

June 13, 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, June 13, 2001.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:34 p.m.

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

Member absent: Susan Greer.

Also present: Barbara A. Kozlowski, Associate Director for Public Services; Tobi Oberman, Head of Circulation; Jessica Goodman, Reference Librarian; Steven Jablonski, Reference Librarian; Robert Hunter, Architect, O'Donnell, Wicklund, Pigozzi and Peterson; Jim Dyer, Vice President, Estimating, and Rich Spicer, Fred Berglund & Sons, Inc.

GENERATIONS ONLINE DEMONSTRATION BY STEVEN JABLONSKI/JESSICA GOODMAN

Mr. Graham asked the trustees to move the regular order of business so that Steven Jablonski and Jessica Goodman could make their presentation and also so Architect Bob Hunter and Jim Dyer and Rich Spicer could make their presentations. The trustees agreed.

Barbara Kozlowski introduced Steven Jablonski and Jessica Goodman. Mr. Jablonski explained that Generations Online is an interface for the Internet geared toward seniors which will be offered in the Library starting June 25. There are four basic ways to

use Generations Online: Memories: Generation to Generation (discussion board), Email Program; Search Engine and More Sites You Might Enjoy. Mr. Jablonski explained the four functions of Generations Online. Generations Online will only be available in the Library, not via the Internet. It is very basic, has extra large type for seniors and takes away many of the advertisements that one would find on other programs. It is user friendly and has a mouse tutorial.

The Board thanked Mr. Jablonski and Ms. Goodman for their informative presentation.

BUILDING PROJECT

Mr. Dyer said there have been some personnel changes at Fred Berglund & Sons. Bill Kinder has decided to go back to Indiana and work with his family's construction business. Mr. Dyer will take on Mr. Kinder's duties. Brian Hannon is no longer working on the Library account. Rich Spicer has taken his place of day-to-day project management. Everything is moving in a very positive direction.

Mr. Hunter explained that 90 percent of the construction documents are complete. Total estimated cost thus far is \$18,879,499.00. Portions of the project not anticipated in preliminary budgeting include: purchase of additional property for parking, developing the expanded parking lot, introducing a left turn lane into the Library lot from Oakton, equipment for security and self-check and additional AV equipment for meeting rooms and distance learning.

Mr. Graham figures we will earn \$500,000. interest on the bond proceeds. Mrs. Anthony reported that we have 1.5 million in the Reserve Fund. So we are in good shape financially.

The precast concrete bid opening will not occur on June 15. Potential bidders misunderstood the requirements for size of the pre-cast concrete segments. There is concern about the difficulty of raising the segments to the roof and then about manipulating them into place on the roof. Berglund and OWP&P are considering options to the precast concrete. The decision was made to let the prime contractor for carpentry and related trades deal with the precast concrete contractor. This decision will push the project back by about two weeks.

Discussion continued regarding the mechanical equipment that was recently bid. At the present time, Berglund is still analyzing the boiler bids that were received and is not ready to make recommendations. A Special Board meeting may be needed to approve the boiler bids. Some of the other mechanical equipment that was bid may be folded into the general mechanical contractor's specifications.

The Board thanked Mr. Hunter, Mr. Dyer and Mr. Spicer for their presentation.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 9, 2001

The Board returned to the regular order of business. Mr. Witry made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of May 9, 2001, subject to additions and/or corrections. There being no additions and/or corrections, the minutes were approved and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF MAY, 2001, THE LIBRARY NOTE FUND, THE YEAR-

TO-DATE BUDGETARY STATUS STATEMENT, THE
 LISTS OF BILLS, AND INVOICE NO. 0052866 FROM
 O'DONNELL WICKLUND PIGOZZI & PETERSON FOR
 \$216,936.75; BE APPROVED FOR PAYMENT, SUBJECT TO
 AUDIT.

The roll call vote for approval was unanimous.

