

February 21, 1990

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library, postponed from February 14 due to inclement weather, held Wednesday, February 21, 1990.

CALL TO ORDER

The meeting was called to order at 7:40 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Dr. Herman S. Bloch; Zelda R. Rich; Eva Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

Walter B. Flintrup, Secretary, arrived at 8:10 p.m.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; Gary Newhouse, Head, Adult Services; Brenda Murphy, Head, Youth Services; and Tobi Oberman, Supervisor of Circulation Services.

APPROVAL OF THE MINUTES OF THE MEETING OF JANUARY 10, 1990

Mrs. Zatz moved that the Board of Trustees approve the minutes of the meeting of January 10, 1990, as written, subject to additions and/or corrections. Dr. Wozniak seconded the motion.

Dr. Wozniak requested a change in the wording of his motion on Page 2. The motion to read:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE PAYMENT OF \$7,000. FOR PROFESSIONAL SERVICES FROM THE CAPITAL LINE OF THE 1989-90 BUDGET.

Dr. Bloch called for a correction on Page 8, in the third full paragraph. The word "contiguous" should be changed to "consistent" in the first sentence of the paragraph. "Mrs. Anthony stated...many ad hoc changes not consistent with the design..."

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

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, AND THE REPORT ON THE FINE ARTS ACQUISITION FUND BE ACCEPTED, AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

During discussion Mrs. Hunter asked about the financial status of the staff room vending machines. Mrs. Anthony will have a report prepared.

The roll call vote for approval of the financial statements and list of bills was unanimous.

YEAR-TO-DATE BUDGETARY STATUS

The trustees reviewed and discussed the Year-to-Date Budgetary Status statement.

SKOKIE PUBLIC LIBRARY PROJECTED BUDGET FOR FISCAL YEAR 1990-91

The trustees noted the "Skokie Public Library Projected Budget for Fiscal Year 1990-91"; the updated "Cost of Health and Dental Benefits" statement; and the "Triennial Reassessment Cycle".

The proposed budget of \$3,522,788. projects an increase of 13% over last year.

The trustees voiced concern with the continuing escalation of health care costs.

During discussion Dr. Bloch said that the rate of increase in the Salaries line, 9% over last year's budget, is more than we can sustain on an annual basis.

Mrs. Anthony stated that part of the Salaries line increase is due to the need for additional page and clerical staff--two pages, each to work 15 hours per week; one half time reference assistant; and one half time interlibrary loan clerk.

Dr. Bloch said he would like to see some cap on increases in the Salaries line. He asked Mrs. Anthony to provide cost containment options and recommendations prior to the Board's approval of the budget.

Mrs. Anthony noted that revenue from the circulation of videocassettes will be approximately \$38,000 in the current fiscal year. She recommended that the Board reconsider the policy that all revenue from videocassette circulation be used to develop and maintain the videocassette collection.

Mrs. Hunter requested Mrs. Anthony provide the Board with some alternatives and the approximate amount needed to keep the videocassette collection current.

The Board will review all additional information requested of the Director and the proposed budget again next month.

**CIRCULATION REPORTS  
LIBRARY USE STATISTICS  
PROGRAM STATISTICS THIRD QUARTER, 1989-90  
REPORT(S) FROM DEPARTMENT HEAD(S)  
CORRESPONDENCE (3)**

Mrs. Zatz 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 REPORTS**
  - 2. LIBRARY USE STATISTICS**
  - 3. PROGRAM STATISTICS THIRD QUARTER, 1989-90**
  - 4. REPORT(S) FROM DEPARTMENT HEAD(S)**
  - 5. CORRESPONDENCE (3)**

Letter from Tobi Oberman, Supervisor of Circulation Services  
Letter from Debra L. Hudkins, Personal Banking Officer,  
Financial Services Center, NBD Skokie Bank, N.A.  
Letter from Illinois Coalition of Library Advocates

After discussion the motion to approve the Consent Agenda items passed unanimously.

**PERSONNEL**

The trustees noted the resignation of Pauline Kikkebusch, part-time Circulation Clerk, effective February 19, 1990 and the appointment of Wilma Wolk, part-time Circulation Clerk, effective February 26, 1990.

