsourced to the jobbers who supply the media and books, the expense for processing has become a hidden cost within the materials budget, effectively reducing the amount spent on actual library materials. Teri Room, Coordinator of Collection Development has determined that processing costs to jobbers for the coming year will be about \$30,000. Mrs. Anthony is proposing that these processing costs be combined with Bindery and ILL as all are materials handling changes. The new line would be called Materials Processing and ILL Fee.

Most of the allocation to fund the new budget line has come from the Copier Lease line as two leases will expire early in the new Fiscal Year. Some has also been taken from the Periodicals line. Bruce Brigell has proposed reductions through cancellation of subscriptions to some more academic journals which are available online when needed. He has also cut back microfilm subscriptions.

Typically, the Board has not approved a budget for the Reserve Fund for Sites and Buildings, but Mrs. Anthony is trying to project possible costs in that area to present to the Board next month. In addition to expense for completion of the parking lot, one of the chillers will be ten years old and due for major servicing (teardown) to inspect the bearings and complete other needed maintenance. This cost is estimated to be \$42,000. Another item is for possible supplemental heat in areas of the first floor that have been repeatedly reported to be cold. More information will be provided next month, but these would still only be budget estimates. The Board will not be asked to authorize these projects at this time.

Because the operating budget will need to be approved by the Board at the April meeting, Mrs. Anthony asks that any questions or concerns about the budget be directed to her as soon as possible.

PURCHASE OF STAFF COMPUTERS

Mark Kadzie, Network Manager, is seeking Board approval for the purchase of 12 staff computers, from Dell Computers (under the WSCA contract), for a total of \$11,489.76 or \$957.48 each, to be taken from the 2007-2008 technology budget line. These computers are replacements for existing Circulation staff machines originally purchased April 1, 2002.

A motion was made by Dr. Wozniak, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE PURCHASE OF 12 COMPUTERS FROM DELL
COMPUTERS FOR A TOTAL OF \$11,489.76.

The roll call vote for approval was unanimous.

RENEWAL OF INNOVATIVE INTERFACES AGREEMENTS

Mrs. Anthony reported that the Library has received a quote from Innovative Interfaces for maintenance of the catalog and circulation system software for Fiscal Year 2009. The quote of \$43,564. has been broken down by component software. Note that fees for some

modules only begin December 1 after the year's warranty on these newer modules has expired. Gail Shaw has reviewed the changes and finds everything in order.

Innovative has allowed the Library to pay the maintenance fee monthly with no additional charge. Mrs. Anthony recommends approval of the agreement for Millennium Maintenance with Innovative Interfaces in the amount of \$43,564. for FY 2009.

A motion was made by Mr. Basofin, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE AGREEMENT FOR MILLENNIUM MAINTENANCE
WITH INNOVATIVE INTERFACES IN THE AMOUNT OF \$43,564.
FOR FY 2009.

The roll call vote for approval was unanimous.

Additionally, it is time to renew the Library's use of the agreement for INN-Reach software which facilitates quick and easy interlibrary borrowing among libraries with the same computer system. Current participants include Arlington Heights Memorial Library, Gail Borden Public Library in Elgin, and the College of DuPage. Patrons initiate these loans on their own, without the need to request staff assistance. Both borrowing and lending through LINKin have increased by double digits this past year for an increase in activity of 48% for the year to date. With an annual software cost of \$24,000., the cost per item for items borrowed for Skokie patrons is about \$8.70 per item, down from nearly \$11.00 per item in the first year of service. When lending as well as borrowing is taken into account, the cost per item borrowed is only about \$3.55. Mrs. Anthony recommends the Library's continued participation in this program at a cost of \$24,000.

A motion was made by Mrs. Rich, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE SKOKIE PUBLIC LIBRARY'S CONTINUED
PARTICIPATION IN THE LINK-IN PROGRAM AT A COST OF
\$24,000 FROM INNOVATIVE INTERFACES.

A roll call vote for approval was unanimous.

DVD LOAN POLICY

Mrs. Anthony reported that the circulation of DVDs has been down this year, reversing a trend toward steady increase from FY '04-FY '07. Not only do video stores stock multiple copies of popular movies, but services such as Netflix which mail DVDs offer

convenient service and even the grocery stores feature the Red Box with DVD rentals for \$1.00. The Library is not directly in competition with these other outlets as the aim is quite different, namely to offer a broad selection of DVD titles including documentaries, foreign films, TV shows, independent films and older film classics as well as popular features. Nevertheless, the Library needs to look at the marketing mechanisms used by other outlets as they condition users' expectations.

To increase the turnover and availability of feature films, staff proposes to offer patrons the incentive for saving money by returning their DVDs within three days. This would be promoted as a "Spring Special" from April-June and evaluated to determine the success of the venture. A patron could take out films on Friday and return them Monday with no charge. For each day the film is kept beyond three days, there would be a \$.25 fee, amounting to the same \$1.00 fee as now for a seven day loan. Fees would accrue to the patron's account and could be paid off in person in the Library or via e-commerce from home.

Evaluation of the "Spring Special" would include an analysis of the increase in circulation as well as the impact on revenues from DVD loans. Patron feedback would also be important. As staff have observed, the electronic courtesy notices have had a negative impact on overdue revenues, but a very positive assessment by the public for a net gain in goodwill.

Mrs. Anthony requested the Board's permission to engage in this marketing experiment with adult feature DVDs from April through June.

Discussion followed. Some of the Board voiced their concern over the loss of revenue with this experiment.

A motion was made by Mr. Zelenka, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
AUTHORIZE A THREE DAY LOAN OF ADULT FEATURE DVDS
AT NO CHARGE; THEN CHARGING 25 CENTS FOR EACH DAY
THE DVD IS OVERDUE.

The roll was called: Mrs. Hunter—no; Mrs. Rich—yes; Mrs. Greer—yes; Mr. Basofin—no; Mr. Zelenka—yes; Dr. Wozniak—no; Mr. Graham—no. The motion failed.

"MYSFACE, HARVARD CREATE NET SAFETY FORCE", TECHTREE NEWS
STAFF, FEBRUARY 29, 2008

The article was noted.

LIBRARY PRODUCTION STUDIO CHANNEL 24

The March 2008 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

There was no NSLS Board meeting in February.

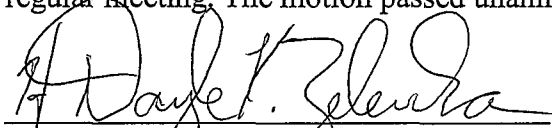
COMMENTS FROM TRUSTEES

Mrs. Greer stated she finished her national certification paperwork using one of the tools she learned during The 10 Things "Google Docs".

Mrs. Hunter brought in a poster from Target advertising Target's and NEA's Read Across America Day.

ADJOURNMENT

At 8:45 p.m. a motion was made by Mrs. Rich, seconded by Dr. Wozniak to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in black ink, appearing to read "Dayle Zelenka", is written over a horizontal line.

Dayle Zelenka, Secretary