CIRCULATION REPORT
 LIBRARY USE STATISTICS
 ANNUAL REPORTS F.Y. 2000-2001
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 CORRESPONDENCE
 GIFT
PERSONNEL

Dr. Wozniak 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. ANNUAL REPORTS F.Y. 2000-2001
 4. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 5. CORRESPONDENCE: LETTER FROM PAUL SIMON
 TO CAROLYN ANTHONY DATED MAY 30, 2001;
 "OPEN MEETINGS ACT NOT VIOLATED BY
 TELEPHONE CONFERENCE MEETINGS" FROM
 ROBBINS, SCHWARTZ, NICHOLAS, LIFTON &
 TAYLOR LTD., JUNE 2001; LETTER FROM
 STEPHEN NUSSBAUM TO JOHN GRAHAM RE THE
 BOOK "JERUSALEM'S HEART"
 6. GIFTS: \$500. FROM ANONYMOUS TO BE USED IN
 SUPPORT OF THE JEANNE AND PAUL SIMON
 BRAILLE BOOK COLLECTION; \$100. FROM
 MARY-GLYNN BOIES IN SUPPORT OF THE
 EXHIBIT PROGRAM; \$50. FROM NORTH SHORE
 FOLK DANCERS IN APPRECIATION OF THE USE
 OF THE AUDITORIUM
 7. PERSONNEL: HIRES: GUILLERMINA AGUILAR,
 CUSTODIAN, MAINTENANCE DEPARTMENT,
 EFFECTIVE MAY 30, 2001; JAIME TREJO,
 CUSTODIAN, MAINTENANCE DEPARTMENT,
 EFFECTIVE MAY 30, 2001; MARK KADZIE,

NETWORK MANAGER, TECHNICAL SERVICES, EFFECTIVE JUNE 11, 2001; PROMOTIONS: LESLIE ROTH, FROM SENIOR SHELVING, CIRCULATION DEPARTMENT TO CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE MAY 21, 2001; ANU SHARMA, FROM SHELVING, CIRCULATION DEPARTMENT TO CIRCULATION ASSISTANT, CIRCULATION DEPARTMENT, EFFECTIVE MAY 21, 2001; ELAINE COMAR, FROM ROVING TECHNOLOGY GUIDE, ADULT SERVICES DEPARTMENT, TO COLLECTION DEVELOPMENT ASSISTANT/ROVING TECHNOLOGY GUIDE, ADULT SERVICES DEPARTMENT, EFFECTIVE JUNE 8, 2001; MARY TONG, FROM SHELVING, CIRCULATION DEPARTMENT TO TECHNICAL SERVICES CLERK, TECHNICAL SERVICES DEPARTMENT, EFFECTIVE JUNE 18, 2001; RESIGNATION: DIANA HIRSCHBERG, SERIALS ASSISTANT, TECHNICAL SERVICES DEPARTMENT, EFFECTIVE JUNE 29, 2001; STATUS CHANGE: DAVID MELAHN, FROM PART-TIME HOURLY SECURITY GUARD, MAINTENANCE DEPARTMENT TO PART-TIME SALARIED SECURITY GUARD, MAINTENANCE DEPARTMENT, EFFECTIVE JULY 1, 2001.

The motion passed unanimously.

Mrs. Hunter commented that she was very happy with the *esprit de corps* shown by Elizabeth Ress and Patty and Cody Sero during the Festival of Cultures as mentioned in the Adult Services Monthly Report.

Mrs. Hunter would like Short Story Gems re-evaluated. Mrs. Anthony will speak with Allison Trimarco, Manager, Public Information & Programs about this.

DIRECTOR'S REPORT

Usage—Circulation in May was over 100,000 for an increase of 2.5% over last May. Significantly, the circulation of books by adults was up almost 5% in the Library and 6.6% on the Mobile Library. It would appear that people are checking out more books as

the gate count was relatively unchanged from the same time last year. Remote requests to electronic databases at the Library shot up from 3,201 last May to 12,236 this past month. A contributing factor may be our redesigned Web page which makes it easier to identify and use the remote access option.

Ask A Librarian Live—The Library will participate in an experimental program to offer live Internet reference along with ten other libraries in NSLS beginning June 25. Our reference librarians will cover eight hours per week. Night Owl Reference will cover after hours. It will be interesting to see how many requests are received this way. Users will get an immediate response with this model instead of the delayed response when a question is posted to the Web site.

Staff Day—Board permission is requested to close the Library Friday, December 14, for Staff Day. This has been an educational and popular experience in the past and staff are already gathering thoughts for the next session.

House Purchases—Closing was completed on 7919 Park Avenue June 1 and on 7943 Park Avenue June 8. Demolition of the three houses will be scheduled within the next six weeks, enabling the construction managers to use the properties during the construction period.

