

October 11, 2000

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, October 11, 2000.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:33 p.m.

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

Also present: Robert Hunter, Architect, O'Donnell Wicklund Pigozzi and Peterson; Fred Berglund, President, Fred Berglund & Sons, Inc.; Pat Cermak; Vice President, who will serve as project executive along with Fred Berglund; Ed Siemsen, Site Superintendent; Bill Kinder, Senior Project Manager.

Members absent: Susan Greer, Zelda Rich.

CONSTRUCTION MANAGER SELECTION

Mrs. Anthony, Dr. Wozniak, Mr. Witry and Mr. Graham met October 10 with teams from three different construction management firms. The fourth, Gilbane, decided not to submit a proposal. After much deliberation, Berglund was asked to come back tonight and make a brief presentation. The committee recommends that Fred Berglund & Sons be retained as Construction Manager for this project.

Fred Berglund gave an overview of his company, the relevant experience they have, his team's qualifications, and his construction management organization chart. Three members of his construction team then spoke each explaining what their responsibility

would be during library construction. Two members of the team, Jim Dyer, estimator, and Bill Hardland, full-time safety director were not present. The different phases of the project all the way through the closeout punch list were discussed.

Mr. Graham hopes that for the November meeting we will have completed contracts with Berglund & Sons and with the architect. Mr. Graham appointed Mrs. Hunter as the board liaison to review the contracts.

At 8:28 p.m. Mr. Graham called for a five-minute recess and thanked Mr. Berglund and his staff for their presentation.

#### APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 13, 2000

Mrs. Hunter made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of September 13, 2000, subject to additions and/or corrections.

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

#### 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 SEPTEMBER, 2000, THE LIBRARY NOTE FUND, THE YEAR-TO-DATE BUDGETARY STATUS AND THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

Mrs. Hunter commented on how quickly the transmission went out on the Library car. It could be due to multiple people driving it.

The roll call vote for approval was unanimous.

CIRCULATION REPORT  
 LIBRARY USE STATISTICS  
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)  
 CORRESPONDENCE  
PERSONNEL

Mrs. Hunter made a motion, seconded by Mr. Witry:

- 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. REPORT(S) FROM DEPARTMENT HEAD(S)
  4. CORRESPONDENCE: Letter from Jesse White, Secretary of State and State Librarian re FY 2001 Illinois Public Library Per Capita Grant
  5. PERSONNEL: Hires: Beth McCormick, part-time Librarian, Youth Services Department, effective October 5, 2000; Carolyn Thompson, full-time Librarian, Youth Services Department, effective October 5, 2000; Resignations: Alpana Shah, part-time Circulation Clerk, Circulation Department, effective September 22, 2000; Silvia Kraft-Walker, Assistant Department Head, Youth Services, effective October 27, 2000.

After noting the increase in videos in both juvenile and adult and periodicals, Mrs. Hunter suggested we write to the MacArthur Foundation to let them know how well documentary and educational videos circulate. It may lead to another grant for more videotapes (a grant not just for Skokie Public Library but for other libraries as well.)

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

DIRECTOR'S REPORT

Usage—Circulation in September was 96,236 for an increase of nearly 7% over last September. The largest gains were in circulation of videos and Bookmobile circulation, but there were modest increases in book circulation also. Loans to the schools were up sharply in September. The gate count was also up to 53,461 for the month. The

increase in visits to pages on the Library website was up 26% over last September, with booklists, Favorite Poem Project, and Internet sites for book lovers among the most popular.

Human Genome Project—Skokie Public Library has been selected as one of ten public libraries to participate in the Human Genome Project Grant at NSLS. The System received \$225,000. from the Department of Energy to help disseminate information about the Human Genome Project and its implications through public libraries. We will receive materials and host programs in connection with the grant. Allison Trimarco, Manager, Public Information and Programs, wrote our successful proposal for participation. Pat Groh, Coordinator of Community Services, and Corie Ginsburg, Adult Services Librarian, will carry out the Library's responsibilities for the project. We received enthusiastic letters of support from Rush North Shore Hospital and District 219 who will be cooperating partners with us.

Water Main Break—A break in the major water main serving the Library occurred over the last weekend at the Library. When the plumbers came to repair the leak early Tuesday morning, they indicated that the water would need to be shut off until mid-afternoon. The Library was closed to the public until 3:30 p.m., but staff stayed and worked throughout the day. We have had other problems with that water line in recent years and it is only a three-inch pipe so we may want to look into installing a new, larger four-inch pipe and/or establishing a second water connection to the building as part of the construction project.

Transmission Repair—This was the month for breakdowns. The transmission on the Library car began slipping, necessitating a repair of over \$2,000. The car is six years old and has 54,000 miles on it.

Investment Policy—Last month when the Board approved the Library's participation in the Prime Fund of the Illinois Funds, it appeared that changes to the Library's Investment Policy might be needed. However, a review of the Policy as revised in November, 1999, confirmed that language as modified at that time will allow participation in the Prime Fund without further change.