**DIRECTOR'S REPORT**

Due to the postponement of the February 14 meeting, the Director's Report was mailed to the Board for their review.

Mrs. Zatz would like the practice continued.

Statistics--Circulation was up slightly in January from the previous year, despite mechanical problems which kept the Bookmobile off the road all month. After delays in assessing the problem and waiting for parts, the Village garage repaired the generator and the Bookmobile was back on the road last week. Youth Services circulation continues to show strong gains and youth reference services are also up. Audiovisual circulation has also increased with the growth of collections in those areas.

Theft of Library Materials--A North Suburban Library System (NSLS) patron who borrowed a number of expensive recordings and art books from several NSLS libraries with a fraudulent card has been arrested by the Deerfield Police. Eighteen items, largely multi-unit compact disc and audiocassette classical recordings, were checked out from Skokie Public Library in November and not returned. In due course, the Deerfield Police will return confiscated materials to the appropriate libraries.

Mileage--The Internal Revenue Service has announced that the mileage allowance for use of a personal car for business purposes is .26 in 1990 so we will adjust our payments accordingly.

Gift of Microfilm--Skokie Public Library received a gift of 224 reels of microfilm from the Washington National Insurance Company including one or more years from the backfile of 27 business and financial journals.

Per Capita Grant--A Per Capita Grant check from the State of Illinois in the amount of \$60,278. has been received.

OCLC (Online Computer Library Center) Steering Committee--Mrs. Anthony has been elected to the OCLC Steering Committee of the Illinois Library Network (ILLINET). There will be two or three meetings of one day in length during the year.

Telephone Books--You may have read in the Chicago Tribune that a delegation of librarians has been negotiating with Ameritech for the continued donation of telephone books for reference use in public libraries in Illinois. With the break-up of AT & T, regional

companies such as Ameritech must purchase directories from other regions. Telephone directories have become important reference tools, so methods for ensuring the accessibility of this information will be explored. A certain number of telephone books will be available to each system, subsidized for 1990-1991 by Ameritech and Donnelly Directory.

U.S. Census--Forms for the decennial census count will be mailed out by the Bureau of the Census before the end of March. In anticipation of reference requests, we have compiled information on assistance with completing forms (available in seven languages in addition to English). Information from the census will begin to be available in 1991. It is interesting to note that a number of reports including popular reports by zip code will be available on computer tape and CD Rom.

Document Delivery--In a recent sampling of document delivery fill rates at the Library, we fell slightly short of our objectives with an average fill rate of 30% in one week, 48% in two weeks and 72% in four weeks. We met or exceeded targets for filling reserves and requests from other JCPL (Joint Computer Program for Libraries) libraries. Interlibrary Loan (ILL) requests continue to bring down the average. We will look at ways to accelerate the filling of ILL requests.

Metropolitan Periodical Service (MPS)--Sarah Long, Director, North Suburban Library System (NSLS) has recommended the termination of Metropolitan Periodical Service. After conferring with staff, we have determined that our needs can be met through the Central Serials Service so we support the recommendation.

SALS (Skokie Accessible Library Services) Video--The Library Video Network taped a segment on SALS for the Library Video Magazine, distributed nationally through the American Library Association (ALA). SALS continues to receive recognition as a model library program.

Update of Long Range Plan--The Long Range Plan Committee met in January to assess progress in meeting objectives for FY '90 and to propose new objectives for FY '91. A written report will be forthcoming.

Parking--Permits for the staff parking lot were distributed to all staff members who work 20 or more hours per week and also to Board members. The Village has begun to enforce the permit parking only regulation in the staff lot. Mrs. Anthony requested the change in posted regulations for public parking so that all areas will have a uniform 3 hour limit.

Mrs. Anthony as Master/Mistress of Ceremonies--Mrs. Anthony was the MC for the annual luncheon of the Skokie Chamber of Commerce January 19.

