

April 11, 2001

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, April 11, 2001.

CALL TO ORDER

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

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

Also present: Barbara A. Kozlowski, Associate Director for Public Services, Jessica Goodman, Reference Librarian and Steven Jablonski, Reference Librarian.

The trustees agreed to move the regular order of business so that Jessica Goodman and Steven Jablonski could make their presentation on the new Innovative catalog.

AUTOMATION

Jessica Goodman introduced herself to Board. She has been with the Library approximately two years and is currently working on digitization of the proposed Nazi March in Skokie. Steven Jablonski has been with the library as a student and through his Ph.D., working summers. He then received his library degree. Both are full time members of the reference staff.

Steven debuted the catalog for the Board. One nice thing about the new system is that we have just one catalog whereas before we had five catalogs. The catalog also integrates with our Web site. Patrons can now reserve a title from home, view their own record, and renew items. They can now make purchase suggestions and soon will be able

to place their own interlibrary loans. Other features include searching catalogs from other libraries; looking up materials in different languages and creating a list of multiple materials and pulling them all together. A catalog search may be limited to Audio Visual Resources, Youth collection or Periodicals and you can now search magazines by subject.

Susan Greer left the meeting at 7:50 p.m. Mr. Graham asked about patron reaction. Mrs. Anthony reported that patrons have acclimatized themselves very quickly to the new system which went live on March 21. The Board thanked Steven and Jessica for their informative presentation. Steven and Jessica left the Board Room at 8 p.m.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 14, 2001

Dr. Wozniak made a motion, seconded by Mrs. Hunter, to approve the minutes of the regular meeting of March 14, 2001, subject to additions and/or corrections. Mrs. Hunter noted on page 10 the word "Pace" should be corrected to "Peace". The minutes were then approved and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF MARCH, 2001, THE LIBRARY NOTE FUND, THE YEAR-TO-DATE BUDGETARY STATUS, AND THE LISTS OF BILLS, BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

INVOICE NO. 0052214 FROM O'DONNELL WICKLUND PIGOZZI & PETERSON FOR \$51,764.33 DATED MARCH 9, 2001

Mrs. Anthony explained that OWP&P has been paid 67% of their total fee so far. By the time construction starts they will have been paid 80% of their fee. We just received the architectural contract and it has not yet been signed.

After brief discussion, Dr. Wozniak made the following motion, seconded by Mrs. Rich:

MOTION: THAT INVOICE NO. 0052214 FROM O'DONNELL WICKLUND PIGOZZI & PETERSON FOR \$51,764.22 DATED MARCH 9, 2001, BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

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

Mrs. Hunter made a motion, seconded by Mrs. Rich:

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: MEMORANDUM FROM ROBBINS, SCHWARTZ, NICHOLAS, LIFTON & TAYLOR, LTD. TO RSNL&T CLIENTS DATED MARCH 15, 2001 RE RAISE IN HOURLY RATES; LETTER TO ILLINOIS FUNDS PARTICIPANT FROM JUDY BAAR TOPINKA, ILLINOIS STATE TREASURER DATED MARCH 28, 2001 RE AUDITED FINANCIAL STATEMENTS OF THE ILLINOIS FUNDS, MONEY MARKET FUND FOR FISCAL YEAR 2000.

5. GIFTS: \$250. FROM LEON MANELIS IN MEMORY OF HIS PARENTS FOR CONCERT SERIES; \$100. FROM JUDITH LEMBERGER IN MEMORY OF HER MOTHER DOLLY CARMONA; \$40. FROM FRIENDS OF ROSALYN GANZ LONG IN MEMORY OF MANDEL GANZ FOR PURCHASE OF BOOKS ON WORLD HISTORY OR POLITICAL SCIENCE; \$50. FROM SKOKIE VALLEY CHAPTER OF LYRIC OPERA FOR THE PURCHASE OF OPERA MATERIALS.
6. PERSONNEL: HIRE: ANNA CARAN, TECHNOLOGY SPECIALIST II, TECHNICAL SERVICES, EFFECTIVE APRIL 2, 2001; STATUS CHANGE: RAYMOND PODGORNIAK, FROM FULL-TIME CUSTODIAN, MAINTENANCE DEPARTMENT, TO PART-TIME CUSTODIAN, MAINTENANCE DEPARTMENT, EFFECTIVE APRIL 9, 2001.

