

May 10, 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, May 10, 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; Richard J. Witry; John M. Wozniak and Carolyn A. Anthony, Director.

Members absent: Susan Greer, Zelda Rich.

Also present: Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 12, 2000

Dr. Wozniak made a motion, seconded by Mrs. Hunter, to approve the minutes of the regular meeting of April 12, 2000, subject to additions and/or corrections.

There being no additions or corrections, the minutes were approved, with Mr. Graham abstaining, and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF APRIL, 2000, THE LIBRARY NOTE FUND, AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CIRCULATION REPORT  
LIBRARY USE STATISTICS  
PROGRAM STATISTICS 4TH QUARTER FY 1999-00  
REPORT(S) FROM DEPARTMENT HEAD(S) (1)  
GIFT  
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. PROGRAM STATISTICS 4TH QUARTER FY 1999-00
  4. REPORT(S) FROM DEPARTMENT HEAD(S)
  5. GIFT  
\$50. from the Skokie Valley Chapter of Lyric Opera for the purchase of opera materials
  6. CORRESPONDENCE  
Letter from Judy Baar Topinka, Treasurer, State of Illinois re audited financial statements of The Illinois Funds Money Market Fund for fiscal year 1999; letter from Thomas McElligott, Supervisor, Niles Township Administration; letter from Maria Pappas, Cook County Treasurer re update on the schedule for the second installment 1999 real-estate tax billing and collections
  7. PERSONNEL  
Resignations: George Anastasiadis, part-time Circulation Clerk, Circulation Services, effective April 22, 2000; Agile Roy, part-time Computer Assistant, Youth Services, effective April 26, 2000  
Promotions: Sandra Pellegrini, part-time Interlibrary Loan Assistant and Periodicals Desk Clerk, Adult Services, to part-time Assistant to the Coordinator of Collection Development and Interlibrary Loan Assistant, Adult Services, effective June 5, 2000; Gus Palas, part-time Senior Circulation Page to part-time Circulation Clerk, effective May 1, 2000

Grade Change: Diana Hirschberg, Serials Library Assistant, Technical Services, from S-4 to S-5, effective May 1, 2000; Joyce Naka, Acquisitions Assistant, Technical Services, from S-4 to S-5, effective May 1, 2000.

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

#### MEET STAFF MEMBERS ALLISON TRIMARCO AND GAIL KAY

Mrs. Anthony introduced Allison Trimarco, Manager, Public Information and Programs. Allison gave a brief overview of her previous positions held in the performing arts field. She had done extensive work with boards and the media. Allison explained she is working with the media, trying to expand outside of Skokie because the Library is a newsworthy organization. Mrs. Hunter commented that she is very appreciative of the work Allison has done so far.

Mrs. Anthony then introduced Gail Kay, Assistant Director of Human Resources, a native of Skokie who went to Niles North High School. Since this is a new position, Gail has developed a list of objectives, with priority on making sure what we're doing is legally sound. She has already developed a new application form for employment and will work on enhancing the volunteer program. She is impressed by the staff's level of commitment; they want to work together and help each other. She is also amazed by the number of HR policies and practices already in place at Skokie Public Library.

Mr. Graham thanked Allison and Gail for attending the meeting.

#### YEAR-TO-DATE BUDGETARY STATUS

Mrs. Anthony answered brief questions. Overall, we ended the year just fine with a five percent surplus, which is common for most years.

## DIRECTOR'S REPORT

Usage-Circulation in April was up over 9% from April last year, bringing the Library to an increase of 3.7% for the year and a total annual circulation of 1,183,020. Youth Services posted large gains in circulation of AV materials and books while circulation of adult books posted more modest gains. Bookmobile circulation continued to climb with AV materials also leading the gain. In spite of a busy month of programs at the Library, the gate count was down nearly 3% for the month. The SPL website logged 12,174 hits for the month and the SPL-maintained Chicago Jobs site had 19,500 requests. Remote use, including 6,554 items renewed via TeleCirc, accounts for an increasing amount of Library use.

