

February 11, 2004

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 11, 2004.

CALL TO ORDER

John M. Wozniak, President, called the meeting to order at 7:38 p.m.

Members present: John M. Wozniak, President; Richard Witry, Vice President; Zelda Rich, Secretary; John Graham; and Carolyn A. Anthony, Director.

Members absent: Susan Greer; Diana Hunter, President Emerita; and Eva Weiner.

Visitors present: Jim Dyer, Fred Berglund & Sons, Inc.; Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 14, 2004

Mr. Witry made a motion, seconded by Mr. Graham, to approve the minutes of the regular meeting of January 14, 2004, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

LIST OF BILLS FOR PAYMENT APPROVAL

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LIST OF BILLS FOR PAYMENT APPROVAL, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

INVOICE NO. 13234 FROM BERGLUND CONSTRUCTION FOR \$1,135.84 DATED JANUARY 19, 2004

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE INVOICE NO. 13234 FROM BERGLUND CONSTRUCTION FOR \$1,135.84 DATED JANUARY 19, 2004 FOR PAYMENT.

The roll call vote for approval was unanimous.

INVOICE NO. 0063549 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON FOR \$4,066.01 DATED JANUARY 12, 2004

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE INVOICE NO. 0063549 FROM O'DONNELL WICKLUND PIGOZZI AND PETERSON FOR \$4,066.01 DATED JANUARY 12, 2004 FOR PAYMENT.

The roll call vote for approval was unanimous.

PROJECT APPLICATION AND PROJECT CERTIFICATE FOR PAYMENT FROM JACK R. LESNIAK, AIA, DIRECTOR, CONSTRUCTION ADMINISTRATION, O'DONNELL WICKLUND PIGOZZI AND PETERSON DATED FEBRUARY 4, 2004

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CROUCH-WALKER CORP. FOR \$36,455.00 DATED FEBRUARY 4, 2004

APPLICATION AND CERTIFICATE FOR PAYMENT FROM CAMOSY INCORPORATED FOR \$186,524.60 DATED FEBRUARY 5, 2004

APPLICATION AND CERTIFICATE FOR PAYMENT FROM COMMERCIAL ELECTRICAL SOLUTIONS OF IL LLC FOR \$53,180.20 DATED FEBRUARY 5, 2004

APPLICATION AND CERTIFICATE FOR PAYMENT FROM COMMERCIAL ELECTRICAL SOLUTIONS OF IL LLC FOR \$116,372.83 DATED FEBRUARY 5, 2004

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FOLLOWING APPLICATIONS AND CERTIFICATES FOR PAYMENT:

CROUCH-WALKER CORP.	\$36,455.00
CAMOSY, INCORPORATED	\$186,524.60
COMMERCIAL ELECTRICAL SOLUTIONS	\$53,180.20
COMMERCIAL ELECTRICAL SOLUTIONS	<u>\$116,372.83</u>
TOTAL:	\$392,532.63

The roll call vote for approval was unanimous.

Discussion ensued regarding outstanding electrical issues. Mr. Dyer said before the above checks are issued to Commercial Electrical a Release of Lien will be required from Advance. The balance in the bond fund and the outstanding amounts owed the remaining contractors were also discussed.

Mr. Dyer left the meeting at 8:02 p.m.

CONSENT AGENDA (Financial Statement; Bills; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Program Statistics Third Quarter F.Y. 2003-04; Correspondence; Personnel; Gifts)

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

MOTION: THAT THE FINANCIAL STATEMENT AND THE BILLS BE APPROVED, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. PROGRAM STATISTICS THIRD QUARTER F.Y. 2003-04
5. CORRESPONDENCE: LETTER FROM JESSE WHITE, SECRETARY OF STATE AND STATE LIBRARIAN TO CAROLYN ANTHONY DATED JANUARY 21, 2004 RE AWARD OF PER CAPITA GRANT; LETTER TO THE HONORABLE GEORGE VAN DUSEN FROM CAROLYN ANTHONY DATED FEBRUARY 6, 2004 RE CORPORATE TAX APPEALS/LIBRARY LEVY; LETTER FROM MARTIN SIMON AND SHEILA SIMON TO CAROLYN ANTHONY AND MEMORIAL SERVICE PROGRAM DATED JANUARY 2004 RE PAUL SIMON
6. PERSONNEL: RESIGNATIONS: JOE KELLY, SECURITY GUARD, MAINTENANCE DEPARTMENT, EFFECTIVE JANUARY 26, 2004; ANNA R. HEALY, LIBRARIAN, YOUTH SERVICES DEPARTMENT, EFFECTIVE FEBRUARY 7, 2004; STATUS CHANGE: SUSAN TELLER, FROM PART-TIME INFORMATION ASSISTANT/ARTIST, YOUTH SERVICES

