

June 14, 2000

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, June 14, 2000.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:35 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Eva D. Weiner, Secretary; Susan Greer; Zelda Rich; John M. Wozniak and Carolyn A. Anthony, Director. Richard J. Witry arrived at 7:45 p.m.

Also present: Skokie resident Carole Riding.

The Board congratulated Mrs. Rich on the birth of her grandson, Ian Lev Rich.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 10, 2000

Mrs. Hunter made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of May 10, 2000, 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

LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF MAY, 2000, THE LIBRARY NOTE FUND, THE YEAR-TO-DATE BUDGETARY STATUS AND THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CIRCULATION REPORT  
 LIBRARY USE STATISTICS  
 ANNUAL REPORTS F.Y. 1999-2000  
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)  
 CORRESPONDENCE  
PERSONNEL

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

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. ANNUAL REPORTS F.Y. 1999-2000
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. CORRESPONDENCE

E-mail from Cynthia Dwyer; Note from Mary Radmacher; Memorandum to Board of Library Trustees from John Graham / Letter to Zelda Rich from Ann Carlson Weeks, Ph.D.; E-mail from Phyllis Rieman, Coordinator, Niles West Information Resource Center; Letter from Maureen Murphy, Commissioner, Cook County Board of Review

6. PERSONNEL

Appointment: Abigail Darr, part-time Human Resources Assistant, Administration, effective June 27, 2000

Promotions: Asif Choudhury, from part-time Page, Adult Services, to part-time Computer Assistant, Youth Services, effective June 8, 2000; Anita Fareeduddin, from part-time Computer Assistant, Youth Services to part-time Circulation Clerk, effective June 19, 2000

Grade Change: Elizabeth Ress, from S-5 Accounts Payable and Purchasing Clerk, Administration, to S-6 Accounts Payable and Purchasing Clerk, effective June 12, 2000

Mrs. Hunter suggested we should send e-mails to patrons who have overdue notices thus saving on postage. Mrs. Hunter said the sentence in the By-laws that reads:  
 "The Librarian shall attend all meetings of the Board of Trustees." should be changed to

“The Library Director shall attend all meetings of the Board of Trustees. The program manager’s report regarding feature film attendance is rather abysmal and it is time to reevaluate the film series. Mrs. Anthony said we are experimenting right now. Mrs. Anthony hears from patrons that they do want movies. Foreign films are being looked at as are short pieces that win awards.

Mr. Graham asked for comments regarding the letter Mrs. Rich received from Dr. Weeks (item G3). Trustees Greer, Hunter and Wozniak received the same letter. Dr. Weeks has led some of these programs before. Discussion ensued.

Mr. Witry entered the meeting at 7:45 p.m.

The motion to place the Consent Agenda items on file was unanimously approved.

#### DIRECTOR’S REPORT

The Board congratulated Mrs. Anthony on her Woman of Achievement Award.

Usage-Circulation in May was 97,969, an increase of 4% over circulation in May last year. Bookmobile circulation was up 26%. Most of the increased use is attributable to audiovisual materials. The Gate Count was virtually unchanged. There were 13,871 hits on the Website, up 38% from May last year. Popular sites were: American Classics, booklists, Employment Resource Center, Job Openings at Skokie Public Library, Skokie Obituary Index and This Month at the Library.

NSLS Board—Pat Groh (Skokie Public Library’s Coordinator of Community Services) was re-elected to the NSLS Board in May. She also served on the Nominating Committee for Board officers.

Improved Remote Access—A new remote access system has been installed that makes it much easier for people to access the Library catalog and reference resources from their home or office. One simply clicks on Access to Library Resources on the Library's home page. A menu of resources appears including catalogs, databases of periodical articles, directories, etc. covering both general information and more specialized information in health and business. When a resource is selected, a simple log-on box appears, requesting name, library card barcode and zip code. Once completed, you are immediately connected to the product. Further resources can be used without additional log-in.

