

July 14, 1999

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, July 14, 1999.

CALL TO ORDER

John J. Graham, President, called the meeting to order at 7:31 p.m.

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

Also present: Barbara A. Kozlowski, Associate Director for Public Services and Skokie resident, Carole Riding. Coordinator of Information Services Bruce Brigell and Reference Librarian Jessica Goodman were also present to apprise the Board of the progress with the Digitization Project.

Mr. Graham asked for the Board's approval to change the order of the Agenda in order for Mr. Brigell and Ms. Goodman to make their presentation.

The Board concurred.

Mr. Brigell said Skokie Public Library is one of sixteen participating libraries in the North Suburban Library System's Digitization Project, which started in May, 1998, with a grant from the State. The grant of \$100,000 to NSLS provided each participating Library with a computer, high end scanner and training for two staff members.

By digitizing certain information and mounting it on the World Wide Web it becomes more widely available. Mr. Brigell, Ms. Goodman and Webmaster Gail Shaw have been working on developing a Skokie Public Library website featuring information on the attempted march of the National Socialist Party of America in Skokie in 1978. The Library regularly receives requests for

information about the incident, which is a landmark case in First Amendment rights. Although we have a comprehensive clipping file, it is only available to on-site researchers. There are also pertinent records located in several other locations. Through the Library's Digitization Project this material will be brought together on the Web so that it will be readily available to all.

Ms. Goodman explained how the news clippings are scanned into the computer and gave a thorough demonstration of the retrieval process. Future developments include a separate Web Site for the Skokie march information (anticipated fall, 1999) and the digitization of primary source material such as correspondence and scrapbook pages from the period.

After discussion the Board thanked them for their informative presentation.

Mr. Brigell and Ms. Goodman left the Board Room at 8:05 p.m.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 23, 1999

Mrs. Hunter made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of June 23, 1999, subject to additions and/or corrections.

There being no additions or corrections the minutes were approved, and placed on file.

Mrs. Rich and Mr. Witry abstained.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF JUNE 1999, THE LIBRARY NOTE FUND AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED, AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CIRCULATION REPORT
 LIBRARY USE STATISTICS
 ANNUAL STATISTICAL SUMMARY F.Y. 1998-99
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 GIFTS
 CORRESPONDENCE
PERSONNEL

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

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. ANNUAL STATISTICAL SUMMARY F.Y. 1998-99
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. GIFTS

\$35 in memory of Jean Kelly Heinz for the purchase of a book on Frank Lloyd Wright or on gardening, from Ruth B. Vosicky

In Memory of Steve Oserman

\$100 from Elizabeth R. Pearson

6. CORRESPONDENCE - Letter from Millie Foreman
7. PERSONNEL

Resignation: June Browne, part-time Reference Librarian, Adult Services Department, effective June 2, 1999

Re-appointment: Sheila Davis, part-time Reference Librarian, Adult Services Department, effective July 15, 1999

Promotions: Yuri Kaplanskiy from hourly Page to hourly Information Services Desk Clerk, Adult Services Department, effective July 13, 1999; Irene Perbohner, from Page 2 to Clerk, Circulation Department, effective July 19, 1999

Termination: J. Shawn Lersch, hourly Clerk, Circulation Department, effective July 12, 1999

Appointment: Christine Rich, part-time Reference/Serials Cataloger, Technical Services Department, effective August 2, 1999

The motion to place the Consent Agenda items on file was unanimously approved.

Mr. Graham asked that the minutes reflect the very positive comments made in the letter from Millie Foreman regarding Reference Librarian Jane Hagedorn.

DIRECTOR'S REPORT

Usage--Circulation in June was up nearly 6%, with the greatest gains in use of audiovisual materials. Youth Bookmobile use was also up sharply as was circulation to the school districts. The gate count was up a modest 4%. There were 9,660 requests to the Library homepage.

Collection Development Plan--Skokie Public Library is again in print with the publication of the Collection Development and Resource Access Plan for the Skokie Public Library by the Public Library Association. The first edition, issued in 1990, was one of the first collection development plans for a public library and has been widely used as a model by other libraries. The new edition incorporates changes which recognize the increasing importance of audiovisual and electronic resources.

