

March 10, 1999

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, March 10, 1999.

CALL TO ORDER

John J. Graham, President, called the meeting to order at 7:38 p.m.

Members present: John J. Graham, President; Diana Hunter, Vice President/President Emerita; Eva D. Weiner, Secretary; Zelda Rich; Richard J. Witry; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Member Absent: Susan Greer.

Observer present: Skokie resident, Carole Riding.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 10, 1999

Mrs. Rich made a motion, seconded by Dr. Wozniak to approve the minutes of the regular meeting of February 10, 1999, subject to additions and/or corrections.

There being no additions or corrections the minutes were approved and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
CIRCULATION REPORT  
LIBRARY USE STATISTICS  
REPORT(S) FROM DEPARTMENT HEAD(S)  
GIFT  
PERSONNEL

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF FEBRUARY, 1999, THE LIBRARY NOTE FUND AND THE YEAR-TO-DATE BUDGETARY STATUS REPORT BE ACCEPTED AND THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. GIFT

\$50 from Ruth Ramis Music Fund for Sunday programming

5. PERSONNEL

Appointments: David L. Melahn, hourly Security Guard, Maintenance Department, effective February 23, 1999; Nancy Shlensky, Head, Youth Services Department, effective April 6, 1999

Promotion: Theresa dela Vega from part-time Microcomputer Assistant, Youth Services Department, to part-time Roving Technology Guide, Adult Services Department, effective March 15, 1999

Transfer: Ryan Wirth, from part-time Computer Assistant, Youth Services Department, to part-time Information Services Desk Clerk, Adult Services Department, effective March 15, 1999

Resignation: George Anastasiadis, hourly Clerk, Circulation Services Department, effective March 17, 1999

Mrs. Hunter suggested the statement "The bookmobile was in service for the entire month of..." be removed from the Circulation Report because we have a new Mobile Library and do not expect it to be out of service. The statement was added when our old Bookmobile was having a lot of trouble and was out of service a lot.

The roll call vote for approval was unanimous.

### CONSENT AGENDA ITEMS

#### BILLS

Mrs. Hunter made a motion, seconded by Mr. Witry:

MOTION: THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

PROPOSED BUDGET FY 1999-2000

Mrs. Hunter questioned the need to increase the Programming Line of the proposed budget, noting that some of our programs are poorly attended. For example, the Lyric Opera program February 1 had six in attendance and the Peace Project in Youth Services February 5 had only three children and one adult attending. She suggested our programming be analyzed and examined to determine which programs are successful and which are not. We need to focus on providing the types of programs that will interest and draw in the public.

We should also look at who attends our programs. Are they Skokie residents? Mrs. Hunter said in the past the Library had a philosophy that we did not spend a lot of money on programming. We should have more of a marketing sense of our programs and examine our successes.

Mrs. Hunter also questioned the need to increase the Periodicals line of the budget and suggested we review the number and types of journals we purchase.

Mrs. Anthony said the periodicals line reflects the increased cost of electronic versions of periodicals, such as the Chicago Tribune, which has almost doubled in price this year.

Mr. Witry said with a technology line and a copier lease purchase line - would not all the copiers fall into the technology category? Did we anticipate the need for additional public computers, which the Board is being asked to vote on later this evening?

Mrs. Anthony explained that the guideline has been to replace 1/3 of our computers each year, and the purchase of additional computers was planned although specific expenditures are not itemized in the budgeting process a year or more in advance.

During further discussion Mrs. Anthony said the salary line had been increased \$56,000. this year in consideration of extended weekend hours.

Mr. Witry can meet with Mrs. Anthony to discuss specific concerns about the Library's budget process.

### DIRECTOR'S REPORT

Usage--Circulation was up nearly 4% in February, led by increases in circulation of audiovisual materials and Bookmobile use. Interlibrary loan was noticeably lighter. The gate count was virtually the same as last February. There were 11,652 visits to the Library website in February for an average of 440 per day.

Mary Radmacher--Former Chief Librarian Mary Radmacher had successful surgery for a hip replacement March 5. She will be recovering at the Wesley Center. We sent flowers and best wishes for a speedy recovery from the Board and staff.

Collection Development Plan--The Skokie Public Library's revised Collection Development Plan will be published by the Public Library Association of ALA. The earlier edition of our Collection Development Plan was a best seller for PLA and has been used as a model by many other public libraries. All selectors contributed to the plan which was compiled by Associate Director Barbara Kozlowski with help from Teri Room, Coordinator of Collection Development.

Food For Fines--We plan to repeat the successful Food for Fines campaign which we conducted last year for the first time. The drive will be held during National Library Week, with patrons receiving \$1.00 credit towards overdue fines for each can brought in. As before, the food will be given to the Niles Township Food Pantry.

Warren Newport Public Library--The Director and several staff from Warren Newport Public Library will visit Skokie Public Library next Wednesday to see our Dynix system and related automation. They are leaving the CCS consortium which had Geac/CLSI and are

exploring other automation systems and other consortia before deciding how to proceed.

