

January 13, 2010

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, January 13, 2010.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:31 p.m.

Members present: Diana Hunter, President/President Emerita; John Graham, Vice President; Zelda Rich, Secretary; Richard Basofin; Susan Greer; Karen Parrilli; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Staff present: Barbara A. Kozlowski, Associate Director for Public Services; Mark Kadzie, Network Manager.

Guest present: Robert Nowak, Finance Director, Village of Skokie.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 9, 2009

Mr. Graham made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of December 9, 2009, subject to additions and/or corrections.

Mrs. Hunter would like the paragraph on page 10 of the December 9, 2009 minutes that begins "With the donations received in her husband Harry's memory..." changed to "With donations received by the Library in her husband Harry's memory, Mrs. Hunter said the AV area will be dedicated with a plaque in his name and a yearly film talk by a notable film critic will be held. The monthly film flyer will reflect the Harry H. Hunter dedication."

The minutes were approved as corrected and placed on file.

Mr. Graham asked that the Board move the regular order of business and go directly to Investment Policy. The Board agreed.

INVESTMENT POLICY

Mr. Nowak, Village Finance Director and an original board member of IMET, Illinois Metropolitan Investment Fund, answered questions from the Board on the Library's possible participation in IMET. Discussion ensued regarding legal counsel for IMET, how IMET works; number of staff employed by IMET, IMET membership; IMET fees; and rate of return.

The Board thanked Mr. Nowak for coming to the meeting and for his help throughout the years. Mr. Nowak left the meeting at 7:54 p.m.

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Gifts; Personnel)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, 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. GIFTS: IN MEMORY OF HARRY H. HUNTER: \$50. FROM DR. AND MRS. IRWIN RICH; \$1,000. FROM DIANA HUNTER; \$18. FROM BARBARA L. KEER IN MEMORY OF BRENDA B. WEISS FOR PURCHASE OF A BOOK ON CD; \$35. FROM DR. WILLIAM H. WEHRMACHER IN APPRECIATION; \$50. FROM MR. AND MRS. JOEL SIEGEL IN APPRECIATION; 100 SHARES OF GENERAL ELECTRIC STOCK FROM GLORIA BLOOM IN APPRECIATION
5. PERSONNEL: HIRE: LYNNANNE PEARSON, FULL-TIME MANAGER OF ADULT POPULAR SERVICES, ADULT SERVICES DEPARTMENT, EFFECTIVE FEBRUARY 2, 2010.

The motion was approved unanimously.

BILLS

A motion was made by Mr. Graham, seconded by Mrs. Rich:

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

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

USAGE----Circulation in December was up 29% to 173,046 for the month. Use of Adult DVDs more than doubled from last December and other AV formats also showed strong gains. However, Youth book circulation was also up nearly 20% and Adult books nearly 10%. Eight of eleven Adult NF categories reached five year highs for the month this past December, bringing the whole category of NF to a high when compared with other recent Decembers. Adult Fiction, World Languages, Books on CD, and Youth Fiction, NF and World Languages also had monthly highs. The Bookmobile had an increase of 24% in circulation for December. The Gate Count was up over 12% to 60,726----high for December which has three closed days and one early closing. Total use of online databases was up 16% while External use was up 35% and the number of distinct individuals using online databases was up 39% for the month. Increases were strong in use of Safari Books Online, Tumble Books and Consumer Reports which was a new online feature this year.

VILLAGE SURVEY----The Village conducted their biannual survey as devised by the International City Managers' Association this fall. One question asked whether you or other household members used the Library or any of its services in the past twelve months. A total of 83% of respondents answered affirmatively, while 17% said that no one in the household had used the Library in the past year. Among those who used the Library, 17% said they (or a family member) used the Library once or twice during the year; 25% reported use 3-12 times during the year; 19% reported use 13-26 times in the year; and 22% said that they or a family member used the Library more than 26 times during the year.

