

April 9, 1986

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, April 9, 1986.

CALL TO ORDER

The meeting was called to order at 7:20 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Eva Weiner; Norma L. Zatz; and Carolyn A. Anthony, Director.

Members absent: Dr. John M. Wozniak, Vice President; and Walter Flintrup.

After discussion, it was the consensus of the Board that the personnel classifications and salary scales prepared by Mrs. Anthony, which were scheduled for review in executive session prior to the regular Board meeting, should be discussed with a full complement of Board members. Therefore, a special meeting will be held Wednesday, April 23, at 9 a.m. if Dr. Wozniak and Mr. Flintrup can attend. A confirmation memorandum should be sent to the Board of Trustees confirming the special meeting as soon as it can be arranged.

APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 12, 1986

Dr. Bloch moved that the Board accept the minutes as written subject to corrections. Mrs. Zatz seconded the motion.

Dr. Bloch asked the following corrections be made:

Page 3, under National Library Week, April 6-12, 1986, fourth line, the spelling of "marquis" be corrected to "marquee".

Page 5, under DANIEL D. BROWN, SKOKIE PARK DISTRICT..., sixth line should read: anticipates this gesture of good will "should be" a positive step towards governmental agencies working together in other areas.

The motion to accept the minutes as corrected passed unanimously.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS AND LIST OF BILLS

Mrs. Zatz made a motion, seconded by Dr. Bloch:

MOTION: That the Skokie Public Library Board of Trustees approves the Financial Statements and the List of Bills on the Consent Agenda, subject to audit.

A roll call vote for approval was unanimous.

CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORTS FROM DEPARTMENT HEADS
CORRESPONDENCE

Mrs. Zatz made a motion, seconded by Dr. Bloch:

MOTION: That the Skokie Public Library place on file the following items on the Consent Agenda:

1. Circulation Reports
2. Library Use Statistics
3. Reports from Department Heads
4. Correspondence

The motion passed unanimously.

Mrs. Merritt again noted the decrease in the use of the Young People and Children's Department computer by adults, children and staff. Mrs. Merritt stated she would like us to offer some type of computer classes for patrons who wish to learn how to use the computer.

Discussion followed.

SLS UNEMPLOYMENT COMPENSATION GROUP ACCOUNT FUND CASH BASIS FOR 3 MONTHS
ENDING MARCH 31, 1986

The SLS Unemployment Compensation Group Account Financial Statement and accompanying letter from V. J. Vogel, Business Manager, which arrived just prior to the Board meeting and were, therefore, unable to be included in the packet mailed to the Trustees, were reviewed.

Mr. Vogel's letter (a copy of which is attached) included the resolution regarding consideration of paying dividends to participating libraries and to discontinuing the unemployment compensation umbrella insurance.

The Trustees unanimously approved the SLS Unemployment Group Account Fund financial statement, subject to audit.

APPROVAL OF THE FINAL BUDGET - SUGGESTED REVISIONS 1986-87

The Board reviewed the Final Budget prepared by Mrs. Anthony.

Discussion followed.

Mrs. Anthony suggested an increase in fines charged which would generate a small amount of additional revenue.

After discussion Dr. Bloch made a motion, seconded by Mrs. Merritt:

MOTION: That the Skokie Public Library Board of Trustees approves the recommendation of the Director to increase the fine from five (5) cents to ten (10) cents per day on all overdue books, phonograph records, audiocassettes, periodicals and pamphlets effective May 1, 1986.

A roll call vote for approval was unanimous.

Signs will be posted regarding the fine increase. The fine accrues to a maximum of five (5) dollars per overdue item, or the replacement cost of the item, whichever is less. (The maximum fine will not change.) The fine for overdue videocassettes will remain \$2.00 per day.

Further discussion ensued regarding the lack of sources of revenue for the Library--and the small amount of revenue generated with fee and fine charge increases.

Dr. Bloch made a motion, seconded by Mrs. Merritt:

MOTION: That the Skokie Public Library Board of Trustees approves the 1986-87 Budget as proposed by the Director in the amount of \$2,581,950.

A roll call vote for approval was unanimous.

