

March 14, 2001

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 14, 2001. Before the meeting was called to order, a group photo of the Board was taken for the Skokie time capsule.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:35 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Eva Weiner, Secretary; Susan Greer, Zelda Rich, Richard Witry, John M. Wozniak and Carolyn A. Anthony, Director.

Also present: Barbara A. Kozlowski, Associate Director for Public Services; Jan Watkins, Head of Youth Services; Linda Zeilstra, Assistant Department Head, Youth Services.

Visitor present: Skokie resident Henry Schueftan. Mr. Graham asked Mr. Schueftan to address the Board. Mr. Schueftan asked the Board to consider new chairs for the Library for the reading areas. The leather chairs are not very good. Mr. Graham said we recently replaced the chairs in the Petty Auditorium. Mr. Graham thanked Mr. Schueftan for his comments. Mr. Graham asked the Board to move from the regular order of business so that staff members Jan Watkins and Linda Zeilstra could make their presentation.

MEET JAN WATKINS, HEAD OF YOUTH SERVICES AND LINDA ZEILSTRA, ASSISTANT HEAD OF YOUTH SERVICES

Jan Watkins was introduced to the Board. Ms. Watkins started working at Skokie Public Library in the middle of planning for the building program. She said it has been

interesting working with the architects and telling them what we'd like on our new first floor location. Ms. Watkins explained some of the changes happening in Youth Services—getting input from kids as to what they'd like to see in the new Youth Services Department; doing more with the local schools; separating the fiction collection into a jr. high collection; reaching out to jr. high kids with the new reading program and bringing in authors to talk to the kids.

Linda Zeilstra spoke about programming. Youth Services now has more storytimes and more literature-based programming. One program that has begun is “Words and Pictures”. Holcolm Reed was our first author/illustrator and did a wonderful interactive program recently. Kevin Luthardt, Skokie Public Library artist and newly published author and illustrator will speak to the kids in April. Kids love to hear about the authors and Youth Services is currently working on their summer reading program “Feed Your Need to Read”. Mr. Graham thanked Jan Watkins and Linda Zeilstra for their presentations. Mr. Witry left the meeting at 7:47 p.m. The meeting returned to the regular order of business.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 14, 2001

Mrs. Hunter made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of February 14, 2001, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

BILLS

INVOICE NO. 0051930 FROM O'DONNELL WICKLUND PIGOZZI &
PETERSON FOR \$64,260.00 DATED FEBRUARY 9, 2001

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF FEBRUARY, 2001, THE LIBRARY NOTE FUND AND THE YEAR-TO-DATE BUDGETARY STATUS, THE LISTS OF BILLS AND INVOICE NO. 0051930 FROM O'DONNELL WICKLUND PIGOZZI & PETERSON FOR \$64,260. DATED FEBRUARY 9, 2001, BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CIRCULATION REPORT
 LIBRARY USE STATISTICS
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 CORRESPONDENCE
 GIFT
PERSONNEL

Mrs. Hunter made a motion, seconded by Mrs. Greer:

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. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE: LETTER TO CAROLYN ANTHONY FROM ROCKY DONAHUE, DEPARTMENT MANAGER, EXTERNAL RELATIONS, PACE RE THANK YOU
5. GIFTS: \$50. FROM RUTH RAMIS MUSIC FUND IN APPRECIATION; \$75. FROM SHIRLEY GANZ IN MEMORY OF MANDEL GANZ FOR THE PURCHASE OF NON-FICTION BOOKS RE POLITICS, OPERA OR AMERICAN HISTORY; \$15. FROM CAROLYN ANTHONY IN MEMORY OF MANDEL GANZ
6. PERSONNEL: PROMOTIONS: GAIL DUNLAP FROM PART-TIME BOOKMOBILE ASSISTANT, COMMUNITY SERVICES DEPARTMENT TO PART-TIME ASSISTANT BOOKMOBILE LIBRARIAN, COMMUNITY SERVICES DEPARTMENT, EFFECTIVE FEBRUARY 26, 2001; HAL DICKENS FROM FULL-TIME PAGE SUPERVISOR, ADULT

