

April 15, 1992

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, April 15, 1992.

CALL TO ORDER

The meeting was called to order at 7:32 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Walter B. Flintrup, Vice President; John J. Graham; Susan Brill Schreck; Zelda Rich; Eva Weiner; and Carolyn A. Anthony, Director.

Member absent: Norma Zatz, Secretary.

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; and Tobi Oberman, Supervisor of Circulation Services.

Also present: Robin A. Johnson, Associate, Hammond Beeby and Babka, Inc.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 11, 1992

Mr. Graham moved that the Board of Trustees approve the minutes of the regular meeting of March 11, 1992 as written, subject to additions and/or corrections. Mr. Flintrup seconded the motion.

There being no additions or corrections the motion to approve the minutes of March 11, 1992 was unanimous and the minutes were placed on file.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF MARCH 30, 1992

Mr. Graham moved that the Board of Trustees approve the minutes of the special meeting of March 30, 1992 as written, subject to additions and/or corrections. Mr. Flintrup seconded the motion.

Mrs. Hunter asked that the word "pneumatic" be added to the first sentence of the seventh paragraph on Page 2, correcting it to read: "The Board expressed concerns regarding the high cost of chairs, and the wearability of pneumatic chairs proposed..."

Mrs. Hunter also asked for a correction of the ninth paragraph on Page 2, adding the sentence: "When she left she handed Mrs. Hunter a note indicating she would vote no on the issue of the proposed budgeting and phasing for interior renovations should the issue come up."

Mr. Flintrup's vote on Page 3 should be corrected to "yes".

There being no further additions or corrections the motion to approve the minutes of the special meeting of March 30, 1992 as corrected was unanimous and the minutes were placed on file.

### CONSENT AGENDA ITEMS

#### FINANCIAL STATEMENTS LISTS OF BILLS

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

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 YEAR-TO-DATE BUDGETARY STATUS STATEMENT BE ACCEPTED, AND THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND, AND THE 1991 LIBRARY PROJECT FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

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

### CONSENT AGENDA ITEMS

#### CIRCULATION REPORTS LIBRARY USE STATISTICS REPORT(S) FROM DEPARTMENT HEAD(S) CORRESPONDENCE (6)

Mrs. Rich made a motion, seconded by Mrs. Schreck to place the Consent Agenda items on file.

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. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE (6)

Letter from Takashi Sugawara, Director of Library Planning & Design, Tokyo  
 Letter from Honor Cline, Yagoua, Cameoun, West Africa  
 Memorandum from Bridget L. Lamont, Director, Illinois State Library  
 Letter to Robert J. Nowak, Director of Finance, Village of Skokie  
 Letter from Marc Eisen, Co-chair, "L. PeRCy Awards", Library Public Relations Council  
 Letter from Elaine Kraatz, Midland Manufacturing Corp.

During discussion Mrs. Hunter emphasized a past request that dates the Bookmobile is out-of-service be included on the Circulation Report to give a clearer picture of the decrease in Bookmobile circulation.

The motion to approve the Consent Agenda items passed unanimously.

#### BUDGET LINE TRANSFERS

The shortfall of revenues over projections for the fiscal year will be about \$314,000. We have reduced expenditures by \$187,000. and arranged to defer payment of \$100,000. in IMRF contribution to the Village out of the 1992 levy. The budget will be overexpended by about \$27,000. or 0.7%.