Notary Public—Susan Dickens, Administrative Assistant to the Director, has completed requirements for her Notary Public. She is now prepared to officially witness the signing of any Library documents which may require a Notary Public's seal.

Intern from College of DuPage—Paige Temple, a student in the LTA program at the College of DuPage, has elected to do an internship at the Skokie Public Library. She will work 90 or more hours this summer in several departments under the supervision of Deborah Grodinsky, Head of Adult Services.

Cable Connections—We have received a connection to the I-Net with 21<sup>st</sup> Century Cable. The I-Net will connect the schools, Library, Village and Park District in Skokie. It is scheduled to be completed by Fall, 2000. We have also moved our AT&T connection to a small room opposite Technical Services. It will be easier for staff to access the equipment for posting news of Library events on Library Cable Network.

ILA Duties—Mrs. Anthony's term as ILA President is drawing to a close at the end of June. She presided over her last Board meeting June 2 and attended her last Public

Policy Committee meeting June 6. She will represent the Association in Springfield for the 10<sup>th</sup> Anniversary of the State Library building June 20 and at the Illinois State Library Advisory Committee meeting June 21. She will continue to serve on the Board as Past President in the coming year, but will have far fewer duties. She has enjoyed this opportunity for leadership. At a time of radical change in librarianship, the professional associations play an important role in charting direction and representing the interests of librarians to legislators and other public officials.

Free Lunch—Yes, there is such a thing as a free lunch. The Chipotle Mexican Grill, owned by McDonalds, opened a new restaurant in the Village Crossing Shopping Center this week. Their marketing department offered the Library a free lunch, to be used as a fundraiser or simply a meal for staff. We elected to take the staff lunch as an appreciation lunch and distributed 200 invitations to staff and volunteers for lunch June 7. Staff enjoyed a delicious lunch and social time as we had the restaurant to ourselves and Chipotle staff had a trial run before their official opening.

Festival of Cultures—Lovely weather contributed to the success of the Skokie Festival of Cultures May 20 and 21. Library staff were busy at the Bookmobile giving out balloons, stamping passports and telling people about library services. The Library sponsored a storyteller at the event.

Automation Vendor Demonstrations—Automation vendor demonstrations have been set up for later this month. Three vendors will present one and a half day demonstrations each so that staff have an opportunity to see various modules. Follow up questions can be checked out at the exhibits at ALA in Chicago in July. We will aim to

select a system and follow a timetable which will enable us to bring up a new system as a standalone library in April/May 2001.

Volunteer Reception—The Volunteer Reception June 6 was our best attended yet with over 60 volunteers gathering for a “picnic” in the Staff Room. Joan Wetherell was recognized for ten years of service as a volunteer and her name was added to the plaque in the lobby. As usual, Laura Hammond, Community Services Clerical Assistant, organized a lovely party and Pat Groh arranged for several staff to attend who could speak specifically to volunteers’ contributions.

Book Sale—Remember the Library book sale this weekend. Tell friends and neighbors. We need a lot of shoppers as it is getting harder to find charities that will accept leftover books.

Mrs. Anthony called attention to the E Books article in today’s Tempo section of the Chicago Tribune.

Mrs. Anthony mentioned the Annual Bookmobile Round-Up was this past weekend at the Harold Washington Library. Our bookmobile was still the big attraction even though it is a year old.

### BUILDING PROJECT

Mr. Graham said the Board will need to consider whether or not we will use a construction manager in this building project. He has had a conversation with a construction manager from Lincolnwood who does work for the Chicago Botanic Garden. Bob Hunter, Principal, with OWP&P, will explain the process and construction options. Discussion ensued.

A motion was made by Mrs. Rich, seconded by Mrs. Greer:

**MOTION:** That the Board of Library Trustees approve the Letter of Intent as presented from architect Bob Hunter of O'Donnell, Wicklund, Pigozzi and Peterson. (copy attached)

Library attorney, Lori Slutsky with Robbins, Schwartz, Nicholas, Lifton and Taylor, said point 1.2 should be stricken from the Letter of Intent as finalizing a contract is part of the cost of doing business.

