

May 13, 1987

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, May 13, 1987.

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; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter B. Flintrup; Norma L. Zatz; and Carolyn A. Anthony, Director.

Eva D. Weiner arrived later.

Guests present: Civic Women's Club of Skokie members, Lois Engelter, Past President and Secretary; Bernice Safranski, Past President; and Shirley McCumber, Treasurer. Also present, Charles Allen, photographer.

Observer present: Barbara Kozlowski, Associate Director for Public Services.

Mrs. Hunter called for a motion to set aside the regular order of business for the Civic Women's Club of Skokie representatives to make their presentation to the Board.

Dr. Wozniak so moved and Mrs. Zatz seconded the motion.

The motion passed unanimously.

Mrs. Engelter stated that it seemed most appropriate that the Library be given the treasury balance of the disbanding Civic Women's Club of Skokie because each had its foundation in the Cosmos Club. It was, therefore, determined that the Board of Library Trustees be presented a check in the amount of \$500 on behalf of the Club by Mesdames Engelter, Safranski and McCumber.

Mrs. Weiner and Mrs. Kozlowski entered the meeting.

Mrs. Hunter and Mrs. Anthony thanked the officers of the Club for their thoughtfulness and generosity.

After a photograph session Mesdames Engelter, Safranski, McCumber and Mr. Allen left the Board Room.

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

The motion passed unanimously.

APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 8, 1987

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

Dr. Bloch called for a correction on Page 7: under COPY MACHINES, the last sentence contains a typographical error and should be corrected to Circulation Desk.

There being no further corrections 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 Skokie Public Library Board of Trustees approve the Financial Statements and List of Bills on the Consent Agenda, subject to audit.

The roll call vote for approval was unanimous.

Discussion followed regarding investments.

Mrs. Merritt has accumulated some articles on the negative aspects of Ginnie Maes and was asked by Mrs. Hunter to provide the information for photocopies to be sent to the trustees.

Mrs. Hunter asked that an asterisk with a notation at the bottom of the List of Bills be used for clarity whenever a payment listed includes grant money which was received at an earlier date, as it is misleading if this distinction is not made. This had been discussed at an earlier Board meeting and it is important that the amount of the grant be shown along with the source of the grant.

CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORTS FROM DEPARTMENT HEADS
CORRESPONDENCE

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

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

1. Circulation Reports
2. Library Use Statistics
3. Reports from Department Heads
4. Correspondence

The roll call vote for approval was unanimous.

Mrs. Hunter elaborated on the contents of the letter from Gregory E. Duray, Assistant Vice President of Savings of America, Skokie Office. Savings of America has agreed to sponsor our Young Steinway Concert Series on an ongoing arrangement.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status financial statement was discussed briefly and placed on file.

BUDGETARY STATUS 86-87 SUMMARY STATEMENT - CASH BASIS

The Budgetary Status 86-87 Summary Statement - Cash Basis was reviewed by the trustees.

Discussion followed.

Mrs. Anthony said that corporate replacement taxes collected by the Library this year were 50% greater than in recent years and more than \$40,000 was received from the Village in the last month of the fiscal year.

After discussion, it was the consensus of the Board that the Director ask Daniel Ryan, Finance Director, Village of Skokie, what the total amount was of corporate replacement taxes received by the Village and of that amount, what was the Library's portion.

SALARY INCREASE

After lengthy discussion of the range of increases given to personnel at a few comparable North Suburban Library System (NSLS) public libraries, and the 4% increase approved for non-union Village employees, Mrs. Hunter called for a motion.

Mrs. Zatz moved that the trustees approve a 3 1/2% cost of living increase across the board.

Further discussion ensued.

The motion died for lack of a second.

Discussion continued.

Mrs. Weiner made a motion, seconded by Mrs. Zatz to approve an across the board increase of 4% matching with the Village.

After discussion, Dr. Bloch said he could not justify an across the board 4% increase plus the step increases that fall due at the anniversary date of each employee.

Mrs. Hunter called for a vote on the motion.

The roll was called.

Mrs. Zatz--no; Mrs. Merritt--no; Dr. Wozniak--no; Mrs. Weiner--yes; Dr. Bloch--no; Mr. Flintrup--yes. The motion failed.

