

June 12, 1991

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, June 12, 1991.

CALL TO ORDER

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

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Walter B. Flintrup, Secretary; Zelda Rich; Eva Weiner; and Carolyn A. Anthony, Director.

Norma Zatz arrived at 7:40 p.m. and John J. Graham arrived at 8:50 p.m.

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; Brenda Murphy, Head, Youth Services; and Tobi Oberman, Supervisor of Circulation Services.

APPROVAL OF THE MINUTES OF THE MEETING OF MAY 8, 1991

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting of May 8, 1991 as written, subject to additions and/or corrections. Dr. Wozniak seconded the motion.

There being no additions or corrections the motion passed unanimously 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, AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED, AND THAT THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND AND THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

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

CONSENT AGENDA ITEMS

**ANNUAL REPORTS
CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (5)**

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:

- 1. ANNUAL REPORTS**
 - General Operating Fund
 - Reserve Fund for the Purchase of Sites and Buildings
 - Report on Fine Arts Acquisition Fund
 - Statistical Summary 1990-1991
 - Fiscal Year Program Statistics
- 2. CIRCULATION REPORTS**
- 3. LIBRARY USE STATISTICS**
- 4. REPORT(S) FROM DEPARTMENT HEAD(S)**
- 5. CORRESPONDENCE (5)**
 - Letter from Naomi Rushakoff
 - Letter from Barbara R. Hines
 - Letter from Marshall I. Goldman
 - Letter from Julie Hirt, Assistant Vice President, Public Relations Manager, Cole Taylor Bank
 - Letter from James J. Szczepaniak, Public Information Officer/Cable Coordinator, Village of Skokie

Mrs. Anthony reported that she discussed the Board's decision last month requesting that the errors and omissions insurance company allow the Library's legal counsel to represent the Library in selected cases with our insurance agent, Thomas English.

Mr. English advised it is unlikely any insurance company would grant outside legal counsel exclusive representation privilege, but noted they would probably consider working with the Library's counsel if requested. This is best handled at the time a specific situation arises, with the Library citing as rationale the expertise of the Library's counsel. The Board concurred with the suggestion of Mr. English.

The Board discussed the letter from Barbara R. Hines, daughter of Bertha M. Rosche, former Skokie Public Library Head Librarian, 1937-1956. Mrs. Anthony said we certainly would have included Ms. Hines in our 50th anniversary festivities had we been aware Mrs. Rosche had a daughter and that she lived nearby. Mrs. Anthony spoke with Ms. Hines and sent her an anniversary pin.

After discussion the motion to approve the Consent Agenda items passed unanimously.

DIRECTOR'S REPORT

Usage--Circulation in May was up 4.55% over last year. This month, adult circulation set the pace with a gain of 5.4%. Circulation of Youth Services materials, especially nonfiction, on the Bookmobile was up sharply. Reference and information requests were up by nearly 8%. Use of the public microcomputers has increased more than 22%.

Library Public Relations Council Award--The Library Public Relations Council has selected our anniversary stationery as Second Place winner in the Division I category. Lydia Stux, Coordinator of Programs and Exhibits, designed the stationery and envelope on the Macintosh, incorporating the anniversary logo developed by Bill Sample. The award will be presented at a dinner at the American Library Association Annual Conference.

Library Cable Channel--TCI of Illinois has reassigned the Library Channel from 22 to 50, effective June 3 although we had requested Channel 35, the same channel as the other libraries in the Library Cable Network. TCI is still working on putting us on the microwave link. Reduction in the number of access channels will be proposed to the Village Board by TCI June 17 and Mrs. Anthony will attend the meeting.

General BusinessFile--General BusinessFile, three separate CD ROM databases on four discs, has been added to the Reference Collection. Business Index provides citations to over 800 business, management and trade publications including the financial section of *The New York Times* and *The Wall Street Journal*. Company ProFile has directory information from over 90,000 private and public companies. Investext has over 200,000 industry and company reports from about 100 of the nation's top investment and brokerage firms.

Book Sale--Camille Cleland organized and supervised the annual book sale May 31-June 1. The book sale brought in revenue of \$6,242., a record amount. Helpers at the book sale included staff Doretta Fuhs, Linda Holman, John Kadus, Maryann Mondrus, Sharon Weinberg, Jack Mandik, Tobi Oberman, Arlene Reed, Alpana Shah, Yan-Lin Tong, Sheila Faut, Gin Gaiser, and Judy Pueschel and Trustee Norma Zatz.

Bookmobile Roundup--Phil Carlsen, Laura Hammond and Susan Emrich hosted the annual Northern Illinois Bookmobile Roundup May 31. The meeting attracted 35 participants and seven bookmobiles.

Interns--Two interns began their eight week service at the Library June 3. Gena K. Martinez, a student at Northeastern Illinois University, will work primarily with Ginny Boggs in Technical Services and will also try service at a public desk in Adult Services. Catherine M. Malloy, a student at Loyola University, will work with Brenda Murphy in Youth Services this summer, helping with summer programs and working at the Service Desk.

Young Steinway 10th Anniversary--The 10th Anniversary season of Young Steinway concerts begins in October, sponsored by Savings of America. Plans are underway for a special concert January 5, 1992. All former Young Steinway artists will be invited to the concert and reception following.

Library of Congress American Memory Program--We were not selected as a test site for user evaluation of the Library of Congress American Memory Program. Thirty-seven libraries including public, school, academic and state libraries were selected. The Chicago area will be represented by the Newberry Library.

WBBM--Newsradio 78 will launch a summer-long campaign to "Rediscover Your Library" at the Brandeis University Used Book Sale in Old Orchard Shopping Center Sunday, June 9. They have invited the Skokie Public Library to bring library card applications, brochures, etc. and join them for the day.