PARKING LOT UPDATE----After a meeting with the Metropolitan Water Reclamation District attended by representatives from Gewalt Hamilton, Chicagoland Paving, Village engineering and the Library, the Village filed a formal request for an extension which was granted until May 15 for compliance with the drainage modifications required by the MWRD. It appears that everyone is willing to do their part to remedy the situation so, although it will be a hardship to have the parking lot torn up in part in the spring, it looks like everything will be made right. Library attorneys are monitoring the situation.

STRATEGIC PLANNING----A Committee has been selected for preparation of a new three year plan for the Library. The first meeting will be held January 20. Staff expect to hear preliminary findings from CIVICTechnologies January 22 and to get other input from key community leaders. Three committees on Technology, Market Analysis, and Outreach & Partnerships will also meet during February and March. Mrs. Anthony expects to bring a draft plan to the Board for consideration at the April Board meeting.

Trustees John Graham and John Wozniak will represent the Board in the planning process. Mrs. Anthony will report progress each month to the Board.

COMING TOGETHER IN SKOKIE----A new initiative to encourage more in-depth understanding of the various cultures represented in Skokie has been launched with the partnership among Skokie Public Library, District 219 and the Village. Oakton Community College and the Indian Community of Niles Township are also participating. The business community is represented by the Holiday Inn. Over thirty programs are planned from late January through mid-March. The central feature of the initiative is the reading of Motherland by Vineeta Vijayaragahavan. Multiple book discussions will be held and the author will speak at both high schools and the Library March 8 and at Oakton Community College March 9. Mrs. Anthony hopes that Board members will read the book and participate in some of the programming. The Board is invited to the kick-off event which is an observation of Republic Day being held at Niles West under the sponsorship of the Indian Community of Niles Township. An invitation to the kick-off and a study guide for Motherland were given to the Board.

STAFF DAY WRAP UP----Staff Day 2009 was another successful event with largely very positive evaluations from participants. Mrs. Anthony's remarks to staff were distributed. Karen Parrilli was there for the day. Board President Diana Hunter, John Wozniak and Zelda Rich were also there for parts of the session. Mrs. Anthony appreciates the Board's support for this annual event as it is the one time each year when the whole staff gets together, quite an achievement considering the various shifts and schedules which make the Library's long open hours possible.

ALA MIDWINTER----The day after the Board meeting, Mrs. Anthony will fly to Boston for the Midwinter meeting of the American Library Association. Mrs. Anthony will attend meetings of the Library Support Staff Certification Committee, the PLA Leadership Task Force, the PLA Budget and Finance Committee and the PLA Endowment Committee. Mrs. Anthony will also chair two meetings of the ALA Public and Cultural Programs Advisory Committee. Mrs. Anthony will be back in the Library Tuesday, January 19. Six other staff will travel to Boston for the Midwinter meetings. Mrs. Anthony announced that Alice Calabrese-Berry, Director of Metropolitan Library System, will retire in October.

SKOKIE PUBLIC LIBRARY COPIER AND VENDING CARD (PAY-FOR-COPY/PRINT) SYSTEM REPLACEMENT

Mark Kadzie, Network Manager, asked for the Board's approval for two separate but related proposals.

Mr. Kadzie is requesting Board approval of an agreement for the leasing of new public copiers. The current lease for the seven public copiers (six black-and-white and one color) concludes in April 2010. These will be replaced by six copiers, all of which will make both black-and-white and color copies.

There are five very determined vendors vying for the Library's business, as well as recent new year manufacturer incentives.

The five companies making proposals and the copiers they are offering are as follows:

Company	Copier Manufacturer
CDS Office Technologies	Konica-Minolta
Image Systems and Business Solutions (ISBS)	Savin (Ricoh)
Chicago Office Technology Group (COTG)	Xerox
ImageTec	Toshiba
Des Plaines Office Equipment (DPOE)	Sharp

Mr. Kadzie distributed a comparative spreadsheet of the five proposals. Mr. Kadzie recommends Image Systems and Business Solutions (ISBS). ISBS was chosen for its overall value, the copiers ease of use and reliability. ISBS received the best recommendations from the most libraries. The lease would be for 60 months at a cost of \$620.00 per month.