SERVICES DEPARTMENT TO FULL-TIME SHELVING SUPERVISOR, CIRCULATION DEPARTMENT, EFFECTIVE FEBRUARY 26, 2001; RESIGNATION; MICHAEL EIERMANN, TECHNOLOGY SPECIALIST II, TECHNICAL SERVICES DEPARTMENT, EFFECTIVE MARCH 15, 2001; STATUS CHANGE: EILEEN COULOMBE, ASSISTANT HEAD OF CIRCULATION, FROM S-7 TO S-8, EFFECTIVE APRIL 23, 2001; OLGA MONTERO, PART-TIME CUSTODIAN, MAINTENANCE DEPARTMENT, TO FULL-TIME CUSTODIAN, MAINTENANCE DEPARTMENT, EFFECTIVE MARCH 19, 2001; TOBI OBERMAN, HEAD OF CIRCULATION, FROM S-8 TO P-5, EFFECTIVE FEBRUARY 26, 2001; TERMINATION: KONSTANTIA SFIKAS, PART-TIME CUSTODIAN, MAINTNENACE DEPARTMENT, EFFECTIVE MARCH 14, 2001.

The motion passed unanimously.

PROPOSED BUDGET 2001-2002

Mrs. Anthony had indicated to trustees that the Copier Lease Purchase line would probably decrease significantly as we had finished payments for the card-op equipment. Now with a new photocopier lease agreement in place, Mrs. Anthony can confirm that we will need only \$28,000. in the Copier Lease line for next year. Of the \$22,000. realized from the reduction in the Copier Lease line, Mrs. Anthony has assigned \$7,000. to Insurance (Health, Dental and Life) because the increases in that area have been significant although the Village does not have new contracts yet or an estimate of increases for the new year. The balance of \$15,000. Mrs. Anthony put into the book budget which had been decreased somewhat in order to allow for increases in non print materials and electronic resources. Mrs. Hunter questioned if we have enough in the postage line with the increase this year and another increase expected in 2002. Mrs. Anthony said the Postage line is fine.

If trustees have questions regarding the budget they should contact Mrs. Anthony before the April Board meeting.

DIRECTOR'S REPORT

Usage—Circulation in February was up less than 2% from last year with increases primarily in video and audio use. Interlibrary loan lending increased more than 10% while borrowing from other libraries was down more than 9%. Reciprocal borrowing was up 8%, accounting for nearly 13% of circulation for the month. Continuing a trend, the gate count was down nearly 5%. Forty-two people used licensed resources remotely in February, logging on for 87 search sessions.

Volunteer of the Year—We are proud that one of our own, Ashley Sero, has been selected as the Volunteer of the Year by the North Suburban Library System. Ashley is a student at Niles North and one of the founders of the Teen Advisory Group at SPL. She will be recognized at the annual NSLS dinner tonight at Chevy Chase Country Club. Her Mom, (Patty Sero of the Youth Services Department) and Dad will be on hand for the award presentation.

Skokie Fine Arts Commission Grant—The Library will receive a \$2,000. grant from the Skokie Fine Arts Commission toward our arts residency program with jazz guitarist and folk musician Jim Kanas. Jim has begun working with 25 Skokie 4th graders and their work will result in a not-to-be-missed program Wednesday, April 4 at 7 p.m. during National Library Week.

Reorganization of Pages—During a transition time in Youth Services, we had the opportunity to unite the pages in Youth and Adult Services under the direction of Hal Dickens, who previously supervised just the Adult Services' pages. The arrangement

worked out so well that we decided to make it permanent, tying the whole page pool in with Circulation. The pages have asked to be renamed shelvees since that is their primary responsibility and Hal will be the new Shelving Supervisor.

New LCN Member—Prospect Heights Public Library has officially joined the Library Cable Network and has successfully secured channel 24 for their programming use. This brings the number of libraries participating in LCN to six.

Volunteer Hours—Gail Kay, Assistant Director for Human Resources, has officially taken responsibility for overseeing volunteers at the Library. She reports that 13 volunteers contributed 48 hours in February. Gail and her assistant Abbey Darr are planning a volunteer reception for Sunday, May 6.

Grapevine—Have you heard that the Grapevine is back? The staff newsletter has returned better than ever, including photographs. Human Resources is coordinating production with contributions by representatives from each department.

Automation Update—Staff is continuing to train and prepare for the conversion to the Innovative Millennium automation system. We are planning to begin circulation on the new system Wednesday, March 21, with March 22 as a back-up date. While many staff have played a part in the transition process, Camille Cleland, Gail Shaw, Lee Myers-Hickey and Gin Gaiser deserve special accolades for all the work they have put into problem-solving, testing, communications with the vendor and customizing the product so that it will respond to staff and user needs.

