

April 14, 1993

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, April 14, 1993.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; John J. Graham; Zelda Rich; Susan Brill Schreck; Eva Weiner; and Carolyn A. Anthony, Director.

Member absent: Norma Zatz, Secretary.

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

APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 10, 1993

Dr. Wozniak moved that the Board of Trustees approve the minutes of the meeting of March 10, 1993 as written, subject to additions and/or corrections. Mr. Graham seconded the motion.

There being no additions or corrections, the motion to approve the minutes was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS
IPTIP AUDIT

Mrs. Schreck made a motion, seconded by Mr. Graham:

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, REPORT ON THE FINE ARTS ACQUISITION FUND, 1991 LIBRARY PROJECT FUND, LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED; THAT THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND, THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS AND THE 1991 LIBRARY PROJECT FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT; AND THE IPTIP (ILLINOIS PUBLIC TREASURERS' INVESTMENT POOL) 1992 FINANCIAL AUDIT BE ACCEPTED AND PLACED ON FILE.

Mrs. Hunter asked Mrs. Rich to act as Secretary in the absence of Mrs. Zatz.

After discussion, the roll call vote for approval of the financial statements, lists of bills, and the IPTIP Audit was unanimous.

PROJECTED BUDGET FOR FISCAL YEAR 1993-94

After discussion of the projected budget for fiscal year 1993-94 Mrs. Schreck made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE 1993-94 SKOKIE PUBLIC LIBRARY OPERATING FUND BUDGET AS PRESENTED BY THE DIRECTOR IN THE AMOUNT OF \$4,719,200. (Copy attached.)

The roll call vote for approval was unanimous.

1993 LEVY DISCUSSION

After brief discussion and review of projected budget figures for the next five fiscal years it was the consensus of the Board to defer discussion of the 1993 levy until the May Board meeting.

Mrs. Anthony asked that the Board consider transferring anticipated revenues in the General Operating Fund, as noted in her memorandum under Agenda Item "Renovation Project", to allow for the eventual payment of the final payment to the general contractor in the amount of \$67,642.

After discussion Dr. Wozniak made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE TRANSFER OF \$80,000. FROM THE GENERAL OPERATING FUND TO THE 1991 LIBRARY PROJECT FUND TO ALLOW FOR FINAL PAYMENT TO THE GENERAL CONTRACTOR IN THE AMOUNT OF \$67,642., AND THAT ANY BALANCE IN THE GENERAL OPERATING FUND THEREAFTER BE TRANSFERRED TO THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS.

The roll call vote for approval was unanimous.

During discussion of the bills, Mrs. Hunter asked that we dispose of the plants in the Library which are in poor condition. With the renovation completed new, healthy plants should be purchased to replace them.

SKOKIE PUBLIC LIBRARY OPERATING FUND Projected Budget FOR FY 1993-94

	A	B
1	Account Name	Budget
2		FY 1993-94
3	Salaries	\$2,365,000
4	Professional Services	\$20,000
5	Audit	\$1,700
6	Binding	\$3,000
7	Maintenance of Equipment	\$16,000
8	Maintenance of Buildings & Grds	\$92,000
9	Maintenance of Auto Equipment	\$7,000
10	Insurance (Health, Dental & Life)	\$148,000
11	Insurance	\$50,000
12	Utilities	\$80,000
13	Conference, Mbrshps, Wkshps	\$46,000
14	Postage	\$12,000
15	Printing and Publicity	\$26,000
16	Data Processing	\$11,000
17	Reception & Entertainment	\$5,000
18	Programming	\$20,000
19	Photocopier Leasing	\$26,000
20	JCPL Operating & Capital	\$230,000
21	Cable	\$20,000
22	Books	\$420,000
23	Periodicals	\$80,000
24	Nonprint Materials	\$54,000
25	Microforms	\$37,000
26	Small Equipment	\$10,000
27	Library Supplies	\$47,000
28	Janitorial Supplies	\$18,000
29	Office Expense and Transportatn	\$2,500
30	Furniture and Equipment	\$15,000
31	Advertisement of Vacant Positn	\$2,000
32	Contingency	\$22,000
33	Employers' FICA and IMRF	\$380,000
34	OPERATING FUND TOTAL	\$4,266,200
35	Capital	\$245,000
36	Debt Services - Repayment	\$208,000
37	Due to Reserve Fund per Debt Services	
38	TOTAL	\$4,719,200

