

April 8, 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, April 8, 1996.

CALL TO ORDER

The meeting was called to order at 7:37 p.m. by Diana Hunter, President.

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

Marcy Goodman arrived at 7:41 p.m. and Susan Greer at 7:43 p.m.

Member absent: Zelda Rich, Secretary.

Visitor present: Dr. John M. Wozniak.

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

Mr. Graham and Dr. Wozniak spoke regarding the possible acquisition of a commemorative piece of art in honor of former Chief Librarian Mary Radmacher. Both Mr. Graham and Dr. Wozniak have received input from members of the community and the Library in support of such a special fund-raising project. It was hoped the piece could be available at the time of the dedication of the Mary Radmacher Meeting Room, Sunday, April 21, during National Library Week, but the time frame is too close. A financial commitment from an anonymous donor has already been made.

With the Board's approval and permission Mr. Graham and Dr. Wozniak will move ahead on the project, which will be privately funded. They will meet with Lydia Stux, Manager, Public Information and Programs for publicity assistance.

There was a request for individual Board member financial contributions.

The Board was enthusiastic in their support of the project.

Mrs. Hunter thanked Mr. Graham and Dr. Wozniak.

Dr. Wozniak left the Board Room at 7:58 p.m.

APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 13, 1996

Mrs. Greer made a motion, seconded by Mr. Friedman, to approve the minutes of the March 13, 1996 meeting, subject to additions and/or corrections.

Mrs. Hunter asked Mrs. Greer to act as Secretary.

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 ITEMSFINANCIAL STATEMENTS
LISTS OF BILLS (2)

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

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, LIBRARY NOTE 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 the lists of bills was unanimous.

END OF YEAR TRANSFER OF FUNDS

Director Anthony recommends transferring \$200,000. from the General Operating Fund at the end of the Fiscal Year to the Reserve Fund for the Purchase of Sites and Buildings, which currently has a balance of less than \$150,000. Because of the age of the buildings and mechanical systems, the Board had asked that the Reserve Fund balance be increased.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE TRANSFER OF \$250,000. FROM THE GENERAL OPERATING FUND TO THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, WITH ANY BALANCE, TO BE DETERMINED BY THE DIRECTOR, TO BE TRANSFERRED TO THE WORKING CASH FUND.

The roll call vote for approval was unanimous.

BUDGET 1996-97

After discussion of the 1996-97 budget Mr. Graham made a motion, seconded by Mrs. Goodman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE 1996-97 GENERAL OPERATING BUDGET AS PRESENTED IN THE AMOUNT OF \$5,600,500. (copy attached)

The roll call vote for approval was unanimous.

ADOPTION OF COLA & SALARY SCALE 1996-97

After discussion of a proposed cost of living adjustment Mr. Graham made a motion, seconded by Mrs. Goodman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RECOMMENDATION OF THE DIRECTOR FOR A 2.5% COST OF LIVING ADJUSTMENT FOR STAFF FOR FY 1996-97, EFFECTIVE APRIL 29, 1996.

The roll call vote for approval was unanimous.

It was further proposed by the Director that the 1996-97 salary scale be adjusted for staff who are considered to meet or exceed expectations for their position to receive an additional 3.0% salary adjustment, not to exceed top of scale for their position.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RECOMMENDATION OF THE DIRECTOR TO ADOPT THE 1996-97 SALARY SCALE AS PROPOSED. STAFF CONSIDERED TO MEET OR EXCEED EXPECTATIONS AT TIME OF REVIEW MAY RECEIVE AN ADDITIONAL 3.0 % MERIT INCREMENT NOT TO EXCEED TOP OF SCALE FOR THEIR POSITION. (copy of salary scale attached.)

The roll call vote for approval was unanimous.