NSLS Bylaws Change—NSLS has issued proposed bylaws changes for consideration, with a hearing scheduled for Tuesday, March 27 at 7 p.m. The proposed changes deal with representation on the NSLS Board, ensuring at least 51% of seats will be

held by public library trustees and at least one seat each for academic, school and special libraries, one seat for a staff member and the remaining three seats to be filled by public library trustees or representatives from academic, school or special libraries. The proposed changes would allow more flexibility in who can serve on the Board. Written comments will also be accepted.

Marketing Class—Allison Trimarco, Manager, Public Information and Programs, and Mrs. Anthony have been asked by Sally Chapralis to present to a marketing class at Roosevelt University March 28. They are to be the exemplary not-for-profit representatives.

National Library Week—Please note that National Library Week is early this year with a great line up of events throughout the first week of April. A reception by Cole Taylor Bank will follow the Young Steinway Concert Sunday, April 1. Mrs. Anthony hopes many Board members will be able to attend one or more of the special events. Mrs. Hunter said we should send Cole Taylor a letter saying how ‘thrilled’ we are to work with them. Perhaps stepping them up as Steinway sponsor next year.

Teen Poetry Winner—We have just learned that the first place winner in the Library’s teen poetry contest (11th-12th grade category) has been selected as one of five national winners in the Voice of Youth Advocates’ (VOYA) Teen Poetry Contest 2000. The poem, “Stupid” by Tamar Rubin will be published in the April issue of VOYA. Tamar is a junior at Niles North High School.

Fraud on telephone bill—Mr. Graham said he was amazed that Focal is holding us responsible for these fraudulent calls. Barbara Kozlowski reported that Focal sent her information that we are responsible for fraudulent calls. They did, however, give us a credit of \$3,359.68 on the bill for \$7,817.59. Twenty-seven calls from twenty- seven different

third world countries were made on December 9 from 6:30 p.m. Saturday to 11 a.m. Sunday. Some calls were made with operator assistance. AT&T has not decided if they will waive the fraudulent calls on our bill yet. Nortech, the company that maintains the hardware for our phone system, will not contribute to meeting the expense. They cannot guarantee this will not happen again but they have put some safeguards in place and closed the loophole that allowed the fraud to occur.

Mrs. Hunter said we should contact the FCC with a copy going to our Senators Fitzgerald and Durbin to alert them to the telephone fraud problem.

BUILDING PROJECT

Mrs. Anthony explained that last month, after discussion of the costs of Project Specific Errors and Omissions insurance for work done by O'Donnell Wicklund Pigozzi & Peterson in connection with the Library's building program, the Board asked that she investigate a consideration from the architects in light of their cost saving on the transaction. Bob Hunter, architect with OWP&P is offering a consideration of \$4,000. He told Mrs. Anthony that the figure is a high-end estimate of their savings and explained that their E&O insurance is renewed every three years and will be due for renewal again in October. The cost of the insurance is based on a three-year estimate of the projected volume of business.

Mr. Graham said we should resolve this issue tonight and keep moving forward in the project.

After discussion Mrs. Rich made the following motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PURCHASE SEPARATE PROJECT COVERAGE FROM OWP&P WITH THE FOLLOWING OPTIONS: FIVE MILLION DOLLAR LIMIT
THREE YEAR EXTENDED REPORTING PERIOD
COST: \$37,695.00

The roll call vote for approval was unanimous.

Susan Greer left the meeting at 8:25 p.m.

Regarding the letter to Carolyn Anthony from Al Rigoni, Manager, Village of Skokie, Mr. Graham said we should take the Village up on its offer to assist in design of the parking lot extension to the west of the Library and that we would be willing to retain the services of Gewalt Hamilton if needed for water detention or other specific matters.

Susan Greer returned to meeting 8:29 p.m.

Mr. Graham reported that March 19 at the Village Board meeting there will be the first reading of the bonding ordinance. We will go before the Village Board on May 7 instead of April 2 to get in one more round with the Plan Commission (April 19).