A motion was made by Mrs. Hunter seconded by Mr. Witry to amend the above motion to:

**MOTION:** That the Board of Library Trustees approved the Letter of Intent as presented from architect Bob Hunter of O'Donnell, Wicklund, Pigozzi and Peterson with the exception of point 1.2 which should be stricken from the Letter of Intent.

The roll call vote to approve the motion as amended was unanimous.

Mrs. Anthony reported the CADD is nearly complete. We are waiting to receive a copy to keep in-house.

There will be a special Board meeting on Thursday, June 29 at 7 p.m. for the purpose of discussing construction options as outlined by Bob Hunter (and for determining what is in and out of the building program.)

#### JCPL

Mrs. Hunter commended Mrs. Anthony on her memo to the Board regarding changes which have made continued participation in the JCPL consortium less advisable than in prior years. She said that it was very well written.

A motion was made by Mrs. Greer, seconded by Mrs. Rich:

**MOTION:** That the Skokie Public Library withdraw from the JCPL consortium, effective April 30, 2001.

Discussion ensued.

The roll call vote for approval was unanimous.

Mr. Graham received a certified letter from Susan L. Benn, President, Board of Directors, Deerfield Public Library (item J2). He will turn it over to Mrs. Anthony to reply in writing; in addition he will give Ms. Benn a call.

ARTICLE RE SELMA REGAN PETTY PORTRAIT IN SKOKIE REVIEW, JUNE 8, 2000

The Board noted the article regarding Selma Regan Petty's portrait.

LIBRARY CABLE NETWORK CHANNEL 24

The Library Cable Network Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

The trustees noted the problems Schaumburg and Deerfield Public Libraries are having regarding gift books which patrons insist be added to their collections.

The Board expressed their appreciation to Pat Groh for her continued service on the NSLS Board; she is doing a marvelous job and has the Board's appreciation.

On a side note, Mrs. Anthony said the Library took in over \$8,000 from the recent book sale. Monday, June 12 was the first day of summer reading club and 600 children were signed up. We had helium balloons, popcorn, a Turkish puppet show and demonstration.

COMMENTS FROM VISITORS

Carole Riding heard that the reason that they left "Harold" off of Harold Washington stationery is to make it more centered. They will be reprinting and adding the word "Harold".



### COMMENTS FROM TRUSTEES

Mrs. Weiner commented that she enjoys the longer department reports with more narrative as she is learning at the same time she is judging.

Dr. Wozniak commended the book sale staff and the rapid interlibrary loan services.

Susan Greer attended a presentation on technology for trustees with Mrs. Anthony and recommends the program highly. Lou Weatherbee was the presenter.

### ADJOURNMENT TO CLOSED SESSION

Mrs. Rich made a motion, seconded by Mr. Witry to adjourn into closed session pursuant to 2(c)5 of the Open Meetings Act (8:30 p.m.). The motion was unanimously approved.

A motion was made by Mrs. Rich, seconded by Mrs. Hunter to return to open session. The motion was unanimously approved.

Mrs. Anthony will be on vacation August 4-23. August 2 will be the date for the August Board meeting and we will keep to routine business. If necessary a special Board meeting will be held in late August.

A motion was made by Mrs. Hunter, seconded by Mr. Witry to adjourn the meeting. The motion was unanimously approved. (8:45 p.m.)