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

MOTION: That the Skokie Public Library Board of Trustees approve an increase of 2% for all personnel beyond Step 6, and an increase of 3 1/2% to personnel at Steps 1 through 6.

After further discussion and with the approval of the movers, the motion was amended to:

MOTION: That the Skokie Public Library Board of Trustees approve an increase of 2% for all personnel beyond Step 6 and an increase of 4% to personnel at Steps 1 through 6.

Mrs. Hunter called for a vote.

The roll was called.

Mr. Flintrup--no; Dr. Bloch--yes; Mrs. Weiner--no; Dr. Wozniak--yes;

Mrs. Zatz--no; Mrs. Merritt--no. The motion failed.

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

MOTION: That the Skokie Public Library Board of Trustees approve an across the board increase of 3 1/2% retroactive to May 1, 1987.

The roll was called.

Mr. Flintrup--yes; Dr. Bloch--no; Mrs. Weiner--yes; Dr. Wozniak--no;

Mrs. Zatz--yes; Mrs. Merritt--abstain. The motion passed.

GIFT

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

MOTION: That the Skokie Public Library Board of Trustees acknowledge with deep appreciation the gift of \$500 to the Library from the Civic Women's Club of Skokie, and place this sum in the Fine Arts Acquisition Fund.

The roll call vote for approval was unanimous.

PERSONNEL

Mrs. Anthony apprised the Board of the appointment of James I. Koehonline, part-time Service Desk Assistant, Adult Services Department, effective April 27; and Jennifer Smith, full-time Information Assistant, Adult Services Department, effective May 13, 1987.

The resignation of Gary Gustin, Assistant Department Head, Young People and Children's Department, effective June 1, 1987 was noted.

DIRECTOR'S REPORT

New Associate Director--Barbara Kozlowski began work May 4.

Circulation--Circulation for FY 1987 was 671,494, up 8% over last year, a gain of more than 50,000 loans. Half of the increase may be accounted for by children's circulation which was up 17% over last year. April's circulation, while not quite as high as March, still exceeded 62,000 and was 13% greater than last April's circulation. Reciprocal borrowing was up 8% for the year, but remained at 11% of total circulation.

Reference--Combined reference and information transactions were 151,291 for the year, an increase of 6% over last year. Gains have been in reference and information in Adult Services and in reference and reader's advisory in Youth Services.

SALS Conference--At least 150 people attended one or more sessions of the SALS Conference "Emphasizing the Able: Widening Opportunities for Disabled Persons" on May 2. Senator Paul Simon addressed the group as part of the closing program. By all reports the conference was a great success.

The trustees were in agreement that Liene Sorenson, SALS Manager, be commended for her fine job in chairing the undertaking.

Volunteers--A total of nine volunteers have contributed 345 hours since January, 1986. With volunteer assistance, we have offered services to

disabled persons which otherwise could not have been made available, strengthened the Library of Congress Blind and Physically Handicapped Program, coped with an increase of more than 100% in Interlibrary Loan requests within the last few months, sorted and selected hundreds of gift books to the Library and affixed stickers for recording due dates on most items in the collection.

ILA Conference--Three trustees and four staff members attended the annual conference in Springfield, April 23-24. Liene Sorenson gave a program on SALS and also talked with librarians about SALS at a Crackerbarrel lunch session.

Grants--Skokie Public Library received a favorable recommendation from the Subcommittee on LSCA grants to the Illinois State Library Advisory Committee on all the grants in which it will be a participant. The SALS grant for nearly \$50,000 was approved as were the NSLS Telefacsimile grant request, the Library Cable Network request for third year funding for the Illinois Authors series and the NSLS request for funding for service to day care homes.

Sump Pumps--Both sump pumps failed simultaneously recently, allowing about five inches of water to collect in the lower basement May 4. The basement was drained and one sump pump repaired immediately. The second sump pump was removed for rebuilding and will be reinstalled soon. There was no significant damage.

Subcommittee on Systems, ISLAC--Mrs. Anthony has been appointed to the Subcommittee on Systems of ISLAC. This committee will advise ISLAC and the State Library on action to be taken on the recent study of systems in Illinois.

Mrs. Anthony attended a meeting in Springfield last week and the next meeting will be in September in the Chicago area.

Wisconsin Conference--Mrs. Anthony will be speaking tomorrow at the Wisconsin State Superintendent's Conference for Public Librarians and Trustees. The topic will be "Role Setting for Public Libraries".