CONSENT AGENDA ITEMS

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

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

SKOKIE PUBLIC LIBRARY OPERATING FUND BUDGET FOR FY 1996-97

	A	B
1	Account Name	Budget
2		FY 1996-97
3	Salaries	\$2,775,000
4	Professional Services	\$35,000
5	Audit	\$1,900
6	Binding	\$2,000
7	Maintenance of Equipment	\$29,000
8	Maintenance of Buildings & Grounds	\$105,000
9	Maintenance of Auto Equipment	\$7,500
10	Insurance (Health, Dental & Life)	\$175,000
11	Insurance	\$53,500
12	Utilities	\$84,000
13	Conference, Membership, Workshops	\$50,000
14	Postage	\$16,000
15	Printing and Publicity	\$29,000
16	Data Processing	\$12,500
17	Reception & Entertainment	\$6,000
18	Programming	\$22,000
19	Photocopier Leasing	\$6,000
20	ILL and Access Fees	\$1,500
21	JCPL Operating & Capital	\$240,000
22	Cable	\$28,500
23	Books	\$490,000
24	Periodicals	\$96,600
25	Nonprint Materials	\$77,500
26	Microforms	\$45,000
27	Small Equipment	\$11,000
28	Library Supplies	\$50,000
29	Janitorial Supplies	\$19,000
30	Office Expense and Transportation	\$2,500
31	Furniture and Equipment	\$19,000
32	Advertisement of Vacant Position	\$2,000
33	Contingency	\$100,000
34	Employers' FICA and IMRF	\$440,000
35	OPERATING FUND TOTAL	\$5,032,000
36	Capital	\$280,000
37	Debt Services - Repayment	\$208,000
38	New Debt Services-3 yrs Repayment Plan	\$80,500
39	TOTAL	\$5,600,500

2.5% COLA for the Fiscal Year 1996/97 Salary Scale

FT/Supportive	Minimum	Maximum	FT/Professional	Minimum	Maximum	FT/Maintenance	Minimum	Maximum
S1	13,337	20,174	P1	22,813	34,509	M1	20,693	31,299
S2	14,671	22,191	P2	25,095	37,959	M2	22,762	34,429
S3	16,139	24,410	P3	27,604	41,755	M3	28,907	43,727
S4	17,752	26,851	P4	30,366	45,929			
S5	19,527	29,536	P5	33,402	50,523			
S6	21,480	32,490	P6	36,742	55,574			
S7	23,627	35,740	P7	40,416	61,132			
S8	25,991	39,313	P8	44,457	67,246			
PT/Supportive			PT/Professional			PT/Maintenance		
S1/Trainee	5.27	5.77						
S1	6.13	9.27	P1	10.54	15.95	M1	9.55	14.43
S2	6.73	10.19	P2	11.59	17.54	M2	10.50	15.89
S3	7.41	11.21	P3	12.76	19.29			
S4	8.16	12.33						
S5	8.97	13.56						
S6	9.86	14.92						

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) (1)
4. CORRESPONDENCE (2)

Letters: from Barbara Zweig, Librarian, Hillel Torah North Suburban Day School; and from Ada P. Kahn, Manager, Women's Health Program, Rush North Shore Medical Center

5. PERSONNEL

Appointment: Marley Sackheim, part-time Information Assistant, Youth Services Department, effective April 1, 1996

Leave-of-Absence: Lydia Stux, Manager, Public Information and Programs, to return to full-time status May 6, 1996

The Board complimented the Adult Services Department Monthly Report and the "knock your socks off service" tradition. Mrs. Hunter suggested we publicize this motto, which would give some punch to publicity.

Mrs. Hunter noted the many class visits to the Library and the increase in number of children's programs presented during the month.

Circulation statistics for Skokie School Districts showed a marked decrease of -30.46% over March, 1995. Mrs. Anthony will look into this.

DIRECTOR'S REPORT

Usage--Circulation in March was up seven percent over last year. There have been strong increases in circulation of books to youth and adults, both in the Library and on the Bookmobile, as well as increases in use of audiovisual resources. The gate count was also seven percent greater than last March.

