

January 9, 1991

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, January 9, 1991.

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; John J. Graham; Zelda Rich; Norma Zatz; and Carolyn A. Anthony, Director.

Member absent: Eva Weiner.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; and Tobi Oberman, Head, Circulation Services.

APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 12, 1990

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting of December 12, 1990 as written, subject to additions and/or corrections.

Dr. Wozniak seconded the motion.

There were no additions 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 Mr. Flintrup:

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.

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

## CONSENT AGENDA ITEMS

CIRCULATION REPORTS  
LIBRARY USE STATISTICS  
REPORT(S) FROM DEPARTMENT HEAD(S)  
CORRESPONDENCE (6)

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

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 (6)

Letter from Congressman Sidney R. Yates

Letter from Bridget L. Lamont, Director, Illinois State Library

Letter from Pearl Duhl, Program Chairman, Vice President of Education, Sisterhood Niles Township Jewish Congregation

Letter from Merle Jacob

Letter from Susan Dickens and Katherine Kozak

Letter from Jim Edgar, Secretary of State and State Librarian

The motion to approve the Consent Agenda items passed unanimously.

Mrs. Hunter read the letter sent to her from Reference Librarian, Sofia Jones, and asked that it be included with correspondence.

## 1991-92 BUDGET CONSIDERATIONS

The trustees discussed budgetary concerns, utility costs, impending postal rate increases, increasing the book budget; interest rate trends; and cost-of-living adjustment.

The Board suggested Mrs. Anthony obtain information from the Village regarding anticipated COLA for their employees and asked that she contact TCI, Skokie's cable television company to ascertain the current number of subscribers and viewership area.

## GIFT

The trustees noted the gift of \$25. from Joel S. and Evelyn Marks Siegel.

## PERSONNEL

The trustees noted the resignation of John M. Cook, part-time Microcomputer Assistant, Youth Services Department, effective December 2, 1990.

## DIRECTOR'S REPORT

Statistics--Circulation was up nearly 12% for the month, with adult book circulation up over 9%. Although the overall number of information requests was down in December, the increased volume of in-person requests reflects the heavier-than-usual December traffic in the Library.

Fund for Great Books--The canon of "Great Books" has been revised, with a number of new authors added and some deleted. The Great Books Discussion Group which has met at the Skokie Public Library for over 31 years under the leadership of Allen Schwartz has started a campaign to raise the more than \$2,000. needed to purchase the new collection for the Library.

Mrs. Hunter noted that the Great Books Discussion group has utilized the Library's facilities for more than 30 years. She commended the group's project to underwrite the acquisition of the new set of Great Books for the Library.

Parking on Laramie--The Village received a letter from the President of the Oakton Terrace Condominium Association protesting the removal of No Parking signs on the west side of Laramie. The Village Manager denied the request to reinstate the signs, observing that "The subject signs were installed years ago without an ordinance and are not appropriate."

Gifts--Recent gifts to the Library have included two substantial sets of reference books: Sweet's Catalog File: Products for General Building and Renovation (1989), 20 volumes, donated by Hubert J. Braun, President of J. G. Braun Company; and Corporate Technology Directory (1990), 4 volumes, donated by Lynda Sanford of System Reference Service who won it in a drawing at the Online CD-ROM 90 Conference.

The Board asked that a letter be sent to Lynda Sanford thanking her for her generous contribution.

In response to the question raised at the December Board meeting, Mrs. Anthony reported the number of dial up searches for the month of September were 1380 and in October 1539. The breakdown of the 1380 dial ups were 833 general or individual and 547 were other libraries.

Cross Cultural Workshop--Eleni Kokkino of the Illinois Resource Center presented a cross cultural awareness workshop for staff December 14. She discussed the different levels or aspects of culture and the adaptation process of adjusting to a new culture.

Japanese Concert and Reception--Mrs. Hunter and Mrs. Anthony attended a concert presented by the Tokyo Brass Ensemble December 20. The program of varied types of music also included pieces performed by local Japanese American artists including former Young Steinway performer Tokiko C. Takeuchi.

Professional Meetings--Mrs. Anthony will attend meetings at the American Library Association's Midwinter Conference from January 11-15 in Chicago. Her current responsibilities are: Director-at-Large of the Metropolitan Libraries Section, Co-chair of the ALTA/PLA Common Concerns Committee and a member of the Kellogg/Education Information Center Advisory Committee.

PLA Conference in San Diego--Four Board members and five staff members including Mrs. Anthony have been registered for the PLA National Conference in San Diego in March. One staff member is attending a preconference on planning library services for a culturally diverse population and two staff members are attending postconferences on intellectual freedom and youth services.

Discussion ensued regarding the Board's policy on conference attendance; the increasing costs involved; and the range of expenses incurred being dependent on individual length of attendance.

It was the consensus of the Board that the Library continue prepayment of registration fees, related meal functions, programs of special interest and airfare. And, because the usual advance of \$500 in some instances does not cover hotel room costs, the Board agreed an increase in the advance was necessary.

After discussion Mr. Flintrup made a motion, seconded by Mrs. Zatz to increase the conference attendance advance to \$750.

Upon Mr. Graham's suggestion to change the motion to approve a per diem basis advance of \$150. per day Mr. Flintrup withdrew his motion.

The motion was reworded:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE AN INCREASE IN THE CONFERENCE ATTENDANCE EXPENSE ADVANCE FOR TRUSTEES FROM A \$500. TOTAL ADVANCE TO AN ADVANCE OF \$150. PER DAY.

The roll call vote for approval was unanimous.