FOIA Requests--The Library received two requests for information under the Freedom of Information Act about complaints or incidents related to Internet use. After consultation with our attorneys, we replied to both requests, providing some information and excluding other information under permitted exclusions. There have been few complaints.

Per Capita Grant Request--We prepared and filed a request for Per Capita Grant funds as required by the State. We have been using Per Capita Grant funds to pay for participation in the Library Cable Network, Night Owl Reference, Roving Technology Guides, continuing education for staff and some foreign language materials. This past year we received \$73,606.53. If fully funded, this next year, we should receive \$74,290.

Kiosk Purchase--NSLS has worked with a supplier to develop a low cost kiosk which should not exceed \$5,000 fully equipped with a computer and featuring custom graphics on the kiosk exterior. We plan to have a lobby kiosk for SkokieNet and we are also talking with the

Village and Park District regarding one or two additional locations in the community. More information should be available by the August Board meeting.

JCPL Migration--The Joint Computer Program for Libraries, our automation consortium, is beginning to investigate a migration to a new automation system with a goal of signing a contract sometime next summer and implementing a system in Fall, 2000. We will work with some assistance from a consultant as we identify major issues and options.

Bertha Rosche Framed Portrait--Barbara Hines, the daughter of Bertha Rosche, first Chief Librarian of the Skokie Public Library, presented a framed photographic portrait of her mother to the Library during a recent visit. Mrs. Anthony said they had a delightful chat as Ms. Heinz shared many recollections of her mother and the "original" Library.

ALA in New Orleans--The highlight of the ALA Annual Conference in New Orleans was Sarah Long's inauguration as the new President of ALA. With Alice Calabrese, Director of the Chicago Library System, also coming on to the Executive Board, Illinois was well represented at the inaugural dinner.

The current ALA President's program on the 1st Amendment was also particularly worthwhile. Nadine Stossen, President of the ACLU; Bruce Ennis, counsel with Jenner and Block for the Freedom to Read; and Christie Hefner held an interesting moderated discussion. Though they are all basically on the same side of the issue, each had a different angle. Bruce, with the legal view, noted that you cannot impose the view of the majority on the rest. None of us is smart enough to know what's best in the long run. There is not enough evidence to show that viewing violent images causes violent behavior. At least half the information on the Internet is posted abroad and cannot be regulated by the U.S. Government. Filters are one size fits all. While appropriate for parents, he felt they were not appropriate for librarians who do not serve "in loco parentis." Christie Hefner talked about the current climate of fear and a need

for a sense of historical and global perspective. Comic books, rock and roll and television were all thought to be ruining youth. China has made it illegal to view CNN. She said that we need to deal with what is knowable, not just what is passionately believed. Our choices are to decide as individuals or to delegate that authority to some other agency. Nadine Stossen felt that censorship is a diversion from explanation of the true causes of violence.

Another point of view was represented by former General Colin Powell at the opening general session. He feels that certain limits on 1st Amendment freedoms are routinely accepted as in the case of limits on free speech in the military. He concluded that filters on Internet terminals for children are appropriate and responsible safeguards.

The exhibits always have spots of interest. Mrs. Anthony was particularly interested in a vendor of electronic books. She attended Ameritech sessions on their Resource Sharing System (ILL) and their migration path to a new software system called Sunrise.

Several Skokie Public Library folks got together for dinner Friday night.

All in all it was a very worthwhile conference.

GIFT BAN / ETHICS POLICY

The Board reviewed the letter from counsel Heidi Katz and suggested Gift Ban Policy; an article on "The Illinois Governmental Ethics and Gift Ban Act" from Illinois Municipal Review by Mathias W. DeLort of Robbins, Schwartz, Nicholas, Lifton and Taylor; the text of the Ordinance adopted by the Village of Skokie Board at their meeting Tuesday, July 6, 1999; and Highlights of the Attorney General's Opinion re the Gift Ban Act as excerpted by the Village Corporation Counsel.

Although some aspects of the Gift Ban Act are unclear, our counsel recommends that the Board adopt a policy as a sign of a good faith effort to be in compliance, with the understanding that the policy may be amended as the legislation is clarified.