The motion passed unanimously.

CLOSE-OUT OF FY '01 BUDGET AND ADOPTION OF FY '02 BUDGET

Mrs. Anthony explained that she anticipates a positive balance of over \$450,000. at year's end and therefore recommends the transfer of \$400,000. to the Reserve Fund for Sites and Buildings. The following motion was made by Mrs. Rich, seconded by Mrs.

Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES TRANSFER \$400,000. TO THE RESERVE FUND FOR SITES AND BUILDINGS.

The roll call vote for approval was unanimous.

Dr. Wozniak made the following motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE FY 2001-2002 BUDGET IN THE AMOUNT OF \$7,007,000. AS PROPOSED BY THE DIRECTOR. (copy attached)

The roll call vote for approval was unanimous.

SKOKIE PUBLIC LIBRARY BUDGET FOR FY 2001/2002

	A	B
1	ACCOUNT NAME	BUDGET / FY 2001-2002
2	Salaries	\$ 3,790,000
3	Professional Services	\$ 35,000
4	Audit	\$ 2,200
5	Binding	\$ 2,000
6	Maintenance of Equipment	\$ 45,000
7	Maintenance of Buildings & Grounds	\$ 130,000
8	Maintenance of Auto Equipment	\$ 8,000
9	Insurance (Health, Dental & Life)	\$ 280,000
10	Insurance	\$ 58,000
11	Utilities	\$ 97,000
12	Conference, Membership, Workshop, etc	\$ 66,000
13	Postage	\$ 23,000
14	Printing and Publicity	\$ 45,000
15	Data Processing	\$ 2,500
16	Reception & Entertainment	\$ 12,000
17	Programming	\$ 32,000
18	Copier Lease Purchase	\$ 28,000
19	ILL and Access Fees	\$ 1,000
20	JCPL Operating & Capital (Closed Account)	-
21	Technology/Network	\$ 225,000
22	Cable	\$ 31,000
23	Books	\$ 590,500
24	Periodicals & Microforms	\$ 102,500
25	Nonprint Materials	\$ 109,000
26	Electronic Resources	\$ 118,000
27	Small Equipment	\$ 12,000
28	Library Supplies	\$ 68,000
29	Janitorial Supplies	\$ 24,000
30	Office Expense and Transportation	\$ 3,000
31	Furniture and Equipment	\$ 25,000
32	Advertisement of Vacant Position	\$ 10,000
33	Contingency	\$ 75,059
34	Employers' FICA and IMRF	\$ 400,000
35	OPERATING FUND TOTAL	\$ 6,449,759
36	Capital	\$ 350,000
37	Debt Services - Repayment	\$ 207,241
38	TOTAL	\$ 7,007,000

