

November 11, 1998

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, November 11, 1998.

CALL TO ORDER

John J. Graham, President, called the meeting to order at 7:30 p.m.

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

Members absent: Susan Greer and Zelda Rich.

Also present: Barbara A. Kozlowski, Associate Director for Public Services; Circulation Department staff member Carole Riding; and Dominican University student Mary Dressler.

APPROVAL OF THE MINUTES OF THE REGULAR AND THE EXECUTIVE MEETINGS OF OCTOBER 13, 1998

Mrs. Hunter made a motion, seconded by Mr. Witry to approve both the minutes of the regular and executive meetings of October 13, 1998, 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  
AUDIT  
LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF OCTOBER, 1998, THE LIBRARY NOTE FUND, THE ANNUAL AUDIT AND MANAGEMENT LETTER FOR THE YEAR ENDED APRIL 30, 1998 BE ACCEPTED AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

After discussion the roll call vote for approval was unanimous.

CONSENT AGENDA ITEMS

CIRCULATION REPORT  
 LIBRARY USE STATISTICS  
 SEMI-ANNUAL STATISTICAL REPORT/INFORMATION SERVICES MAY 1998 -  
 OCTOBER 1998  
 REPORT(S) FROM DEPARTMENT HEAD(S)  
 PROGRAM STATISTICS SECOND QUARTER F.Y. 1998-99  
 GIFTS  
 CORRESPONDENCE  
PERSONNEL

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

MOTION: THAT THE FOLLOWING CONSENT AGENDA ITEMS BE  
 PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. SEMI-ANNUAL STATISTICAL REPORT/INFORMATION  
 SERVICES MAY 1998 - OCTOBER 1998
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. GIFTS

In memory of Leo Friedman

\$50 from District 68 Board of Education

In memory of Steve Oserman

\$18 from Etta C. Lome

\$20 from Jerome Q. Koren

\$50 from Sofia S. Jones

\$50 from Heidi A. Katz

6. CORRESPONDENCE

Letter from Deborah Cassidy, Devonshire LMC

7. PERSONNEL

Appointments: Christina Brennan, hourly Circulation Clerk, Circulation Department, effective October 27, 1998; Phillip Espino, hourly Circulation Clerk, Circulation Department, effective October 27, 1998; Kevin Luthardt, hourly Artist, Youth Services Department, effective November 3, 1998; Joanne Janzen, hourly Assistant in Interlibrary Loan and Periodicals Service, Adult Services Department, effective November 4, 1998; William Hamilton, Technical Support Specialist, Technical Services Department, effective November 16, 1998; and Michelle Rusch, hourly Circulation Clerk, Circulation Department, effective November 17, 1998

Resignations: Domarina Oshana, hourly Clerk, Circulation Department, effective October 19, 1998; Saba Ahmad, hourly Circulation Clerk, Circulation Department, effective October 31, 1998; and Michael Delury, hourly Reference Librarian, Adult Services Department, effective November 22, 1998

Promotion: Louise Barnett, from P-1 Information Assistant to P-2 Senior Information Assistant, effective November 9, 1998

The Consent Agenda items were unanimously approved and placed on file.

During discussion Mrs. Hunter suggested publicizing the Library's November 19 Family Read Along Night to day care centers in Skokie in addition to the schools and park district.

BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/98 AND YEAR-TO-DATE BUDGETARY STATUS (Not on consent Agenda)

After discussion it was the consensus of the Board that a Balance Sheet Report be prepared for the Board on a quarterly basis.

After review of the Year-to-Date Budgetary Status report Mrs. Hunter made a motion, seconded by Mr. Witry to place the reports on file.

The motion was unanimously approved.

DIRECTOR'S REPORT

Usage--Circulation in October was up nearly three percent over circulation in October last year. In addition to gains in use of audiovisual material, adult book circulation increased nearly four percent. Gate count for the month was more than thirteen percent higher than last year. The significantly higher increase in gate count over circulation may indicate that a number of people are coming to the Library for activities such as computer use or programs, without check-out of library materials.

