

November 10, 1993

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, November 10, 1993.

CALL TO ORDER

The meeting was called to order at 6:35 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; John J. Graham, Vice President; Norma Zatz, Secretary; Leo Friedman; Eva Weiner; and Carolyn A. Anthony, Director.

Zelda Rich arrived at 6:38 p.m. and Susan Brill Schreck arrived at 6:45 p.m.

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

Mrs. Hunter asked the Board to approve changing the order of business and discuss the proposed purchase of audiovisual furniture and equipment after the discussion on policy re fees because Mr. Graham plans to leave the meeting at approximately 7:30 p.m.

The Board agreed.

DISCUSSION RE POLICY ON FEES & LIBRARY FINANCE

The Board reviewed the information from Mrs. Anthony regarding the rationale for user fees at Skokie Public Library which was developed during the last meeting of the Long Range Plan Steering Committee.

The Board discussed the rationale for determining what services may be offered for free or fee.

Mrs. Anthony said that no changes to current policy are needed if the proposed rationale for fees is adopted. (A copy of the rationale is attached.)

After discussion Mrs. Schreck made a motion, seconded by Mr. Friedman:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR AND ADOPT THE RATIONALE AS STATED IN THE INDENTED THREE PARAGRAPHS OF THE DIRECTOR'S NOVEMBER 4, 1993 MEMORANDUM.**

The roll call vote for approval was unanimous.

## **RATIONALE FOR FEES SKOKIE PUBLIC LIBRARY**

Individual access to information is vital to a democracy. Skokie Public Library therefore offers basic library service to Skokie residents and taxpayers as a public good, supported by general tax revenues. Such basic services include the lending of library materials, use of library facilities, staff assistance in locating materials and information, and program events. These services may be offered within or outside the Library, with or without machine assistance.

As a cooperating member of the North Suburban Library System and the Illinois Network of Libraries (ILLINET), many of these services are also extended to residents of other library service areas on a reciprocal basis.

Value added services may enhance use of library resources beyond basic services. Such services are not essential to a person's access to basic library materials and services and are too expensive to be made available to all at taxpayer expense. Examples include photocopy service and FAX delivery of library information. Such services may be offered by the Library for a fee when the cost is readily identifiable and when the fee-based service will not negatively affect the Library's basic service operation.

Adopted November 10, 1993  
Skokie Public Library Board of Trustees

PROPOSED PURCHASE OF AUDIOVISUAL EQUIPMENT AND FURNITURE

The Board discussed the proposed purchases. This was postponed at the October Board meeting.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR FOR THE PURCHASE OF SIX A/V STATIONS, SERVED BY TEN PIECES OF AUDIOVISUAL EQUIPMENT AS PROPOSED, IN THE AMOUNT OF \$66,750.

The roll call vote for approval was unanimous.

Mr. Graham made a motion, seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR FOR THE PURCHASE OF TEN LEATHER LOUNGE CHAIRS AS PROPOSED, IN THE AMOUNT OF \$13,492.

Mr. Graham left the meeting at 7:10 p.m.

After discussion the roll was called. Mrs. Weiner--yes; Mr. Friedman--yes;

Mrs. Schreck--yes; Mrs. Rich--yes; Mrs. Zatz--no; Mrs. Hunter--yes. The motion was approved.

The purchase of millwork, consisting of oak-based side tables with built-in patron audio stations was discussed.

Mr. Friedman made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR FOR THE PURCHASE OF MILLWORK FROM CONTINENTAL WOODWORKING FOR THREE OAK VENEER SIDE TABLES IN THE AMOUNT OF \$5,400.00.

The roll was called. Mrs. Weiner--yes; Mr. Friedman--yes; Mrs. Schreck--yes;

Mrs. Rich--yes; Mrs. Zatz--abstain; Mrs. Hunter--yes. The motion passed.

APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 13, 1993

Mrs. Zatz moved that the Board of Trustees approve the minutes of the meeting of October 13 1993 as written, subject to additions and/or corrections. Mr. Friedman seconded the motion.

Mrs. Rich asked that the minutes be corrected on page one and page seven to show her as being absent, not as arriving at 10:04 p.m. after the meeting was over.

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

#### AUDIT

The Board reviewed the Skokie Public Library, Illinois, Management Letter for the Year Ended April 30, 1993; the Skokie Public Library, Illinois, Component Unit Annual Financial Report for the Year Ended April 30, 1993; and the letter from Wolf & Company.

Mr. Friedman made a motion, seconded by Mrs. Schreck to accept the Wolf & Company audit.

The motion was approved unanimously and the audit placed on file.

#### YEAR-TO-DATE BUDGETARY STATUS (Not on Consent Agenda)

Budget lines were discussed including professional services and printing.

