

July 9, 1997

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, July 9, 1997.

CALL TO ORDER

Diana Hunter, President, called the meeting to order at 7:38 p.m.

Members present: Diana Hunter, President; Eva Weiner, Vice President; Zelda Rich, Secretary; Leo Friedman; Marcy Goodman; John Graham; and Carolyn A. Anthony, Director.

Member absent: Susan Greer.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 18, 1997

Mr. Friedman made a motion, seconded by Mr. Graham to approve the minutes of the regular meeting of June 18, 1997, subject to additions and/or corrections.

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

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF JUNE, 1997, THE LIBRARY NOTE FUND AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED, AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

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

## CONSENT AGENDA ITEMS

CIRCULATION REPORT  
LIBRARY USE STATISTICS  
REPORT(S) FROM DEPARTMENT HEAD(S) (1)  
PERSONNEL

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:

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

Appointment: Michael Jackiw, Assistant LAN Administrator, Technical Services Department, effective July 28, 1997

Promotion: Virginia Boggs, Audiovisual Materials Librarian, Technical Services Department, effective July 7, 1997, to Assistant Department Head and Audiovisual Materials Librarian

Reclassified: Deborah Grodinsky, Assistant Coordinator of Information Services, Adult Services Department from P-3 to P-4, effective July 1, 1997

Retirements: Technical Services Department - Sandra Hoffman, Acquisitions Assistant, effective August 29, 1997; Judith Pueschel, Head of Acquisitions, effective September 12, 1997

After discussion all Consent Agenda items were unanimously approved and placed on file.

## DIRECTOR'S REPORT

Usage--Circulation in June was up nearly eight percent over last year. The circulation of books in the Youth Department continues to climb, approaching the Adult book circulation. The gate count was 63,490 for a gain of more than 20% since last June.

Book Sale--Camille Cleland and staff outdid themselves this year with our most successful book sale ever. Held June 13-14, the book sale netted \$7,956. which will go back into the book budget for purchase of new books.

Electronic Payments--Mrs. Kim has been working with Village finance officials to implement electronic payment of federal taxes including income tax, Social Security and Medicare. With mandated electronic filing, the federal government will receive these payments nearly one week earlier than through a printed check payment method. Once this is operating smoothly, we hope to implement direct deposit for staff paychecks.

JCPL--Jose Ortiz who has worked as Computer Operator at JCPL for about six years has accepted a position as LAN Administrator for a Chicago hospital.

The problem with 925 missing AV titles in reloading records after authorities implementation has been resolved. We are still awaiting release 162 of the Windows catalog and hope to implement it in August or September. Gail Muirhead, Systems Librarian, has been frustrated with the level of support from Ameritech and addressed a letter to Lana Porter, President of the Library Division regarding her concerns.

Lincolnwood Public Library--The Library will be closed July 1-July 20 for construction, undoubtedly adding to Skokie Public Library's service load this month.

Summer Student Help--Two Niles Township students are working fifteen hours per week at the Library for six weeks this summer with funding from the Private Industry Council.

State Funding for OCLC FirstSearch--The Illinois State Library is again providing ILLINET members with free access to twelve OCLC FirstSearch databases through the 1997-98 fiscal year beginning July 1. Some of the databases include many full text articles.

LSCA Grant--At the June Board meeting, Mrs. Anthony reported that we had just received notice of the receipt of a \$22,500. LSCA grant for the purchase of a 28 drive CD-ROM tower for inclusion in our LAN. We are proceeding to purchase and install the equipment with the assistance of Dawne Tortorella who has been working on our LAN conversion. All monies must be spent by

September 30 in this short grant period intended to use the remaining LSCA Federal money before start of LSTA grant funding.

ALA Annual Conference--Four Board members, seven staff members and Mrs. Anthony attended the ALA Annual Conference in San Francisco for three or more days at the end of June and early July. Mrs. Anthony completed a four-year term as an elected member of Council. Her new responsibilities will include being Chair of the Committee on Education and Chair of the Loleta D. Fyan Grant award jury. At this conference, she was a presenter at a program on the Public Library Planning Process. Richard Bolles, author of What Color Is My Parachute, spoke at a program arranged by Steve Oserman and columnist Ellen Goodman spoke at another program.