ALA Legislative Day-Mrs. Hunter and Mrs. Anthony both attended ALA Legislative Days in Washington, D.C. May 1-2. ALA Washington Office staff held briefings on the issues Monday, followed by visits to the legislators Tuesday. Mrs. Anthony served as the spokesperson for the visit with Jan Schakowsky's aid Kim Muzeroll and for the combined visit with the senators (Senator Durbin attended and Elizabeth Collier stood in for Senator Fitzgerald). ILA held dinners for our delegation Sunday and Monday evenings.

Reaching Forward-The Reaching Forward conference for library assistants attracted 1,000 attendees to the Rosemont Convention Center. Tobi Oberman was co-chair and did a wonderful job of organizing programs and presiding. Mrs. Anthony spoke on a panel regarding Internet policy along with the Directors from Arlington Heights and Schaumburg Public Libraries.

Tax Appeal Update-Mrs. Anthony attended a meeting of the Niles Township Property Tax Appeals Cooperative. We have received a preliminary appraisal on the combined Old Orchard properties and will proceed with a full appraisal. A factor in the appeals may be a difference of opinion between PTAB and Cook County over appropriate assessment rates. PTAB favors using the Illinois Department of Revenue's assessment levels while Cook County has higher assessment levels by ordinance.

E-Commerce on SkokieNet-NSLS has obtained a legal opinion that NorthStarNet (and SkokieNet) cannot offer E-commerce to nongovernmental entities. We had a couple of information providers on SkokieNet who were using E-commerce and will now make other arrangements.

LCN Program Award-The LCN program "What's New in Libraries" was a winner in this year's national Telly Awards competition. Founded in 1980, the Telly Awards recognize outstanding cable and non-network television programs based on quality of content and production value. The series features new developments in area libraries, hosted by Sarah Long, Director of the North Suburban Library System.

Dominican Library-Mrs. Anthony attended a focus group meeting regarding design plans for the Dominican University Library. It was interesting to see the differences and similarities in priorities. While some features such as reserve book area are unique to academic libraries, the importance of flexibility and integration of electronic services are universal. They are working with Frye, Gillon and Molinaro, architects.

Meetings-Mrs. Anthony attended a meeting of the NorthStarNet Planning and Policy Advisory Committee, a Skokie Community Health Advisory Committee meeting, an information session on the Illinois Century Network and a JCPL Board meeting this past month.

Summer Reading Promotion-Skokie Public Library will cooperate with the North Shore Community Bank and Trust Company in a summer reading promotion. The Bank will have a drawing for several copies of the new Harry Potter book, due out in July. To qualify, children must read a certain number of hours and enter a form signed by a parent.

Festival of Cultures-The 10th Annual Skokie Festival of Cultures will be held Saturday and Sunday May 20-21. The Bookmobile will be present with various staff serving throughout the Festival. The Library is also sponsoring a storyteller at the Festival. Allison Trimarco, Cathy Maassen and Mrs. Anthony have worked on the planning committee. Board members are invited to special festivities Saturday at 5 p.m.

Ardell Faulhaber Dedication-Dedication of the Parent/Teacher collection in memory of Ardell Faulhaber was Sunday, May 7 at 2 p.m. Ardell started the collection in 1993 while she was Assistant Department Head. Dr. Wozniak attended and said Ken Faulhaber gave a stirring tribute to his wife.

Mrs. Hunter announced she will meet with Jan Schakowsky next week and will give the Board a full report. The Board is grateful to Mrs. Anthony and Mrs. Hunter for their work in Washington, D.C.

### GOALS AND OBJECTIVES 2000-2001

Mr. Graham asked if there were questions. Mrs. Hunter asked if there is a possibility of a quick/express check out in the renovation plans. Mrs. Anthony said we can certainly look into this. A motion was made by Mrs. Hunter, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSED GOALS AND OBJECTIVES FOR FY 2001 AS PRESENTED BY THE DIRECTOR.