DEPARTMENT TO FULL-TIME INFORMATION
ASSISTANT/ARTIST, YOUTH SERVICES EFFECTIVE
FEBRUARY 9, 2004

7. GIFTS: \$25. FROM SKOKIE VALLEY HADASSAH IN APPRECIATION FOR A BOOK TALK PRESENTED BY MARYANN MONDRUS; \$30. FROM SUSAN BAYLIN AND FAMILY IN MEMORY OF ESTELLE (A LONG-TIME SKOKIE RESIDENT); OLD ORCHARD AQUARIUM ARRANGED FOR THE INSTALLATION OF THE 125 GALLON AQUARIUM IN THE YOUTH SERVICES DEPARTMENT BY SECURING DONATIONS FROM ALL GLASS (\$700. FOR THE AQUARIUM, STAND AND GLASS TOP); MARINELAND (\$445.96 FOR FOUR POWERHEADS, THREE UNDERGRAVE PLATES AND ONE FILTER); AND OLD ORCHARD AQUARIUM (\$180.29 FOR ONE HEATER AND INSTALLATION); \$50 FROM THE WOMAN'S CLUB OF SKOKIE/LINCOLNWOOD TO BE USED FOR MATERIALS FOR THE PARENT/TEACHER COLLECTION.

The motion passed unanimously.

YEAR-TO-DATE BUDGETARY STATUS

The Board noted the Year-to-Date Budgetary Status. The lateness of the 2nd installment tax bills was noted for this coming fall.

PROJECTED OPERATING BUDGET FY 2005

Mrs. Anthony announced that this is still a preliminary look at the operating budget for FY 2005. The projection is within the approved 2003 levy of \$8,486,500. of which \$1,446,752. is for debt payment on the construction bonds.

Mrs. Anthony made minor adjustments this month to the Audit line as the Village has informed us that our fee will be \$4,200. this year; Utilities up an additional \$3,000.; Copier Lease up an additional \$4,000.; Library Supplies up \$3,000.; and Contingency down by \$10,200.

Otherwise last month's comments still pertain:

- Salaries – The budget as proposed allows for a modest cost of labor increase, normal step increase and no additional positions.

- Maintenance of Buildings and Grounds has been restored to a level of funding it had prior to the building project. During the construction, this line was reduced because some normal maintenance was not needed due to new installations.
- Insurance (Health, Dental and Life) – We have not had word yet re the increase in this line and none is expected for a couple months yet. General press leads Mrs. Anthony to expect a significant increase. Mrs. Anthony also wants to work on a cost-sharing plan that might have a different Library contribution rate for staff earning below a certain level, if the budget permits.
- Insurance – This line is increased to reflect additional anticipated costs in the Library's insurance package and workers compensation. Workers compensation is estimated at \$35,760. for 2004, a 21% increase from 2003. The increase is partially due to a larger salary line and partially due to our experience rating.
- Printing and Publicity – In addition to rising costs, we're generating more print communications such as newsletters to the schools, listing of adult programs, etc. So far, these additional publications appear to be well received.
- Reception and Entertainment – This line was higher in FY 04 to allow for the Grand Reopening and other entertainment related to the new building.
- Copier Lease line reflects more accurately the anticipated costs, based on this year's experience. Mrs. Anthony does not anticipate the leasing of additional equipment. The cost of current leasing is offset by usage and associated revenues from the public copiers and printers.
- Periodicals – The Periodicals line has been decreased because more of the expense for back issues is in Electronic Resources. That line has been increased to accommodate anticipated expense.
- Library Supplies – This line was decreased this current year as we looked to save money for health insurance. The line includes processing expense for Library materials such as labels and containers for AV items, security tags, library cards, etc. as well as office supplies.
- Employer's FICA and IMRF – The cost of IMRF for 2004 is 5.18%, up from 2.59% in 2003. This rate is set each year by the State.

- Contingency
- Capital – These two lines have been increased in part to provide a cushion for short revenues; the loss can be absorbed in these lines.

The Operating Budget will not need to be adopted until April. We can refine projections over the next couple months.

Discussion ensued re the anticipated shortfall of revenues due to the lateness of the 2nd installment of the tax bills combined with the PTAB process. Mr. Witry suggested that we have a contingency plan in place, ie., not buying as many books, holding off on purchase of new computers, etc. Borrowing money from the Village, tax warrants, a line of credit at a bank were also discussed. The Board would like Mrs. Anthony to monitor the financial situation carefully.

DIRECTOR'S REPORT

USAGE--Circulation in January was up 11% from January last year with the largest increases in adult video and audio. However, circulation of books to adults was also up 5% and, in spite of cold, snowy weather, circulation from the Mobile Library was up almost 16%. The gate count was up almost 7%. There were 5704 uses of licensed electronic databases, of which 2650 were remote uses from outside the Library.

