

-CORRECTED-

February 8, 1989

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, February 8, 1989.

CALL TO ORDER

The meeting was called to order at 7:38 p.m. by Dr. John M. Wozniak, Vice President.

Members present: Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter B. Flintrup; Eva Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

Member absent: Diana Hunter, President.

APPROVAL OF THE MINUTES OF THE MEETING OF JANUARY 18, 1989

Mrs. Merritt moved that the Board of Trustees approve the minutes of the meeting of January 18, 1989 as written subject to additions and/or corrections.

Dr. Bloch seconded the motion.

The motion to accept the minutes passed unanimously and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIST OF BILLS

Mr. Flintrup made a motion, seconded by Mrs. Zatz:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS AND THE LIST OF BILLS ON THE CONSENT AGENDA SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

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

Mrs. Zatz 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. CIRCULATION REPORTS
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE

During discussion of circulation statistics it was suggested that, in spite of low circulation of art prints, some new prints be added to the collection and means of stimulating interest in borrowing art prints be investigated. Because the circulation of art relates to the Library's role as a cultural center, it was suggested that we look into the possibility of providing sculpture for patrons to borrow.

The motion to approve the Consent Agenda items passed unanimously.

YEAR-TO-DATE BUDGETARY STATUS

The Board discussed the Year-to-Date Budgetary Status report.

Mrs. Anthony will prepare line item transfer recommendations for the Board's approval at the regular meeting March 8, 1989.

1989-90 BUDGET - PRELIMINARY CONSIDERATION

The Board reviewed the proposed 1989-1990 budget with the new budget line changes incorporated therein.

During discussion Dr. Bloch noted the 8% salary line increase in the proposed budget. He also observed that with the increase in health insurance, benefit costs represent approximately 6-1/2% of the ^{SALARY} total budget. He cautioned the Board to bear this in mind and to consider setting a dollar limit rather than increasing benefit expense proportionately.

During discussion of maintenance of buildings and grounds it was suggested information be obtained from Johnson Controls regarding the cost of humidifying the air in the Library. Mrs. Anthony will get an estimate.

It was also requested that optimum temperature and humidity be ascertained for both books and people.

The Board agreed that Mrs. Anthony obtain cost information pursuant to hiring a consultant to assist with the reallocation of space in the building.

PROGRAM STATISTICS THIRD QUARTER 1988-89

The trustees discussed the program attendance statistics.

It was suggested two readers (author, poet, or playwright) be scheduled instead of one reader for Readers' Forum programs as a means of increasing attendance, and also, due to low attendance to limit "Adults Discuss Children's Books" programs to the summer months. Mrs. Anthony commented that the scope of Readers' Forum is being expanded and the program will be renamed.

GIFT OF \$35.00 FROM BRIAN & KATHLEEN BRANDT IN MEMORY OF ARTHUR J. JAGO

The trustees noted the gift of \$35.00 from Brian and Kathleen Brandt. The Brandts requested the Library purchase books on aviation, Mr. Jago's special interest, as a memorial gift.

PERSONNEL

The trustees noted the appointment of Yan-Lin Tong, part-time Circulation Clerk, effective January 26, and her status change to full-time Circulation Clerk effective February 6; the transfer and promotion of Minh Pham, from part-time Page Projectionist, Youth Services to part-time Circulation Clerk, effective February 17, 1989; the resignation of Shabnam Rafique, part-time Clerk Typist, Youth Services, effective February 4; and the retirement of Miriam Nakashima, full-time Library Assistant, Technical Services, effective March 17.

Mrs. Anthony apprised the Board of the impending retirement of Head of Youth Services, Florence Burmeister, reading the letter of resignation advising of her retirement after 25 years of service, effective April 30, 1989.

After discussion the Board concurred that the Library hold a Sunday reception, proclaiming it "Florence Burmeister Day". Mrs. Anthony will appoint a committee of staff members to coordinate.

DIRECTOR'S REPORT

Library Statistics--January's increase in circulation of 16% over the previous year must be due in part to the mild weather last month. Since changes in definition and recording of categories of reference transactions were made as of January 1, 1988, this is the first month in a year that we have comparable information service statistics to review. In Adult Services, there was a net gain of 6% in telephone transactions, with a shift in volume from information to reference transactions. A general increase in telephone requests may be attributed in part to the increase in the number of telephone lines, from 4 to 6, which accompanied the installation of the new telephone system in April, 1987. There is no explanation for an overall decrease of 10% in information services for the month.

Cost Per Person of Feature Films--In response to the Board's question--figures for the month of January show that the cost per person of attendance at feature films was 56 cents.

Avenues to Excellence II--We have received a single copy of *Avenues to Excellence II*, the new standards for Public Libraries, published by the Illinois Library Association. Copies will be ordered for all Board members and Department Heads.

Removal of the Card Catalog--The main card catalog was removed on Thursday, January 26. (The catalog in Youth Services was removed December 29). Since the removal, a professional staff member has been posted at a Catalog Assistance desk from 4 to 9 p.m. Monday through Thursday, from 11 a.m. to 4 p.m. Saturday and from 1 to 5 p.m. Sunday. Patrons have been shown the Geac catalog, Bibliofile and *Quick Subject Guide*. Staff report that 1-2% have expressed a negative reaction to the removal of the card catalog.

Discussion ensued regarding patrons' reactions.

Mrs. Anthony spoke recently with a patron, who volunteered her age as 37, who complained generally of being uncomfortable with the new technology in the Library, stating she did not feel competent with it and asked if we could provide some sort of instruction.

Mrs. Weiner said there are probably many patrons who are completely at ease with the technology and she suggested we look into options to excite the interest and provide opportunity for those patrons in addition to assisting patrons not yet as skilled or comfortable.