Delay in Chiller Conversion--We have decided to delay conversion of the chiller from use of R-12 to R-22 refrigerant as approved by the Board at the December meeting (cost of up to \$6,425.). North Town Mechanical Services, our maintenance contractor, feels that the conversion would increase their maintenance liability because of additional pressure on the compressor. They would like to have the opportunity to determine the baseline condition of the compressor so that they may

feel satisfied that any failure is not due to the change in refrigerant. There will be no problem obtaining sufficient coolant for the present season.

New Public Library Standards--We have received a new public library standards document from the Illinois Library Association. Serving Our Public: Standards for Illinois Public Libraries replaces Avenues to Excellence II which was adopted by ILA in 1989. Staff will be reviewing the new standards which take effect August 1, 1996. We will obtain copies for all Board members.

Additional Staff in Youth Services Department--Marley Sackheim has been hired as a Library Assistant working 20 hours per week in Youth Services. These are additional staff hours necessary because of the increased volume of service in the Youth Services Department.

NSLS Planning Committee--Mrs. Anthony continues to serve on the NSLS Planning Committee. The Committee is moving in the direction of planning through leadership development and agreed upon principles and values. The intent of such a process is not to develop a rigid schedule of objectives, but to build a healthy organization that can cope with the changes, challenges and opportunities that confront it.

ReVision Committee--The ReVision Committee of PLA (Public Library Association) has selected Wisconsin State Librarian Bill Wilson and his wife Ethel Himmel as consultants for the development of revised planning and evaluation tools for the Public Library Association. Mrs. Anthony is a member of this group that will meet for several Saturday/Sunday sessions over the next year in order to produce new publications by June, 1997.

System Subcommittee--Mrs. Anthony attended her last meeting of the System Subcommittee in Springfield March 20. Major issues included a conversion to program budgeting and reporting for systems, system membership issues and an update on the regional library service planning panels that are to plan for service to currently unserved areas.

Public Library Association Conference--Board members, Leo Friedman, Marcy Goodman, John Graham, Eva Weiner, and staff members Bruce Brigell, Maryann Mondrus, Ricki Nordmeyer, Steve Oserman and Mrs. Anthony attended the Public Library Association Conference in Portland, Oregon, the last week of March. John Graham and Mrs. Anthony gave a presentation on Director/Board relations which was well received. Mrs. Anthony also gave some historical

background and an introduction to the PLA program on current developments in planning. Some time was spent at the exhibits with Bruce Brigell, Coordinator of Information Services.

Dynix Meeting--Thursday through Sunday, April 11-14, Tobi Oberman, Supervisor, Circulation Services Department; Lee Myers-Hickey, Senior Cataloger, Technical Services Department; and Mrs. Anthony will attend the Dynix Users group meeting (CODI) in Minneapolis, along with Gail Muirhead, JCPL Systems Librarian. Of particular interest will be the discussion about security issues after the problems caused by hacker(s) at the King County Library in Washington.

Vestibule--As much as we hoped this was a closed issue, the vestibule is again a concern as several wires have broken off near the end, leaving holes in the grating. John Kelly has been called.

Music on Hold--Patrons put on hold now hear music. This was done because when the line was silent during holding many patrons felt they had been disconnected.

TUCKPOINTING

The west exterior wall of the Library has deteriorated mortar and a number of cracks. Bids from five contractors were obtained for the necessary repairs to the wall.

Work will consist of grinding out all mortar joints to an approximate depth of 1/2 inch. All mortar joints will be tuckpointed to match the original color and style of joint (round joint), the shifted brickwork will be removed and reset and cracked brick will be replaced.

After discussion Mrs. Greer made a motion, seconded by Mrs. Goodman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF
TRUSTEES APPROVE THE RECOMMENDATION OF THE
DIRECTOR TO AWARD THE TUCKPOINTING CONTRACT IN
THE AMOUNT OF \$9,685. TO EMIL J. BIRKENHEIER.

The roll call vote for approval was unanimous.