FRANCES ROEHM--is the NSLS Librarian of the Year this year, cited for her work with NorthStarNet and Illinois Clicks. She will be honored along with other award recipients at the NSLS annual banquet March 12. We salute Frances who has done so much for the greater library community as well as the Skokie Public Library! Dr. Wozniak said he will attend the Banquet.

GRANTS--In good news on the revenue front, the Secretary of State has informed us that the Library will be receiving a Per Capita Grant, fully funded at \$1.25 per capita. We had feared that the grant might be lost altogether in the State budget crunch or that 8% might be retained by the State as administrative overhead. We also learned that our Member Initiative Grant, introduced by State Senator Ira Silverstein, will be funded at \$20,000. This grant was approved in the summer of 2002 and lost almost immediately when the grants were frozen by the Governor. The purpose of the grant was to fund the equipment for the Youth Services Computer Lab. We will also receive a grant from the State for \$20,000. for Illinois Clicks. This is basically a pass-through as it covers expenses for the State portal project which is coordinated by Frances Roehm.

INET FOR INTERNET--Thanks to work by LAN Manager Mark Kadzie, Skokie Public Library was the first agency in Skokie to switch their Internet access to the INET. The INET is a fiber network connecting all the government agencies and schools in Skokie. Through consortial arrangement, the group will share a T-3 line to the Internet. This connection provides many times the bandwidth of a T-1 line and should be especially useful as people access more film clips, graphical images, etc. as opposed to just text files. Once fully operational, the Library could request that the Village downlink an educational video program via their satellite and transmit it to an audience at the Library, for example.

STAFF PARTY--One hundred ten people, including 45% of the staff, attended the first annual holiday staff party at Zhivago's restaurant January 18. Co-chaired by Gail Kay and Cathy Maassen, the party was rated by staff as a grand success. People came early to socialize, dined and stayed for dancing with music presented by a lively DJ.

TEEN PROBLEM--Several evenings in January, a number of young teenagers became so rowdy as to require that the Police be called. Some refused to give their names to security guards or other staff. After having the Police in a few times and talking with the parents of some of the youths, the problem seems to have lessened though it has not disappeared. Administrative and public staff representatives have met to discuss the problem and to develop a coping strategy. The Police Youth Officer was to come to one meeting, but could not come at the last minute. Some Youth Staff have also consulted with representatives of the junior highs.

SYNERGY—Mrs. Anthony attended the last session of this year's class of SYNERGY as a mentor to a group of six up and coming Illinois librarians. The session was held at the Marriott Hickory Ridge in Lisle. A third year class has already been selected for the leadership program sponsored by the Illinois State Library and the Illinois Library Association. Two Skokie librarians, Laura McGrath and Linda Sawyer, attended the first class of SYNERGY.

MEETING WITH GOVERNOR'S REPS--As a Past President of ILA, Mrs. Anthony attended a meeting with two representatives of the Governor, along with ILA's Executive Director, Lobbyist and a representative from the Chicago Public Library to discuss the Governor's proposed program to give a book to every newborn in Illinois each month for the first five years of their life. The project is estimated to cost \$26 million per year. As proposed, the last book would come with a suggestion to visit the public library to continue reading. Libraries would like to be more involved in the project, but there is also an issue of the nearly one million people in Illinois who are still unserved by a public library.

OTHER ACTIVITIES--In other activities this month, Mrs. Anthony attended a focus group at Dominican about their Library School as a part of their reaccreditation process. Mrs. Anthony also attended the Installation luncheon for new officers for the Skokie Chamber of Commerce.

TRIP TO AUSTRALIA--Mr. and Mrs. Anthony will leave March 3 for Australia and New Zealand, returning March 30. Mrs. Anthony will stay in periodic touch with the Library through Internet and leave Susan Dickens with their itinerary. Associate Director Barbara Kozlowski will meet with the Board in March.

BUILDING PROJECT

Approval of House Demolition

Mrs. Anthony said the Library received two bids for demolition of the house and garage at 7929 Park Avenue. Both bids would clear the property and fill in the hole with stone as well as erect a temporary fence on the north side of the property. We have already had an asbestos survey completed and have separately contracted for removal of tile and other asbestos-containing materials. This property will not be developed for parking until the remaining parcel is acquired. Nevertheless, it is in the Library's interest to remove the abandoned structures from the site.

Bids received were from Berglund Construction in the amount of \$37,367.00 and Camosy in the amount of \$22,146. Mrs. Anthony recommended Board acceptance of the bid from Camosy for \$22,146.00.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ACCEPT THE BID IN THE AMOUNT OF \$22,146.00 FROM
CAMOSY, INCORPORATED TO DEMOLISH THE HOUSE AND
GARAGE AT 7929 PARK AVENUE.