Mrs. Anthony proposed several budget line transfers to address the overages.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE BUDGET LINE TRANSFERS AS PRESENTED BY THE DIRECTOR AS FOLLOW:**

**\$6,000. FROM PROFESSIONAL SERVICES (LINE 4) AND \$2,000. FROM MAINTENANCE OF AUTO EQUIPMENT (LINE 9) TO MAINTENANCE OF BUILDINGS & GROUNDS (LINE 8); \$1,000. FROM INSURANCE (HEALTH, DENTAL & LIFE) (LINE 10) TO MAINTENANCE OF EQUIPMENT (LINE 7); \$250. FROM LIBRARY SUPPLIES (LINE 27) AND \$400. FROM OFFICE EXPENSE & TRANSPORTATION (LINE 29) TO BINDING (LINE 6); AND \$5,550. FROM CONTINGENCY (LINE 33) TO: \$1,500. CONFERENCE, MEMBERSHIPS AND WORKSHOPS (LINE 13), \$1,250. TO PHOTOCOPIER LEASING (LINE 19), AND \$2,800. TO SMALL EQUIPMENT (LINE 26).**

Mrs. Rich acted as Secretary. The roll call vote for approval was unanimous.

## SLS UNEMPLOYMENT COMPENSATION GROUP ACCOUNT 1992 REIMBURSEMENT RATES

The memorandum from Bill Farrell, Business Service Director, Unemployment Compensation Group Account (UCGA) regarding the 1992 Reimbursement rates was reviewed.

The Skokie Public Library record of claims for three years at \$159.00 is excellent.

Discussion ensued regarding refunds committed to members of the Suburban Library System (SLS UCGA) when the Group's assets reached \$1,000,000. Since assets reached \$1,500,000. in 1991, and refunds have not been received, the Board authorized Mrs. Anthony to inquire when refunds would be forthcoming.

Mrs. Anthony suggested to Mr. Flintrup, as Skokie Public Library representative to the North Suburban Library System Board, that Directors should address SLS regarding refunds to member libraries.

## PERSONNEL

The resignation of Susan Hankey, part-time Circulation Clerk, Circulation Services, effective April 11, 1992, the appointment of Mary C. Hopper, part-time Librarian, Youth Services, effective April 14, 1992, and the re-appointment of Kathleen Prendergast, part-time temporary Reference Librarian, Adult Services, effective April 7 through June 19, 1992 were noted.

## DIRECTOR'S REPORT

Usage--Circulation was up by nearly 5% in March. We approached the 80,000 mark for monthly volume of items circulated. Reference and information activities were up nearly 30% over the same month last year.

Illinois Public Treasurers' Investment Pool--The audit for IPTIP has been received and is available for the Board to review. March interest on the Library Project Fund and the Reserve Fund averaged 4.14%.

Consolidation of Access Channels--The Village Board voted April 6 to approve a recommendation of the Skokie Cable Advisory Board to consolidate the number of access channels from 10.5 to 8.5. The Library channel is not affected by these changes.

Illinois Library Association--Mrs. Anthony attended sessions of the Illinois Library Association March 19 & 20, dealing with networking, interlibrary loan and personnel issues. The Skokie Public Library sponsored three authors, Carol Anshaw, Joseph Epstein and Maxine Chernoff at the authors' luncheon.

Library Policies--Mrs. Anthony exchanged ideas with a number of other area administrators at a meeting of the North Shore Public Libraries Group. Libraries are facing a number of questions at the present time regarding policies for solicitation in the Library, meeting room use, bulletin boards and use of facilities. Opinions of attorneys are not uniform as is evidenced by the recent appeals court decision in the Morristown, New Jersey case involving a homeless man.

Clean Air Act--Johnson Controls, Inc. has advised us that the federal Clean Air Act will have implications for our cooling system. We will need to replace the purge unit before the 1993 cooling season at a cost of \$7,000.-\$9,000. to avoid releasing an unacceptable level of freon into the air.

ALA Conference in San Francisco--Six staff members who have committee or program responsibilities at the ALA Annual Conference or approved programs to attend will receive airfare, registration and \$300. towards conference expenses. Two other staff members will receive the registration cost only. We will plan a dinner gathering of Skokie Public Library attendees for Sunday night.