The motion was unanimously approved.

### MATERIALS SELECTION POLICY

Mrs. Anthony has made revisions to incorporate the Mission and Service Responses approved in 1999 as part of the Library's "Long Range Plan." With staff concerns about responsiveness to students' needs, there has been a slight modification of a statement at the end of Section III on page 3.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY TRUSTEES ACCEPT THE REVISED MATERIALS SELECTION POLICY AS PRESENTED BY THE DIRECTOR.  
(attached)

The motion was unanimously approved.

### INTERNET ACCESS POLICY

A motion was made by Mr. Witry, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSED TERMS OF INTERNET ACCESS AND THE PROPOSED NEW APPENDIX D TO REFERENCE POLICY, STANDARDS AND GUIDELINES. (attached)

Lengthy discussion ensued regarding privacy screens, chatrooms, and filtering.

# **SKOKIE PUBLIC LIBRARY**

## **MATERIALS SELECTION POLICY**

The Board of Trustees of the Skokie Public Library has adopted the following materials selection policy to guide librarians and to inform the public about the principles upon which selections are made.

The Mission Statement of the Skokie Public Library guides the selection of materials as it does the development of services and the allocation of resources.

Skokie Public Library provides the community of Skokie with a broad selection of materials of current interest and offers assistance in developing skills for finding, evaluating and using information effectively. Responding to local needs and priorities, the Library furnishes resources in support of area businesses, supplies information about community services and organizations and fosters residents' appreciation of the many cultural heritages represented in Skokie. The Library is a forum for the exchange of ideas, for the gathering of individuals and for the building of community.

The Library supports the individual's right to have access to ideas and information representing all points of view. The Board of Trustees of the Skokie Public Library has adopted the American Library Association's LIBRARY BILL OF RIGHTS, THE FREEDOM TO READ and FREEDOM TO VIEW statements, attached herewith.

### **I. OBJECTIVES**

The Skokie Public Library acquires and makes available materials which inform, educate, entertain and enrich persons as individuals and as members of society. Since no library can possibly acquire all print and non-print materials, every library must of necessity employ a policy of selectivity in acquisitions. The Library provides, within its financial limitations, a general collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value and timely materials on current issues. Within the framework of these broad objectives, selection is based on community needs, both those expressed and those inferred from study of community demographics and evidence of areas of interest. Consideration is given to reference and circulating materials for adults and young people.

Other community resources and area library resources are considered in selecting materials. The Skokie Public Library is a member of the North Suburban Library System, a multi-type system of more than 300 academic, school, special and public libraries in Cook, Kane, Lake and McHenry Counties. Skokie Public Library cardholders have access to materials in these libraries. Through interlibrary loan agreements, librarians may obtain for patrons of the Skokie Public Library materials from libraries in Chicago, throughout the state of Illinois and the United States. Other information may be obtained through electronic access of remote databases, including numerous specialized and technical resources.



New formats shall be considered for the collection when, by industry report, national survey results and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the Library's collections.

Impartiality and judicious selection shall be exercised in all materials acquisition practices. Allocation of the materials budget and the number of items purchased for each area of the collection will be determined by indicators of use, the average cost per item, and objectives for development of the collection as expressed in the Skokie Public Library's Collection Development Plan.

## II. RESPONSIBILITY FOR SELECTION

Ultimate responsibility for materials selection rests with the Director who operates within the framework of policies determined by the Board of Library Trustees. All professional staff members may participate in the selection of library materials. The Department Heads ensure that selectors' choices reflect the Materials Selection Policy and Collection Development Plan of the Skokie Public Library. The Coordinator of Collection Development oversees the selection process, making appropriate selection tools available and tracking the materials budget by selector to ensure a flow of new materials throughout the year, according to budget allocation.