Mrs. Anthony asked the Board to let her know who will be attending the Annual American Library Association Conference, Miami and the Public Library Association Conference, Atlanta in 1994.

Mrs. Hunter, noting the budget and economy, requested trustees choose only one of the conferences to attend.

ALA Midwinter, Los Angeles should only be attended by trustees on ALA Committees, as it is a working conference.

#### CONSENT AGENDA ITEMS

##### FINANCIAL STATEMENTS

##### LISTS OF BILLS

Mrs. Zatz made a motion, seconded by Mrs. Rich:

**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, AND LIBRARY NOTE FUND BE ACCEPTED; AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.**

After discussion the roll call vote for approval of the Consent Agenda list of bills and the financial statements was unanimous.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS  
 LIBRARY USE STATISTICS  
 PROGRAM STATISTICS SECOND QUARTER F.Y. 1993-94  
 REPORT(S) FROM DEPARTMENT HEAD(S)  
 CORRESPONDENCE  
PERSONNEL

Mrs. Rich made a motion, seconded by Mrs. Zatz:

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. PROGRAM STATISTICS SECOND QUARTER F.Y. 1993-94
4. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
5. CORRESPONDENCE (2)

Letter from James A. Carlson, President, NBD Skokie Bank

6. PERSONNEL

Appointment: Louise A. Barnett, Information Assistant, Youth Services Department, effective November 8, 1993

Re-appointment: Karolyn Fukuda, part-time Clerk Typist, Youth Services Department, effective October 27, 1993

Resignations: Part-time Circulation Clerks - Circulation Services Department: Brian Benson, effective November 9, 1993 and Kathy Boedefeld, effective November 5, 1993

Circulation statistics were reviewed and discussed.

The motion to approve the Consent Agenda items passed unanimously.

DIRECTOR'S REPORT

Usage--Circulation in October was up almost 8% in spite of the extensive downtime for the Bookmobile. While audiovisual materials continue to lead the increase in circulation, adult and youth book circulation is also up significantly. Interlibrary loan lending continues to increase at a faster rate than borrowing. It was a busy month for reference and information services.

Glass--Three windows in the staff room developed cracks and have been replaced. We have learned that the specialty glass used in the Library lites is no longer made. Through conversation with the insurance agent and Globe Glass, we are looking into the possibility of

buying any remaining stock which was purchased by a third party. Many buildings in the Chicago area are in our same predicament. Ultimately, we will need to change all the glass in the building. A strategy will be to replace one wall at a time. Our insurance agent noted that the salvage value of the glass is high and may cover as much as 70% of the cost of replacement.

NBD BANK--Eighteen directors, officers and senior staff of NBD Bank met at the Skokie Public Library October 20 for about one hour and fifteen minutes. Mrs. Anthony gave the group an abbreviated tour and discussed current library services, emphasizing service to ethnic groups as requested by President Jim Carlson.

Gift of Sight--For the next two months, the Library will serve as a collection point for used eyeglasses in cooperation with the Lions Club and Lenscrafters. The glasses are analyzed for prescription and matched with needy individuals in third world countries.

Atkinson Symposium--November 2 and 3 Mrs. Anthony attended the first invitational symposium on networking in Illinois, held in Urbana, in honor of Hugh Atkinson, late Director of Libraries at the University of Illinois. Academic, public and special libraries are remarkably close in their thinking about the future of networking in Illinois. Priorities included INTERNET access, a gopher (guide to locating information on the INTERNET) for Illinois, and a smart "front end" to assist users in defining their search at a library terminal. Since the University of Illinois and other academic institutions currently on LCS (a home grown automation system) will be requesting proposals for a new automation system from vendors, it is possible that they could negotiate for development of software needed to facilitate networking among Illinois libraries.

McDonald's--Lydia Stux, Manager, Public Information and Programs and Mrs. Anthony met with the Marketing Coordinator for McDonald's to discuss possible support for Library programs and promotional opportunities in connection with the opening of the totally renovated McDonald's at Dempster and Niles Center Road. McDonald's has agreed to post Library news, distribute flyers, use tray liners imprinted with library information and support the winter reading club. Readers in Youth Services "Go Fish" club, starting in January, will earn coupons for drinks, fries and fish sandwiches among other reading incentives. The new store is state of the

art, featuring a robot to prepare french fries and two interactive CD Rom stations for children. One of the stations has games and the other has an interactive encyclopedia.

Mrs. Zatz said that Pizza Hut presently has a "Book It" program for fourth through sixth graders. She suggested we look into this program.

School Planning--Mrs. Anthony will assist District 219 and District 68 with their planning processes to develop a school improvement program as required by the State. Two-way communication at the planning level will benefit the Library as well as the school districts in coordinating programs, developments in technology and sharing information about the community and user groups.