Volunteers—Twenty volunteers worked 99.5 hours in May with approximately half the time contributed to the Library presence at the Festival of Cultures May 19 and 20. The event was a great success with record attendance. We ran out of balloons and magnets. A number of new cards were issued.

Braille Book Collection—The Jeanne and Paul Simon Braille book collection was dedicated May 16, with Senator Paul Simon as the special guest. The Library received an

anonymous \$500. contribution for the collection. Press coverage was excellent including a photo and story in the Chicago Tribune.

Illinois Library Association—Mrs. Anthony attended her last meetings of the ILA Executive Committee and Board this past month, completing the three-year cycle of President-Elect, President and Past President of ILA. She certainly developed her advocacy skills on behalf of libraries and enjoyed the opportunity to work with librarians from throughout the State.

ALA Annual Conference—Seven staff and Mrs. Anthony will attend the ALA Annual Conference in San Francisco June 15-19. A proposal from the External Accreditation Task Force of which she has been a member will be brought to Council at this conference. Mrs. Anthony will also attend a meeting of the Capacity Building Committee of the Urban Libraries Council. Time in exhibits will be especially helpful in checking out equipment and furnishings for the building expansion.

Book Sale—The Library's annual book sale is taking place this weekend June 8-10. Camille Cleland (Assistant Director for Technical Services and Automation Coordinator) and Gin Gaiser (Library Assistant) are coordinating this massive project again this year.

Outlook Email—This past week, we switched from Eudora to Microsoft Outlook for our email system. While there will be a bit of a learning curve, the new system offers additional capabilities including the ability to coordinate calendars and scheduling. We also will be able to create mail-lists for users with this new system.

Bookmobile Threat—A woman patron commented to Laura Hammond (Bookmobile Assistant) that "There were too many kids on the bookmobile; if I had a gun

I'd shoot 'em all." Barbara Kozlowski filed a police report. The woman has been banned from the bookmobile for the rest of the summer.

Jerusalem's Heart—John Graham received a letter from Skokie resident Stephen Nussbaum. Mr. Nussbaum has asked that the book, Jerusalem's Heart be removed from the collection. Deborah Grodinsky, Head of Adult Services, has checked into this title. This book is Christian Fiction and we own a number of these titles which are quite popular. It is a very well reviewed book in its genre and will remain in the collection. Mrs. Anthony will send a letter to Mr. Nussbaum.

BUILDING PROJECT

Mrs. Anthony explained that staff has been investigating the expansion of the present 3-M security system to cover a second entrance to the building. The expansion would involve additional security gates, sensitizing/desensitizing units for additional check-out stations and additional self-check units. Although less than 12% of our circulation is presently handled by our one self-check unit, other libraries have reported self-check-out of more than 90% of circulation. Like bank ATMs, self-check-out will clearly become more popular with time.

As we looked into expansion of the present system, the vendor talked about the benefits of radio frequency technology. As an adjunct to our present, magnetic-based security system, the radio frequency system would be used primarily for inventory control, a nice additional feature, but in itself not worth the cost.

However, radio frequency could be the basis for a security system offering significant advantages over the present magnetic system. The radio-frequency tag is meaningfully encoded, carrying bibliographic information about the item. If someone

attempts to leave the Library with an unchecked book, the title will appear on the staff's computer screen so they know exactly what to ask the patron for. Other pluses for check-out are that the tag will be read from any angle so the item may simply be passed over a scanning pad at the circulation desk. Several items may be checked out at once, reducing the strain of handling and angling individual items. The ease of check-out is a real plus for self-check-out as well. While desensitizing magnetic strips can erase video and audiotapes, there is no such limitation for radio frequency tags. Therefore, all audiovisual items may be checked out through self-check, something not possible at the present time with our magnetic system. Another problem with magnetic security which is eliminated with radio frequency is the need to be careful how close the sensitizer/desensitizer devices are to computers. In short, it appears that radio frequency offers multiple advantages over magnetic security.

Since we are at a juncture of needing to significantly expand our present system, it makes sense to consider a change at the present time before investing further in our magnetic-based system. Either way we go, with expansion of our present system or installation of a new system, we will need to re-tag the collection. To facilitate self-check with our present system, we would need to re-barcode every item and for the radio frequency based system, we would need to put new tags in each item. Because this process is estimated to take at least eighteen months, we would like to make a commitment soon and begin the process.