BUDGET FY 86/87 (Suggested Revisions)

Page 1

	A	B	C
1	ACCOUNT NAME	APPROPRIATION	PROPOSED
2		FY 1985-86	FY 1986-87
3	SALARIES	\$ 1,420,000	\$ 1,450,000
4	PROFESSIONAL SERVICES	\$ 7,000	\$ 6,000
5	AUDIT	\$ 1,500	\$ 1,200
6	BINDING	\$ 8,000	\$ 6,000
7	MAINTENANCE OF EQUIPMENT	\$ 20,000	\$ 24,000
8	MAINTENANCE OF BUILDINGS & GROUNDS	\$ 100,000	\$ 70,000
9	MAINTENANCE OF AUTO EQUIPMENT	\$ 6,000	\$ 7,000
10	INSURANCE	\$ 90,000	\$ 120,000
11	UTILITIES	\$ 65,000	\$ 56,000
12	CONFERENCE, MEMBERSHIP, WORKSHOP, ETC.	\$ 20,000	\$ 20,000
13	POSTAGE	\$ 15,000	\$ 8,000
14	PRINTING AND PUBLICITY	\$ 15,000	\$ 15,000
15	DATA PROCESSING	\$ 115,000	\$ 65,000
16	RECEPTION AND ENTERTAINMENT	\$ 6,000	\$ 5,000
17	RENTAL OF EQUIPMENT & MATERIALS	\$ 35,000	\$ 25,000
18	SAVS SERVICES	\$ 3,000	\$ 2,500
19	JCPL(OPERATING)	\$ 0	\$ 130,000
20	CABLE(LCN)	\$ 0	\$ 10,000
21	BOOKS	\$ 230,000	\$ 270,000
22	PERIODICALS	\$ 48,000	\$ 52,000
23	AUDIO VISUAL - RECORDINGS	\$ 12,000	\$ 13,000
24	MICROFILMS	\$ 20,000	\$ 12,000
25	CASSETTES(AUDIO)	\$ 16,000	\$ 6,000
26	CASSETTES(VIDEO)	\$ 0	\$ 16,000
27	COMPUTER SOFTWARE	\$ 12,000	\$ 8,000
28	LIBRARY SUPPLIES	\$ 50,000	\$ 40,000
29	JANITORIAL SUPPLIES	\$ 18,500	\$ 20,000
30	OFFICE EXPENSE AND TRANSPORTATION	\$ 4,000	\$ 750
31	CONTINGENCY	\$ 18,000	\$ 12,000
32	FURNITURE AND EQUIPMENT	\$ 140,000	\$ 35,000
33	BANK SERVICE CHARGE	\$ 2,000	\$ 1,500
34	SUBTOTAL(GENERAL OPERATING)	\$ 2,497,000	\$ 2,506,950
35	CAPITAL	\$ 0	\$ 75,000
36	TOTAL	\$ 2,497,000	\$ 2,581,950

After further discussion with regard to the tax levy of 29.9,
Dr. Bloch made a motion, seconded by Mrs. Zatz:

MOTION: That the Skokie Public Library Board of Trustees
passes and requests that revenue equal to \$2,365,830
be incorporated in the Village budget as the Library
levy.

A roll call vote for approval was unanimous.

DIRECTOR'S REPORT

Mrs. Anthony reported on the following:

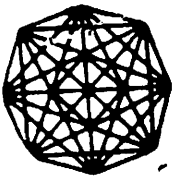
Skokie Accessible Library Services (SALS)--special event June 3,
4 to 6 p.m. This occasion will showcase accomplishments of the first
year of the SALS grant and Mayor Smith has been invited to speak. Various
community leaders, organization representatives and the press will be asked
to attend.

Literacy grant proposal--The new literacy grant proposal was
summarized in Dorothy Rasmussen's report on the literacy program included
with the Board materials. This grant was for six months. With this grant,
Northbrook, Glenview and Wilmette are joining as new members of the Oakton
District cooperative project. Glencoe and Morton Grove will come on board
in July.

Gift from AARP--The American Association of Retired Persons met
in the Library on April 1 and made a gift of \$100 to the Library.

CD for \$70,000 at Skokie Trust--this is due May 1 for reinvestment.
Don Lyon, Library Attorney, is on the Board of Directors at Skokie Trust
and sent a letter stating that he had in no way influenced us to invest
money there.

Dr. Bloch stated that whenever a CD is due, regardless of which
bank holds our investment, it is our duty to reinvest in the bank which has
the highest rate of return. He suggested Talman Home Federal Savings and
Loan Association also be included in our search for the best rate of return



April 1986

SLS Unemployment Group Participants:

In the eight years your Fund has been in existence, the Fund has collected \$807,064.94 from participants and spent \$229,444.42 for claims, \$2,390.00 for legal fees, \$15,689.00 for administrative expenses, \$71.34 miscellaneous expenses, \$4,000.00 for audits, \$26,588.50 for insurance, and \$16,475.70 to Reed, Roberts for claims administration, for a total expenditure of \$294,658.96. It has earned \$379,657.39 in interest on investments and late charges. There is a balance of \$892,063.37 in the Fund at March 31, 1986.