Second Congress on Professional Education—The American Library Association is convening a Second Congress on Professional Education November 17-19 in Chicago. The First Congress focused on graduate education and Mrs. Anthony attended as a general delegate of ALA. This one will focus on continuing education and Mrs. Anthony will attend as the representative for the Public Library Association.

ILA Conference in Peoria—Mrs. Anthony will attend the ILA conference in Peoria October 14-17. It will be a much easier conference this year as Past-President than last year when she was "on deck" continuously. Six other staff will attend the conference or a portion thereof.

Innovative Interfaces Directors Meeting—Mrs. Anthony will attend a meeting of the public library directors of libraries using Innovative Interfaces' Integrated Library Automation System October 21-22 in Berkeley, California. This is only the second such conference they have held. Speakers will address the future development plans of the company and other issues of potential interest to directors. It should be a useful time for Mrs. Anthony to learn more.

Systems Funding—Mrs. Anthony reported that system funding has not increased in ten years. NSLS is predicting it will have a deficit again this year; the second year in a row. Mrs. Anthony asked for volunteers willing to talk to legislators. The goal is to cover every legislator in the State. Mrs. Hunter and Mr. Witry agreed to speak with Ira Silverstein, Lou Lang and Julie Hamos (and others as needed.) Mrs. Anthony will inform Sarah Long, Director, North Suburban Library System.

### BUILDING PROJECT

After discussion, the Board decided that they have to come to a consensus at some point on topics that have not been decided upon. For example, food service in the Library and washroom design and location. Mrs. Hunter suggested visual aids such as a mockette—not only for the Library Board to see but also as we present our case to the Village and to the public. The Board agreed Architect Bob Hunter needs to come back to meet with them with visual aids.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE SELECTION OF FRED BERGLUND & SONS, INC. AS THE CONSTRUCTION MANAGEMENT SERVICE. BERGLUND'S PROPOSED FEE, BASED ON FIFTEEN MONTHS OF CONSTRUCTION, WOULD BE APPROXIMATELY \$908,000.

The roll call vote for approval was unanimous.

Lorence Slutsky, one of the Library's attorneys, will be present at the November Board meeting to go over the architect's contract as well as the construction manager contract.

### NEW YEAR'S EVE 2000

Discussion ensued about how many people would be in the Library on New Year's Eve. Mrs. Anthony said she doesn't anticipate a lot of use. After further discussion, a motion was made by Mrs. Hunter, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES CLOSE THE LIBRARY SUNDAY, DECEMBER 31, 2000, FOR NEW YEAR'S EVE. THIS IS A CLOSED DAY, NOT A HOLIDAY. NO STAFF WILL BE COMPENSATED FOR THE DAY, NOR RECEIVE COMPENSATORY TIME IF THEY WOULD HAVE BEEN SCHEDULED TO WORK THAT DAY.

All trustees voted in favor of the motion, except Mr. Witry. The motion passed.

### AUTOMATION

After brief discussion, a motion was made by Dr. Wozniak, seconded by Mrs. Weiner:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE AGREEMENT BETWEEN SKOKIE PUBLIC LIBRARY AND INNOVATIVE INTERFACES, INC. FOR AN INTEGRATED LIBRARY SYSTEM IN THE AMOUNT OF \$291,993. AS PRESENTED IN RIDER E.

It was noted that Library attorneys, Heidi Katz and David Kopersky of Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd., have reviewed this contract as well as Mrs. Anthony and Camille Cleland, Assistant Director for Technical Services and Automation Coordinator.

Mrs. Weiner would like a workshop for trustees at some point in the future that explains how the new system will work.

The roll call vote for approval was unanimous.

### TIME CAPSULE AT THE LIBRARY

Mr. Graham, as the representative of the Library, along with the Mayor of Skokie and members of the Skokie Historical Society, have set out to develop a time capsule to be opened in 25 or 50 years. One question that came up was the location of the time capsule. The first choice was the Library, second choice Village Hall and third choice Skokie Historical Society.

After much discussion, the Board will accept the time capsule, but the Library Board reserves the right to designate the time capsule's location and notes it may have to be moved "x" number of times due to construction.

### LIBRARY CABLE NETWORK CHANNEL 24

The October 2000 Cable Guide was noted by the trustees.

### NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

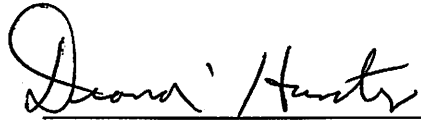
### COMMENTS FROM TRUSTEES

Mrs. Hunter announced that U.S. Representative Sidney Yates (IL) passed away recently. He was a champion for the National Park System, endangered species (especially the spotted owl), museums, and libraries. He backed funding to Israel and for the Holocaust Museum in Washington. He was a unique gentleman and we will miss having a spokesman like Congressman Yates in Washington. Mrs. Hunter suggests sending a resolution to his family acknowledging his many contributions. The Board concurred.



ADJOURNMENT

At 9:41 p.m. the meeting adjourned. The Director's self-assessment will be put on the November agenda.

  
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Eva D. Weiner, Secretary  