Educate and Automate Grant Request--We have filed an application with the Illinois State Library for \$13,950. in Educate and Automate Grant Funds, representing half the cost of

anticipated improvements to the Library's LAN. Planned enhancements include replacement of eight (8) workstation hubs and 26 network cards for increased speed and reliability; expansion of existing 28-drive Meridian CDNet server for greater capacity and the acquisition of switchboxes for shared use of patron printers.

NorthStarNet Policy & Planning Advisory Council--Mrs. Anthony was elected chair of this newly-formed group of library directors (which includes the Director of the Suburban Library System) charged with making recommendations regarding policy and planning, long-term funding and contracts for NorthStarNet. The Council will meet every two or three months. At the first meeting they learned Better Value Marketing has established a kiosk in the Warren-Newport Library and has a contract for installation in a number of Jewel/Osco stores throughout Lake and northern Cook Counties. The focus is on social services. The kiosk has two screens, the lower featuring information on services and the upper advertisements from sponsors. Representatives of the Tribune also came to discuss the future of Digital Cities and their relationship with NorthStarNet.

Vend-a-Card Systems--We met with representatives of different Vend-a-Card systems regarding installation of photocopiers and card mechanisms for microfilm reader/printers and laser printers. We hope to have a recommendation for the Board within the next month or two.

Village Marketing Director--Mrs. Anthony met with Ann Tennes who is in the new position of Village Marketing Director for Skokie. She is primarily information-gathering at this point, but intends to actively pursue a higher profile for the Village through the press, a website and other means.

ILA Conference--Although final reports are not completed, the ILA Conference held at the Merchandise Mart October 24-27 has been judged a success. A preconference sponsored

by the Urban Libraries Council called “The Future’s in the Balance” was particularly impressive. It featured a report of the findings of the recent Benton Foundation study on the way libraries are perceived and implications of those findings.

Another very useful meeting was one on museum/library cooperation sponsored by the Illinois State Library, at which Diane Frankel, Director of the Institute for Museum and Library Services in Washington, DC, was the key presenter. She talked about similarities and differences between museum and library operations, what we could learn from each other, how we could work together and what funds are available to support demonstration projects.

Other conference highlights were Tribune columnist Clarence Page, author Robert Hellenga and a fun evening at Ragtime. A reception at the Chicago Children’s Museum which has current exhibits on Dr. Seuss and Brave Little Girls in literature was interesting, but not well attended. The Library sponsored local author on health-related topics Ada Kahn and our own Frances Roehm at the Illinois Authors Luncheon.

ILA Conference ‘99--Mark your calendars now for the ILA Conference October 16-19, 1999 at Navy Pier. Mrs. Anthony has selected the theme “Bridging the Millenia: Libraries for a New Era.” In an attempt to solicit substantial program offerings, we have called for programs on the themes of communication, collections, continuous learning and complexity.

Demographics--A recent report from the Latino Institute, based on data from the Immigration and Naturalization Service features both Skokie Zip Codes 60076 and 60077 in the top 10 suburban destinations of Illinois immigrants from 1990-95. The tables show a total of 4,218 immigrants to Skokie during the five year period. This would represent 7% of the population, indicating significant recent population change. Not surprisingly, the largest

number of immigrants is from the former USSR, followed by India and the Philippines. There is also continuing immigration from Korea.

During discussion Mr. Graham said that demographic information will be provided to the Board at the December meeting. Demographics will play an important part in the Library's long range planning for the millenium.

Dr. Wozniak said that we should all remember that the 21<sup>st</sup> Century will not begin until the year 2001.

Joint Computer Program for Libraries (JCPL)--Skokie Public Library's balance in the JCPL growth fund as of October 31, 1998, was \$228,879. Formula revision at midyear, applying to next year's budget, calls for another increase in Skokie's share from 44.03 to 44.83 percent of consortium expenses.

Internet via Cable--Recent news reports indicate that Tele-Communications Inc. or TCI plans to install cable for faster two-way Internet access in many communities including Skokie. Another report stated that TCI and Dell are working together to build cable-ready Pentium PCs complete with high-speed networking cards. The first machines are expected in early 1999.