#### REPORT FROM DIANA HUNTER

Mrs. Hunter reported on her efforts to obtain corporate sponsorship for special events at the Library. After no response from a letter and three telephone attempts to contact Sears locally, a letter was sent to the CEO of the Corporate Office of Sears. He responded declining our invitation to Sears to participate.

The Corporate Office of W. W. Grainger, Inc., a Skokie based company, which had made several Chicago arts grants from its foundation fund, was contacted and contributed a one time donation of \$1,000. to the Library's Fine Arts Acquisition Fund. Mrs. Hunter will pursue the possibility of a foundation grant from W. W. Grainger.

Mrs. Hunter met with Lewis Weinberg, Co-Chairman of the Board of Fel-Pro Manufacturing, to discuss the Illinois Pre-White House Conference. She viewed sculptures Mr. Weinberg has commissioned to sell and requested photographs and literature.

Mrs. Hunter and Mrs. Anthony met with NBD Skokie Bank's President, James A. Carlson, and Senior Vice President, Edward T. Borus, who sponsored 1989 National Library Week and have agreed to sponsor 1990 National Library Week.

The Board congratulated Mrs. Hunter.

#### OFFICE PHOTOCOPIER

Mrs. Anthony reported that a new photocopier, a MITA DC 5585, can be purchased for the Administrative Office through a lease-purchase arrangement negotiated with First American Bank for the two new MITA photocopiers approved by the Board at the December 14, 1989

meeting. This photocopier, like the others, will be paid from the Photocopier Leasing budget line.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PURCHASE OF THE ADMINISTRATIVE OFFICE PHOTOCOPIER IN THE AMOUNT OF \$11,195. THROUGH THE LEASE PURCHASE AGREEMENT RECENTLY NEGOTIATED WITH FIRST AMERICAN BANK.**

The motion was approved unanimously.

### COOLING TOWER

The trustees discussed the proposals submitted for the removal and replacement of the cooling tower on the west side of the Library. Proposals were submitted by Johnson Controls, Inc., North Town Mechanical Services, and Advance Mechanical Systems, Inc.

After lengthy discussion Dr. Bloch made a motion, seconded by Mrs. Rich:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE ADVANCE MECHANICAL SYSTEMS, INC. PROPOSAL FOR THE REMOVAL AND REPLACEMENT OF THE COOLING TOWER ON THE WEST SIDE OF THE LIBRARY AS OUTLINED IN THEIR LETTER OF FEBRUARY 8, 1990, AT A COST NOT TO EXCEED \$12,900.**

Further discussion ensued.

The roll was called. Dr. Bloch--yes; Dr. Wozniak--yes; Mrs. Zatz--yes; Mrs. Rich--yes; Mrs. Weiner--yes; Mr. Flintrup--no; Mrs. Hunter--yes. The motion passed.

### CONSIDERATION OF INCREASE IN NON-RESIDENT FEE

Because the Board adopted the option outlined in State legislation regarding minimum non-resident fees [Public Act 84-0770, Sec. 4-7 (12)] and approved that the Skokie Public Library follow the average non-resident fee for the System area, Mrs. Anthony advised the Board that the Library's present fee of \$75.00 has fallen below the NSLS average. In accordance with the last survey, done in March 1989, the average fee for NSLS libraries is \$82.50. Accordingly, the Board should consider increasing the fee to \$85.00 or \$90.00.

Discussion ensued.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES INCREASE THE NON-RESIDENT FEE CARD TO \$90.00. PER YEAR.**

After further discussion the roll was called. Mrs. Zatz--no; Dr. Wozniak--yes; Mrs. Rich--no; Mr. Flintrup--yes; Dr. Bloch--no; Mrs. Weiner--yes; Mrs. Hunter--yes. The motion passed.

### MATERIALS SELECTION POLICY

The Board discussed the proposed new Materials Selection Policy. The present policy was approved by the Board in 1967. The proposed new policy incorporates the mission statement and roles from our long range plan; outlines a procedure for the reconsideration of library materials; addresses the issues of adding and deleting formats from the collection; and updates language to reflect current organizational structure and practice.

The Materials Selection Policy is useful in communicating to staff and the public the Library's general objectives and procedures for selecting materials for the collection. It is particularly important to have such a policy at hand to articulate the Library's commitment to intellectual freedom in the event of a challenge to selection.