Mr. Kadzie also requests approval in the amount of \$27,160 for replacing the vending card (pay for copy/print) system.

Reasons for replacing the current system include:

- It is more than ten years old; replacing it now will solidify this function for the next ten years.
- The coin-op boxes are no longer manufactured; finding parts and having them repaired is becoming more difficult each year.
- The coin-op boxes are not networkable, so collecting usage statistics is not possible. Manual meter reading and meter resetting is required regularly.

- The coin-op boxes only support a single copier type at a time, either color or black-and-white, but not both.

In replacing this system the intention is to go from a separate magnetic-stripped card to an online barcode system that uses the patron's Library card barcode. The new system works in essentially the same way as the old magnetic stripe system except barcode scanners replace mechanical card readers and money deposits are recorded in a database instead of being stored on the card itself.

Advantages to this new online barcode system include:

- The consolidation of the vending card with a patron's Library card.
- The elimination of mechanical card readers and the problems inherent in reading damaged vending cards.
- Unlike the money-encoded vending cards, with PIN protection, a lost Library card will not result in the loss of the patron's vending funds.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FROM IMAGE SYSTEMS AND BUSINESS SOLUTIONS (ISBS) FOR A 60 MONTH (5 YEAR) LEASE FOR SIX COPIER UNITS AT A COST OF \$620.00 PER MONTH.

The roll call vote for approval was unanimous.

After further discussion, Mr. Graham made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM TBS (TODAY'S BUSINESS SOLUTIONS, INC.) IN THE AMOUNT OF \$27,160.00 TO REPLACE THE VENDING CARD (PAY FOR COPY/PRINT) SYSTEM.

The roll was called: Mr. Basofin—yes; Mrs. Rich—yes; Mrs. Greer—no; Mrs. Parrilli—yes; Mr. Graham—yes; Dr. Wozniak—yes; Mrs. Hunter—yes. The motion passed.

Mr. Kadzie left the meeting at 8:33 p.m.

PRELIMINARY DRAFT OF FY 2011 OPERATING BUDGET

Mrs. Anthony distributed a first draft of an Operating Budget for FY 2011. This will be revised each month as better information is received to make firmer estimates of anticipated expenses.

The budget is based on the 2009 levy of \$12,141,016, which is inclusive of debt obligation. There

is an allowance of \$11,675,826. for the General Operating Fund. As has been the practice in recent years, Mrs. Anthony has included an amount for Capital Expense within the Operating Budget. The amount in this line is sufficient to handle larger capital expenses during FY 2011 and to absorb any shortfall in revenues collected. The Library will hope to have some revenues left at year end to carry over to the Reserve Fund for Sites and Buildings or to the Working Cash Fund. Mrs. Anthony has received early warning that the property tax bills may again be delayed in mailing in Fall, 2010.

The Employment Cost Index for the full year of 2009 is not yet available from the Bureau of Labor Statistics but should be available by next month. Following are some notes to individual lines that may require more explanation:

- Professional Services – This year the Library had greater anticipated expense due to strategic plan (CIVICTechnologies contract) and last year higher expense due to parking lot. Mrs. Anthony doesn't anticipate any significant projects requiring professional services in FY 2011.
- Insurance (Health, Dental & Life) – Expense this past year included ca. \$180,000. in penalties for leaving the NSLS insurance plan. Mrs. Anthony has deducted that amount and added an allowance for a 10% increase in rates. At this time it is unknown what the rate increase will be beginning in July (start of plan year) and still may not know when it is time to adopt the budget.
- Printing & Publicity – Costs have increased in this area due to a large number of programs and therefore expanded Update publication each quarter.
- Cable/Media Lab – An allowance is made for hiring freelancers to film the Young Steinway concerts and for expenses related to maintenance of the Media Lab.

Additional draft budgets will be looked at each month until a final budget is submitted for adoption by the Board in April.

Mrs. Hunter suggested getting interns from Columbia College to film the Young Steinway concerts.

