

September 12, 1990

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, September 12, 1990.

CALL TO ORDER

The meeting was called to order at 7:36 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Walter B. Flintrup, Secretary; Zelda Rich; Eva Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; and Brenda Murphy, Head, Youth Services.

Robin A. Johnson, Associate, Hammond Beeby and Babka, Inc., arrived at 8:05 p.m.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 8, 1990 AND THE SPECIAL MEETINGS OF AUGUST 21 AND SEPTEMBER 11, 1990

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting of August 8 and the special meetings of August 21 and September 11, 1990 as written, subject to additions and/or corrections. Dr. Wozniak seconded the motion.

There were no additions and/or corrections.

The roll call vote for approval was unanimous 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 FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, THE REPORT ON THE FINE ARTS ACQUISITION FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS REPORT BE ACCEPTED, AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

During discussion of the increasing cost of utilities the Board asked Mrs. Anthony to investigate the possibility of the Village charging a special lower water rate to the Library.

It was also suggested that we keep a comprehensive record of progress regarding our disputed Commonwealth Edison charges to present to the Village when franchise negotiations commence.

The purchase of Ancient Hohokam Indian Design, "Great Bird", painted steel sculpture from Sho-en Gallery was paid from the Fine Arts Acquisition Fund.

Mrs. Hunter had asked that an application be submitted to the Illinois Arts Council requesting a grant for one-half the cost of the sculpture. Mrs. Anthony reported that when she inquired the Illinois Arts Council Grants Administrator informed her that the grant applications for this year's funding were already processed, and that Partners in Purchase program grant guidelines indicate the work be that of an Illinois artist and must be purchased in the year the grant is awarded.

After discussion Mrs. Hunter asked Mrs. Anthony to write to Rhoda Pierce at the Illinois Arts Council and explain that although the piece is from California based Sho-en Gallery, the Gallery is owned by a long-time leading member of the community and owner of a major Skokie industry, Fel-Pro Manufacturing. Mrs. Anthony will request grant funds in writing.

The roll call vote for approval of the financial statements and list of bills was unanimous.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (4)

Mrs. Zatz 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)
4. CORRESPONDENCE (4)

Note from Jean Doney

Letter from Suzanne Schwartz, President and Cathy McCabe, Volunteer Coordinator, Volunteer Services of Skokie Valley

Letter from Jim Edgar, Secretary of State and State Librarian

Letter from Raita Vilnins, Assistant Administrative Librarian, Elmhurst Public Library

Circulation and program statistics were discussed.

The motion to approve the Consent Agenda items passed unanimously.

GIFTS

The trustees noted the gift of \$25.00 from Don and Rena Levy in appreciation of custodial staff assistance during the recent showing of Shoofly Boy; and the gift of \$15.00 from Joan Schiller Travis in honor of Rick Rosenthal's birthday.

PERSONNEL

The trustees noted the resignation of Sima Mirkin, part-time Bookmobile Assistant, Community Services, effective September 15, 1990.

DIRECTOR'S REPORT

The Director's Report was distributed in the packet delivered prior to the meeting to the trustees home on Friday, September 7, 1990,

The report included the following:

Usage--August circulation was up more than 7% over last year. This is the first year circulation has exceeded 70,000 in August. Youth circulation was up 13%, fueled by a strong summer reading program. Adult book circulation also showed a 5% gain from August, 1989. Skokie's proportion of the Joint Computer Program for Libraries (JCPL)

circulation has increased from a little over 41% in August, 1987, to more than 46% this past month.

In response to Mrs. Rich's question last month as to the circulation of "talking book" audiocassettes in the Library's collection, Mrs. Anthony reported that 40% of audiocassette circulation is from books on tape and 10% language cassettes. Since this comprises 50% of audiocassette circulation, Mrs. Rich asked what portion of our audiocassette collection is not musical. Mrs. Anthony will check for the breakdown of audiocassette holdings.

United Way Drive--The Library participated in an early, pilot fundraising drive for United Way. Camille Cleland chaired the drive which had record staff participation and total collection in just a week's time.

Community Activities--Mrs. Hunter and Mrs. Anthony attended a Business After Hours Meeting sponsored by the Chamber of Commerce, and Mrs. Anthony worked Sunday morning, September 9, at the Rotary's pancake breakfast which raises money for United Way. Mrs. Anthony also staffed the Library table at the New Resident's Coffee at Village Hall the evening of September 11.

Professional Activities--Mrs. Anthony chaired a meeting of the System Subcommittee in Springfield August 23. The Subcommittee is working on the revision of administrative rules in recognition of multityping, system transfers, etc. On September 7 she gave the closing remarks at the first conference for library assistants to be held in the Chicago area. Seventeen Skokie staff attended the conference. Tobi Oberman, Supervisor of Circulation Services and John Kadus, Substitute Information Assistant, were members of the planning committee.

Korean American Library Grant--On September 10, the Committee for the Korean American Library Grant met at Skokie Public Library with representatives from Morton Grove, Lincolnwood and the Chicago Public Library. Soong Yi, former Skokie Public Library Head of Technical Services, will serve as a member of the Advisory Committee.

We will be able to add an additional \$3500. worth of Korean library materials to the collection with grant funds. We will also host special programs and distribute a flyer on library services in Korean and English.

NSLS Planning--Mrs. Anthony attended a preliminary planning meeting for representatives of public libraries and has been asked to be a member of the NSLS planning team at Lisle September 14-15.