In response to questions received from participating libraries, the SLS Board, which is charged with the responsibility for the Fund, has passed the following resolution:

RESOLVED, THAT SLS ESTABLISH A GOAL OF \$1,000,000 BALANCE IN THE SLS UNEMPLOYMENT COMPENSATION JOINT ACCOUNT; THAT ONCE THIS BALANCE IS REACHED, CONSIDERATION SHALL BE GIVEN TO 1) PAYING DIVIDENDS TO PARTICIPATING LIBRARIES, AND 2) DISCONTINUING THE UNEMPLOYMENT COMPENSATION UMBRELLA INSURANCE.

If claims are kept at a lower pace than they have been this past three years and interest rates on investments do not go much lower, your Fund will stay self-sufficient on the interest received from investments.

Sincerely,

V. J. Vogel
Business Manager

VJV:jh

on our investments when reinvestment is due. He sees no conflict of interest in our endeavor to provide the highest return for the Library's investments.

Output Measures, April 13-19--we will conduct all of the output measures next week as outlined in Output Measures for Public Libraries.

National Library Week Opening Reception, April 6--was a success with a large turn out and a lovely party. Dr. Wozniak, Dr. Bloch and Mrs. Zatz attended. Mrs. Bloch and Mr. Hunter were also present. The auditorium was nearly full for both performances of the Mark Twain drama.

AUTOMATION

Mrs. Anthony reported on the progress of the system's functional performance testing currently being conducted, and said with the down time during March, it appears that re-registration can begin the end of April or the beginning of May; the terminals for public use possibly will be available the end of May, or the beginning of June.

LETTER FROM DANIEL D. BROWN, DIRECTOR, PARKS AND RECREATION, AND INTERGOVERNMENTAL AGREEMENT

The trustees reviewed and discussed the proposed Intergovernmental Agreement between the Skokie Public Library and the Skokie Park District.

After further discussion Dr. Bloch made a motion, seconded by Mrs. Merritt:

MOTION: That the Skokie Public Library Board of Trustees accepts the Intergovernmental Agreement in principle and asks the Director of the Skokie Public Library to revise it in a more suitable form for signing in May.

A roll call vote for approval was unanimous.

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

Mrs. Anthony reported the second year funding LSCA grant proposal was mailed to the Illinois State Library.

The trustees reviewed the letters in support and praise of the SALS project, and commented on the gratification these letters give to all involved in the project.

The letter from James H. Feldman, Jr. was noted by the trustees. Mr. Feldman would like to make a donation to the Skokie Public Library in memory of his Grandmother, Helen Feldman--in particular to buy large print books or periodicals.

The trustees discussed the possibility of promoting this sort of donation or remembering the Library in one's will.

LIBRARY VEHICLE

Mrs. Anthony reported that the Dodge Aries Station Wagon was picked up from the dealer, Monday, April 7 and that licenses have been applied for; that it handles very well.

REPORT ON PUBLIC LIBRARY ASSOCIATION (PLA) CONFERENCE--ST. LOUIS

Mrs. Anthony and Mrs. Weiner reported on the PLA Conference--the developments in the area of special services to the disabled and the Public Library Development Project.

CONTRIBUTION TO THE NORTH SHORE INTERFAITH HOUSING COUNCIL IN MEMORY OF JAMES WRIGHT HAMMOND

Discussion ensued regarding a fitting contribution in memory of James Wright Hammond, architect of the Skokie Public Library and founder of Hammond, Beeby and Babka, who passed away March 20 after being hospitalized since December 14, 1985.

Mrs. Weiner made a motion, seconded by Mrs. Zatz:

MOTION: That the Skokie Public Library Board of Trustees approves a donation in the amount of \$100 be made to the Interfaith Housing Council in memory of James Wright Hammond.

The roll was called: Dr. Bloch--no; Mrs. Weiner--yes; Mrs. Zatz--yes;

Mrs. Merritt--yes. The motion passed.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported on the problems of SAVS losing funding for a large percentage of their talking books; and on the status of CLSI libraries.

COMMENTS FROM TRUSTEES

The trustees discussed the temperature of the Board Room.

Dr. Bloch asked that we look into the procedure for checking out audiocassettes as the present system seems inefficient with too many people handling the checking out.

Discussion ensued.

The question was raised with regard to transferring funds from line items which indicate surpluses.

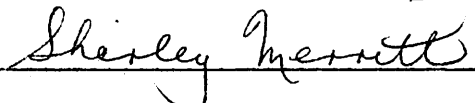
Dr. Bloch made a motion, seconded by Mrs. Weiner:

MOTION: That the Director be given authorization to transfer funds from those line items which have indicated surpluses to those line items which have indicated deficits, so that no line items will be at deficit at the end of the year, and to report to the Board.

The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 10:03 p.m.


Shirley Merritt, Secretary