Mr. Graham is concerned about the shortfall in tax collections. Mr. Graham would like to know what the shortfall was in FY 09 and FY 08.

AUDIOVISUAL UPDATES IN PETTY AUDITORIUM

We are tremendously fortunate to have such a wonderful auditorium, enabling the Library to provide concerts and other performances that are simply not possible in most

libraries. The Library has gotten behind, however, in terms of AV and sound capabilities in that room, so \$40,000 was included in this year's capital budget for updates.

The primary improvements that will come from this project are:

- The ability to use a laptop at the podium on the stage to control a presentation using the existing projector in the booth, eliminating the need to place a cart containing the laptop and portable projector in the midst of the audience, with attendant risk of people tripping over power cords or damaging the equipment.
- The ability to play and control recorded music from CD or iPod from the podium or backstage. This is a very important feature for dance performances in particular, and for some youth and family programs. Staff have jury-rigged primitive control using an iPod from the front of the stage, but it is not a permanent solution. Playing CDs from the booth, as is currently done, is problematic and was designed for a bygone era in which a sound technician staffed programs.
- Two monitor speakers on stage for jazz, world, and dance performances. Performers who aren't classical musicians expect the Library to have these, and we don't.
- Bodypack microphones for speakers. These are the headset microphones that tend to produce better sound quality.
- A securable podium (which will keep unauthorized users out) with Crestron touch screen technology that will operate like the AV systems in the rest of the building, thus reducing the learning curve for staff who use the equipment infrequently.
- The ability to play Blu-ray discs, which we cannot currently do.

Christie Robinson attempted to obtain three bids for this project. One company never provided a quote after touring the Petty and discussing the requirements (Rich Simon, Anna Caran, and Christie Robinson conducted the tours and interviewed the company representatives). Of the two quotes received, Frostline is the company recommended. They have been very responsive and come highly recommended by the Niles Library, which used Frostline for their new training lab. The other company is based in California and uses a local supplier to do the work. The price is similar, but staff do not believe the specifics of their solution would meet the Library's needs as well as the Frostline proposal, and it seems better overall to have control of the project locally.

Board approval of the Petty audiovisual improvements is requested at a cost of \$33,824.75. The project will also require separately a few hours of an electrician's time and potential repair of some of the existing microphone jacks, which have not been

diagnosed and estimated. The installation will take about three days in mid-March, during the week so that weekend use of the auditorium is not disrupted.

Discussion followed. Mrs. Greer asked if there was a component for making the updates handicap accessible whereby a motion or auditory component could be added. Mrs. Anthony will check on this.

Mr. Graham made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM FROSTLINE INC. TO PROVIDE AUDIOVISUAL UPDATES IN THE PETTY AUDITORIUM FOR A COST OF \$33,824.75.

The roll call vote for approval was unanimous.

POLICY ON COMPLIANCE WITH ILLINOIS FREEDOM OF INFORMATION ACT

Mrs. Anthony stated that she has been advised by our attorneys (Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.) that the Illinois Freedom of Information Act has been amended by Public Act 96-542, effective January 1, 2010. The Board should adopt a policy re acknowledgement of the obligation and intent to comply with the revised statute. A model policy from RSNL&T was distributed for Board adoption.

The changes to FOIA prescribe more explicit steps for responding to requests for public records and shorten the deadline for responses from seven business days to five business days with a potential five-day extension. These more stringent requirements, together with stiffer penalties for compliance failure, make it advisable to have a back-up FOIA Officer. RSNL&T has provided administrative procedures.

The Board has already designated Susan Dickens to serve as the Library's primary Freedom of Information Officer. With the Board's approval, Karolyn Fukuda will serve as back-up Freedom of Information Officer. Both are required to complete training which can be done online by June 30, 2010. The State is sponsoring online training for FOIA January 15 and for the Open Meetings Act February 1. Our law firm is also sponsoring training. Susan and Karolyn will both complete the training as required.

Board approval of the FOIA policy is requested, along with approval of Karolyn Fukuda as the back-up FOIA officer.