SKOKIE PUBLIC LIBRARY
SALARY SCALE FOR THE FISCAL YEAR 2001/2002

FT/Supportive		Entry		Top		FT/Professional		Entry		Top		FT/Maintenance		Entry		Top	
	Annum	Hourly	Annum	Hourly		Annum	Hourly	Annum	Hourly		Annum	Hourly	Annum	Hourly		Annum	Hourly
S1	16,059	8.24	23,955	12.28	P1	27,468	14.09	40,976	21.01	M1	24,916	12.78	37,165	19.06			
S2	17,664	9.06	26,350	13.51	P2	30,216	15.50	45,073	23.11	M2	27,407	14.06	40,881	20.96			
S3	19,432	9.97	28,985	14.86	P3	33,237	17.04	49,580	25.43	M3	30,147	15.46	44,969	23.06			
S4	21,375	10.96	31,883	16.35	P4	36,563	18.75	54,537	27.97	M4	33,162	17.01	49,467	25.37			
S5	23,512	12.06	35,071	17.99	P5	40,219	20.62	59,993	30.77	M5	36,479	18.71	54,413	27.90			
S6	25,862	13.26	38,579	19.78	P6	44,239	22.69	65,989	33.84								
S7	28,448	14.59	42,437	21.76	P7	48,664	24.96	72,589	37.22								
S8	31,294	16.05	46,681	23.94	P8	53,529	27.45	79,848	40.95								
PT/Supportive		Entry		Top		PT/Professional		Entry		Top		PT/Maintenance		Entry		Top	
S1/Trainee		6.83		7.19													
S1		7.95		11.56		P1		13.68	19.86	M1		12.39		17.97			
S2		8.73		12.70		P2		15.04	21.86	M2		13.63		19.79			
S3		9.61		13.98		P3		16.55	24.02								
S4		10.58		15.36		P4		18.20	26.43								
S5		11.64		16.89													
S6		12.80		18.58													

A motion was made by Dr. Wozniak, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE SALARY SCALE FOR FISCAL YEAR 2001/2002 AS PRESENTED AND ALSO APPROVE A 3% COST OF LABOR INCREASE FOR ALL STAFF EFFECTIVE APRIL 23, 2001 (copy attached).

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

Usage—Circulation in March appears to be down nearly 7% over last year, but that is an estimated figure based on circulation through March 20 on the old Epixtech system. Circulation on the Innovative system which began March 21 included data from training and practice days earlier in the month so it was an inflated figure not used. We should be able to get reliable data for April and thereafter. There is no point in closer analysis of the estimated March figures. Forty-seven people accessed licensed databases remotely in March, completing 92 sessions.

Innovative Implementation—As mentioned above, we began circulation on the Innovative system March 21 and introduced the Innovative web-based catalog at the same time. The public has been accepting and positive in their comments about the new system due, in no small part, to the hard work of many staff members who customized design, language and parameters, worked out the glitches, prepared training and documentation and in other ways assured a relatively smooth transition. Camille Cleland, Gail Shaw, Lee Myers, Gin Gaiser and Chris Rich were instrumental from Technical Services; Teri Room, Jessica Goodman and Linda Zeilstra from Public Services and Tobi Oberman and Eileen Coulombe for Circulation. Other staff deserve credit for persevering through training

sessions and keeping a positive outlook. We will soon be implementing the Acquisitions, Serials and Interlibrary Loan modules.

CD Diagnostic Equipment—The Library is a beta site for testing a new CD diagnostic machine from RTI, located in Lincolnwood. We have used their tape-check machine for videotapes for a number of years. The new CD check machine will inspect CDs and identify problem areas. Eventually, it will also clean and burnish the CDs to keep them in good working order.

JCPL—The JCPL directors met for their last regularly-scheduled Board meeting this month and went to lunch to celebrate sixteen years of successful consortium operation. We will meet again in late July or early August to review the annual and close-out audits and other final details of the cessation of operations.

Marketing Class—Allison Trimarco and Mrs. Anthony made a presentation about the Library's marketing efforts to a class from Roosevelt University. Sally Chapralis, who served as a marketing consultant to the Library in development of our marketing plan, brought the class here to see an example of a not-for-profit. The whole concept of why a public library would need to market its services was new to some of them.

National Library Week—National Library Week at SPL has been quite successful as judged by the attendance at special library programs and comments received. The week started off with a Young Steinway Concert, followed by a public reception. Authors David Gleicher and Kevin Luthardt presented to adults and children respectively. Jazz guitarist and folk musician Jim Kanas, our artist-in-residence, led 25 Skokie 4th graders in an amazing and energetic musical performance. The children made many of their instruments from panpipes and shakers to dulcimers. LCN videotaped the performance and we also

burned a CD of the music. The staged reading by the ShawChicago Theater Company was entertaining and introduced attendees to a new type of program at the Library. Throughout the week, librarians staffed a table next to Circulation, passing out information about the Library and answering questions. The visible station attracted a steady stream of Library visitors.