CONSENT AGENDA ITEMS

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

Mrs. Zatz ^{RICH} made a motion, seconded by Dr. Wozniak:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:
1. CIRCULATION REPORTS
 2. LIBRARY USE STATISTICS
 3. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 - Letter to the Honorable George H. Ryan, Secretary of State and State Librarian re Per Capita Grant
 - Response from Secretary of State and State Librarian George H. Ryan
 - Letter re funding from Secretary of State and State Librarian George H. Ryan
 - Letter from Sandra Kraus, Devonshire School
 - Letter from Heidi A. Katz, re "Library Friends"
 - Letter from Mary S. Kayaian, Library Media Center Director, Jane Stenson School
 4. CORRESPONDENCE (6)
 - Letter to the Honorable George H. Ryan, Secretary of State and State Librarian re Per Capita Grant
 - Response from Secretary of State and State Librarian George H. Ryan
 - Letter re funding from Secretary of State and State Librarian George H. Ryan
 - Letter from Sandra Kraus, Devonshire School
 - Letter from Heidi A. Katz, re "Library Friends"
 - Letter from Mary S. Kayaian, Library Media Center Director, Jane Stenson School
 5. PERSONNEL
 - Resignation: Rebecca Schultz, Interlibrary Loan Assistant, Adult Services Department, effective May 22, 1993

During discussion of circulation statistics, Mrs. Hunter suggested that when the comparative annual Bookmobile statistics show a dramatic difference an asterisk and an explanation should be placed at the bottom of the page noting the number of days the Bookmobile was out of service the previous year, just as is done each month whenever the Bookmobile is out of service.

Noting the decrease in in-person questions Mrs. Hunter suggested that "in-person" questions be recorded with clickers instead of slash marks. This method may be easier and more accurate.

Counsel Heidi Katz's letter and accompanying "*Establishment of a Fund-Raising Foundation: A New Approach*" was discussed. Mr. Graham suggested that the formation of a Foundation be discussed at a future Board meeting. The Board concurred.

Mrs. Hunter recommended we develop a standard release form to enable us to publish complimentary letters the Library receives.

The motion to approve the Consent Agenda items passed unanimously.

DIRECTOR'S REPORT

Library Usage--We have set new records for volume of activity in March with circulation over 85,000 and gate traffic up 6,000 over March, 1992.

Library Cable Network--As of March 28, the Skokie Public Library's cable channel is 15. The other LCN libraries are on channel 24, but TCI was unable to arrange for us to be on channel 24 because our channels need to be aligned with Glenview's since Glenview will be the new head end for Skokie cable programming. Jim Gembra, who has headed LCN for five years, is leaving April 4 to work in sales for a vendor of video equipment.

Interlibrary Loan--The volume of interlibrary loan has been increasing. Joint Computer Program for Libraries (JCPL) directors and staff responsible for interlibrary loan met recently to discuss handling of requests. Even out-of-state requests will be handled by each library now. It has become more difficult to refer these to North Suburban Library System (NSLS). About 75% of the requests we receive for copies of periodical articles could have been filled by the Central Serials Service of NSLS. While our staff is having trouble keeping up, Central Serials' staff suffers from a lack of business, apparently due to the \$1.00 per transaction fee. We have sent a notice to other libraries indicating that we will return requests for periodicals which could be filled by Central Serials.

