

December 10, 1986

*CORRECTED-*

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, December 10, 1986.

RESIDENT'S COMMENTS

Skokie resident, Perry Sutker, 9301 Karlov, was in attendance. Mr. Sutker requested the opportunity to address the Board in regard to the Skokie Plan Commission's redevelopment plans currently under consideration for the area of Church Street and East Prairie Road, Skokie.

Board President, Diana Hunter, called for a motion to set aside the regular order of business for Mr. Sutker to bring his recommendations before the Board. Mr. Flintrup so moved and Mrs. Zatz seconded the motion.

*THE MOTION PASSED.*

Mr. Sutker attended a recent Village Board meeting at which several redevelopment ideas were presented. He would prefer to see a second library facility put into that area.

Discussion ensued regarding the numerous procedures involved in an undertaking of this magnitude, such as, the need to determine the opinion of area residents, a feasibility study by the Village, and other factors. Questions were raised as to what type of collection would be housed in the facility--children's literature only; humanities; social sciences; or an overflow?

Mrs. Hunter said that a second facility had been considered many years ago for the property on which Old Orchard Junior High School was built.

The Board concurred the Skokie Public Library Board of Trustees have always been dedicated to the concept of a full service main library, but if there was a need and the desire on the part of the citizenry to establish and fund a branch library elsewhere in the Village, it would certainly be considered.

Mr. Sutker said he is aware of the Library's fine reputation as one of the most outstanding libraries in the Chicago metropolitan area, if not in the country. He does think, however, that it is getting more crowded in the Library and, at times, very difficult to find seating.

After further discussion the Board expressed their appreciation of Mr. Sutker's recommendation and agreed to keep in touch with the Village to stay abreast of their plans for the land.

Mrs. Hunter thanked Mr. Sutker for his interest in the Library.

Mr. Sutker left the Board Room at 7:55 p.m.

Mr. Flintrup moved to return to the regular order of business, seconded by Mrs. Zatz. *THE MOTION CARRIED.*

CALL TO ORDER

The meeting was called to order at 8:05 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Walter B. Flintrup; Dr. Herman S. Bloch; Eva D. Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

Dr. John M. Wozniak, Vice President and Shirley Merritt, Secretary arrived later.

Observer present: Trude Bury, 7854 East Prairie Road, Skokie, Illinois, 60076.

APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 12, 1986

Mr. Flintrup moved that the Board approve the minutes as written subject to additions and/or corrections. Dr. Bloch seconded the motion.

Mrs. Anthony pointed out that under PURCHASE OF SCULPTURE, on Page 6, the cost of "Kaddish II" should be \$750, not \$800 as listed.

There being no other corrections, the motion to accept the minutes as corrected passed unanimously.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LISTS OF BILLS

Mrs. Zatz made a motion, seconded by Mr. Flintrup:

MOTION: That the Skokie Public Library Board of Trustees approve the Financial Statements and Lists of Bills on the Consent Agenda, subject to audit.

The roll call vote for approval was unanimous.

There was brief discussion regarding the "Contingency" disbursement of \$7,170.00 on the General Operating Fund Statement. This was the cost of the electronic door recently completed which was funded by a grant through the Village of Skokie. Dr. Bloch said that monies should be credited to the exact category to which they belong, i.e., when we received the money from the Village for the door, it should have been entered as such, and when it was disbursed, it should again be entered as "Electronic Door for the Handicapped" and not listed as "Contingency".

The Board was in agreement and Mrs. Anthony will relay this to Younghee Kim, Library Accountant.

CIRCULATION REPORTS

LIBRARY USE STATISTICS

REPORT FROM DEPARTMENT HEAD (Technical Services)

CORRESPONDENCE

Mrs. Zatz made a motion, seconded by Mr. Flintrup:

MOTION: That the Skokie Public Library place on file the following items on the Consent Agenda:

1. Circulation Reports
2. Library Use Statistics
3. Department Head Report
4. Correspondence

The motion passed unanimously.

#### GIFTS

The trustees noted the gift of \$100 from the Skokie Area Chapter of AARP, and the harvest wreath from Diana and Harry Hunter.