Advocacy—Mrs. Anthony will be attending ILA Advocacy Day in Springfield April 18 and heading to Washington, D.C. at the end of the month for ALA’s National Legislative Days as well as a symposium with the Urban Libraries Council on “Getting the Work Done Well.” Mrs. Hunter will also travel to Washington, D.C. for ALA’s National Legislative Days.

BUILDING PROJECT

Mr. Graham asked trustees to check out the samples of proposed new lighting installed as you walk into the Staff Room. Sample diffusers have also been installed.

The services of Relocation Advisers, Ltd. were first brought to our attention by Board Member Dick Witry. While individual component services are available from other vendors, the combination package constitutes an unusual professional service which could serve the Library well, given the complexity of the phased construction and occupancy over an eighteen month period.

Services to be provided include: furniture survey; design of the move plan; bid package development; vendor selection; pre-move preparation; on-site supervision; and post-move consultation.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FROM RELOCATION ADVISERS FOR THEIR SERVICES FROM MAY 2001 THROUGH COMPLETION IN 2003 AT A DISCOUNTED HOURLY RATE OF \$45. WHICH WILL INVOLVE 943 CONSULTANT HOURS FOR A “NOT-TO-EXCEED” TOTAL OF \$42,435.00.

The roll call vote for approval was unanimous.

OWP&P excluded design and specification of cabling for data and telecommunications from their architectural contract. We approached INDAPLEX, an independent consulting firm on telecommunications, with which we had a positive experience in the 1991 renovation. OWP&P then came forward with a proposal to provide infrastructure-cabling design through their “expanded technology engineering services.”

The proposal from OWP&P is \$8,000. for cabling system design and an estimated \$8,000-\$11,000. for project management. INDAPLEX proposes to provide needs analysis and cabling system design and specifications; preparation of an RFP, bidders’ conference, analysis of responses and negotiation and project management including ‘on site’ progress visits and working through the final “punch-list” for a cost not to exceed \$11,550.

The following motion was made by Mr. Witry, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FROM INDAPLEX FOR TELECOMMUNICATIONS CONSULTING AS OUTLINED IN THEIR PROPOSAL AT A COST NOT TO EXCEED \$11,550.

The roll call for approval was unanimous.

POLICY RE UNATTENDED CHILDREN IN THE LIBRARY

After brief discussion, the following motion was made by Mr. Witry, seconded by

Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE POLICY RE UNATTENDED CHILDREN IN THE PUBLIC LIBRARY (copy attached).

The motion passed unanimously.

MEETING ROOM POLICY

Mrs. Anthony reported that the Meeting Room Policy is brought to the Board's attention for review in light of recent happenings at the Schaumburg Township District Library concerning requested use of the library's meeting room for a presentation by Matthew Hale from the World Church of the Creator. The Chicago Tribune reported that the STDL Board denied the meeting room request, citing fear of a disruption of library services. Reverend Hale has subsequently brought a suit against the library.

After inquiry, Mrs. Anthony learned that the request for use of the library meeting room was made by a resident of Hoffman Estates and approval was initially given by the library. The Board subsequently reviewed the request and voted to withdraw approval for the meeting, citing problems at the Wallingford Public Library when Reverend Matt Hale spoke there. The Board referenced a line in Schaumburg's meeting room policy, "The meeting room may not be used for activities likely to disturb regular library functions."

Our attorney Heidi Katz obtained a copy of the complaint filed against Schaumburg Township District Library from the library's attorney John Juergensmeyer.

Unattended Children in the Public Library

The Skokie Public Library welcomes the use of its facilities and services by children. Library staff members are committed to the well-being and safety of children, and are happy to help children use the library for the following purposes:

- 1 - Finding materials for school assignments and recreational reading.
- 2 - Providing an environment that encourages study and intellectual curiosity.
- 3 - Providing programs that inform and enrich.