## III. METHODS FOR SELECTION

Selection is a discerning and interpretive process, involving: a general knowledge of the subject and its important literature; a familiarity with the materials in the collection; an awareness of the bibliographies of the subject; and a recognition of the needs of the community. Materials are judged on the basis of the content and style of the work as a whole, not by selected portions or passages. Among standard criteria applied are: literary merit; enduring value; accuracy; authoritativeness; social significance; importance of subject matter to the collection; soundness of the author's attitude and approach; cost; scarcity of material on the subject and availability elsewhere. Quality and suitability of the format are also considered. Specific considerations for each area of the collection are noted in the Collection Development Plan.

Tools used in selection include professional journals, trade journals, subject bibliographies, publishers' promotional materials and reviews from reputable sources. Purchase suggestions from patrons are welcome and are given serious consideration.

Materials are selected to meet the objectives of public library service. Because the public library serves a community embracing a wide range of ages, ethnic backgrounds, educational levels and interests, the library may fulfill a number of roles in the community. Considering library and materials use, current and past strengths of the Skokie Public Library, local demographic trends, citizen expectation as expressed in surveys, other library resources in the area and current resources of the Skokie Public Library, the Board of Library Trustees selected the following service responses for emphasis:

- Business and Career Information—with a particular focus on the needs of small and home-based businesses; career resources for students
- Community Referral—through development of SkokieNet and placement of kiosks in the community
- Cultural Awareness—through materials, programs and exhibits; also through use of the facility as a gathering place offering opportunities for interaction
- Current Topics and Titles—for print and audiovisual resources; also personalized, interactive service
- Information Literacy—help people of all ages acquire skills related to finding, evaluating and using information effectively

The Library does not attempt to meet curriculum needs of educational programs at any level, although a variety of complementary and supplementary resources are provided. Textbooks are acquired if they serve the general public by providing information on subjects where little or no material is available in any other form. In selecting materials for the collection, librarians will consider general educational, commercial, cultural and civic enterprises of individuals and organizations within the community.

#### IV. WEEDING

In order to maintain an up-to-date, useful collection, worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or better work on the same subject. Depth and breadth of varying degrees are desirable in various areas of the collection. The Collection Development Plan serves as a guide for weeding and maintaining the collection as well as for the selection of materials.

#### V. GIFTS

Gifts of books and other library materials are accepted by the Library with the understanding that they will be considered for addition to the collection in accordance with the Materials Selection Policy. Gifts of more than one hundred items or items over five years old should be discussed with a librarian in advance to determine if the items will be useful to the collection. The Library reserves the right to sell or otherwise dispose of gift materials not added to the collection.

Gifts of funds are always welcome. Recommendations from the donor are honored in so far as the suggestions are in accord with the Materials Selection Policy.

#### VI. RECONSIDERATION OF LIBRARY MATERIALS

A singular obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. The Skokie Public Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons, but will be governed by this Materials Selection Policy in making additions to or deleting items from the collection.

Patrons who request the reconsideration of library materials will be asked to put their request in writing by completing and signing the form appended to this policy, entitled "Request for Reconsideration of Library Material."

Upon receipt of a formal, written request, the Director will appoint an ad hoc committee from the professional staff including, but not limited to, the selector for the subject area of the item in question and the appropriate Department Head. The committee will make a written recommendation to the Director who will then make a decision regarding the disposition of the material. The Director will communicate this decision, and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date. The Director will inform the Board of Library Trustees of all requests for reconsideration of library materials and their disposition.

In the event that the person who initiated the request is not satisfied with the decision of the Director, s/he may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. If a hearing is granted, the individual will be notified when s/he may address the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing.

The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Skokie Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director.