Trustee Eva Weiner and Mrs. Anthony visited the new San Francisco Public Library. Services for the disabled are well developed, as are the foreign language collections. There is a Library café and a gift shop run by the Friends of the Library.

There was discussion about the Communications Decency Act and filtering in Council caucus and on the floor of Council. Council passed a resolution introduced by the Intellectual Freedom Committee declaring that filtering of the Internet is a violation of the Library Bill of Rights. It was clarified that some filtering could be used on some computers as long as some computers with open access to the Internet were available to all patrons.

Sotheby's Buys Leslie Hindman--It was announced recently that Sotheby's is buying Leslie Hindman, the Chicago auction house which has sold some of our unneeded MR chairs. They plan to expand the midwest business and raise the quality of the sales.

Mrs. Anthony has received a request from a Skokie resident who would like to operate a cafeteria/lunchroom in the Library.

After discussion, it was the consensus of the Board that there is no sensible way this could be done.

### CHAIR PURCHASE

We need to order twenty (20) additional chairs for use at public computer stations and nine (9) additional staff chairs. Bids were received from four Herman Miller furnishing representatives for twenty-nine (29) chairs.

The Board reviewed the quotations from Corporate Office Systems, Corporate Vision Interiors, Interior Investments and Thomas Interior Systems.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FROM THE LOWEST BIDDER, CORPORATE VISION INTERIORS, IN THE AMOUNT OF \$10,543.05 FOR THE PURCHASE OF 29 HERMAN MILLER CHAIRS.

The roll call vote for approval was unanimous.

### MAINTENANCE AGREEMENT FOR MICROFILM READER PRINTERS

Renewal of the maintenance agreement on six (6) Minolta microfilm reader printers has increased 5% over last year. The cost of renewal of the standard agreement including labor, travel, replacement parts and one preventive maintenance kit per contract year, excluding supplies and paper is \$9,200.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE RENEWAL OF THE MINOLTA MAINTENANCE AGREEMENT CONTRACT ON OUR SIX (6) MICROFILM READER PRINTERS IN THE AMOUNT OF \$9,200.

After discussion the roll call vote for approval was unanimous.

## DISCUSSION

### Final Report on Goals & Strategies 1996-97

Mr. Graham said he read the Final Report thoroughly since the June meeting - that his basic concerns are fundamental things not addressed in the report, such as staff morale and outside maintenance of the building and grounds. He often walks to the Library from his home and is aware of the state of the grounds around the Library.

During discussion the Board concurred that it is an obligation to the public and staff that fundamental housekeeping be kept up, both in and outside the building. Clean rest rooms and adequate paper supplies are a must. Regular restroom checks should be made throughout the day.

Mr. Graham is also concerned with what appears to be some disagreement among desk staff with regard to who is to intervene when a problem arises, i.e., is it desk staff's responsibility to handle problems or is it the guard's responsibility? Desk staff do not want to leave patrons waiting at the desk for assistance.

The Board agreed that we have met the Library's technology Goals, however, they should discuss and determine what future community needs might encompass.

Mrs. Hunter said there have been many societal changes and the Board needs to look at these changes with respect to the Library's goals for the year 2000 and how the Library will operate in the year 2000. A study of our hours should be included.

### Guidelines re businesses on SkokieNet

The question with regard to NSLS allowing member public libraries to solicit businesses to mount their home pages on NorthStarNet was discussed briefly.

Mrs. Anthony said that the Skokie Public Library's community information network, SkokieNet, has simple "yellow pages" types of listings of some local area merchants and nonprofit organizations. These listings are an informational service for browsers of SkokieNet and an opportunity for the Library

to connect with small businesses which may not be aware of library services. It is planned in the future that the Skokie Chamber of Commerce will take over coordination of the business listings on SkokieNet.

#### LIBRARY CABLE NETWORK

The Board noted the July 1997 Library Cable Network Cable Guide.


#### COMMENTS FROM TRUSTEES

Mr. Friedman expects to receive bookmobile information in the mail soon and will bring it in for the Board's review.

Mrs. Weiner reported on her attendance at the American Library Association Annual Conference held in San Francisco.

#### ADJOURNMENT

The meeting was adjourned at 8:55 p.m.

  
Zelda R. Rich, Secretary