Tobi Oberman then showed a videotape, "The Intelligent Library System", about the CheckPoint system to the trustees.

While at ALA, Mrs. Anthony will visit a library that uses the CheckPoint system to learn more about it. The trustees thanked Ms. Oberman. Ms. Oberman left the meeting.

MEETING ROOM POLICY

Mrs. Anthony distributed a letter from Heidi Katz, Library's legal counsel, regarding the meeting room policy. She advised that a recent Supreme Court (5-4) decision regarding religious groups meeting at schools has direct bearing on the Board's consideration of changes in meeting room policy.

After discussion, Mr. Witry moved to table this item so he and Ms. Katz can review the case mentioned in Ms. Katz's letter. Mrs. Hunter seconded the motion. The motion passed unanimously.

STANDARDS REVIEW

Mrs. Anthony reported that each year the Illinois State Library asks libraries to review certain chapters in Serving Our Public: Standards for Illinois Public Libraries and to report on compliance as part of the eligibility requirement for a Per Capita Grant. This year, the required chapters are VI Programming and VII Access.

In the Programming area, the Skokie Public Library meets or exceeds the Applicable Core Standards and Supplemental Standards given. We have been engaged in a review of the Library's policy regarding use of meeting rooms and the basis for the policy in the American Library Association's Bill of Rights. The Board has questioned the need to be in compliance with every interpretation of the Bill of Rights.

Persons with a hearing disability are accommodated in the Petty Auditorium with a sound amplification system. The stage in the Petty is not accessible to a mobility-impaired person, but there is a presentation area at floor level in front of the stage and the

podium may be moved to that location. We have a designated, accessible area for wheelchairs near the rear of the auditorium.

Programming has enjoyed renewed vitality in recent years with increased outreach to the schools, summer reading club participation on the Bookmobile, cultural fests and programs and the formation of advisory committees for programming for Russian immigrants and teens. Library Cable Network is a programming outreach vehicle which offers a variety of library programs accessible to the homebound and to those who don't regularly frequent the Library.

The Skokie Public Library also meets or exceeds all Applicable Core Standards and Supplemental Standards for Access as outlined in Chapter VII.

Two years ago, the Board extended weekend hours by three, making the Library available 75 hours per week. The Library also redesigned its technology for remote access, facilitating persons' use of the Library catalog and electronic databases from home or office. The Library's website and SkokieNet site for community services are available via the Web 24X7. Content on both sites is continually enhanced and updated. The Bookmobile has sixteen hours of stops in the community throughout the week. Homebound service is also provided.

Our web-based catalog includes materials in all formats. Catalogers are beginning to catalog selected Websites so that they will become an integral part of the catalog.

The Library recently purchased a motorized vehicle in addition to a wheelchair to facilitate use of our large facility by persons who have impaired mobility.

The Board may want to note Supplemental Standard 6 which states that all circulating materials may be borrowed by all persons with a valid library card regardless

of age. This policy of the Library's has been called into question recently by two elementary school teachers and press coverage of an incident of a ten-year-old boy checking an R-rated video out from the Bookmobile.

No action is needed for Standards Review.

SERVICES TO ADOLESCENTS

Mr. Witry and Mr. Graham discussed this item by phone recently. Mr. Graham noted that the Library blocked a number of sex chat lines at the firewall, deterring Internet access to the sites. Locating a staff member where students are using the Internet has introduced an adult presence that may have done as much as filtering. Discussion followed on very violent videos and the impact on children. No action was taken.

Mr. Graham noted that this item will be revisited.

LIBRARY CABLE NETWORK CHANNEL 24

The June Library Cable Network Channel 24 brochure was noted.

NORTH SUBURBAN LIBRARY SYSTEM

The RBP Statistics memo and the memo from Sarah Long, Director, North Suburban Library System re Officers for the 2001-2002 Fiscal Year were noted.

COMMENTS FROM TRUSTEES

Mrs. Hunter liked the Ravinia questionnaire; targeted mailing lists can be formed from the questionnaire.

Dr. Wozniak saw the film in the Auditorium today; the sound was very good.

ADJOURNMENT

The meeting adjourned at 9:55 p.m.



Eva Weiner, Secretary