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Eva D. Weiner, Secretary

**LETTER OF INTENT**

**THE OWNER, Board of Library Trustees, Skokie Public Library**

**AND**

**THE ARCHITECT, O'Donnell Wicklund Pigozzi and Peterson Architects, Inc. at 111 West Washington Street,  
Suite 2100, Chicago, Illinois 60602-2714**

Agree as follows:

1. The Architect will perform the following services in conjunction with Additions & Alternations to the Skokie Public Library.
  - 1.1 Investigate delivery methods most appropriate to the project. Bring options and recommendation to the board for discussion and decision.
  - 1.2 Develop with board and board's attorney the Owner-Architect Agreement based on method of project delivery.
  - 1.3 Continued development of conceptual plans (Scheme B) as presented to the board May 30<sup>th</sup>, 2000. Such development will consist of program refinement in consultation with the library director and appropriate staff. This will involve quantitative and functional information resulting in refined internal plans and layouts. OWP&P understands that there are certain elements of the plan on which the board has not reached final agreement. At this point inclusion or elimination will not materially effect the service described herein.
  - 1.4 Further development of exterior elevations and three-dimensional drawings.
2. The Owner intends to enter into an Agreement with the Architect for professional services for the above named project in a form more fully set forth and mutually agreed to between Owner and Architect.
3. In the interim, for a period of not more than sixty (60) days unless the Owner and Architect agree to extend the period a maximum of thirty (30) days, the Owner agrees to pay the Architect for services rendered at the hourly rates per the attached schedule plus reimbursable expenses as set forth in the attached exhibit. Hours billed under this letter of intent will be credited toward the final Owner-Architect Agreement.
4. If the Owner and Architect do not mutually agree upon an Agreement within said period and upon full payment of Architects services rendered, the Architect shall convey all Instruments of Service including reports and sketches and the relationship shall be terminated.
5. In conveying such Instruments of Service, it is mutually understood and agreed that the Owner may use them for appropriate purposes for the project and since such Instruments of Service are of a preliminary nature, incomplete and not code or regulation verified, the Owner agrees to indemnify and hold the Architect harmless from any use.

AGREED TO AS OF \_\_\_\_\_

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
ARCHITECT

Two (2) Attachments: hourly rate schedule and Reimbursable Expense Exhibit

**2000 HOURLY BILLING RATES**

<u>Billing Category</u>	<u>Rate</u>
Principal	189.00
Associate Principal	169.00
Development Manager	159.00
Senior Consultant	153.00
MEP Principal	150.00
MEP Senior Engineer	134.00
Senior Project Manager	131.00
Senior Engineer	131.00
Senior Facility Consultant	131.00
Senior Planner	131.00
Senior Architect	125.00
Senior Interior Consultant	125.00
Senior Field Observer	125.00
MEP Engineer	118.00
Project Manager	117.00
Senior Graphic Designer	117.00
MEP Senior Designer	110.00
Senior Interior Designer	108.00
Field Observer	108.00
Architect	98.00
Engineer	98.00
Facility Consultant	98.00
Planner	98.00
Senior Drafter	91.00
Interior Designer	83.00
Consultant	83.00
Junior Facility Consultant	83.00
Graphic Designer	83.00
Junior Planner	83.00
MEP Designer	78.00
Drafter	64.00
Junior Interior Designer	57.00
Technical Support	51.00
Junior Drafter	40.00
Monthly On-Site Observation	
1 day / week	3,720.00
2 days / week	7,100.00
3 days / week	10,140.00
4 days / week	12,840.00
5 days / week	15,215.00

The above rates are in effect through December 2000.

**OWP&P Standard Reimbursable Expense Charges**

<u>Category</u>	<u>Price</u>
Printing - Bond 24x36	5.40
Printing - Bond 30x42	7.85
Printing - Vellum 24x36	6.60
Printing - Vellum 30x42	9.60
Color copies - letter size	2.50
Color copies - ledger or legal size	4.50
Photo copies per page	0.15
CADD plots	13.50
Adhesive Drafting film, Transparencies, Sticky-backs	1.00
Dry mount foam core 24x36	23.50
Dry mount foam core 30x42	32.00
Mileage per mile	0.325
Faxes per page	2.00
Film - per cost at time of purchase	
Color Print Film range per exposures & speed	2.55 - 5.95
Single use camera - 27 exposure	11.95
Polaroid - 12 exposure	11.27
Polaroid - 20 exposure	22.55