Mr. Graham made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE KAROLYN FUKUDA AS BACK-UP FREEDOM OF INFORMATION OFFICER.

The roll call vote for approval was unanimous.

A motion was made by Mr. Graham, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FREEDOM OF INFORMATION ACT (FOIA) POLICY AS PRESENTED (ATTACHED).

The roll call vote for approval was unanimous.

ASSISTANCE FOR THE WILLIAM LEONARD PUBLIC LIBRARY DISTRICT

Mrs. Anthony spoke with Priscilla Coatney, Library Administrator of the William Leonard Public Library District, to see how they were doing. Ms. Coatney couldn't thank Mrs. Anthony enough for the Skokie Public Library's generosity which really got them through the late property tax distribution this fall. Ms. Coatney mentioned that local residents lack the transportation to get to the Midlothian or Blue Island libraries which are the closest neighboring public libraries so the community really benefitted from keeping the William Leonard Public Library open.

A few other public libraries have provided a little help, but "nothing like that from Skokie" according to Ms. Coatney. Senator Meeks increased his pledge of assistance from \$50,000. to \$100,000., but it would come as a loan and Ms. Coatney didn't know how they would repay it. Still, all the elected officials representing the community are aware of the Library's circumstances and have promised to seek long term solutions.

Tax money seemed to be coming in pretty well from the Fall collection so Ms. Coatney thinks they have made it through the crisis.

Mrs. Anthony recommends resuming use of the book sale funds for purchases for the Skokie Public Library collection as of January, 2010. A bond has been forged with the William Leonard Public Library District and we will remain linked should another crisis develop.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RESUME USING THE BOOK SALE FUNDS FOR PURCHASES FOR THE SKOKIE PUBLIC LIBRARY.

**Skokie Public Library Policy on Compliance with
The Illinois Freedom of Information Act**

The Board of Trustees of the Skokie Public Library recognizes the right of members of the public to have access to public records in accordance with the provisions of the Illinois Freedom of Information Act ("FOIA" or the "Act"), and affirms that it is the policy of the Library to comply with the Act.

The Library Director shall designate one or more officials or employees of the Library to serve as its Freedom of Information Officer(s), and shall develop and implement administrative procedures to effect compliance with the Act.

Adopted by Skokie Public Library
Board of Trustees, January 13, 2010

Statutory authority:
5 ILCS 140/1 *et seq.*

The roll was called: Mr. Basofin—yes; Mrs. Rich—yes; Mrs. Greer—yes; Mrs. Parrilli—no; Mr. Graham—yes; Dr. Wozniak—yes; Mrs. Hunter—yes. The motion passed.

INVESTMENT POLICY

Mrs. Hunter thanked Mr. Graham and Mr. Basofin for reading IMET's 42-page Declaration of Trust.

After discussion, Mr. Graham made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE INVESTMENT IN THE IMET CONVENIENCE FUND.

The roll was called: Mr. Basofin—yes; Mrs. Rich—yes; Mrs. Greer—no; Mrs. Parrilli—yes; Mr. Graham—yes; Dr. Wozniak—yes; Mrs. Hunter—yes. The motion passed.

NORTH SUBURBAN LIBRARY SYSTEM

Report from Mr. Basofin

Mr. Basofin had no report as there was no NSLS meeting in December.

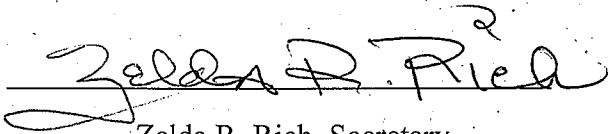
The NSLS: Skokie Public Library 2009 Report Card and the Email to Carolyn Anthony, et al, from Robert Doyle dated January 6, 2010 re "Our Libraries" article by Sarah Long were noted.

COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

ADJOURNMENT

At 9:11 p.m. a motion was made by Dr. Wozniak, seconded by Mrs. Parrilli to adjourn the regular meeting. The motion passed unanimously.



Zelda R. Rich, Secretary