Lerner/Life Volunteer Award Luncheon--Several staff, former staff member Liene Sorenson and Mrs. Anthony attended the Lerner/Life Volunteer Award Luncheon at which our own volunteer Pat Kretchmer received an award as a Lerner/Life Volunteer of the Month.

Community and Professional Activities--Mrs. Anthony met with our attorney Heidi Katz over lunch, attended a breakfast meeting of the Oakton Affiliates at the Des Plaines campus, attended a two day meeting of the Illinois State Library Advisory Council in Springfield, the Skokie Chamber of Commerce Legislative Breakfast, and a meeting of the OCLC/ILLINET Steering Committee. Mrs. Hunter and Mrs. Anthony met with Skokie Park Board President Martin Peccia and Director Dan Brown to renew a commitment to cooperative endeavors.

Skokie Festival of Cultures--Staff prepared the informative Passport which will be given to attendees at the Skokie Festival of Cultures June 15 and 16 in Oakton Park. Library brochures and booklists will be distributed at the Festival.

The Board noted the May 23, 1991 article in *The New York Times* "Ruling Bars Public Libraries From Ejecting the Homeless", and discussed the role of the public library, discrimination and access.

GOALS AND OBJECTIVES - FINAL REPORT FY 1990-1991

The Board noted the final report on the disposition of Goals and Objectives for FY 1991.

COMPARISON OF 1980 VS 1990 CENSUS DATA

The memorandum from Robert E. Molumby, Director of Planning, Village of Skokie, listing results of the 1990 Census recently received by the Village was reviewed.

CHICAGO SUN-TIMES, SUNDAY, MAY 5, 1991

The Board noted the article "Skokie offers close-in living and shopping aplenty".

BUILDING PROGRAM

The letter to Mrs. Hunter from Mayor Jacqueline B. Gorell dated May 15, 1991 was noted by the trustees.

Mrs. Anthony said she spoke with Village Finance Director, Robert Nowak about the financing of the Library's renovation project. She related developments to the Board and said she has talked with Heidi Katz of Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd.

The Village will prepare an Intergovernmental Agreement which will be reviewed by our attorney as soon as we receive a copy. Library financing will be on the June 17, 1991 Village Board Meeting Agenda. Mrs. Anthony will attend.

The proposal for interior furnishings services from Hammond Beeby and Babka, Architects was discussed and Mrs. Anthony asked the Board how they wish to proceed to arrange for interior furnishing services.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES DIRECT THE DIRECTOR TO SPEAK WITH OTHER CONTRACTORS AND GET PROPOSALS FOR INTERIOR FURNISHINGS SERVICES FROM TWO OTHER FIRMS.

The roll call vote for approval was unanimous.

REVIEW OF SKOKIE PUBLIC LIBRARY POLICIES

Program Budget Policy

The trustees reviewed the past year's program expense information, noting that \$4,240. was spent on program honoraria, representing 22% of the programming budget. Also, \$3,900, representing 20% of program expense was raised by staff from outside sources. Film showing costs were \$6,105. and Youth Services special programing \$3,015.

An honorarium is offered only to persons whom we invite to present a program at the Library. Honoraria given range from \$50. - \$250. No additional amount is paid for travel or other expenses incurred by the presenter.

It was the consensus of the Board that honoraria payments be kept at a minimum and to follow guidelines set.

Mrs. Zatz made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE FOLLOWING THE ESTABLISHED RATIONALE FOR PROGRAM HONORARIA.

The roll call vote for approval was unanimous.

AUTOMATION

The Annual Report of the System Librarian was reviewed.

DRAFT/SKOKIE PUBLIC LIBRARY TELEFACSIMILE POLICY, GUIDELINES AND PROCEDURES

Mrs. Zatz made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE SKOKIE PUBLIC LIBRARY TELEFACSIMILE POLICY, GUIDELINES AND PROCEDURES AS WRITTEN.

Mr. Flintrup asked that we have our legal counsel review the document before the Board votes.

The Board agreed to table the motion until counsel has reviewed the Policy.

1989-90 MANAGEMENT PROFILE SKOKIE PUBLIC LIBRARY

The Statistical Profile, Financial Profile and Comparison Profile will be reviewed by the trustees and discussed at the July Board meeting.

REPORT ON THE BOOKMOBILE ROUNDUP

The Skokie Public Library hosted the Bookmobile Roundup May 31, 1991. Bookmobiles from five libraries, as well as Skokie's, were on display. People attended from 13 libraries, traveling from as far away as Bloomington.

A morning program was given on safety standards and maintenance, and after lunch Phil Carlsen, co-led a discussion on readers advisory services. A panel discussion moderated by Pat Groh followed.

LIBRARY CABLE NETWORK

The trustees noted the June, 1991 Library Cable Network Program Guide for Cable Channel 50.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the May meeting of the NSLS Board of Directors. The System Standards are being reviewed.

Sarah Long's memorandum to NSLS Public Library Directors regarding the Reciprocal Borrowing Basic Tenets states the NSLS Board will discuss and vote on the revised tenets at their June 24 meeting.

Mrs. Anthony asked if the System Board has discussed point number 6 of the tenets regarding reciprocal borrowing not being a privilege of a non-resident fee card holder.

COMMENTS FROM TRUSTEES

Dr. Wozniak congratulated staff for the increase in circulation in May.

Mrs. Zatz asked what the status is of her suggestion in regard to placing paperbacks in the Skokie Courthouse. Mrs. Anthony will look into this.

ADJOURNMENT

The meeting adjourned at 8:55 p.m.


Walter B. Flintrup, Secretary