

February 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, February 10, 1999.

CALL TO ORDER

John J. Graham, President, called the meeting to order at 7:33 p.m.

Members present: John J. Graham, President; Eva D. Weiner, Secretary; Susan Greer; Zelda Rich; Richard J. Witry; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Member Absent: Diana Hunter, Vice President/President Emerita.

Observer present: Skokie resident, Carole Riding.

Also present: Barbara A. Kozlowski, Associate Director for Public Services. Barry Reed and Joan Gebbia from InterActive Surveys, Inc. were in attendance to report the findings of the Community Survey.

Mr. Graham asked that the order of the Agenda be amended to allow for the presentation by Mr. Reed and Ms. Gebbia.

The Board concurred.

REPORT ON FINDINGS OF COMMUNITY SURVEY

Mr. Reed and Ms. Gebbia presented selected statistics via overhead projector compiled from the survey questions asked by touch screen methodology during the period January 17-19, 1999 at the Skokie Public Library and at the Jewel Store, 9449 Skokie Boulevard.

There were many interesting contrasts and comparisons.

Paper copies of all the statistics gathered from the 600 participants will be available for the Board and the Long Range Plan Committee.

After their presentation, the Board thanked the representatives for their comprehensive report.

Mr. Reed and Ms. Gebbia left the Board Room at 8:18 p.m.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 13, 1999

Mrs. Rich made a motion, seconded by Mrs. Greer to approve the minutes of the regular meeting of January 13, 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  
LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF JANUARY, 1999 AND THE LIBRARY NOTE FUND BE ACCEPTED AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CONSENT AGENDA ITEMS

CIRCULATION REPORT  
LIBRARY USE STATISTICS  
REPORT(S) FROM DEPARTMENT HEAD(S)  
PROGRAM STATISTICS THIRD QUARTER F.Y. 1998-99  
GIFTS  
CORRESPONDENCE  
PERSONNEL

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

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

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. PROGRAM STATISTICS THIRD QUARTER F.Y. 1998-99
5. GIFT  
\$50 from Woman's Club of Skokie/Lincolnwood for the purchase of books for Parent/Teacher Collection

## 6. CORRESPONDENCE

Letter from Bridget L. Lamont, Director, Illinois State Library and letter from Andrea Siegel, Chairman, Skokie Fine Arts Commission

## 7. PERSONNEL

Appointments: Roberta Johnson, Substitute Librarian, Adult Services Department, effective February 6, 1999; Joseph S. Lersch, hourly Clerk, Circulation Department, effective February 8, 1999

Resignations: Purita Fernandez, part-time Information Services Desk Clerk, Adult Services Department, effective February 14, 1999; Sheila Davis, Substitute Librarian, Adult Services Department, effective January 27, 1999

Transfers: Sandra Pelligrini from Bookmobile Assistant to Interlibrary Loan Assistant, Adult Services Department, effective February 22, 1999; Joanne Janzen from Interlibrary Loan Assistant January 29, 1999 to Page, Adult Services Department, effective February 8, 1999; Christina Brennan, from Clerk, Circulation Department, to Bookmobile Assistant, Adult Services Department, effective February 22, 1999

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

YEAR-TO-DATE BUDGETARY STATUS (Not on Consent Agenda)

The Board reviewed and discussed the Balance Sheet for the Nine Months Ending 1/31/99 and the Year-to-Date Budgetary Status report.

Mr. Witry questioned the purpose of the Capital line of the budget; where the Reserve Fund for the Purchase of Sites and Buildings is recorded; and the role of the Reserve Fund.

After brief discussion the reports were placed on file.

PROPOSED BUDGET FY 1999-2000

The Board reviewed the Proposed Budget for the Fiscal Year 1999-2000.

DIRECTOR'S REPORT

Usage--Circulation in January was down nearly 8% from last year due to the two closed days for snow and other weather related attrition. The gate count was down nearly 19%. However, there was a 46% increase in items renewed by phone.

January Book Sale--The weeklong January fiction book sale brought in \$2,062.50.

Ricki Nordmeyer, Readers Services Advisory Specialist, deserves credit of the sale's success.

Staff is interested in continuing a table of sale books year round.

New Director of State Library--Jean Wilkens has been named the new Director of the Illinois State Library after Bridget Lamont left to assume the position of Director of Policy Development in Governor George Ryan's cabinet. Jean has worked at the Illinois State Library in various roles for more than fifteen years, most recently overseeing OCLC operations.

Meeting with Jesse White--ILA Executive Director Bob Doyle, ILA President Pam Gaitskill, Public Policy Committee Chair Bob McKay and Mrs. Anthony met with the new Secretary of State Jesse White, January 26. He was personable in welcoming them and indicated his support for the Illinois Information Advantage. He hopes to generate additional money for libraries through fines for scofflaws who fail to comply with the requirement for new license plates.

E-Rate Funding--We have learned this week that the Skokie Public Library is included in the 7th wave of announced E-Rate funding from the Schools and Libraries Corporation. The award is in the amount of just under \$4,000.