Business Breakfast--Flyers have been sent out via the Skokie Chamber of Commerce mailing list, to Skokie Public Library business card holders, Village officials and Department Heads and Niles Township officials, inviting them to the business breakfast Friday, April 16 at 7:30 a.m. We will offer tours, highlight the Employment Resource Center and Business File on CD Rom, as well as general reference services.

Staff Recognition--Tobi Oberman was honored as public librarian of the year for her leadership work with "Reaching Forward", the library assistants' conference. She and

conference co-chair Tom Rich of Warren-Newport will receive another award at the ILA Conference in Springfield at the end of April.

Legislative Breakfast--Invitations have been mailed to Skokie representatives in Springfield for a legislative breakfast at the Library Sunday, June 6 at 9:00 a.m. Senator Howard Carroll has already promised to attend. Please mark your calendars now.

Longer Range Financial Planning--Mrs. Anthony met with Village Finance Officer Robert Nowak to discuss Library funding for the next few years.

Illinois Municipal Retirement Fund--IMRF has distributed a notice to employees indicating that legislation is pending (SB251) to allow employers to offer a "5+5" ERI to eligible IMRF members. Employers would have the choice to offer the early retirement option. The Village has not yet decided whether it would participate.

Mrs. Anthony will get more information if the Village plans to participate.

LONG RANGE PLANNING PROCESS

The Board reviewed the Director's memorandum and the information distributed to the Long Range Planning Steering Committee at its third meeting April 1.

Mr. Robert Molumby, Director, Skokie Planning Department, and Thomas Thompson, Economic Development Coordinator, met with the Committee. They reviewed plans for renovation and expansion of the Old Orchard Shopping Center and downtown Skokie redevelopment. They also highlighted changes in land use, zoning categories and developments in the industrial area.

The Committee discussed observed trends in provision of information services and high interest materials. The next meeting will be April 22. Lisa Edelson, Executive Director of the Chamber of Commerce will be the featured guest.

TELEPHONE MAINTENANCE AGREEMENT

The Board reviewed the annual telephone maintenance proposal information.

The proposal from our current provider Midco, Inc. at \$2,385.64 reflects a 13% increase over last year. The Chicago Telecom Services, Inc. proposal, which the Director

solicited is \$1,980.00. Chicago Telecom Services, Inc. services equipment for the Village of Skokie and is located in Wheeling. Midco, Inc. is located in Burr Ridge.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FROM CHICAGO TELECOM SERVICES, INC. IN THE AMOUNT OF \$1,980. AS PRESENTED AND RECOMMENDED BY THE DIRECTOR.

The roll call vote for approval was unanimous.

INTERGOVERNMENTAL AGREEMENT

The Village Board approved in concept a not-to-exceed \$200,000. loan to the Library for the purpose of acquiring real estate and construction of additional parking on the west side of the present Library structure, but they would prefer a Letter of Agreement format in order to implement the loan.

Over the past few days Mrs. Anthony, our legal counsel Heidi Katz and Village Corporation Counsel Barbara Meyer worked on the wording of the Agreement and the draft document was hand-delivered late today by Ms. Meyer.

Mrs. Anthony asked the Board to take a few minutes to read through the Agreement, since the document requires our Board's approval and then the Village Board's approval.

Mrs. Hunter and Dr. Wozniak left the Board Room at 8:25 p.m.

After discussion Mr. Graham said he is confident that the document is in order.

Mrs. Hunter and Dr. Wozniak returned to the Board Room at 8:35 p.m.

Mrs. Hunter asked if the Agreement allows the option of demolishing the property at 5237 Oakton to improve parking.

The Board agreed that the document gives latitude for use of the properties.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE INTERGOVERNMENTAL AGREEMENT RESOLUTION AS SUBMITTED. (Copy attached.)

The roll call vote for approval was unanimous.