SKOKIE PUBLIC LIBRARY GIFT BAN AND ETHICS POLICY

Section 1. Definitions. As used in this Policy:

“Employee” means all full-time, part-time, and contractual employees, and appointed and elected officials of the Library.

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an employee or officer of the Library.

“Political organization” means a party, committee, association, fund, or other organization (whether or not incorporated) organized and operated primarily for the purposes of directly or indirectly accepting contributions or making expenditures, or both, or the function of influencing or attempting to influence the selection, nomination, election, or appointment of any individual to any office of the Library. The term includes the making of expenditures relating to an office described in the preceding sentence that, if incurred by the individual, would be allowed as a federal income tax deduction for trade or business expenses.

“Prohibited source” means any person or entity who:

- 1) is seeking official action (i) by the Library, or (ii) in the case of an employee, by the employee or by the Library or another Library employee directing the employee;
- 2) does business or seeks to do business (i) with the Library, or (ii) in the case of an employee, with the employee or with another Library employee directing the employee;
- 3) conducts activities regulated (i) by the Library, or (ii) in the case of an employee, by the employee or by another Library employee directing the employee;
- 4) has interests that may be substantially affected by the performance or non-performance of the official duties of the Library or Library employee; or
- 5) is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act.

Section 2. Gift Ban.

Except as otherwise provided in this Act, no employee shall solicit or accept any gift from any prohibited source or in violation of any federal or state statute, rule, or regulation. This ban applies to and includes spouses of and immediate family living with the employee. No prohibited source shall offer or make a gift that violates this Section.

Section 3. Exceptions. The restriction in Section 2 does not apply to the following:

- 1) Anything for which the employee pays the market value or anything not used and promptly disposed of as provided in Section 5.
- 2) A contribution, as defined in Article 9 of the Election Code that is lawfully made under that Act or attendance at a fundraising event sponsored by a political organization.

- 3) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
- 4) Anything provided by an individual on the basis of a personal friendship unless the employee has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the employee and not because of the personal friendship.

In determining whether a gift is provided on the basis of personal friendship, the employee shall consider the circumstances under which the gift was offered, such as:

- (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
 - (ii) whether to the actual knowledge of the employee, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
 - (iii) whether to the actual knowledge of the employee, the individual who gave the gift also at the same time gave the same or similar gifts to other employees.
- 5) A commercially reasonable loan evidenced in writing with repayment due by a date certain made in the ordinary course of the lender's business.
- 6) A contribution or other payments to a legal defense fund established for the benefit of an employee that is otherwise lawfully made.
- 7) Intra-office and inter-office gifts. For the purpose of this Act, "intra-office gifts" means any gift given to an employee of the Library from another employee of the Library.
- 8) Food, refreshments, lodging, transportation, and other benefits:
 - (i) resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the employee, as an office holder or employee) of the employee, or the spouse of the employee, if the benefits have not been offered or enhanced because of the official position or employment of the employee and are customarily provided to others in similar circumstances;
 - (ii) customarily provided by a prospective employer in connection with bona fide employment discussions; or
 - (iii) provided by a political organization in connection with a fundraising or campaign event sponsored by that organization.
- 9) Pension and other benefits resulting from continued participation in an employee welfare and benefits plan maintained by a former employer.
- 10) Informational materials that are sent to the office of the employee in the form of books, articles, periodicals, other written materials, audiotapes, videotapes, or other forms of communication.