The roll call vote for approval was unanimous.

APPROVAL OF RESTORATION OF WATER COURT POOL HEATER

Mrs. Anthony reported that the Library received a proposal in the amount of \$9,525. from North Town Mechanical for restoration of the pool heating system for the water court. The system was partially demolished and disabled during Library construction. Although we have queried various parties, it appears to have been an unclear situation with the pool

system not shown on previous Library construction drawings. It was therefore not picked up in preparation of drawings for recent construction.

It is important that the system be restored so that we can again keep the pool in the water court filled throughout the year.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FROM NORTH TOWN MECHANICAL IN THE AMOUNT OF \$9,525.00 TO RESTORE THE POOL HEATING SYSTEM FOR THE WATER COURT.

The roll call vote for approval was unanimous.

REVIEW OF COMPENSATION PHILOSOPHY AND STRATEGY

Mrs. Anthony said in September 1999, the Board approved a document of Compensation Philosophy and Strategy that is to guide the Library's compensation program. At that time, it was agreed that the document would be periodically reviewed by the Board. It was to be reviewed in January, 2003, but was postponed due to construction issues.

In general, the Library has operated within the philosophy and strategy as outlined. We implemented several years of payscale adjustments to achieve equity in pay between full-time and part-time employees and also to raise the mid-point of the ranges. We have used the Federal cost-of-labor figures as the basis for annual scale adjustment.

We considered, but did not adopt, a performance-based merit system and we have not implemented spot awards. It is time for a review of external competitiveness which will be conducted by Gail Kay, Assistant director for Human Resources. We will also need to consider whether our benefits are competitive, given the changes in the Library's health and life insurance coverages.

This Board would like this item placed on the April Agenda along with Ms. Kay's review of external competitiveness.

STRATEGIC PLANNING PROCESS

Mrs. Anthony distributed notes from the first meeting of the Strategic Planning Committee, held January 23. This meeting focused on Skokie, looking at demographics and the Village's Comprehensive Plan. Our guests were Steve Marciani and Mike Voitik of the Village Planning Department. Also discussed were some general societal trends and how they might affect library service.

The next meeting will be held February 18 and it will focus on the Library with presentations by several staff members concerning the present status and anticipated future needs or developments in technology, youth services, reference and other adult services.

Mr. Witry asked that the recent program on the history of libraries on NPR be emailed to him. Mrs. Rich and Dr. Wozniak would like this also.

Discussion followed re coffee/food service and usage of the Library.

TAX REFUNDS FY '98-'03

Mrs. Anthony said that one Board member requested to know the amount of Tax Refunds that has been charged against Library revenues in recent years. Following is data for FY 1998-FY 2003. Mrs. Anthony started with the year 1997-98 because 1997 was the first year the PTAB process was opened to commercial entities. Therefore 1997-98 may be considered a base year as commercial appeals would have started showing in FY 1998-99.

<u>Fiscal Year</u>	<u>Refund Amount</u>
1997-98	\$23,001.47
1998-99	\$71,159.57
1999-00	\$65,711.03
2000-01	\$93,149.04
2001-02	\$52,980.35
2002-03	\$137,191.51

Mrs. Anthony distributed a chart showing tax collections, expenditures, transfers from the Reserve Fund and excess or deficiency of expenses over collections for each year.

Discussion followed. Mr. Graham suggested the next time the chart is done, the actual levy amount should be shown in contrast to the amount actually received in property tax collections.

BOOKMOBILE SCHEDULE

The Board noted the Bookmobile schedule. Stops noted in italics will not be listed on the public schedule.

LIBRARY CABLE NETWORK

The February 2004 cable guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

Mrs. Anthony and a few staff members will attend the NSLS Legislative Breakfast on Monday, February 16.

COMMENTS FROM TRUSTEES

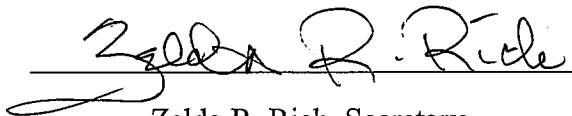
Mr. Witry received a comment from a patron criticizing the children's department being on the first floor where people could look in and stare at the children. The patron suggested we put up curtains. Discussion followed regarding security issues in the children's department and the Library in general.

Mrs. Rich commented that Mrs. Anthony should not be responsible for checking the financial statements as the auditor suggested. Mrs. Anthony has not done this.

Mr. Graham commented that he would like the Library to use different auditors instead of using Village of Skokie auditors.

ADJOURNMENT

At 8:57 p.m. a motion was made by Mr. Witry seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.



Zelda R. Rich, Secretary