**SKOKIE PUBLIC LIBRARY  
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**

AUTHOR: \_\_\_\_\_

TITLE: \_\_\_\_\_ FORMAT: \_\_\_\_\_

PUBLISHER: \_\_\_\_\_ PUBLICATION DATE: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this request made on behalf of :

\_\_\_\_\_ Yourself

\_\_\_\_\_ Organization \_\_\_\_\_  
(Name of Organization)

Have you read/viewed this title in its entirety? \_\_\_\_\_

What is your objection to the material? (Please be specific; i.e. cite pages) \_\_\_\_\_

Is there anything positive about the material? \_\_\_\_\_

Please state the reason for your request \_\_\_\_\_

Action Requested:

Have you read the Skokie Public Library Materials Selection Policy? \_\_\_\_\_

Are you aware of the judgment of this material by literary critics or area subject specialists? (Please provide names of reviewers and citations for reviews, if known)

\_\_\_\_\_  
\_\_\_\_\_

Can you recommend material of comparable literary quality or another title that would convey the same perspective of the subject treated? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature of Patron: \_\_\_\_\_

Date: \_\_\_\_\_ Received by Staff Member: \_\_\_\_\_

# SKOKIE PUBLIC LIBRARY

## *Terms of Internet Access*

### PLEASE READ THE FOLLOWING CAREFULLY BEFORE PROCEEDING

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By choosing the "I accept" option you acknowledge your willingness to abide by the terms enumerated on this page. Failure to follow these guidelines may result in the revocation of Library Internet privileges.

Internet access is provided by the Library to ensure universal access to this vast and vital source of information and communication. Skokie Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content.

The computing resources offered by Skokie Public Library are to be used in accordance with principles of respect for other users of the system and the equipment.

Examples of unacceptable use include, but are not limited to:

- Conducting illegal activity, accessing illegal materials or exhibiting materials which are considered obscene by local community standards
- Violating another user's privacy
- Attempting to install or run outside software on Library computers
- Violating computer system security
- Tampering with computer hardware or software
- Storing data to anything other than a diskette

Users are advised to close the browser after each session. Internet workstations are set up to delete all personal files and information stored on the local workstation each time the browser is closed. This is especially important if personal information such as a credit card number has been entered during a session.

As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent of legal guardian.

It is the responsibility of the user to respect copyright laws and licensing agreements.

## **Inappropriate use of Library Internet computers and appropriate action to be taken by Library staff**

5/1/2000<sub>revised draft</sub>

This memo is to help identify and address the inappropriate use of Library Internet computers.

The following statement appears when users at a public Internet workstation log into the World Wide Web as part of the "Skokie Public Library terms of Internet access" screen:

**By choosing the "I accept" option you acknowledge your willingness to abide by the terms enumerated on this page. Failure to follow these guidelines may result in the revocation of Library Internet privileges.**

**Internet access is provided by the Library to ensure universal access to this vast and vital source of information and communication. Skokie Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content.**

**The computing resources offered by Skokie Public Library are to be used in accordance with principles of respect for other users of the system and the equipment.**

**Examples of unacceptable use include, but are not limited to:**

- **Conducting illegal activity, accessing illegal materials or exhibiting materials which are considered obscene by local community standards**
- **Violating another user's privacy**
- **Attempting to install or run outside software on Library computers**
- **Violating computer system security**
- **Tampering with computer hardware or software**
- **Storing data to anything other than a diskette**

**Users are advised to close the browser after each session. Internet workstations are set up to delete all personal files and information stored on the local workstation each time the browser is closed. This is especially important if personal information such as a credit card number has been entered during a session.**

**As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent of legal guardian.**

**It is the responsibility of the user to respect copyright laws and licensing agreements.**

**The Library Board has approved this policy.**

## **I. Definitions and examples of the types of inappropriate use of Library Internet Computers**

*Items classified as vandalism marked with an asterisk [\*].*

### **A. Conducting illegal activity, accessing illegal materials or exhibiting materials which are considered obscene by local community standards**

Users of the Library's Internet computers may not use them for illegal activities such as using stolen credit cards, perpetrating fraud, making threats or harassing others, etc.