Y2K Update--BellCow consultants are working with Gail Muirhead on ensuring that our Dynix system is Y2K compatible. Through a testing process made available by Ameritech Library Services, Systems Librarian Gail Muirhead was able to identify potential trouble spots and BellCow is determining the upgrades needed to the network.

Barbara Kozlowski has been working with Nortech, our telephone vendor, on Y2K issues for the phone system. We should have a proposal for the Board next month.

JCPL(Joint Computer for Libraries)--Systems Librarian Gail Muirhead was named as one of twelve in the first group of Certified System Administrators by Ameritech Library Systems. She received the recognition by passing four tests developed by Ameritech to determine proficiency with system operations and security.

Signage--Staff feel that end-of-stack signage would significantly improve users' ability to locate materials in the collection. We are working with a vendor and should have a proposal for the Board next month.

Legislative Matters--Mrs. Anthony went to Springfield February 25-26 to give testimony for the introduction of Senate Bill 268 for the Illinois Information Advantage and also for House Bill 600 regarding a change from statewide to county by county definition of obscenity. Senate Bill 268 was sponsored by Senator Kathy Parker and was approved by the State Government Operations Committee without dissent. Unfortunately, House Bill 600 was approved by the House Judiciary Criminal Law Committee and could come for a vote by the entire House at any time. A companion bill, Senate Bill 552 will be heard in Committee next Tuesday, sponsored by Senator Wendell Jones of Palatine. Freshman Senator Ira I. Silverstein who represents the 8th District, including part of Skokie, is on the Senate Judiciary Committee

which will vote on the bill Tuesday. His telephone # is 217-782-5500 and FAX is 217-782-5340. Senate Bill 552, like House Bill 600, would create problems for libraries in interlibrary loan and electronic services, as well as presenting a potential challenge to libraries which serve residents of more than one county.

Mrs. Anthony also participated on a V-Tel Conference on legislative matters for Illinois library systems staff on February 19.

Village Millennium Plans--Mrs. Anthony participated in a meeting of representatives of Village agencies, coordinating plans for millennium-related programming. Village activities will run from July 1999, through July 2000, with joint publicity of major events. The Library will be the lead agency in April 2000, with our National Library Week activities.

Long Range Plan--The Long Range Planning Committee met February 18, hearing from key informants Tom Thompson of the Village Economic Development Commission and, from School District 219 Superintendent Griff Powell and Niles West Principal Roger Stein. Each member of the Committee presented a brief outline of major concerns for their area of operations. The Committee met again Saturday, March 6, to begin review of the Library's current strategic position and identification of needs to be addressed in the next planning period.

#### REVIEW OF EMPLOYEE COMPENSATION AND BENEFIT ISSUES

The Board discussed Mrs. Anthony's memorandum of March 4 reviewing employee compensation and benefit issues. In it she noted that 20 staff are currently at top of scale (13 full-time and 7 part-time). With four more staff reaching top of scale in 1999, 25% of full-time staff will be at the maximum pay rate.

Further, with regard to salary scale and pay ranges, comparisons may be made with other libraries, with the Village of Skokie, and with local schools. Although much data can

be collected, where does the Board feel our salaries should be relative to other libraries? Should we be in the fourth quartile of NSLS libraries or simply about midpoint? Should salaries be comparable to employees with similar education in other area agencies?

Another issue is the current differential between the hourly rate for full-time salaried staff and that for hourly employees. The full-time rate is based on a 37.5 hour week while the hourly scale was geared to rates for a 40 hour week for comparability with rates of other agencies at the time the scale was developed. Should all rates be geared to the 37.5 hour week? These are complex issues.

Also, is the question of a COLA as an adjustment separate from performance-based pay increase? The COLA concept was developed at a time of high inflation. Is it still relevant when the CPI is under two percent? What if we were to enter a period of deflation?

A recent inquiry on the Director's listserv brought responses as varied as (Wauconda) "double the cost of living as a minimum increase; additional possible based on merit; average last year was 4.8%" to (Arlington Heights) "salary range adjustment of 1.7%-not received by individual employees-merit increases of 0, 4 or 6%".

We have given an annual COLA and, for staff not at top of scale, a 3% adjustment at the time of the annual review.

Another factor for staff is the availability of overtime. Overtime has typically accounted for about 3% of the salary budget. The concept of compensatory time for Sunday work has been introduced, with overtime as an option to be reviewed by the Board in September.

Currently the Library pays 70% of the cost of whichever health insurance a full-time employee selects while the employee pays 30% out of pretax earnings. Part-time employees

who work 20 or more hours per week may get a prorated benefit. In comparison, the Village pays 88% of insurance costs. They have few part-time employees.

If the Library reduces the cost of insurance to the employee, thereby increasing their take-home pay, it would cost the Library \$13,110 annually to pay 75% of insurance costs and \$26,238 annually to pay 80% of employee insurance costs.

Mr. Graham asked the Board for their comments.

After lengthy discussion Mr. Graham said the Board is committed to be equitable to staff. Compensation and benefits impact the budget and the long range planning. Whatever monitors the Board follows, it should all be done together prior to finalizing the budget and while we are working on the Long Range Plan.