Community Activities--This past month, Mrs. Anthony attended the installation luncheon for the Chamber of Commerce, the retirement party for Mayor Gorell and the United Way campaign wrap-up luncheon. The local United Way campaign exceeded its goal this year, thanks to the efforts of people like Skokie Public Library Head of Maintenance Department David Runge who received a plaque for achieving a significant increase in the Library's giving.

Internet Update--A recent suit against the City of Livermore, California, was brought by a mother whose son downloaded pornographic material from a library computer. The Alameda County Superior Court Judge dismissed the suit. In an earlier version of the suit, the

Judge ruled that the Federal Communications Decency Act protected the City from liability. The Act protects Internet access providers from liability for content created by a third party.

In an unrelated Internet issue, the Youth Services Department received complaints recently when an unknown patron used a Library Internet computer to send hate mail.

Long Range Plan--The Long Range Plan Committee met January 21. Meryl Rivenson, Director of Human Services for the Village of Skokie, talked with the Committee about trends that she has seen in demographics, lifestyle and community needs. The Committee discussed strengths, weaknesses, opportunities and threats to Skokie. A draft Community Vision Statement, setting a community context for the Library planning to follow was distributed. At the February 18 meeting we will meet with Lisa Edelson, Executive Director of the Skokie Chamber of Commerce, Tom Thompson, Economic Development Coordinator for the Village of Skokie and Dr. Griff Powell, Superintendent of School District 219, to hear about their views of community changes and needs. We will then begin to move our focus to the Library.

Each of the subcommittees on Information Gathering, Personnel and Marketing has had at least one meeting.

Midwinter ALA--Mrs. Anthony attended the Midwinter meeting of the American Library Association in Philadelphia as did Silvia Kraft-Walker, Ricki Nordmeyer and Frances Roehm. A news item was the election of Alice Calabrese, Director of the Chicago Library System, to the ALA Executive Board. Mrs. Anthony attended a workshop for Presidents-Elect of State chapters and also a meeting of the Chapter Relations Committee.

ALA will make significant changes to Annual Conference beginning in 2001, featuring eight tracks of conference programs. Each of seven tracks will have meetings in a single hotel, facilitating exchange among people with similar interests. The eighth track will be a "fast track" for late breaking, up-to-the minute programs.

Mrs. Anthony also attended a seminar by OCLC on their CORC Project, an initiative to establish a knowledge management system on Internet sites in order to facilitate access and share developments among libraries.

Sarah Long as ALA President-Elect had a meeting with chapter representatives to discuss her theme of "Libraries Build Communities". She plans to offer training in specific community-building projects at the annual Conference in New Orleans and the next Midwinter in San Antonio.

Legislation--ILA's legislative initiative, the Illinois Information Advantage was introduced in the State Senate this week by Senator Kathy Parker as SB268. Senator Parker, whose district includes part of Skokie, will also sponsor SB209, the new license plate legislation, which is expected to generate new revenue for libraries. House Bill 600, introduced by Representative Fowler, brings back a push for a county by county definition of obscenity. Similar legislation was defeated in the spring of 1997, thanks to a concerted effort by the library community and a coalition of thirty other interested organizations. ILA is realerting the coalition in the hope that this new initiative can be defeated in committee.

Mrs. Weiner questioned whether long range planning can be conducted in the present climate of change in the library environment. Can we think in terms of five years or would three years or less make more sense?

### 3-M SELF CHECK OUT

The present self check out station has been in place since November 1994. We feel that our unit is underutilized, perhaps because there are some limitations which may make it less desirable to users.

We have the opportunity to purchase a demonstration model of a newer unit with clearer instructions and a design allowing check out of larger format books. The unit has been

available for about two years and has been offered to us for \$7,200 plus freight of approximately \$150. The model is still sold by 3M and will continue to be supported for another 5-7 years. A new unit of this type sells for \$18,550.

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF A 3-M SELFCHECK SYSTEM AS RECOMMENDED BY THE DIRECTOR IN THE AMOUNT OF \$7,200.

During discussion Mr. Witry asked since the Library is in the process of developing a new long range plan could this purchase be deferred. He said that with the Committee discussing a number of renovation possibilities in the future, i.e. an additional entrance or entrances to the Library; or perhaps a third floor addition; that the chairs and self check out system should be postponed. Perhaps we would want two self check out units. The LRP Committee should address this.

After further discussion, Mr. Graham called for the question.

The roll call vote was as follows: Dr. Wozniak--yes; Mr. Witry--no; Mrs. Greer--yes; Mrs. Rich--yes; Mrs. Weiner--yes; Mr. Graham--yes.

The motion passed.