Accessing illegal material, such as child pornography, is also prohibited. Skokie Village Code section 55.12 states: "It shall be unlawful for any person knowingly to exhibit... any obscene ... image ...." The phrase "knowingly exhibit any obscene image" means the willful display, in plain site, of an image found obscene by another person in the Library.

### **B. Violation of another user's privacy**

Examples of privacy violations are:

- *The unauthorized access of someone else's electronic correspondence or files*
- *The uninvited willful observation of the contents of another users computer screen.*
- *Unauthorized use of computer accounts, codes or ID numbers assigned to others*

### **C. Attempting to install or run outside software on Library computers**

Users may not load or run programs or software on Library computers other than those loaded, or authorized by the Library. The installation of foreign software could introduce viruses to our systems, change computer settings, or leave resident files on our system.

### **D. \*Violating computer system security**

The Library has configured computers and computer network to limit patron access to operational drives and files. Users may seek to get around our security in a number of ways. If you observe patrons doing any of the things, they are using our computers inappropriately. Examples of inappropriate activities include:

- *Turning the computer off and on [repeatedly, after warning]*
- *Browsing network file directories*
- *Violating password security*
- *Interrupting computer functions to get to a "DOS prompt":*

### **E. \*Tampering with computer hardware or software**

The following are examples of tampering:

- *Unplugging or playing with any wires involved with the computers.*
- *Treating any equipment roughly or inappropriately [e.g. shoving foreign objects in openings, etc.].*
- *Deleting or altering files resident on the computers.*

### **F. Storing data to anything other than a diskette**

- *Library users may not store files on the computer's "hard drive" [C:] or on any network drive.*
- *Files may only be saved on the A: or diskette drive.*
- *Users will need 3.5" IBM-formatted high-density diskettes to store files.*
- *If a file is more than can fit on a diskette [1.44 megabytes], it cannot be downloaded from our computers.*



## **II. Action to be taken**

1. If you see someone using the computers inappropriately tell them to stop immediately.
2. If it is not a major infraction (no asterisk):
  - Inform them that such activity is not allowed on library computers.
  - Warn them that a repetition of such activity would constitute inappropriate behavior, which could result in losing computer privileges.
  - Skip to step 4 below.
3. If it is a major infraction (\* in list above):
  - Tell patron that what they are doing constitutes vandalism.
  - Get the offenders name and take their library card (temporarily), or copy another ID if no card is available.
  - Follow through by asking the perpetrator to leave. Desk staff, LAN staff and Department Heads are authorized to ask offenders to leave the library for the day.
  - The Librarian-In-Charge (LIC) or your Department Head must be informed of your action.
  - If you wish, you may call the LIC, your Department Head or a Guard to ask the offender to leave.
4. Incident reports (see sample attached) must be filled out to keep track of all major infractions. A report should be filled out if you have asked a patron to leave due to repetition of a minor infraction. Patterns of abuse must be documented so that appropriate action may be taken.
  - Supplies of incident reports may be obtained from the Adult & Youth Services offices as well as the Administrative office.
  - All incident reports must be sent to Carolyn Anthony, with copies sent to Barbara Kozlowski and Dave Runge.
5. If you think a user's actions may have altered or damaged a computer, leave the computer as it is and call LAN staff, Bruce Brigell or the LIC.
6. Uncooperative patrons:
  - Patrons refusing to provide identification should be made to leave the Library.
  - If a patron refuses to leave, a guard should be summoned.
  - If no guard is available tell the patron you will have to call the police. Inform the offender that vandalism to public property is punishable by a fine of up to \$1,000. If that does not get them out of their chair, call the Skokie Police Department.

## 7. Obscenity:

It is our hope that the privacy screens installed on the Adult Internet workstations will keep this from being a big problem. It is not the duty of librarians to monitor what information is being accessed on these computers. It is however a violation of Village ordinance and Library policy for a user to exhibit obscene material in a public place.

Skokie Village Code section 55.12 states: "It shall be unlawful for any person knowingly to exhibit... any obscene ... image ....". The phrase "knowingly exhibit any obscene image" means the willful display, in plain site, of an image found obscene by another person in the Library.