Cost of SAVS Transactions--The North Suburban Library System Board has determined a methodology for allocation of the 6,000 transactions that are a part of NSLS' payment of \$100,000. to Suburban Library System for the early termination of the Suburban Audio Visual Services (SAVS) contract. Any transactions over 6,000 will be billed to NSLS at \$12.50 per item. NSLS will use the allocation to subsidize individual libraries' use of SAVS, resulting in a cost to Skokie Public Library of \$6.00 per item borrowed from SAVS. To date this fiscal year, we have borrowed 312 items from SAVS, down about 35% from last year.

Renovation--System Reference Service's space has been largely completed except for a few finishing details. They moved back into their quarters April 6 after a month's absence for the construction.

### SKOKIE PUBLIC LIBRARY POLICIES

#### Disability Discrimination Grievance Procedure

The Board reviewed the "Disability Discrimination Grievance Procedure" as recommended by our attorneys.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE DISABILITY DISCRIMINATION GRIEVANCE PROCEDURE POLICY AS RECOMMENDED BY THE LIBRARY'S ATTORNEYS ROBBINS, SCHWARTZ, NICHOLAS, LIFTON & TAYLOR, LTD. (copy attached)

The motion was unanimously approved.

#### Proposed Policy Revision for Circulation of Videocassettes

Due to impending changes in NSLS Reciprocal Borrowing Tenets, NSLS withdrawal from SAVS, and recent interpretations of the Library Bill of Rights, revision of our Videocassette Circulation Policy is necessary.

The new RBP Tenets state that limits may be set on quantities of items loaned to reciprocal borrowers, but may not completely exclude a format; the withdrawal of NSLS from SAVS puts pressure on libraries in NSLS to loan audiovisual materials through interlibrary loan; and interpretations of the Library Bill of Rights state that all formats should be available to patrons of all ages.

The Board reviewed the proposed changes.

Videos (feature film, non-fiction and youth) would circulate for a loan period of three days and may be borrowed by patrons of all ages. The overdue fine would remain at \$2.00 per day as would the limit of three videocassette titles per visit.

Specific policy for feature film videos: circulate to holders of valid Skokie Public Library borrower's cards, no reserves, non-refundable insurance fee of \$1.00 per title; and must be

## DISABILITY DISCRIMINATION

### Grievance Procedure

#### SECTION 1 - DEFINITIONS:

- (a) Complaint means any written charge which alleges that the Board or any of its agents or employees engaged in conduct which is prohibited by the Americans with Disabilities Act prohibiting discrimination against disabled persons..
- (b) Complainant means any disabled person eligible to use the library's services, programs or facilities, including employees of the Association.
- (c) Day means calendar day.
- (d) Responsible Employee means the employee of the Board who has been designated "responsible employee" pursuant to ADA rules.
- (e) Respondent means the employee or agent of the Board whose actions give rise to the complaint.
- (f) Director means the Director of the library district.
- (g) Board means the governing body of the library district.

#### SECTION 2 - STATEMENT OF BASIC PRINCIPLES:

- (a) Every recipient of library services or beneficiary of a library program, including any employee of the Board, shall have the right to present complaints in accordance with the procedures established herein with or without representation. Nothing contained in this procedure or in any other Board policy shall be construed to prevent any individual recipient of library services, beneficiary of a program, or employee from discussing a problem arising under the ADA with any person employed by the Board and having such problem adjusted without resort to these procedures.
- (b) Participation in these grievance procedures shall not subject anyone to discipline or reprisal.
- (c) The failure of a complainant to file, appeal or otherwise act on any complaint within the prescribed time limits will act as a bar to any further appeal.
- (d) Any employee of the Board whose duty it is under this procedure to make a decision and who fails to make such a decision within the prescribed time limits shall permit

the complainant to proceed to the next step. The time limits, however, may be extended by mutual agreement between the complainant and the employee of the Board whose duty it is under this policy to make a decision.