#### ADDITIONAL OFFICE LANDSCAPING

We need to purchase some additional components to extend the office landscaping of partitions in the librarians' work area. With additional partitions, beams, tackable panels and storage bins we will be able to add two desks for new staff and to better accommodate two staff members who have been in makeshift spaces. The components will match existing furniture. The total price with installation would be \$6,611.28.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF ADDITIONAL OFFICE COMPONENTS, AS RECOMMENDED BY THE DIRECTOR, FROM BUSINESS OFFICE SYSTEMS, INC., IN THE AMOUNT OF \$6,611.28.

The motion was unanimously approved.

### MEETING ROOM CHAIRS

Paul Steinbrecher, Architect, has investigated replacement chairs for the Petty Auditorium and the Mary Radmacher Meeting Room. We would need 220 seats for the Petty Auditorium, 50 seats for the Mary Radmacher Meeting Room and 24 for the Staff Room for a total of 294 chairs. The chairs are estimated at approximately \$150 each, varying somewhat with the type of chair we select. Several sample chairs were available for Board members to try.

During discussion Mr. Witry suggested we wait with this purchase until the Petty Auditorium renovations are completed.

After discussion it was the consensus of the Board that, although the padded chair samples were quite comfortable, it would be best to request competitive bids for the three unpadded chair samples provided.

If the weight of the chair is a concern for Maintenance it should be no problem for them to weigh each sample chair to compare to the steel chairs we are using presently.

### ART ACQUISITION POLICY

The Art Gift Policy adopted by the Board in 1995 has no policy for the active acquisition of new artworks by the Library. There are no guidelines or procedures in place for dealing with purchase suggestions.



It is proposed that the Board adopt an art acquisition policy with provisions as follow:

Any member of the Board, staff or community may propose purchase of an artwork for consideration by the Board

The focus of acquisition will be work by contemporary Illinois artists

Factors such as the size and medium of a work and suitability of the work for display in a public space will be considerations in addition to artistic merit

In addition to donated funds from the community, the Board may allocate resources from the General Operating Fund toward the purchase of an artwork

While a selection advisory committee including recognized authorities of art in the Chicago artistic community may be convened by the Board, all selections must be approved by a majority of the Board

Mr. Graham asked the Board to consider designating a specific amount of money, perhaps \$1000, from the General Operating Fund for the Art Acquisitions Fund each year as a means to build up this fund, thereby ensuring sufficient funds would available in the event we wish to purchase a major art piece in the future.

Mr. Graham polled the Board.

During discussion the Board comments included that everyone views “art” differently; that it is difficult to please even half the people where art is concerned; that the policy should be as loose as possible; what impact would there be on our insurance premium should we purchase a valuable piece of art; and that there must always be a consensus of the Board.

Mrs. Greer said she had no comment on the subject.

Mr. Graham encouraged the Board to work on this policy, and asked further input when the subject is revisited at a later date.

Mrs. Greer left the Board Room at 9:20 p.m.

LIBRARY CABLE NETWORK

The Board reviewed the February 7, 1999 article in the Chicago Tribune, "Tuning in to the library".

NORTH SUBURBAN LIBRARY SYSTEM

The Board reviewed the report from Pat Groh on the NSLS Board Meeting, January 25, 1999.

Some highlights included the progress of the Digitization Projects of NSLS and various area libraries; and mention that construction of the new Northbrook Public Library is ahead of schedule.

COMMENTS FROM TRUSTEES

Mr. Graham read a letter he drafted in response to a petition letter the Board received from staff re COLAs. (copy attached)

Mr. Graham asked the Board's opinion of his response.

The Board approved the letter be sent to staff.

ADJOURNMENT

The meeting was adjourned at 9:52 p.m.



---

Eva D. Weiner, Secretary

Dear Mr. Graham and Members of the Board:

We, the undersigned, respectfully request the Skokie Public Library Board of Trustees delay its consideration of a cost-of-living adjustment for Library staff until such time as the Village of Skokie has made its decision.

Historically, the Library Board matched or exceeded the Village's COLA. However, for several years the Board has acted before the Village announced its COLA. In fact, the Board has not taken this into account for many years and staff have voiced disappointment over this, but especially in the past three years when the Library COLA fell short of the Village COLA. Please note below:

SKOKIE PUBLIC LIBRARY		VILLAGE OF SKOKIE
1996	2.5%	3.5%
1997	3%	3.25%
1998	2%	3.5%

There are a number of staff members at top of scale. They have only the COLA to rely on to meet increasing insurance costs, taxes, and general living expenses. Perhaps this can be taken into consideration prior to reaching a decision in future years.

Respectfully submitted,

*(Handwritten signatures and names of staff members)*

*(Vertical signatures on the left side of the list):*  
 Alpana Shah  
 Jeremy Carliser  
 Bruce Byzell  
 Barbara Wiedman  
 Deborah Becker

*(Handwritten signatures on the right side of the list):*  
 George Antunovich  
 Laura Hammond  
 Cathy Maassen  
 Mary Austin  
 Paul Amy  
 Sherief Arif  
 Sophie M. Monte  
 Pat Sroh  
 Lawrence W. Johnson  
 Phil Bruffal  
 Mary Ann  
 Tom  
 Susan