AGREEMENT

THIS AGREEMENT entered into this 19TH day of April, 1993 by and between the VILLAGE OF SKOKIE, Cook County, an Illinois Municipal Corporation (hereinafter "LENDER") and the BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF SKOKIE, a semiautonomous Municipal Corporation organized and operating under the Illinois Local Library Act (hereinafter "BORROWER").

WHEREAS, BORROWER has recently completed a major renovation of their facility located at 5215 Oakton Street, Skokie, Illinois; and

WHEREAS, BORROWER is in need of additional parking for their patrons; and

WHEREAS, there is currently a residential building adjacent to the aforementioned facility; and

WHEREAS, if the residential property currently located on BORROWER's facility were demolished, the property could be improved as parking to afford BORROWER an additional 32 spaces; and

WHEREAS, BORROWER has contracted with the owners of the residential property, immediately to the west of BORROWER's facility for BORROWER's purchase of the property; and

WHEREAS, said property is legally described as

LOT 16 (EXCEPT THE WEST 37 FEET THEREOF) AND ALL OF LOT 17 IN ADAM HARRER'S SUBDIVISION OF LOT 1 IN HARM'S HOMESTEAD SUBDIVISION ALSO OF LOTS 13 AND 14 IN CIRCUIT COURT PARTITION OF LOT 9 IN COUNTY CLERKS SUBDIVISION ALL IN THE NORTHWEST 1/4 OF SECTION 28, TOWNSHIP 41 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS

(P.I.N. 10-28-105-057-000)

and commonly known as 5237 Oakton Street, Skokie, Illinois; and

WHEREAS, BORROWER requested a loan from LENDER for the purchase of the residential property at 5237 Oakton Street, Skokie, Illinois and the construction of the parking lot adjacent to BORROWER's facility at 5215 Oakton Street, Skokie, Illinois; and

WHEREAS, LENDER has agreed to loan BORROWER an amount not to exceed \$200,000 for the aforesaid acquisition and parking lot construction;

NOW, THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration, the Parties agree as follows:

1. That the representations set forth in the foregoing recitals are material to this Agreement and are hereby incorporated into and made a part of this Agreement as though they were fully set forth in this Paragraph 1.
2. AMOUNT. LENDER agrees to loan BORROWER an amount not to exceed \$200,000.
3. PURPOSE. The proceeds of said loan shall be used by BORROWER solely for the purpose of acquiring the property legally described above, with the common address of 5237 Oakton Street, Skokie, Illinois and for the construction of additional parking at that location or 5215 Oakton Street, Skokie, Illinois.
4. TERM. The loan is granted by LENDER for the period commencing on April 20, 1993 and maturing on September 30, 1996.
5. METHOD OF DRAW. LENDER shall release to BORROWER funds on an as needed basis. The first draw shall be in an amount sufficient to close the transaction for BORROWER's acquisition of the 5237 Oakton Street, Skokie, Illinois property. BORROWER shall provide LENDER with documentation to support the amount of the draw. Additional draws, up to the maximum loan amount of \$200,000, including the first draw, shall be requested by BORROWER and supported by

documentation indicating the amount and source of the expenditure.

Upon LENDER's receipt of the draw request by BORROWER, with the required documentation, LENDER will transfer funds to BORROWER's account as directed by BORROWER on the next available business day.

6. INTEREST. Interest shall be paid by BORROWER at the rate of 3% simple interest per annum on the outstanding principal balance. The calculation of the first interest payment shall be made from the date of the release of funds to the first interest payment date. The calculation of the amount of interest for the subsequent payment dates will be based on the remaining principal balance due during the applicable period.
7. REPAYMENT. BORROWER shall pay principal to LENDER on an annual basis in an amount equal to one-third (1/3) of the original final amount of the loan.

BORROWER may, at any time with thirty (30) days prior written notice to the Director of Finance, prepay any principal amount so designated. Any amount prepaid will be applied to the remaining principal balance in inverse order of maturity and shall be paid, with interest, to the designated prepayment date.