- (e) The responsible employee may for good cause shown extend any of the time limits herein. Good cause shall include, but shall not be limited to, the illness or unavoidable absence of any necessary person. The extension of time limits shall not be applicable or precedential to any other complaint, but shall be within the sole discretion of the responsible employee.
- (f) A complainant may be represented during the grievance procedure.
- (g) Conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, to attend provided they will be held insofar as possible during periods of the day which will not disrupt the work of the persons involved.
- (h) The election of a complainant to use this grievance procedure shall, upon the filing of the complaint, constitute a waiver by the complainant of his/her right to resolve such complaint through any other administrative procedures provided under any other Board policy or collective bargaining agreement to which the Board is a party or to litigate the same issue in any court or administrative agency. Grievance forms shall reflect this waiver.

### SECTION 3 - PROCEDURES:

- (a) Initiation of Grievance - The complainant shall initiate the grievance procedures by filing a written complaint with the responsible employee within 35 days from the date when the event giving rise to the grievance occurred. The complaint shall state the nature of the claimed discrimination, including all pertinent facts and the identity of all persons involved, the specific portion or sections of law allegedly violated, and the specific remedy requested. Such written complaint shall be filled out on a form supplied by the responsible employee. At the request of the complainant the responsible employee shall assist the complainant in preparing and filing the complaint.
- (b) Investigation - The responsible employee or designee shall investigate the complaint and, within seven (7) days after the filing of the complaint, shall make a decision as to which step of the grievance procedure is most appropriate to initiate processing of the complaint.
- (c) Step 1 - Meeting of Complainant and Employee. The complainant and the respondent shall meet informally in an attempt to resolve the complaint.



(i) Time - The responsible employee shall arrange the informal meeting required under this section within fourteen (14) days of the filing of the complaint if this step is the first step of the grievance procedure.

(ii) Persons in Attendance - The responsible employee may attend this meeting and/or direct any other interested persons to attend the meeting. Complainant and respondent shall not have a right to call witnesses on their behalf.

(d) Step 2 - Conference with the Program Administrator

(i) Appeal - If the matter cannot be resolved at step 1, the complaint may request a meeting with the affected program administrator or, if applicable, the employee's immediate superior. Such a request must be made in writing to the responsible employee within seven (7) days of the complainant's filing of a request or within fourteen (14) days of the filing of the complaint if this step is the initial step of the grievance procedure.

(ii) Time - The responsible employee shall call such meeting within seven (7) days of the complainant's filing of a request or within fourteen (14) days of the filing of the complaint if this step is the first step of the grievance procedure.

(iii) Conduct of Conference - Complainant and respondent shall have the right to attend the meeting and present relevant evidence and call pertinent witnesses on their behalf, provided the responsible employee or designee, who may attend such meeting, may limit the number of witnesses called by either the complainant or respondent, and may call other witnesses or introduce evidence at such meeting.

(iv) Decision - Within seven (7) days of the end of the meeting, the program administrator or immediate supervisor shall file a written decision on the complaint with the responsible employee. The responsible employee shall send a copy of the decision to the complainant, the respondent, and program administrator within three (3) days after receipt of the decision.

- (e) Step 3 - Board/Director - The complainant has a right to appeal the program administrator's decision to Step 3 by filing an appeal notice upon a form furnished by the library with the responsible employee within seven (7) days of the receipt of the program administrator's decision or fourteen (14) days after filing the complaint if this step is the initial step of the grievance. The Director shall determine if the third step appeal shall be heard by the Director or by the Board. Privacy shall be a consideration in this decision. The responsible employee shall file all other papers concerning the grievance and other evidence presented at the steps of the grievance procedure, including the decisions of the program administrator or immediate supervisor with the secretary of the Board or the Director as required within seven (7) days thereafter. The complainant and respondent may file written exceptions to the decision and statement of position on the complaint with the responsible employee for Level III consideration within fourteen (14) days of his complaint.

When the complainant is a person under eighteen (18) years old and has not previously been represented in these proceedings, the responsible employee may assist the complainant in preparing written exceptions and a statement of position.