After discussion Dr. Wozniak made a motion, seconded by Mrs. Zatz:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE NEW MATERIALS SELECTION POLICY AS PROPOSED BY THE DIRECTOR.**

The motion was unanimously approved.

### REVIEW OF AVENUES TO EXCELLENCE

Mrs. Anthony reviewed library standards as set forth in *Avenues to Excellence II*, with the Board, noting that in most areas the Skokie Public Library meets or exceeds the guidelines and standards. This past year the Library issued a public annual report in a separate publication. Action has been taken to increase non-resident fee card charges. An



expiration date is now put on all library cards. In the areas of salary for a new librarian and document delivery time, we just meet minimum requirements.

Areas of further development as suggested in the guidelines are periodic walk-through of the Library by Board and Staff; evaluation of reference service; and a planned orientation for all new employees. With the space planning project we have had several inspections of the Skokie Public Library this year.

At 9:50 p.m. Mrs. Hunter called for a short recess.

The meeting resumed at 10:00 p.m.

Mrs. Anthony continued discussion of *Avenues to Excellence II* guidelines noting that it is recommended a Space Needs survey be conducted every five years.

#### RENEWAL OF ATTORNEY RETAINER

Due to the late hour discussion of the renewal of attorney retainer was postponed for a future board meeting.

#### AUTOMATION

Mrs. Anthony reported that the Joint Computer Program for Libraries (JCPL) Board decided to discontinue negotiations with Geac for a GLIS 9000 system, because they were not convinced that an upgrade to the 9000 is in our best interests at this time.

Recent positive developments such as the application of Turbo technology to the Dual 8000 enabling faster processing; new possibilities for terminal configuration and improvement of communications; combined with negative news about \$440,000. worth of terminals and other equipment being listed as obsolete by Geac have prompted the Board to pursue other options. As a result they will investigate the maximization of the Dual 8000 system instead of acquiring an upgrade or replacement system at this time.

The JCPL Board approved a budget for FY '91 that is up less than 5% in operating costs. The contribution to the growth fund will be increased from \$150,000. to \$200,000. for the year of which \$81,580. will be Skokie Public Library's share. According to the cost sharing formula, our share of the budget is down slightly from .4166 to .4079.

The trustees reviewed the audit prepared by Evoy, Kamschulte, Jacobs & Company as of April 30, 1989; the management letter; and the budget and cost sharing percentages.

LIBRARY CABLE NETWORK

The trustees noted the February, 1990 "Program Guide Cable Channel 22".

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the January Board of Directors meeting of the North Suburban Library System.

The annual leave policy was changed to state that annual vacation leave days are not cumulative and must be taken within the calendar year, or by January 31 of the following year.

The NSLS Board approved the acquisition of a new telephone system; adopted a smoking policy; adopted the revised requirement for system membership due to multotyping; and in keeping with the transition to a Multitype System, NSLS Director, Sarah Long, has set an early June target date for changing the composition of the System Board to include three new seats.

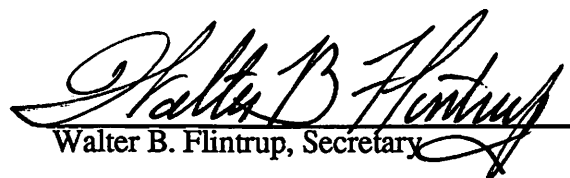
During discussion of Ms. Long's memorandum to the NSLS Library Community it was the consensus of the Board to invite Ms. Long to attend a Skokie Public Library Board meeting.

COMMENTS FROM TRUSTEES

Mrs. Zatz asked if Board members will attend the reception to meet author Rebecca Hill, Saturday, March 3, 1990 at Palatine Public Library. This is part of the Inside Writing and Publishing Series co-sponsored by six participating public libraries (Arlington Heights Memorial, Crystal Lake, Des Plaines, Morton Grove, Palatine and Skokie).

ADJOURNMENT

The meeting was adjourned at 10:27 p.m.

  
Walter B. Flintrup, Secretary