

February 14, 1996

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, February 14, 1996.

CALL TO ORDER

The meeting was called to order at 7:55 p.m. by Eva Weiner, Vice President.

Members present: Eva Weiner, Vice President; Leo Friedman; Marcy Goodman; John Graham; and Carolyn A. Anthony, Director.

Zelda Rich, Secretary, arrived at 8:00 p.m.

Members absent: Diana Hunter, President and Susan Schreck Greer.

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

APPROVAL OF THE MINUTES OF THE MEETING OF JANUARY 10, 1996

Mr. Graham made a motion, seconded by Mr. Friedman, to approve the minutes of the January 10, 1996 meeting, subject to additions and/or corrections.

There being no additions or corrections, the motion to approve the minutes as written was unanimously approved. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

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

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, AND LIBRARY NOTE FUND BE ACCEPTED; AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

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

CONSENT AGENDA ITEMS

CIRCULATION REPORT
 LIBRARY USE STATISTICS
 PROGRAM STATISTICS THIRD QUARTER F.Y. 1995-96
 REPORT(S) FROM DEPARTMENT HEAD(S)
 GIFT
 CORRESPONDENCE
PERSONNEL

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:
1. CIRCULATION REPORT
 2. LIBRARY USE STATISTICS
 3. PROGRAM STATISTICS THIRD QUARTER F.Y. 1995-96
 4. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 5. GIFT: \$50. from Henry Ramis to be used for music programming
 6. CORRESPONDENCE (3)
 - Note from Sophia Manta
 - Letters from: Paul Ravenna, M.D. and Albert J. Rigoni, Village Manager w/attachment
 7. PERSONNEL
 - Resignations: Thomas Gross, part-time Circulation Clerk, Circulation Services Department, effective March 3, 1996; and Naomi Pruchnik, part-time Intermediate Clerk/Periodicals, Adult Services Department, effective February 2, 1996
 - Appointment: Mary Ann Stiefel, part-time Circulation Clerk, Circulation Services Department, effective January 22, 1996
 - Promotions: Laurie Popiel from part-time Page, Youth Services Department to part-time Circulation Clerk, Circulation Services Department, effective January 30, 1996; and Saba Ahmad, part-time Page II to part-time Circulation Clerk, Circulation Services Department, effective January 23, 1996
 - Leave-of-absence: Lydia Stux, Manager, Public Information and Programs, effective February 8 through March 31, 1996

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.

PRELIMINARY BUDGET 1996-97

The Board reviewed the revised Projected Budget for Fiscal Year 1996-97. Further adjustments can still be made before final approval.

DIRECTOR'S REPORT

Usage--Circulation in January was up about two percent although the Bookmobile was off the road for mechanical repairs fifteen days in January. Reciprocal borrowing increased four percent for the month.

Library of the Year--Skokie Public Library will be one of four libraries of the year at the NSLS banquet March 1, sharing the honor with the other three NorthStarNet libraries. Special recognition will be given to Gail Shaw, LAN Administrator, who has developed the home pages, design and html format of SkokieNet.

Tax-exempt Status--We have received tax exempt status from the Cook County Assessor's Office for 5241 Oakton Street. Forms were filed to continue exempt status on that property and the former 5237 Oakton for 1996.

Vestibule--The grating was installed once again in the vestibule and appears to be firm this time. The rubberized surface is being installed on the perimeter of the grating.

Bookmobile--The Bookmobile was off the road for fifteen days in January with starter problems. It has continued to be off the road to date in February due to additional problems with wiring and other such mechanical difficulties. Repair efforts were hampered by the extreme cold. We are hopeful that it will soon be back in service.

NSLS Board Meeting--Mrs. Anthony attended the NSLS Board meeting January 29 and was the sole public library representative in the audience. Comments regarding the proposed NSLS bylaws change were solicited and she spoke in favor of retaining the present composition of the NSLS Board. A vote will be taken at the February Board meeting and will require ten votes for approval of a change.

JCPL--The Joint Computer Program for Libraries approved a year contract with NSLS for Internet service through MCS Net. The System signed a year's agreement with the vendor and asked member libraries in turn for an agreement to ensure that they can meet their financial obligation.

HVAC Monitoring Service--Our contract with Johnson Controls for monitoring service was written through December 31, 1995. They ceased monitoring, without notification, as of

January 15, necessitating some fast work by North Town which is still in progress of installing the new Building Management System.

Temporary, Part-time Custodian--We hired a temporary, part-time custodian to work five hours per day after one custodian experienced an injury at home. The staff member recovered, however Leo Ramirez, Head Custodian, is still recuperating from foot surgery and not expected to return to work until the end of February, 1996.

ALA Midwinter--Mrs. Anthony reported on her ALA Midwinter Conference attendance in a memorandum to the Board upon her return. She attended meetings, serving on the ALA Council, the Committee on Education, the Executive Committee of the Public Library Measurement and Evaluation Section and on the ReVision Committee which is overseeing the revision of the public library planning and measurement tools. The ALA Council voted to recognize retiring Senator Paul Simon with honorary life membership in the American Library Association. Presentation will be made to Senator Simon at ALA Legislative Day in Washington, D.C. May 7.