HVAC MAINTENANCE CONTRACT RENEWAL 1996-97

North Town Mechanical has submitted a proposal for renewal of the agreement for maintenance of the Library's heating, ventilating and air conditioning equipment for 1996-97 in the amount of \$29,484. This represents a 5% increase. In addition, preventive

maintenance on the new Andover BMS System (including monitoring) is \$1,400. and one hundred pounds replacement refrigerant is \$1,350. for a total of \$32,234.

Mrs. Anthony recommends renewal of the contract. We have been pleased with the service from North Town and the continuity in Mark Swanson, the technician who has serviced our account for two years.

After discussion Mrs. Greer made a motion, seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RENEWAL OF MAINTENANCE SERVICES BY NORTH TOWN MECHANICAL AS PROPOSED FOR ONE YEAR IN THE AMOUNT OF \$32,234.

The roll call vote for approval was unanimous.

AUTOMATION

Purchase of Two Multimedia Workstations for Adult Services Department

We have had a Gateway multimedia station, as well as two Macintosh multimedia stations in Youth Services and have been pleased with their performance. We would like adults also to make use of CD ROM interactive programs within the Library. Software includes a range of interest areas from English-as-a-Second Language to resumé preparation, travel and production of local maps on demand.

We received one free multimedia workstation and an electronic encyclopedia from the State as part of an LSCA funded program to provide this technology to each public library and branch in the State. The equipment supplied is a DTK computer, which we propose to use for training in a staff area, putting two identical Gateway installations out for the public. The cost of two Gateway multimedia workstations and two low end laser printers is \$6,072.00.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RECOMMENDATION OF THE DIRECTOR TO PURCHASE TWO GATEWAY MULTIMEDIA WORKSTATIONS AND TWO LOW END LASER PRINTERS AS SPECIFIED IN THE AMOUNT OF \$6,072.00.

The roll call vote for approval was unanimous.

Dial-in Communication Server

Of our four goals for the present planning cycle, two would be significantly furthered if we were to enable dial-in access to the Library's CD-ROM databases. One of our goals states:

"Patrons will be able to easily and conveniently use the Library and its services and equipment."

To enhance the convenience of Library use, an objective this year is to initiate three modes of off-site access. SkokieNet and the implementation of telephone renewals via TeleCirc are two new Library services which can be used at a patron's convenience regardless of location or time. Dial-in access to SKO-KEY resources will enable a user to access an electronic encyclopedia, business or health information, the Chicago Tribune, a magazine article, and guides to using these and other resources from the convenience of home or office. This capability will also further the goal stating: "Skokie Public Library will use the capability of appropriate technology to expand access to resources and enhance service to Library users."

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE COMPUTER VIEW INC. PROPOSAL FOR ENHANCEMENTS TO THE LIBRARY'S LOCAL AREA NETWORK, ENABLING DIAL-IN ACCESS TO SKO-KEY LAN RESOURCES, AT A TOTAL COST OF \$32,842.00.

The roll was called. Mrs. Weiner--yes; Mr. Graham--yes; Mr. Friedman--yes; Mrs. Goodman--abstain; Mrs. Hunter--yes; Mrs. Greer--yes. The motion passed.

The Board asked that this service be reviewed six months after it has gone online.

LIBRARY CABLE NETWORK

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

NORTH SUBURBAN LIBRARY SYSTEM

Due to the absence of Mrs. Rich there was no NSLS Board of Directors' report.

Trustees noted the memorandum from Miriam Pollack, Assistant Director, NSLS, regarding an organizational meeting for a networking group for trustees, Thursday, May 30, 1996 from 7:30 to 9:00 p.m. at the System Center.

COMMENTS FROM TRUSTEES

Mrs. Hunter reported that she is in the process of attempting to meet with the CEO of U.S. Robotics. She will keep the Board apprised of her progress.

ADJOURNMENT

The meeting was adjourned at 9:01 p.m.



Susan Schreck Greer, Secretary Pro Tem