Mrs. Merritt asked if we could determine the age breakdown of catalog users.

Mrs. Anthony said these statistics are included in the User Survey and can be culled. National statistics indicate that only 14% of library users use the card catalog--that more patrons browse, or go to an area that they are familiar with to find material.

Reassessment--The local reassessment of property for tax purposes will occur in 1989 for the 1989 levy and will first be reflected in the 1990-91 budget.

Automation--Geac's Assistant Director of Development for Technology Planning and a Sales Representative met with the Joint Computer Program for Libraries (JCPL) Board February 1. We received an up-to-date briefing on the 9000 computer including current installations, system architecture, overview of modules and future development plans. We will see what develops in the next few months.

Discussion followed.

Patron Registration--Skokie Public Library currently has 42,543 registered borrowers, 39% of the JCPL patron database. By comparison, we have 42% of the items in the database and 41% of the circulation. Because it has been nearly three years since we began registering patrons for online circulation we will soon begin re-registration.

Meeting with Editor of Korea Times--Mrs. Weiner and Mrs. Anthony met with

Dr. Yoon Lee, Editor-in-Chief of The Korea Times, a Korean language newspaper with a circulation of about 10,000 in the Midwest. Dr. Lee is a sociologist by background and had interesting observations about Korean immigrants in the Chicago area. He also agreed to take our press releases and on occasion photographs for his newspaper.

Director of Glenview Public Library--Dr. John Blegen, the new Director of the Glenview Public Library came for a tour of the Skokie Public Library February 2. Dr. Blegen and Mrs. Anthony were colleagues at Enoch Pratt Free Library in Baltimore in the mid-1970s.

EMPLOYEE BENEFITS

The trustees reviewed the Director's revised recommendation regarding part-time employees' participation in the Library's health, dental and life insurance benefit package, in compliance with Section 89 of the Internal Revenue Code.

Currently the Library pays 70% of all participating employees' health and dental benefits.

It is proposed that the Library's share of benefits for part-time staff members starting employment after March 1, 1989 be reduced in proportion to the hours worked. For part-time staff presently employed, the absolute dollar benefit would be frozen as of March 1, 1989 until such time as the Library's share of benefit cost is proportional to the number of hours worked.

After discussion Dr. Bloch made a motion, seconded by Mr. Flintrup:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT AS POLICY THE RECOMMENDATION OF THE DIRECTOR REGARDING HEALTH AND DENTAL INSURANCE BENEFITS FOR PART-TIME EMPLOYEES. (copy attached)

The roll call vote for approval was unanimous.

AUTOMATION

Automation was discussed during the Director's Report.

LONG RANGE PLANNING PROCESS

The Board discussed the Long Range Plan Report which lists the six priority area goals selected by the Committee.

During discussion it was suggested an additional goal be developed incorporating the idea of coordination with other agencies, including schools; and that the mission statement include words to the effect that the Library is an integral part of the community.

LIBRARY CABLE NETWORK

The trustees noted the January "Program Guide Cable Channel 22".

Mrs. Zatz reported her disappointment with the recent programming on Channel 22. Mrs. Anthony will gather a sampling of clips to show at a future board meeting.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the meeting of the Board of Directors of the North Suburban Library System (NSLS).

Legal opinion was received by Bridget Lamont, Director, Illinois State Library, from Philip S. Howe, General Counsel, Illinois Secretary of State's Office, and forwarded to Robert R. McClarren, NSLS Director, which indicated it is constitutional and legal for multitype library system boards of directors to expend public funds "to encourage cooperation among all types of libraries in promoting the sharing of library resources." Section 5 of the Illinois Library Systems Act requires the System board of directors to be representative of the variety of library interests in the system, but stipulates that the majority of the board must be from public libraries in the system. Counsel stated that his is not an official legal opinion, that it is given to assist in the administration of the Illinois Library System Act by providing guidance to library system boards of directors. Official legal opinions by state law can only be given by the Illinois Attorney General.

Discussion followed.

Mr. Flintrup advised that the NSLS Board of Directors will vote on the multitype library system conversion in February. The Skokie Public Library Board will vote on multityping at the March 8 meeting.

He also reported the American Library Association (ALA) Legislative Days in Washington, D.C. are April 8-11, 1989; Illinois Library Association (ILA) Legislation Day in Springfield, Illinois is April 25; Suburban Audio Visual Services (SAVS) has asked NSLS member libraries to help promote SAVS services; and SAVS will probably relocate to a facility which is totally accessible to handicapped.

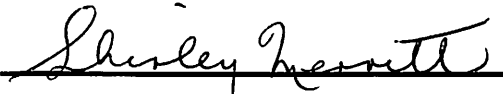
COMMENTS FROM TRUSTEES

Trustees voiced concern of potential parking problems during the summer months because of the Farmers' Market relocation and closing at 1 o'clock. The Library is now open on Sundays throughout the year and opens at 1 o'clock.

Mrs. Anthony will discuss details with Skokie Village Manager, Albert Rigoni.

ADJOURNMENT

The meeting was adjourned by Vice President Wozniak at 9:58 p.m.


Shirley Merritt, Secretary

HEALTH & DENTAL INSURANCE BENEFITS FOR PART-TIME EMPLOYEES

Recommendation:

Currently SPL pays 70% of all employees' health and dental benefits.

It is proposed that Skokie Public Library's share of benefits for part-time staff members starting employment after March 1, 1989 be reduced in proportion to the hours worked. For example, a staff member working 20 hours per week would receive 53% of the benefit available to a full-time staff member. For part-time staff presently employed, the absolute dollar benefit will be frozen as of March 1, 1989 until such time as Skokie Public Library's share of benefit cost is proportional to the number of hours worked.

Adopted 2/8/89