- 11) Awards or prizes that are given to competitors in contests or events open to the public, including random drawings.
- 12) Honorary degrees (and associated travel, food, refreshments, and entertainment provided in the presentation of degrees and awards).
- 13) Training (including food and refreshments furnished to all attendees as an integral part of the training) provided to an employee if the training is in the interest of the governmental entity.
- 14) Educational missions, including meetings with government officials either foreign or domestic, intended to educate public officials on matters of public policy, to which the employee may be invited to participate along with other federal, state, or local public officials and community leaders.
- 15) Bequests, inheritances, and other transfers at death.
- 16) Anything that is paid for by the federal governmental, the state, or a governmental entity, or secured by the government or governmental entity under a government contract.
- 17) A gift of personal hospitality of an individual other than a registered lobbyist or agent of a foreign principal, including hospitality extended for a nonbusiness purpose by an individual, not a corporation or organization, at the personal residence of that individual or the individual's family or on property or facilities owned by that individual or the individual's family.
- 18) Free attendance at a widely attended event permitted under Section 4.
- 19) Opportunities and benefits that are:
 - (i) available to the public or to a class consisting of all employees whether or not restricted on the basis of geographic consideration;
 - (ii) offered to members of a group or class in which membership is unrelated to employment or official position;
 - (iii) offered to members of an organization such as an employee's association or credit union, in which membership is related to employment or official position and similar opportunities are available to large segments of the public through organizations of similar size;
 - (iv) offered to any group or class that is not defined in a matter that specifically discriminates among governmental employees on the basis of branch of government or type of responsibility, or on a basis that favors those of higher rank or rate of pay;
 - (v) in the form of loans from banks and other financial institutions on terms generally available to the public; or
 - (vi) in the form of reduced membership or other fees for participation in organization activities offered to all government employees by professional organizations if the only restrictions on membership relate to professional qualifications.
- (20) A plaque, trophy, or other item that is substantially commemorative in nature and that is extended for presentation.
- (21) Golf or tennis.
- (22) Food or refreshments of nominal value.
- (23) Catered food or refreshments.
- (24) Meals or beverages consumed on the premises from which they were purchased.

- (25) Donations of products from an Illinois company that are intended primarily for promotional purposes, such as display or free distribution, and are of minimal value to any individual recipient.
- (26) An item of nominal value such as a greeting card, baseball cap, or T-shirt.

Section 4. Attendance at Events.

- (a) An employee may accept an offer of free attendance at a widely attended convention, conference, symposium, forum, panel discussions, dinner, viewing, reception, or similar event, provided by the sponsor of the event, if:
 - (1) the employee participates in the event as a speaker or a panel participant, by presenting information related to a government, or by performing a ceremonial function appropriate to the member's, officer's, or employee's official position or employment; or
 - (2) attendance at the event is appropriate to the performance of civic affairs in Illinois or the official duties or representative function of the member, officer or employee.
- (b) An employee who attends an event described in subsection (a) may accept a sponsor's unsolicited offer of free attendance at the event for an accompanying individual.
- (c) An employee, or the spouse or dependent thereof, may accept a sponsor's unsolicited offer of free attendance at a charity event, except that reimbursement for transportation and lodging may not be accepted in connection with the event.
- (d) For purposes of this Section, the term "free attendance" may include waiver of all or part of a conference or other fee, the provision of transportation, or the provision of food, refreshments, entertainment, and instructional materials furnished to all attendees as an integral part of the event. The term does not include entertainment collateral to the event, nor does it include food or refreshments taken other than in a group setting with all or substantially all other attendees, except as authorized under subsection (21) of Section 3.

Section 5. Disposition of Gifts. The recipient of a gift that is given in violation of this Act may, at his or her discretion, return the item to the donor or give the item or an amount equal to its value to an appropriate charity.

Section 6. Reimbursement.

- (a) A reimbursement (including payment in kind) to an employee from a private source other than a registered lobbyist or agent of a foreign principal for necessary transportation, lodging, and related expenses for travel to a meeting, speaking engagement, fact finding trip, or similar event in connection with the duties of the employee, as an office holder or employee shall be deemed to be a reimbursement to the governmental entity and not a gift prohibited by this Act if the employee:
 - (1) discloses the expenses reimbursed or to be reimbursed and the authorization to the Board of Trustees, within 30 days after the travel is completed; and
 - (2) in the case of an employee, who is salaried, receives advance authorization, from the other employee under whose direct supervision the employee works to accept reimbursement.