Library facilities, however, are not licensed or designed to provide basic childcare needs such as physical exercise, nutrition, or emergency care. Any public place may be dangerous for a child who is left unattended. It is impossible for the library staff to guarantee a safe environment.

The Skokie Public Library encourages parents to consider the safety and well-being of their children and the needs of other library users of all ages. **Children under age eight must be attended by a parent or other responsible caregiver** (high school age and older) at all times while in the library.

If at any time the child under eight is unattended, the following will occur:

- 1) The parent or caregiver will be paged in order to determine if he or she is in the library . If so, he or she will be asked to stay with and supervise the child.
- 2) If it is determined that the child is in the library without an adult caregiver, a staff member will call the parents and request that they pick up the child. If the parents are not at home, we will ask the child for the name and number of another relative or caretaker. The police will be called to assume responsibility if the parents or caretaker cannot be reached in one half hour.

Unattended children eight and over are free to use the library's resources as long as needed, provided that their behavior is not disruptive to other patrons or staff members. We encourage parents to talk to their children about appropriate behavior in the library.

Library staff are required to notify the appropriate authorities if they have reason to suspect that there is evidence of abuse or neglect.

The complaint includes counts for Violation of First Amendment Rights, Violation of Equal Protection Rights and Violation of Civil Rights-42 U.S.C. section 1983.

Heidi Katz has reviewed the Library's Meeting Room Policy and recommends no change at the present time.

Discussion followed regarding Skokie Public Library's Meeting Room Policy, the Library Bill of Rights and the different interpretations of the Library Bill of Rights. The Board would like to know from Heidi Katz if the reference to Article Five (5) of the Library Bill of Rights could be omitted from our policy.

Mrs. Anthony will speak with our legal counsel. This item will be put on the May Agenda.

RENEWAL OF HVAC MAINTENANCE AGREEMENT

Mrs. Anthony explained that the Library's HVAC maintenance agreement runs on our Fiscal Year. With the complexities of a building project looming, she thought it advisable to remain with our current vendor rather than accept competitive proposals this year.

Our current agreement is for \$38,952. A three percent increase in labor costs would bring that to \$40,116. Added to that is the cost of maintenance on the Graham frequency drives at \$1,248. for a total of \$41,364. Deleted from that is the cost of maintenance on two boilers and four heating pumps at \$4,634. New boilers will be installed before the start of the next heating season. The resultant renewal cost is \$36,730.

After brief discussion, the following motion was made by Dr. Wozniak, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RENEWAL OF OUR AGREEMENT WITH NORTHTOWN MECHANICAL FOR MAINTENANCE OF HVAC EQUIPMENT IN THE AMOUNT OF \$36,730.

The roll call vote for approval was unanimous.

ARTICLES

The three articles “Librarian’s Site a Hit with Job-Seekers”, “Choosy Tots get a Jump on Reading” and “Teen Library Volunteer Wins Award” were noted by trustees.

LIBRARY CABLE NETWORK CHANNEL 24

The April Library Cable Network Channel 24 brochure was noted.

NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

COMMENTS FROM TRUSTEES

Mr. Graham reported that he and Ken Randle, Executive Director, Niles Township Department of Special Education, will pick up former U.S. Senator Paul Simon on May 16 for the dedication of The Jeanne and Paul Simon Braille Collection. Mr. Graham also mentioned that Mrs. Anthony’s daughter has been awarded a Fulbright Scholarship.

Mrs. Hunter suggests that Corie Ginsburg and Pat Groh attend the Human Genome program at Northwestern University this Saturday from 9 a.m. to 12:30 p.m. Panel members will include staff from the University of California at Berkeley.

Dr. Wozniak would like to commend Frances Roehm for “picking up the baton where Steve Oserman left off and running with it.”

Mrs. Anthony commended Allison Trimarco, Manager, Public Information and Programs, for getting the Library in an article in the Tribune.

Mr. Witry sends his appreciation to Frances Roehm and Jane Hagedorn for their assistance with the chronology.

ADJOURNMENT

The meeting adjourned at 9:27 p.m.

Eva Weiner, Secretary