8. PAYMENTS. EXTENSION OF REPAYMENT SCHEDULE. The dates on which the annual principal and interest payments are to be made are as follows:

Payment Number 1 is due on September 30, 1994
Payment Number 2 is due on September 30, 1995
Payment Number 3 is due on September 30, 1996

The aforementioned payment dates are intended to coincide with the receipt of the second installment of real estate taxes from Cook County, Illinois. In the event that the due date for payment of the second installment of real estate taxes is later than August 31 of any year during which installment payments are due, then, at the request of BORROWER, LENDER will grant an extension of time for a period of 30 (thirty) days after the due date for the second installment as governed by Cook County. Additional interest shall accrue to the payment during the period of extension.

LENDER and BORROWER agree that if the extension of tax levies for repayment provided for in this Agreement is precluded in whole or part as a result of legislation limiting property tax extensions or other similar legislative measures, then the schedule for repayment of any

loan balance then outstanding shall at BORROWER's request be extended by not to exceed three additional years, to and including September 30, 1999. During any such extension of the repayment period, interest on the unpaid principal balance of the loan shall be paid at a rate based upon the yield as quoted by the Wall Street Journal or such other publication as deemed appropriate by the Director of Finance for the LENDER as of October 1 of the years 1996, 1997 and 1998 for a one year treasury note for the given year.

9. SOURCE OF FUNDS. BORROWER agrees that it shall provide for the repayment of its indebtedness by levying, on an annual basis, an amount sufficient to make full payment of principal and interest when due. The first levying of taxes shall be for the tax levy year 1993 (collectible in 1994) and for each subsequent year until the debt is paid in full.

LENDER acknowledges and agrees that amounts of such annual levies for repayment of the subject loan constitute debt service and are in addition to BORROWER's annual levies for operating expenses, and that BORROWER's general corporate fund levies for operating expenses shall not be deemed an available source of funds for such repayment.

10. REPAYMENT SCHEDULE. In accordance with the above provisions, LENDER shall provide BORROWER with a repayment schedule upon certification of completion of the aforementioned project or at such time as the maximum loan amount is reached, whichever comes first. Certification, if required, shall be provided by the Village Manager to the Finance Director of the LENDER after inspection by appropriate personnel.

The schedule shall set forth a detail of each draw, the date of the draw, and a calculation of the final total loan amount. The schedule shall further indicate the annual principal and interest payments and their respective due dates.

In the event that BORROWER prepays any principal amount, including interest thereon, LENDER shall revise the repayment schedule to indicate the prepayment and recalculate the remaining payments and supply such revision to BORROWER.

11. TAX LEVY SCHEDULE. The originally issued repayment schedule shall act as the source document for the levying of taxes by the Village of Skokie on behalf of the Skokie Public Library. In the event that BORROWER prepays any principal amount, including interest thereon, LENDER hereby agrees to abate the tax levy originally scheduled so as to provide

only for funds sufficient for BORROWER to make the payments in accordance with this Agreement.

12. That in the event BORROWER sells or otherwise transfers the title to the property with the common address of 5237 Oakton Street, Skokie, Illinois, BORROWER shall pay LENDER remaining unpaid principal and interest. A copy of this Agreement shall be recorded against the property with the common address of 5237 Oakton Street, Skokie, Illinois at BORROWER's expense.
13. That in the event BORROWER does not repay said loan in accordance with this Agreement LENDER may encumber the BORROWER's share of the distribution of the Illinois Corporate Replacement Tax and may take any and all other lawful action to collect the amount of the debt then due.
14. That LENDER and BORROWER shall take all required actions to effectuate the terms of this Agreement, including but not limited to the execution of all documents required by LENDER and any other entity requiring the execution of documents in accordance with this Agreement and the extension by LENDER on BORROWER's behalf of the tax levies necessary to meet BORROWER's obligations under this Agreement.
15. That the consideration for the promises contained in this Agreement shall be the mutual covenants contained herein.
16. That the parties shall cooperate and consult with one another in fulfilling the terms and obligations of this Agreement, which may be amended by written agreement duly authorized and signed by each party.
17. That all notices, demands or other communications required to be given under this Agreement shall be in writing and shall be deemed duly served if sent by certified mail, return receipt requested, addressed to the party intended to be served or personally served. Until changed in the manner provided in the previous sentence, the addresses of the parties shall be:

Village of Skokie
5127 Oakton Street
Skokie, Illinois 60077
Attention: Village Manager

Skokie Public Library
5215 Oakton Street
Skokie, Illinois 60077
Attention: Director

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized officers of the Parties, acting pursuant to Resolutions adopted by the Board of Trustees of the Village of Skokie and by the Board of Library Trustees of the Village of Skokie, as of this 19th day of APRIL, 1993.

VILLAGE OF SKOKIE

By: *James J. O'Connell*
Its Mayor

ATTEST:

Marlene Williams
Village Clerk

SKOKIE PUBLIC LIBRARY

By: *Diana Hunter*
Its President

ATTEST:

Norma L. Zatz
Secretary

RENOVATION PROJECT

Discussion ensued regarding Final Payment Request No. 12 reviewed and approved for payment by Paul A. Steinbrecher, Project Architect, Hammond Beeby and Babka, Inc.

The Board concurred that payment would be made contingent upon completion of the remaining punch list items. The Board voiced concern in the apparent lack of carpet attic stock and the obvious carpet shading problem in the lobby.

Mrs. Anthony said the carpet will be steamed to remedy the shading.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF \$67,639. TO THE GENERAL CONTRACTOR PENDING COMPLETION OF THE REMAINING PUNCH LIST ITEMS.

The roll call vote for approval was unanimous.

Mrs. Schreck left the meeting at 9:00 p.m.

JOHNSON CONTROLS PLANNED SERVICE AGREEMENT

The Johnson Controls, Inc. proposal for a new one year full maintenance contract for our heating, ventilating and air conditioning equipment represents a 5% increase over the cost for 1992-93. The contract includes repair labor and materials, as well as preventive servicing of our equipment, at a cost of \$41,640. for the year or \$3,370. per month for 1993-94.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR AND APPROVE THE JOHNSON CONTROLS, INC. PLANNED SERVICE AGREEMENT 1993-94 PROPOSAL IN THE AMOUNT OF \$41,640.00 FOR ONE YEAR.

The roll call vote for approval was unanimous.

AUTOMATION

Mrs. Anthony reported that the Request for Proposals for a new automation system has been sent out and responses should be in by the middle of May.

Mrs. Weiner would like more information distributed to the Board regarding the JCPL upgrade in order to better understand the project.

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network April, 1993 Program Guide for Cable Channel 15. Mrs. Anthony said next month's cable guides will note Library Cable Network channel changes-Channel 15, Skokie; Arlington Heights, Park Ridge and Wheeling Libraries Channel 24.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported on the March 22, 1993 meeting of the NSLS Board of Directors.

Proposed bylaws amendments; changes to policies and regulations; and the proposed plan for long range planning process were discussed.

The System's third annual dinner was held on March 12 with an awards presentation, a new feature this year, where four library workers, one from each type library, were commended. As mentioned by Mrs. Anthony, Tobi Oberman, Supervisor of Circulation Services, was honored from the Skokie Public Library. Mrs. Rich stated we can all be very proud of Mrs. Oberman's contribution.

COMMENTS FROM TRUSTEES

Dr. Wozniak asked if we have had any problems with so called latchkey children?

Mrs. Anthony said we have not had any problems.

Mrs. Weiner said that it would benefit all if Board members would share information with one another, specifically when they have meetings with constituents not including the entire Board.

ADJOURNMENT

The meeting was adjourned at 9:05 p.m.


Zelda R. Rich, Acting Secretary