Within thirty-five (35) days from the date for filing complainant's notice of appeal the Board or Director shall consider the complaint and all other documents submitted pursuant to this procedure. The Board or Director may request the presence of the complainant or other interested persons to discuss or give testimony concerning the complaint or to produce documentary evidence.

Within fourteen (14) days of the meeting, the Board or Director shall render a final decision on the complaint in writing, either denying the complaint or granting such relief as it deems appropriate. The Board or Director may direct any employee or employees of the Board to implement such relief at any time or times the Board or Director deems appropriate.

## ENDNOTES

1. Americans With Disabilities Act, 42 U.S.C. §12131 et seq.
2. 28 C.F.R. §35.130.
3. 28 C.F.R. §35.107.
4. 28 C.F.R. §35.106.

Approved April 15, 1992  
Skokie Public Library Board of Trustees

returned directly to Skokie Public Library Circulation Desk. Non-fiction and Youth Videos policy: available for loan to RBP patrons and through interlibrary loan as well as Skokie Public Library cardholders, no insurance fee, titles may be reserved by holders of valid Skokie Public Library borrower's cards; and may be returned to other libraries. If approved, the revisions would take effect July 1, 1992.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE POLICY REVISION FOR CIRCULATION OF VIDEOCASSETTES AS PROPOSED BY THE DIRECTOR. (copy attached)**

The roll call vote for approval was unanimous.

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

### RENOVATION PROJECT

At 9:00 p.m. the meeting resumed with Ms. Johnson reporting on bids received for furnishings and shelving.

#### Furnishings Phase One Part A

It was Ms. Johnson's recommendation that the furnishing components approved for public bidding as Phase One Part A of the long-range furnishing plan be carried out by the apparent low bidder of the respective base bid items: Business Office Systems for youth chairs (\$15,467.72), panel system for staff area and youth carrels (\$41,818.80), and Alternate No. 1 (electrical and telecommunication components) (\$703.00); and the staff millwork awarded to Continental Woodworking Company (\$24,992.00).

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE BIDS FOR FURNISHINGS AND MILLWORK AS PRESENTED AND RECOMMENDED BY THE ARCHITECT AS APPARENT LOW BIDDERS-BUSINESS OFFICE SYSTEMS AND CONTINENTAL WOODWORKING COMPANY.**

The roll call vote for approval was unanimous.

## REVISED POLICY FOR CIRCULATION OF VIDEOCASSETTES

The Skokie Public Library Board of Trustees approved a new policy for circulation of videocassettes at the April 15, 1992 Board meeting. The policy will be effective July 1, 1992.

Following are the new policies:

### ALL VIDEOS

1. Circulate for loan period of three days
2. Overdue fine of \$2.00 per day
3. May be borrowed by patrons of all ages
4. Limit of three videocassette titles per visit

### FEATURE FILM VIDEOS

1. Circulate to holders of valid Skokie Public Library borrower's cards
2. No reserves
3. Non-refundable insurance fee of \$1.00 per title
4. Must be returned directly to Skokie Public Library Circulation Desk

### NON-FICTION AND YOUTH VIDEOS

1. Available for loan to RBP patrons and through interlibrary loan as well as to Skokie Public Library cardholders
2. No insurance fee
3. Titles may be reserved by holders of valid SPL borrower's cards
4. May be returned to other libraries

With the new policy, some materials in all formats will be available for RBP as recommended in the new NSLS Reciprocal Borrowing Tenets. By opening non-fiction and children's videos to RBP and interlibrary loan, we will contribute to greater resource sharing of audiovisual materials in NSLS. The sharing of audiovisual resources will help to compensate for the loss of SAVS (Suburban Audiovisual Service). The NSLS Board has terminated system membership in SAVS, retaining limited usage rights for FY '93 only.