Mr. Graham and Mr. Witry will review the information gathered thusfar with the Director and Associate Director and bring their findings to the Board for evaluation.

#### MEETING ROOM CHAIRS

Paul Steinbrecher, Architect, has obtained bids on the three chairs being considered for the Petty Auditorium and meeting rooms. Only two vendors bid on the Vecta chair. Bids were based on the purchase of 325 chairs.

The chairs were weighed because the Maintenance Department was concerned about the weight of the chairs since they need to move them around regularly. The present chair weighs 14.6 pounds. The Nova chair weighs 9.6 pounds, Versa chair 15.0 pounds and the Piretti chair 17.2 pounds.

After discussion, Mr. Witry made a motion, seconded by Mrs. Hunter:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF 325 KI PIRETTI SLED-BASED CHAIRS, WITHOUT ARMS, FROM THE LOWEST BIDDER, INTERIORS FOR BUSINESS AT \$111.58 PER CHAIR.**



The roll call vote for approval was unanimous.

### ELEVATOR UPGRADES

Two years ago we improved the public elevator with the installation of a light beam to sense the presence of a person or object, reversing the door to prevent them from striking someone. We also installed a battery pack which automatically lowers the public elevator to the first floor in the event of a loss of electrical power.

Additional improvement is proposed to the public elevator and one staff elevator. Currently the elevators do not meet ADA requirements for the height of internal control buttons or corridor buttons. Schindler Elevator Corporation, which services our elevators on a regular basis has given us a proposal to upgrade the internal controls on the two elevators and to install four compliant corridor call buttons (two floors for each elevator) for a cost of \$11,835.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ELEVATOR UPGRADE TO TWO ELEVATORS AS PROPOSED IN THE AMOUNT OF \$11,835.

The roll was called: Mrs. Hunter--yes; Mr. Witry--pass; Mrs. Rich--yes; Dr. Wozniak--yes; Mrs. Weiner--yes; Mr. Graham--yes; Mr. Witry--yes. The motion passed.

### ADDITIONAL SHELVING

Additional shelving is needed for audiovisual materials in Youth Services and additional hinged periodical shelving for current magazines in Adult Services. The AV shelving in Youth services is drawers that will fit into existing cabinetry to accommodate more CDs and cassettes. The additional periodical shelving will allow us to display more current

magazine titles, while the hinged feature permits users to easily access other recent issues of the title.

The quotation from Embury, Ltd., the authorized BCI dealer in the Chicago-area, is for a total of \$8,351.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY APPROVE THE PURCHASE OF ADDITIONAL SHELVING AS PROPOSED IN THE AMOUNT OF \$8,351. FROM EMBURY, LTD.

The roll was called. Mrs. Hunter--yes; Mr. Witry--no; Mrs. Rich--yes; Dr. Wozniak--yes; Mrs. Weiner--yes; Mr. Graham--yes. The motion passed.

#### ADDITIONAL PUBLIC COMPUTERS

Six additional Dell public computers are requested for Adult Services. The Dell P6350GX1/M+ system, including a 17" monitor sells for \$1,398 each for a cost of \$8,388 with a shipping charge of \$210 for a total of \$8,598.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF SIX DELL COMPUTERS AS PROPOSED IN THE AMOUNT OF \$8,598.

Mr. Witry asked where the computers will be set up.

Mrs. Anthony said four will be placed in the 700 and 900 sections of the Library, one at the Reference Desk for public use, and one on the far side of the water court.

The roll was called. Mrs. Hunter--yes; Mr. Witry--no; Mrs. Rich--yes; Dr. Wozniak-- yes; Mrs. Weiner--yes; Mr. Graham--yes. The motion passed.

LIBRARY CABLE NETWORK

The Board reviewed the March, 1999 Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

The Board reviewed the memorandum from Sarah Rohrer, NSLS Member Services Librarian regarding their 1998 System Awards to be presented at the NSLS Annual Banquet, Friday, March 12, 1999 at the Mission Hills Country Club in Northbrook.

COMMENTS FROM TRUSTEES

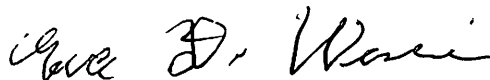
Mrs. Hunter reported on the recent failure of San Diego Proposition L, which would have funded California libraries for five years with a small increase in sales tax, specially earmarked for the town in which the tax was collected.

Mr. Witry said he reviewed the response from Reliance Insurance Company Counsel Suzane L. Woollums, Assistant Vice President - Claims Counsel, to his request that a rider or endorsement be issued to include coverage for claims arising out of Internet First Amendment claims. He will accept Counsel's explanation that there does not appear to be any specific Policy provision excluding First Amendment claims or claims arising out of Internet use.

Mrs. Rich has been invited to join the Skokie Kiwanis Club, representing the Skokie Public Library. She asked if the Board would approve this. The Board approved and congratulated Mrs. Rich.

ADJOURNMENT

The meeting was adjourned at 9:24 p.m.



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Eva D. Weiner, Secretary