A proposal to reorganize the Public Library Association will be presented at information sessions at the PLA Conference in Portland, with hearings at the ALA Annual Conference in New York. ALA announced that the Fund for America's Libraries raised more than \$6 million in its first eight months, surpassing the goal of \$1 million for the first year.

A highlight of the conference in San Antonio was the tour of the new San Antonio Public Library which opened about six months ago.

SkokieNet Presentation--Gail Shaw and Mrs. Anthony made a presentation on SkokieNet to the Skokie Rotary January 30. The service was received enthusiastically, with interest expressed in the development of home pages for other agencies and businesses.

NSLS Long Range Planning--Mrs. Anthony attended a meeting of the NSLS Long Range Planning Committee January 31. State Standards for Systems which are due to expire in 1997 were discussed. No replacement standards are being developed at this time. It was agreed that quantitative standards may be inappropriate in this time of rapid change. As a leader among systems, NSLS may develop an alternate means of assessment as part of its planning process.

ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

The statement "Access to Electronic Information, Services and Networks: an Interpretation of the LIBRARY BILL OF RIGHTS" was prepared by the ALA Intellectual Freedom Committee and unanimously approved by the ALA Council at the Midwinter meeting. It received wide distribution in draft form over the past eighteen months and was revised in response to comments from individuals and units of ALA.

A statement to reflect the circumstances of all libraries, including public, academic, school and special libraries of various sizes was difficult to draft and the committee dealt with this difficulty by acknowledging that "In making decisions about how to offer access to electronic information, each library should consider its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves."

The Board discussed the issues and implications of extending Internet access to young people in the Skokie Public Library Youth Services Department in light of the new federal telecommunications legislation.

Mr. Graham asked if Internet use statistics are available.

Mrs. Anthony said statistics are available and that the "chat line" is not an option on Mosaic Kiosk.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT AS POLICY THE "ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS" STATEMENT, AS RECOMMENDED.

The roll call vote for approval was unanimous.

INCLUSION OF LIGHTING IN BUILDING MANAGEMENT SYSTEM

Paul Gilson, consulting engineer, has investigated the possibility of including building lighting in the Building Management System presently being installed. He sees the benefits as more kilowatt hours of controlled lighting and that two floors can be centrally controlled without the staff time involved in visiting each of sixteen lighting panels.

North Town has submitted a proposal for work on the east wing and on the west wing, including engineering, programming, hardware and labor. In consideration of the fact that twelve panels would be covered in the east wing and only four in the west wing, Mr. Gilson proposes that the east wing lights only be tied in at this time. The west wing panels are clustered in proximity to each other, facilitating their manual operation, and significant additional wiring work would be required to tie them in with the Building Management System.

After discussion the Board agreed with the recommendation to implement the most cost effective portion of the proposal, including the east wing lighting only in the Building Management System at a cost of \$3,718.

REVIEW OF LIBRARY HOURS AND REFERENCE SERVICE AS REQUIRED FOR ILLINOIS PER CAPITA GRANT F.Y. 1997

The Illinois State Library asks that we report each year on progress in meeting Illinois public library standards in order to qualify for a Per Capita Grant. This year, the standards to be reviewed are on library hours and reference service.

Library hours have been reviewed on a periodic basis and consideration given to extending Sunday hours. Each time, the potential benefit has been weighed against the increased staff cost. In a time of uncertain public funding, the conclusion has been that it would not be advisable to expand service hours at additional cost, although it would be optimal to do so.

We have adopted an objective to implement three modes of off-site access this year. Users can already dial into our public catalog from home or business and in April they will be able to renew library materials from home, using the telephone and the TeleCirc function of Ameritech Library Systems. We are also working to allow dial-in access to the SKO-KEY CD ROM databases. We successfully implemented SkokieNet, a local information network that may be accessed remotely via the Internet or telephone and modem.

Reference service is one of the Library's two main roles as reaffirmed in the long range planning process conducted in 1993. The Library has met or exceeded all state reference standards. Librarians answered 237,462 reference requests in FY 95, representing an average of four requests per capita in Skokie, well in excess of the .5 minimum as given in the standards.

Our reference completion rate as sampled in May, 1995 was 95.5% and in-library use in November, 1995 was nearly eleven items per capita.

The SKO-KEY system includes twenty-five CD-ROM products, integrated with the online public access catalog so that all may be accessed from any PC in the Library. A Library home page was launched on the Internet in September and we also started SkokieNet, a local information service.

AUTOMATION

Joint Computer Program for Libraries (JCPL) was covered in the Director's report.

LIBRARY CABLE NETWORK

The Board noted the Library Cable Network January, 1996 TCI Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich read a letter regarding the NSLS Foundation.


COMMENTS FROM TRUSTEES

Mrs. Weiner reported at length on her meeting attendance at Midwinter in San Antonio, Texas.

The Urban Libraries Council (ULC) training video which was scheduled for this evening will be placed first on a future agenda.

ADJOURNMENT

The meeting was adjourned at 9:35 p.m.


Zelda R. Rich, Secretary