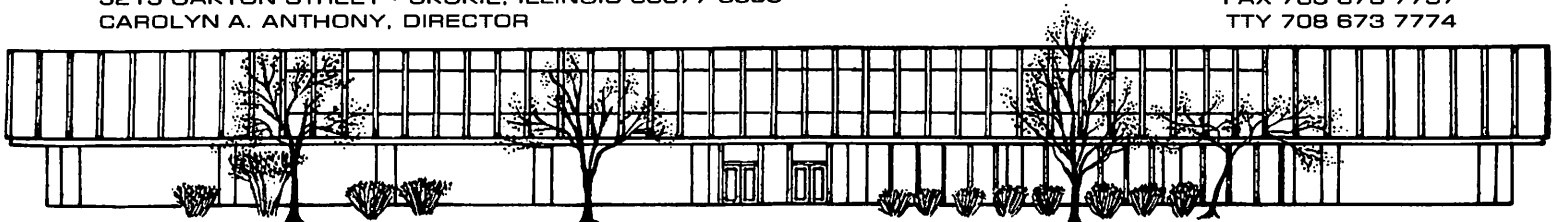
When renovation of the Youth Services Department is complete, children's videos will be shelved upstairs in the Youth Services Department. The collection will include the children's films of less-than-feature length, after school special movies made for television and animated films of interest to children only (e.g. Rainbow Brite). Feature films such as Back to the Future, The Bear, Big, etc. of interest to various ages will continue to be shelved downstairs with feature films.

The new policies will be publicized in advance of the July 1 effective date.

CAA:kk

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### Shelving

Mrs. Anthony reported that only two shelving bids were received although several companies were contacted. Apparently the variety of our shelving was problematic for some distributors.

The bid from Bradford Systems Corporation was \$60,194.20 (\$45,987.51 Adult Services Shelving and \$14,206.69 Youth Services Shelving). Al Treiber Associates' bid came in at \$94,012.00 (\$73,206.00 Adult Services Shelving and \$20,806.00 Youth Services Shelving).

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE SHELVING PROPOSAL AS PRESENTED BY THE BRADFORD SYSTEMS CORPORATION IN THE AMOUNT OF \$60,194.20.

The roll call vote for approval was unanimous.

Ms. Johnson left the Board Room at 9:16 p.m.

### JOHNSON CONTROLS

Johnson Controls Planned Service Agreement renewal - the 1992-93 full maintenance Contract for our heating, ventilating and air conditioning equipment at \$39,660. (\$3,305. per month) represents a 5% increase over the cost for 1991-92. The contract includes repair labor and materials as well as preventive servicing of our equipment.

Some service reductions are included. Air conditioning equipment will receive 6 operational visits on a per month schedule during the cooling season rather than 8 visits as we received this year, and heating equipment will receive 6 operational inspections instead of 7.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE 1992-93 JOHNSON CONTROLS PLANNED SERVICE AGREEMENT IN THE AMOUNT OF \$39,660. AS RECOMMENDED BY THE DIRECTOR.

The roll call vote for approval was unanimous.

### AUTOMATION

There was no Joint Computer Program for Libraries (JCPL) report.

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network April, 1992 Program Guide for Cable Channel 50.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup said that most of the information presented at the March meeting of the Board of Directors of the North Suburban Library System was covered by Mrs. Anthony earlier.

He apprised Trustees of the System meeting he attended in Champaign regarding assessing/evaluating Boards. Although this is an area of interest to the Board due to other priorities, the Board has not been able to give it the attention warranted.

Board members interested in photocopies of pertinent information distributed at the meeting may contact the Administrative Office.

COMMENTS FROM TRUSTEES

Mr. Graham said that he has heard many positive comments about the Library renovation project.

Because Mrs. Anthony will meet with Bridget Lamont next week regarding redistricting of systems, she asked the Board to reconfirm Skokie Public Library is not interested in renewing reciprocal borrowing with Chicago. The Board concurred.

ADJOURNMENT

The meeting was adjourned at 10:00 p.m.

  
Zelda Rich, Acting Secretary