### BUILDING PROGRAM

The Board reviewed the Agreement Between Owner, Board of Trustees, Skokie Public Library and Architect, Hammond Beeby and Babka, Inc. dated January 9, 1991 (AIA Document B141, July 1977), as amended by Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE OWNER/ARCHITECT AGREEMENT DATED JANUARY 9, 1991 AS AMENDED BY ATTORNEYS ROBBINS, SCHWARTZ, NICHOLAS, LIFTON AND TAYLOR, LTD.

The roll call vote for approval was unanimous.

Mrs. Anthony reported on her December 18, 1990 meeting with Village Manager Albert J. Rigoni, Corporation Counsel Barbara Meyer, and Acting Finance Director Bob Nowak regarding Library renovation financing.

The Village expects to hear by late January whether it will receive a federal grant toward completion of the flood control project. If the grant is forthcoming, they will proceed with the note and security agreement for the Library as previously discussed. If the grant request is denied, a bond issue will be developed and the Library's request will be included. In either case, the plan is to proceed with the paperwork and preparations.

Since the loan documentation with either financing method lists the Village as the borrower, the Village would like a written intergovernmental agreement between the Library and the Village stating that the debt is in fact the Library's debt. They would like a

statement from us regarding the proposed use of the Sites and Buildings Fund and formal action by the Board regarding plans for repayment of the debt.

Additional Board action is needed to indicate alternate plans for repayment of the loan should a drop in the assessable tax base cause insufficient funds to be generated by the .02% levy.

After discussion and review of the wording suggested by the Village, Dr. Wozniak made a motion, seconded by Mrs. Zatz:

**MOTION:        THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE RESOLUTION AS FOLLOWS:**

**"THE BOARD OF LIBRARY TRUSTEES ACKNOWLEDGES THAT THE DEBT OF \$1,500,000. INCURRED BY THE VILLAGE ON THE LIBRARY'S BEHALF IS IN FACT SOLELY THE RESPONSIBILITY OF THE SKOKIE PUBLIC LIBRARY. IF AN ANNUAL CAPITAL LEVY OF .02% FAILS TO YIELD SUFFICIENT FUNDS FOR REPAYMENT OF THE LOAN, THE BOARD WILL USE OTHER FUNDS FROM THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS OR THE GENERAL OPERATING FUND AS NEEDED FOR REPAYMENT OF THE DEBT."**

The roll call vote for approval was unanimous.

#### **EMPLOYEE AWARDS**

It was the consensus of the Board that the three year employee award program was a worthwhile experiment. Board members who have served on the Employee Awards Committee agreed it was difficult to single out candidates for recognition of excellence.

It was the recommendation of the Director to discontinue the program for as many employees who are happy with the program there are as many who are not.

After discussion Mr. Flintrup made a motion, seconded by Mrs. Zatz:

**MOTION:        THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES DISCONTINUE THE EMPLOYEE AWARD PROGRAM IN ITS PRESENT FORM.**

The roll call vote for approval was unanimous.

## AUTOMATION

The trustees reviewed the Joint Computer Program for Libraries (JCPL) Financial Statements and the notes thereto for the fiscal year ended April 30, 1990, as prepared by Evoy, Kamschulte, Jacobs & Company, Certified Public Accountants.

## LIBRARY CABLE NETWORK

The trustees noted the January, 1991 Library Cable Network Program Guide for Cable Channel 22.

## PROPOSAL FOR ALL-DAY, ALL-STAFF IN-SERVICE WORKSHOP

An all-day, in-service workshop would provide continuing education for all personnel. Several libraries have done this type of program annually. In-service workshops generally promote the spirit of teamwork and provide useful management tools for staff. A Myers-Briggs workshop for Skokie Public Library staff members is proposed for Friday, September 13, 1991. To enable all staff members to participate, the Library would need to be closed that day. Expenses for the in-service workshop including speaker's fee and box lunch would be about \$2,200.

Mrs. Hunter voiced concern that since we may need to close the Library during some phase of renovation construction we should consider the timing of the all-staff in-service workshop so the Library will not be closed for an extended time in close proximity. We should attempt to work with the architects on the timing of possible closing for construction so it does not coincide.

After discussion Board members agreed that there is ample time to alert Library patrons to the all day closing of the Library September 13.

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

MOTION:      THAT THE SKOKIE PUBLIC LIBRARY BOARD OF  
TRUSTEES ADOPT THE PROPOSAL AS PRESENTED  
FOR AN ALL-DAY, ALL-STAFF IN-SERVICE  
WORKSHOP, FRIDAY, SEPTEMBER 13, 1991.

The roll call vote for approval was unanimous.

### TECHNICAL SERVICES DEPARTMENT UPDATE

Camille Cleland, Assistant Director for Technical Services and Automation Coordinator, reported on the daily functions and responsibilities of the Technical Services Department which include ordering, cataloging, and processing library materials.

Additional duties include boxing by subject all materials withdrawn from the collection for the annual book sale. A variety of reports are prepared daily, quarterly, monthly and annually, including fund accounting reports, circulation and overdue statistics, periodical holdings, and standing order list.

### NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported there was no meeting of the North Suburban Library System Board of Directors in December.

### COMMENTS FROM TRUSTEES

Mr. Graham asked that all personnel involved with the Holiday Luncheon be complimented.

Mrs. Zatz said there are quite a few movies scheduled at the Library she would enjoy attending, but because we changed our movie night from Thursday to Wednesday it is impossible for trustees to take advantage.

Mrs. Hunter commended Maryann Mondrus for the preparation of the booklist "You and Your Aging Parents." She suggested we target distribution of the list to centers, institutions, and groups which would most benefit from the information, along with our usual internal distribution points.

### ADJOURNMENT

The meeting was adjourned at 10:15 p.m.

  
Walter B. Flintrup, Secretary