#### PERSONNEL

The trustees noted the following personnel changes: resignation of Adult Services Department staff members Margaret Robinson, part-time Clerical Assistant, effective November 24, 1986 and Eugenia Bryant, Young Adult Librarian, effective December 30, 1986; appointment of Susan A. Kabat, effective December 2, 1986 and Annette Glowacki, effective December 3, 1986, both part-time Circulation Clerks, Circulation Department; the reappointment of Richard Trauth, part-time Clerical Assistant, Adult Services Department, effective December 1, 1986; and the retirement of Dorothy Rasmussen, Assistant Librarian in charge of Adult Services, effective January 30, 1987.

Discussion followed regarding the need to establish policy for recognition of retirees.

Mrs. Merritt entered the meeting at 8:14 p.m.

Mrs. Anthony said that plans for a party for Miss Rasmussen are in progress and that gift possibilities are being discussed.

After further discussion, the Board concurred that a decision regarding appropriate recognition of retirees be delegated to the President in consultation with the Director.

#### DIRECTOR'S REPORT

Statistics--Mrs. Anthony reported that November was the first month for which we had circulation statistics generated entirely by the computer. The 18% increase in circulation of materials from the Young People and Children's Department probably represents a more accurate figure of use, rather than a large increase. Previously, the count of

children's materials was made by hand with a clicker at the circulation desk. Interlibrary loan of print materials has increased with the use of the JCPL online catalog while requests to SAVS for AV materials has fallen off substantially. Reference and information services continued to increase more in person than by telephone. Reader's Advisory requests were up substantially in the Young People and Children's Department.

The opera films during the month were exceptionally well attended and the use of the microcomputer increased, particularly by children.

Dr. Wozniak entered the meeting at 8:25 p.m.

Mr. Flintrup asked how the North Suburban Library System (NSLS) plans to rechannel funds that have been designated for reciprocal borrowing, which is now declining, and for the SAVS 16 mm film collection, whose usage is dwindling.

Discussion followed.

The Board concurred with Mr. Flintrup and directed the question be raised at an NSLS Board meeting, or brought before the Efficient Librarians In Touch Effectively (ELITE).

Grant--We received notice that our grant request for \$500 for Julie Salk, artist-in-residence for National Library Week, has been approved by the Illinois Arts Council. We have received forms for a grant request for the sculpture "Kaddish II" and Virginia Voedisch, Coordinator of Programs and Exhibits, is preparing that application.

Geac--Geac has named a new president and is in the process of reorganizing to improve its financial position.

The trustees noted the article from the December 4, 1986 issue of The Wall Street Journal.

Discussion ensued.

The Board concurred with the Director that this development be monitored closely.

Building--Installation of the electronic door and the lower drinking fountain has been completed. Repairs were made to the concrete retaining wall on the south side of the Library. Windows have been installed in the two typing room doors.

Dr. Bloch asked if the Library building has been checked for asbestos content.

Mrs. Anthony did not know.

Enoch Pratt Free Library Centennial--Mrs. Anthony reported on the Centennial Symposium of the Enoch Pratt Free Library in Baltimore, Maryland that she attended November 19-21, on the subject of metropolitan libraries.

California State Library--The Executive Director of the Public Library Association, Eleanor Jo Rodger, and Mrs. Anthony made a presentation on the Public Library Development Program to the California Trustee Advisory Council December 5. Four workshops will be sponsored on the subject for California trustees and library administrators early in 1987.

Ratio of entertaining to educational audio and video cassettes--In response to Dr. Bloch's question at the November Board meeting, Gary Newhouse, Audio-Visual Librarian, reports that educational materials comprise about 10% of the collection and 6% of the circulation. Dr. Bloch asked if these statistics reflect the proportions of published material available.

Staffing--Mrs. Anthony discussed staffing in view of the retirement of Dorothy Rasmussen, Assistant Librarian in Charge of Adult Services Department.

After discussion the Board asked Mrs. Anthony to mail job descriptions to trustees with Board packet for the January meeting.

#### AUTOMATION

The topic of automation was covered in the Director's Report.

#### INSURANCE

Mrs. Anthony reported that Warren English of Boyle, Flagg and Seaman, Inc. reported that a reduction in the deductible amount on the automobile only from \$500 to \$200 or \$150 would result in a very small increase in the overall insurance premium. Also, with full coverage on the glass policy, the entire proposal cost would be \$35,082.

Mrs. Anthony asked if the Board accepts the Northbrook proposal.

Mrs. Hunter called for a motion.

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

MOTION:        That the Skokie Public Library Board of Trustees accept the Northbrook Property and Casualty Insurance Company proposal, with the change in deductible, at a total premium cost of \$35,082.