- (b) For purposes of subsection (a), events, the activities of which are substantially recreational in nature, shall not be considered to be in connection with the duties of an employee as an office holder or employee.
- (c) Each advance authorization to accept reimbursement shall be signed by the other employee under whose direct supervision the employee works and shall include:
 - (1) the name of the employee;
 - (2) the name of the person who will make the reimbursement;
 - (3) the time, place, and purpose of the travel; and
 - (4) a determination that the travel is in connection with the duties of the employee as an employee and would not create the appearance that the employee is using public employment for private gain.
- (d) Each disclosure made under subsection (a) of expenses reimbursed or to be reimbursed shall be signed by the other employee under whose direct supervision the employee works (in the case of travel by an employee) and shall include:
 - (1) a good faith estimate of total transportation expenses reimbursed or to be reimbursed;
 - (2) a good faith estimate of total lodging expenses reimbursed or to be reimbursed;
 - (3) a good faith estimate of total meal expenses reimbursed or to be reimbursed;
 - (4) a good faith estimate of the total of other expenses reimbursed or to be reimbursed; and
 - (5) a determination that all those expenses are necessary transportation, lodging, and related expenses.

Section 7. Ethics Officer.

- (a) **Appointed and Elected Officials:**
The Board of Trustees, at its May meeting, shall designate one of its members as the Ethics Officer for the appointed and elected officials. Said Ethics Officer shall serve until his/her successor is appointed.
- (b) **Employees:**
The Board of Trustees designates the Director as the Ethics Officer for employees as defined herein.
- (c) **Duties: the Ethics Officer shall:**
 - (1) review statements of economic interest and disclosure forms of employees before they are filed with the County Clerk; and
 - (2) provide guidance to employees in the interpretation and implementation of this policy.

Section 8. Complaint Procedure.

- (a) Complaints alleging the violation of this Policy should be filed with the Legislative Ethics Commission.

Counsel also recommends that the Library adopt its own policy.

After lengthy discussion it was the consensus of the Board to include appointed and elected officials within the policy provisions.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE ETHICS POLICY AS PRESENTED BY OUR COUNSEL, SELECTING "OPTION A" WHICH INCLUDES APPOINTED AND ELECTED OFFICIALS OF THE LIBRARY.

The motion was unanimously approved.

With regard to Section 7 of the policy, designation of an "Ethics Officer" - Mrs. Greer made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES DESIGNATE THE DIRECTOR AS THE ETHICS OFFICER FOR THE LIBRARY AND THAT MR. WITRY BE DESIGNATED THE ETHICS OFFICER FOR APPOINTED AND ELECTED OFFICIALS AT THIS TIME.

After further discussion Section 7 of the Gift Ban and Ethics Policy was amended to reflect the Board's recommendation that the Ethics Officer for appointed and elected officials be designated at the May meeting of the Board of Library Trustees. Said officer shall serve until his/her successor is appointed. (copy attached.)

The motion was unanimously approved.

AUTOMATION

The Board reviewed the 1998 JCPL audit, which was delayed in part because of the workload of the auditor and in part because of a changeover in the Bookkeeper position at the Waukegan Public Library. Waukegan Public Library Director Andy Stimson has assured the JCPL Board that the problem has been addressed and that all accounts are up-to-date. The 1999 audit is well underway and should be completed shortly.

LIBRARY CABLE NETWORK CHANNEL 24

The Board reviewed the July 1999 Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

Skokie Public Library representative Pat Groh reported that five new board members have assumed office; two kiosk models will be available at NSLS to view; and that NSLS hosted a reception June 5 at the Botanic Gardens for area library trustees and representatives.

An Internet maillist for trustees has been developed for trustees to exchange ideas and concerns. Board members are encouraged to join.

NSLS is co-sponsoring a program "Ethics, Policy, and the Library" to be held at Loyola University Water Tower Campus, September 25. Discussions will center on Internet policies, the Library Bill of Rights, protecting children, developing core values and problem-solving techniques.

Trustee Witry will attend the one-day workshop.

COMMENTS FROM TRUSTEES

Mrs. Hunter said she read that the Evanston Library recently discovered a piece of art in the basement with an estimated value of between \$600,000 - \$800,000.

Mr. Witry brought the Board up to date on the project he is working on to augment the Skokie Chronology. It will eventually become the basis for creating a course of local history for our schools. He will also look at the Library's historical papers. He acknowledged the able assistance of Reference Librarian Jane Hagedorn.

ADJOURNMENT

The meeting was adjourned at 9:12 p.m.



Eva D. Weiner, Secretary