Interviews--A number of interviews have been scheduled this month to fill vacancies in Adult Services.

Due to periodic breakage of second floor thermopane windows on both the east and south sides of the Library we are in the process of ordering replacement of our nearly depleted attic stock. The windows must be special ordered because of their tint and reflective coating.

Parking revisions which were approved by the Board some time ago are still pending. The Village will notify us when the signs are ready to be put in place.

Mrs. Hunter asked for a change in the order of business for Robin Johnson's presentation.

The Board unanimously approved moving to the building program outline.

BUILDING PROGRAM OUTLINE

The trustees reviewed and discussed the two schemes developed by Ms. Johnson.

She said with either plan a sense of spaciousness will be recaptured and the aesthetics of the building will be maintained. Both Scheme A and C are comparable in cost and involve similar amounts of demolition and repair. Both schemes increase shelving and seating capacity and involve the same modification of the vestibule to accommodate checkout and exit. An audiovisual area is created in both schemes. Scheme C retains Youth Services on the second floor, moving audiovisual materials and most staff offices to the second floor. Adult Services could be serviced by two desks, Reference/Nonfiction

and Readers' Advisory, with one desk upstairs in Youth Services and one desk for Audiovisual. Scheme C is most conducive to phasing of the project.

Scheme A would have three desks staffed by librarians including a Reference/Nonfiction desk on the second floor, with Readers' Advisory and Youth Services desks on the main floor.

The Board discussed concerns. It was suggested the Library provide more study rooms, smaller in size; all children's services be together; and the Community Services Office be more centralized or closer to the entrance of the Library.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ASK MS. JOHNSON TO DEVELOP A MORE DETAILED SCHEMATIC BASED ON SCHEME C.

The roll call vote for approval was unanimous.

Ms. Johnson left the Board Room.

Discussion ensued regarding the proposal from Hammond Beeby and Babka Architects for basic professional services and for furnishing and equipment services.

It was the consensus of the Board that Mrs. Anthony discuss this further with the architect and locate an architectural consultant/negotiator and advise the Board of the cost of this service.

Mrs. Hunter returned the meeting to the regular order of business.

PROPOSED DUCT CLEANING

In response to complaints regarding the air quality in the Library Mrs. Anthony initiated an evaluation by the Skokie Health Department. The evaluation of the ventilation system was conducted April 25. The survey revealed a better than satisfactory air change based on air movement standards, however, the potential for poor air quality was noted due to filtering devices utilized. The filter inspected had been changed within the last month and it was approximately 80% utilized. It was recommended that the filters be changed on

changed on a monthly basis and the areas of exhaust and make-up ducts should be thoroughly cleaned including the diffusers.

Mrs. Anthony requested that Johnson Controls change the air filters monthly rather than quarterly and they have done so since May. The Johnson representative stated they would be glad to assist us by obtaining bids for the work, as the proposed duct cleaning was beyond their service contract.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATIONS OF THE DIRECTOR TO ACCEPT THE PROPOSAL TO CLEAN DUCTS AND AIR SUPPLY GRILLS AT A COST NOT TO EXCEED \$9,500.

After lengthy discussion the roll was called.

Dr. Wozniak--yes; Mrs. Zatz--no; Mrs. Rich--no; Mr. Flintrup--no; Mrs. Weiner--abstain; Mrs. Hunter--no. The motion failed. The Board will reconsider this matter after remodeling construction has been completed.

MARSHALL AND STEVENS APPRAISAL REPORT

The trustees discussed the Marshall and Stevens appraisal report prepared as of March 31, 1990.

TRUSTEE VACANCY

Mrs. Hunter reported that from the many applicants expressing an interest in filling Dr. Bloch's seat, eight highly qualified people were interviewed. She thanked the Board for their participation in the time-consuming screening process and expressed confidence in their decision.

Mrs. Hunter said the Board was impressed with the quality and sense of commitment of each of the candidates interviewed and that the community is indeed fortunate to have so many people with excellent qualifications interested in the Skokie Public Library.

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

MOTION: THAT THE SKOKIE BOARD OF LIBRARY TRUSTEES APPOINT JOHN J. GRAHAM TO FILL THE SEAT OF DR. HERMAN S. BLOCH UNTIL THE APRIL, 1991 CONSOLIDATED ELECTION.

The roll call vote for approval was unanimous.

Mrs. Hunter will advise Mr. Graham of his appointment.

AUTOMATION

Mrs. Anthony advised that there was nothing new to report on the Joint Computer Program for Libraries (JCPL).

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network September, 1990, Program Guide for Cable Channel 22.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported the North Suburban Library System Board of Directors did not meet in August.

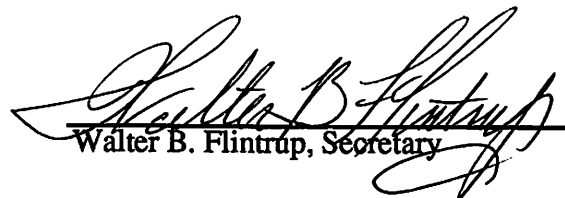
COMMENTS FROM TRUSTEES

Mrs. Hunter reported that the committee is still in the process of reviewing the form for the evaluation of the director and that the review will be conducted at the October 10 Board meeting.

Mrs. Hunter suggested we look into the possibility of distributing the Library calendar and bookmobile schedule through the Human Relations Commission Block Party Program.

ADJOURNMENT

The meeting was adjourned at 10:05 p.m.


Walter B. Flintrup, Secretary