Skokie Spirit Race--A team of eight represented Skokie Public Library in the annual Skokie Spirit Race sponsored by Rush North Shore Medical Center October 25. Four of the eight placed in their division.

Congressional Action--Congress voted to extend the current copyright term by 20 years. The existing law gives protection to works of art for the lifetime of the artist plus 50 years. For works copyrighted before 1978, the protection lasts for 75 years from the date of the original copyright. Librarians had opposed further extension of the copyright term, but will have to be satisfied with adjustments to educational fair use provisions.

Bills proposing mandatory filtering in libraries (sponsored by McCain and Istook) were defeated.

### EXTENDED WEEKEND HOURS

In response to the Board's request whether full-time staff would choose overtime pay or a compensatory day for a six hour Sunday if given a choice for the period between January 10 and September 5 inclusive, the following was determined:

In Adult Services, eight librarians would prefer overtime while seven would prefer time off. Additionally, two librarians from other departments would be willing to work Sundays in Adult Services for overtime. In Youth Services, two librarians would prefer overtime and three would prefer compensatory time. Among Circulation staff, three would prefer overtime and five would prefer the compensatory day.

It is impossible to calculate a precise cost differential because the exact number of Sundays to be worked by staff of each preference is not known. However, since the choice appears to be equally divided it is estimated that the cost, based on half of eligible staff choosing overtime during the eight month period, would be approximately \$22,500.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE RECOMMENDATION OF THE DIRECTOR AS PRESENTED, EXTENDING WEEKEND HOURS AS A PILOT PROJECT JANUARY 10 - SEPTEMBER 5, 1999 INCLUSIVE.

With this motion, the Library will be open three additional hours per week for a total of 75 hours, for a schedule Monday-Friday 9-9, Saturday 9-6 and Sunday Noon-6 p.m. During discussion Mr. Graham noted that whether it be extension of weekend hours, "pay for

performance”, or the compensation package in general - all impact the budget and the long range plans of the Library.

We need to ask ourselves what it is that we want to accomplish because service and costs will be impacted. Perhaps the Board might reconsider what are “ideal” hours to be open. We may find that opening at 10 a.m. on weekdays could be a benefit and a trade off for the additional weekend hours open. Re-evaluation of the extended weekend hours project can be made in July or August.

It was the consensus of the Board that the proposal be approved as a pilot project as presented, to be re-evaluated before September, 1999.

The motion was unanimously approved.

Mrs. Hunter asked that circulation statistics and gate counts for each Sunday be provided to the Board during that time.

#### INSURANCE RENEWAL

The quote from our current insurance providers yielded only a modest increase. Therefore, we did not request new bids for renewal of the Library’s insurance package.

There was no increase in the Umbrella coverage or the Boiler & Machinery. Due to the new Mobile Library the Package and Automobile coverage showed a small increase.

Mrs. Anthony recommended that we accept the proposal from Travelers in the amount of \$24,445 and Workers Compensation coverage from the Illinois Public Risk Fund at \$17,726.

The Directors and Officers insurance quote from Colonia is preliminary, pending review of the latest library audit.



During discussion Mr. Witry asked if under the definition of “wrongful act” would we be covered in the event of a First Amendment suit and also, would the fees for a legal defense be part of the covered loss?

Mrs. Anthony will speak to our insurance consultant, Thomas P. English.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE RENEWAL OF INSURANCE COVERAGES AS QUOTED FROM TRAVELERS INSURANCE IN THE AMOUNT OF \$24,445. AND THE WORKERS COMPENSATION COVERAGE AS QUOTED FROM THE ILLINOIS PUBLIC RISK FUND IN THE AMOUNT OF \$17,726.

The roll call vote for approval was unanimous.

#### INTERNET FILTERS

The Board reviewed and discussed the two articles from The New York Times, “Censorship or Common Sense?” and “Library Grapples With Internet Freedom”.

#### COMMENTS FROM TRUSTEES

Mrs. Hunter asked if the sale of Ingram Books to Barnes and Noble would impact the Library. She also talked about her visit to the New British Library during her trip to London.

#### ADJOURNMENT

The meeting was adjourned at 8:47 p.m.

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Eva D. Weiner, Secretary