If a complaint is received regarding the nature of what a user of the Internet is viewing, the following action should be taken:

- a) Inform the patron that a complaint has been received concerning the material displayed on their computer.
- b) Inform the user that it is a violation of the Terms of Internet Access, accepted by progressing beyond the opening screen, to exhibit materials that by local community standards are obscene. The library is taking the complaint as reason enough to suspect that what is being viewed violates this standard.

*Note: If the patron has a seemingly legitimate argument that what was being viewed was not obscene; the Librarian in Charge should be summoned to determine whether the complaint was valid.*

- c) The patron should be told to leave the offending site, and informed that if noticed violating this policy again, they will lose Internet access for the day.
- d) Repeated violations of this policy will result in the loss of Internet privileges for longer periods. The Director of the Library will make decisions of this nature after review of incident reports and discussion with those involved.

The motion was unanimously approved. Mrs. Hunter left the Board Room.

NEW SHELVING FOR AUDIOBOOKS, VIDEOS, CD-ROMS, AND YOUTH PERIODICALS

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REQUEST OF \$8,813.48 FOR SEVERAL SMALL ORDERS OF ADDITIONAL SHELVING.

Mr. Witry commented that the bottom shelves should be slanted to make it easier for seniors to read the spines of books. Mrs. Anthony will consider this when ordering new shelving.

The roll call vote for approval was unanimous.

REVIEW OF *SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS LIBRARIES*

Mrs. Hunter returned to the Board Room.

The trustees reviewed Chapter II and Chapter V from Serving Our Public: Standards for Illinois Libraries. Mr. Graham said we need to spend time in a retreat to go over policies annually. Mrs. Anthony mentioned that NSLS has orientation for new trustees and ILA has a fall workshop for new trustees. Mr. Witry will be given a copy of Illinois Compiled Statutes and Serving Our Public: Standards for Illinois Libraries. The reciprocal borrowing issue will be addressed after the Edgebrook branch of Chicago Public Library opens. Mrs. Anthony is to find out who does not have reciprocal borrowing with Chicago Public Library.

COMPLIANCE WITH E-911 LEGISLATION

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INITIAL EXPENSE TO THE COMPANIES IN THE DETAILED ATTACHMENT FOR \$10,741. THE CHARGE FROM FOCAL FOR MAINTENANCE OF THE ISDN-PRI LINES IS \$495 PER MONTH OR YEARLY \$5,940.

Many agencies are making these modifications to their phone systems simultaneously. Proposals for postponing compliance with the law until June 30, 2001 were pending in the legislature this spring, but none passed. Mrs. Anthony mentioned that the Library is also working within constraints of a July-June telephone service contract, necessary for qualification for Federal E-rate discounts. Mr. Graham called for the question.

The roll call vote for approval was unanimous.

#### UPDATE ON JCPL

The trustees noted the memo on Update on JCPL.

#### COMMENTS FROM TRUSTEES

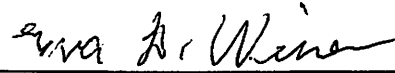
Mrs. Hunter reported the washroom was very clean.

Dr. Wozniak asked if the bookmobile would be at the Festival of Cultures. Mrs. Anthony said yes it would be.

Regarding the Special Board Meeting on May 30, Mr. Graham said that the Board will need to give the architects a clear view on where the project is headed. Bob Hunter, architect, has asked Mr. Graham if it is time to put the team together—engineering studies, design elements, additional costs. Mrs. Weiner said she was not happy with the last special board meeting and Bob Hunter's presentation. She requested an effort to make the presentation and alternative designs easier to follow at the next meeting.

ADJOURNMENT

The meeting adjourned at 9:11 p.m.

A handwritten signature in cursive script, appearing to read "Eva D. Weiner", written in black ink.

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Eva D. Weiner, Secretary