Asbestos Check--Skidmore, Owings and Merrill have completed a study of materials used in construction of the original Library building, but has not yet analyzed the data.

Skokie Centennial 1988--Preliminary plans for an exhibit to coincide with National Library Week 1988, are made, showing a retrospective of the development of the Skokie Public Library and the Old Orchard Shopping Center.

Discussion followed regarding other projects the Library could undertake to mark the occasion, e.g., a display of books published in 1888, or costuming from that period.

AUTOMATION

The trustees reviewed the letter from Hans Kleinheinz, Director, Library System Division, Geac Computers International Inc., and the accompanying progress report regarding Geac's financial condition.

Mrs. Anthony reported that the JCPL Board approved conversion to a dual 8000 computer configuration in order to improve response time. Immediate additional costs to the Skokie Public Library are about \$15,000, primarily for an additional tape drive, disk drive and air conditioning. All will be useful if JCPL upgrades to a 9000 computer which is likely within the next two years.

Discussion followed.

GOALS AND OBJECTIVES FOR THE SKOKIE PUBLIC LIBRARY FY '87

Mrs. Anthony reported that the staff has succeeded in shelving 56% of trucks within the same day that the books were returned, accomplishing a strong showing in turn-around time for April. Eighty-two percent of trucks were shelved within day one after return and 92% within two days. This is a

considerable increase over February and March when less than 40% of trucks were shelved the same day and less than 89% within two days. This was accomplished in a very busy month with a circulation in excess of 62,000.

The trustees concurred that the staff involved should be congratulated on achieving this goal which was the highest priority for FY '87.

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The success of the conference was discussed during the Director's report.

LIBRARY CABLE NETWORK (LCN)

The Board reviewed the Library Cable Network announcement that the Executive Committee of LCN has received notification that the "Illinois Reads: Talks With Illinois Authors" series has won a John Cotton Dana Special Award for 1986.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM (NSLS)

Mrs. Weiner reported on the topics discussed at the Board meeting.

The election of the new Directors will be at the time of the regular NSLS Board meeting June 1, 1987. Mrs. Hunter appointed Mr. Flintrup the Skokie Public Library Representative to the North Suburban Library System Board.

Mrs. Weiner distributed a report on the three conferences she attended recently, to be placed on file.

The trustees reviewed the memoranda re reciprocal borrowing figures; conversion to multitype library system possibility; and the NSLS 20th anniversary brunch scheduled June 7 at 12:30 p.m. at Allgauer's Hotel and Fireside Restaurant.

ERRORS AND OMISSIONS INSURANCE

The Board discussed the feasibility of joining the Suburban Library System's Directors and Officers Errors and Omissions Self-Insurance Group,

as elaborated in (Chairman, NSLS Management Affairs Committee) President, NSLS Board, Merton Staley's memorandum.

After discussion the trustees agreed to heed the counsel of our insurance agent and pursue that coverage which is available through the American Library Association or on the open market. The lack of coinsurance under the Suburban Library System plan is a concern to the Board in the event of a large claim.

After further discussion it was the consensus of the Board to obtain a copy of the law regarding Errors and Omissions.

COMMENTS FROM TRUSTEES

Mrs. Merritt said she would like to see computer literacy classes offered to adults in the Library to stimulate increased computer usage. Mrs. Anthony will investigate the possibility of a summer computer workshop for adults as a beginning.

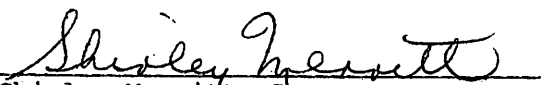
Mr. Flintrup read an article from the Evanston Review regarding the cost of a borrower's card at Northwestern University Library as opposed to the cost of an Evanston Public Library card to NU students and the lack of equity was noted.

Mr. Flintrup distributed a tabulation comparing statistics listed in the March, 1987 ILLINOIS LIBRARIES, PUBLIC LIBRARY STATISTICS issue, stating his concern with the apparent wide range in total staff per population served and total budgets of comparable libraries in Illinois.

Mrs. Anthony will provide the Board with more information about the Skokie Public Library statistics shown in that issue.

ADJOURNMENT

Mrs. Hunter adjourned the meeting at 10:10 p.m. with an executive session following.


Shirley Merritt, Secretary