PURCHASE OF PROPERTIES AT 7919 PARK AVE AND 7943 PARK AVE

After brief discussion, Dr. Wozniak made the following motion, seconded by

Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REAL ESTATE CONTRACT TO PURCHASE THE CANDOCIA PROPERTY LOCATED AT 7943 PARK AVENUE FOR \$240,000.

The roll call vote for approval was unanimous.

Mrs. Rich then made the following motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REAL ESTATE CONTRACT TO PURCHASE THE PROPERTY LOCATED AT 7919 PARK AVENUE FOR \$288,000.

The roll call vote for approval was unanimous. Mr. Schueftan left the meeting at 8:35 p.m.

RESOLUTION RE PEACE AND HARMONY YEAR IN SKOKIE

Mrs. Anthony reported that the Village of Skokie has declared 2001 as Peace and Harmony Year in Skokie. Support of this effort by other Skokie governments and agencies has been requested. The Village intends to bind all such proclamations and letters of support into a volume.

After discussion Mrs. Hunter made the following motion, seconded by Mrs. Greer:

MOTION: THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVES THE PROCLAMATION IN HONOR OF PEACE AND HARMONY YEAR IN SKOKIE. (copy attached)

The motion passed unanimously.

AUTOMATION

After discussion, Dr. Wozniak made the following motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVES INVOICE NO. 0004097-IN FROM INNOVATIVE INTERFACES, INC. FOR \$72,998. DATED FEBRUARY 14, 2001, SUBJECT TO AUDIT.

RATIONALE FOR FEES

The Rationale for Fees was noted.

Proclamation in Honor of Peace and Harmony Year

In Recognition of The Village of Skokie's Peace and Harmony Year:

Whereas, on December 17, 2000, in response to a demonstration promoting hate and bigotry, the Village of Skokie held a Peace and Harmony Rally to show the world that the Village of Skokie does not tolerate such expressions, and;

Whereas, the Village of Skokie is an outstanding example of people of many cultures, races, religions, and nationalities working together to build a strong and vital community, and;

Whereas, Skokie Public Library has always been committed to facilitating each individual's thoughtful and informed civic participation, regardless of their background, and;

Whereas, Skokie Public Library serves all the people of Skokie, regardless of their race, nationality, or ethnicity, through such projects and resources as the Skokie Public Library Russian Club, cultural festivals, foreign language collection, and New Americans Web site, and;

Whereas, Skokie Public Library has worked in cooperation with other agencies to support the diverse people of our community, through programs such as the Skokie Festival of Cultures and Oakton Community College's Learn to Read to Learn program, and;

Whereas, Skokie Public Library wishes to strongly support the ideals of peace, harmony, understanding, and friendship among all the members of our community;

Now, therefore, we do hereby proclaim 2001 as a PEACE AND HARMONY YEAR and urge all citizens to carry on the inspiring values of Community Unity and continue to welcome all cultures, races, religions, and nationalities from all over the world.



Proclaimed this 14th Day of March in the year 2001 by the Board of Trustees of
Skokie Public Library

John J. Graham, President

LETTER FROM KENES C BOWLING, DIRECTOR OF CUSTOMER SERVICE,
UNIQUE MANAGEMENT SERVICES INC TO CAROLYN A ANTHONY DATED
FEBRUARY 16, 2001

The letter from Kenes C. Bowling was noted by the trustees.

“BREAKING INTO KIDS’ LITERATURE”, MARCH 1, 2001, SKOKIE REVIEW

The above article was noted by Trustees.

LIBRARY CABLE NETWORK CHANNEL 24

The March Library Cable Network Channel 24 brochure was noted.

NORTH SUBURBAN LIBRARY SYSTEM

There was no report from Pat Groh.

COMMENTS FROM TRUSTEES

Dr. Wozniak commented how wonderful last Sunday’s concert was.

Susan Greer received a flyer in the mail from a group meeting at the Library and charging a substantial fee per person to attend. Mrs. Greer alerted Allison Trimarco and this matter was settled quickly. The group decided not to meet at the Library. Mrs. Greer suggested that the Library request a copy of all publicity for groups meeting at the Library.

Mrs. Hunter commented that she would like to see the PACE bus schedules on a nice display after the construction is finished and also some type of rack or container for house the loose/free newspapers in the Library like Chicago Parent.

ADJOURNMENT

The meeting adjourned at 8:55 p.m.

Eva Weiner, Secretary