The roll call vote for approval was unanimous.

#### GOALS AND OBJECTIVES FOR THE SKOKIE PUBLIC LIBRARY FY '87

Mrs. Anthony reported that the streamlining of procedures in Circulation is progressing. The videocassettes are being housed in open cabinets. To improve turnaround time, items are now being reshelfed in the departments, instead of being directed to the Circulation Department for sorting and shelving. As a result of this change, there may be a need to adjust the allocation of page hours among departments.

Mr. Flintrup noted several piles of books at the ends of ranges in the nonfiction room, and questioned the arrangement.

Mrs. Anthony said that the 14 day loan period has been eliminated to save staff time spent on adding and deleting materials from a different loan period in the automated system.

The mailing of overdue notices will be resumed in a few weeks, as soon as a check of notices generated shows that almost all have been correctly issued.

#### SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

Trustees complimented Mrs. Anthony on the display board in the lobby for "Deaf Heritage Week, December 7-13, 1986", and the accompanying videotape presentation on sign language being shown on our large screen television near the nonfiction room.

The statistics on the monthly summary sheet were noted.

Mrs. Anthony said that plans are underway for the Conference on the Disabled--"Emphasizing the Able--Widening Opportunities for the Disabled Person", May 1-3, 1987 in the Library. She also reported that the program "The Hearing Impaired Person in the Workplace" which was presented by Rocky Stone, founder and executive director of Self Help for Hard of Hearing People, Inc. (SHHH) on Saturday, November 15 in the Library was very well attended.

#### TELEPHONE SYSTEM SPECIFICATIONS

The trustees reviewed the specifications and after lengthy discussion Mrs. Hunter called for a motion.

Dr. Bloch made a motion, seconded by Mr. Flintrup;

MOTION: That the Skokie Public Library Board of Trustees authorize the Director to send out the Request for Proposal (RFP) to qualified vendors, as recommended by the consultant.

The roll call vote for approval was unanimous.

#### ENERGY AUDIT

Mrs. Anthony reported steps taken on the suggestions made in the July, 1984 Energy Audit.



Energy saving steps addressed by Mrs. Anthony in a December, 1984<sup>5</sup> memorandum to Head Custodian, Leo Ramirez, were instituted shortly thereafter. These included lowering the temperature of the hot water heater; adjusting outside air intake vents in the winter; the installation of "long life" light bulbs; and the heating and cooling systems being turned on one hour before opening instead of two hours, which had been the procedure.

Discussion followed.

Mrs. Merritt asked the Director to go over the Energy Audit and to see which suggestions are still pertinent and economically feasible.

#### REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner was unable to attend the Board of Directors' meeting.

#### COMMENTS FROM TRUSTEES

Dr. Bloch reported on the meeting he attended at the North Suburban Library System December 1, 1986, sponsored by the NSLS Joint Trustee Continuing Education Task Force, "2001: the future is NOW" on the future technology in public libraries.

Mrs. Zatz attended the opening reception for George Clark's exhibit December 5. She noted the poor attendance and also that no staff members were present. *THINKS ARTISTS PLANNING*  
*AN OPENING RECEPTION ON A FRIDAY EVENING SHOULD BE APPRISED*  
*THAT FRIDAY EVENING OPENINGS GENERALLY HAVE POOR ATTENDANCE,*  
She suggested a special effort should be made to notify staff of opening receptions.

Mrs. Merritt pointed out articles in a recent American Libraries journal; asked that we obtain the Reader for distribution in the Library; and requested "ACOUSTICS/2ND FLOOR" be an agenda item at a future meeting.

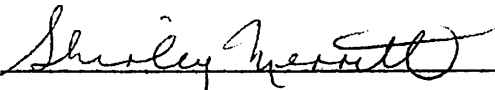
Because "POLICY REGARDING FEES FOR ACTIVITIES OF GROUPS MEETING IN THE LIBRARY" was inadvertently left off the Agenda for this meeting, it will be put on the Agenda for the January 14, 1987 Board meeting.

Mrs. Merritt was pleased to see her daughter's book was listed on our "Selected List of Recent Acquisitions."

Mrs. Hunter wished everyone happy holidays.

ADJOURNMENT

The meeting was adjourned at 10:30 p.m.

  
Shirley Merritt, Secretary