#### INSURANCE PROPOSAL

After review and discussion of the Skokie Public Library Insurance Proposal for 1993-94 prepared by Boyle, Flagg & Seaman, Inc., Insurance Consultants, Mrs. Zatz made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES ACCEPT THE INSURANCE PROPOSAL AS PRESENTED BY BOYLE, FLAGG & SEAMAN, INC. FOR AN ANNUAL PREMIUM OF \$43,489.

The roll call vote for approval was unanimous.

Mrs. Hunter called for a short recess at 7:50 p.m.

#### TELEPHONE CONSULTANT PROPOSAL

The meeting resumed and returned to the regular order of business at 8 p.m.

Associate Director for Public Services Barbara Kozlowski addressed the Board. Her memorandum indicated the time has come to implement the Library's Goal II, Objective 10 for FY 1994, developing specifications for replacement of the telephone system.

Because the purchase of a new phone system is most complex it is recommended we hire a telecommunications consultant to assist in the process.

Mrs. Kozlowski has consulted with the Village Purchasing Manager, Bill Sarley and the consultant who worked with the Village on their project. It is her recommendation to work with the consultant from Diettrich Telcom Consulting Group who has submitted a proposal of \$8,000. or less.

Mrs. Zatz made a motion, seconded by Mrs. Schreck:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE ASSOCIATE DIRECTOR TO HIRE A TELECOMMUNICATIONS CONSULTANT IF THE FEE FOR THE PROPOSAL IS LESS THAN \$8,000.**

During discussion Mrs. Zatz suggested contacting AT & T who give consulting services free.

The roll was called. Mrs. Schreck--yes; Mrs. Weiner--yes; Mr. Friedman--yes; Mrs. Rich--yes; Mrs. Zatz--no; Mrs. Hunter--no. The motion passed.

Mrs. Hunter questioned this expenditure at this time, stating her concern with Bookmobile mechanical problems.

#### LONG RANGE PLANNING PROCESS UPDATE

After Board input into the proposed Mission and Goals for the new planning period and the opportunity to discuss the draft statement with other staff, members of the Long Range Planning Steering Committee made some changes to these statements.

Mrs. Rich asked that the Committee correct both sentences for greater clarity in meaning.

The Director will suggest this to the Steering Committee.

#### RENOVATION

The purchase of audiovisual equipment and furniture was discussed earlier in the meeting.

#### AUTOMATION

The Request for Best and Final Offer was sent to three automation vendors.

Based on all the documentation received from vendors, input from staff advisory groups, and information gleaned from the recent visits of each of the vendors, the JCPL Board will meet December 1 to select a system for recommendation to the respective library boards.

#### LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network November, 1993 Program Guide for Cable Channel 15 and the LCN Mission Statement and Goals.



NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich distributed an Ethics Statement for Public Library Trustees, Mission Statement of the Illinois Library Association Trustees Forum and a Materials Complaint information sheet.

She reported on the meeting of the NSLS Board of Directors and the System's Draft Long Range Plan.

COMMENTS FROM TRUSTEES

Mrs. Hunter commended staff responsible for the development of the Readers Advisory bookmarks and the Homebound Delivery bookmark.

ADJOURNMENT

The meeting adjourned at 8:42 p.m.

Mrs. Hunter asked for a motion to go into executive session for the purpose of discussion of land acquisition.

Mrs. Zatz made a motion, seconded by Mrs. Schreck, which was unanimously approved.

EXECUTIVE SESSION

After discussion Mrs. Zatz made a motion, seconded by Mrs. Schreck to return the meeting to open session, which was unanimously approved.

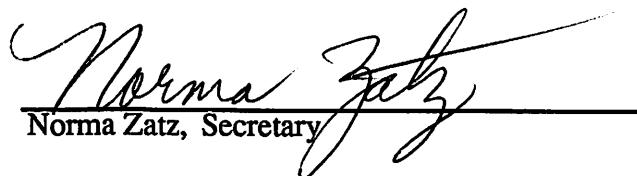
Mrs. Schreck made a motion, seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE CHANGES IN THE OPTION AGREEMENT AS DELIVERED TO THE MEETING BY LEGAL COUNSEL HEIDI KATZ, AND THAT THE BOARD DIRECT THE PRESIDENT AND SECRETARY OF THE BOARD TO SIGN THE DOCUMENT.

The roll was called. Mrs. Weiner--yes; Mr. Friedman--yes; Mrs. Schreck--yes; Mrs. Zatz--no; Mrs. Hunter--yes. The motion passed.

ADJOURNMENT

The meeting adjourned at 9:00 p.m.

  
Norma Zatz, Secretary