

April 9, 1997

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, April 9, 1997.

Mrs. Hunter congratulated Trustees Susan Greer and Eva Weiner on their re-election April 1 to another six year term.

Susan Greer could not be seated because she was not sworn in by the Village Clerk April 7 due to illness. Mrs. Hunter advised her to contact Village Clerk Marlene Williams as soon as possible to arrange taking the oath of office.

CALL TO ORDER

The meeting was called to order at 7:45 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Eva Weiner, Vice President; Zelda Rich, Secretary; Leo Friedman; John Graham; and Carolyn A. Anthony, Director.

Member absent: Marcy Goodman.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 12, 1997

Mr. Friedman made a motion, seconded by Mr. Graham to approve the minutes of the regular meeting of March 12, 1997, subject to additions and/or corrections.

There being no additions or corrections the minutes were unanimously approved, Mrs. Weiner abstaining. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

Mrs. Rich made a motion, seconded by Mr. Friedman:

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF MARCH 1997, THE LIBRARY NOTE FUND AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED, AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The Board said the additional revision of the Year-to-Date Budgetary Status statement made it much easier to read.

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

BUDGET 1997-98

After review and discussion of the 1997-98 Budget as presented, Mr. Graham made a motion, seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE BUDGET FOR THE 1997-98 FISCAL YEAR AS PRESENTED IN THE AMOUNT OF \$5,910,000. (copy attached)

The roll call vote for approval was unanimous.

TRANSFER OF FUNDS TO RESERVE FUND

It is estimated that the Operating Budget will have a balance of \$230,000. at the end of the fiscal year, although, Maintenance of Equipment, Small Equipment and Furniture & Equipment lines have exceeded budgeted amounts.

We continue to acquire more equipment, primarily computer related, with attendant maintenance costs. An additional \$11,000. proposed for the new fiscal year in the Maintenance of Equipment line and the new Technology line should handle computer related expenses.

After discussion Mr. Graham made a motion, seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE TRANSFER OF THE ESTIMATED REMAINING BALANCE OF \$230,000. FROM THE OPERATING FUND TO THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS AT THE END OF THE FISCAL YEAR, APRIL 30, 1997.

SKOKIE PUBLIC LIBRARY BUDGET For the Fiscal Year 1997-98

ACCOUNT NAME	BUDGET / FY 1997-98
Salaries	\$2,990,000
Professional Services	\$37,000
Audit	\$2,000
Binding	\$2,000
Maintenance of Equipment	\$40,000
Maintenance of Buildings & Grounds	\$115,000
Maintenance of Auto Equipment	\$7,500
Insurance (Health, Dental & Life)	\$165,000
Insurance	\$51,000
Utilities	\$84,000
Conference, Membership, Workshop,etc	\$52,000
Postage	\$17,000
Printing and Publicity	\$31,000
Data Processing	\$13,000
Reception & Entertainment	\$6,000
Programming	\$23,000
Photocopier Leasing	\$5,000
ILL and Access Fees	\$1,500
JCPL Operating & Capital	\$245,000
Technology/Network	\$80,000
Cable	\$26,500
Books	\$520,000
Periodicals	\$94,000
Nonprint Materials	\$77,500
Microforms	\$45,000
Small Equipment	\$12,000
Library Supplies	\$54,000
Janitorial Supplies	\$21,000
Office Expense and Transportation	\$2,500
Furniture and Equipment	\$20,000
Advertisement of Vacant Position	\$2,500
Contingency	\$100,000
Employers' FICA and IMRF	\$460,000
OPERATING FUND TOTAL	\$5,402,000
Capital	\$300,000
Debt Services - Repayment	\$208,000
TOTAL	\$5,910,000

The roll call vote for approval was unanimous.

COST-OF-LIVING-ADJUSTMENT

The Board reviewed the current salary scale and the salary scale as adjusted by 3% to see the effect of an increase on the pay ranges.

After discussion Mr. Graham made a motion, seconded by Mr. Friedman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE SALARY SCHEDULE BE ADJUSTED BY 3% AS OUTLINED FOR THE NEW FISCAL YEAR, TO REPRESENT A COST-OF-LIVING ADJUSTMENT INCREASE.

The roll call vote for approval was unanimous.

It was recommended that a comprehensive survey be done every two or three years so that the adjustments to the salary scale can be made, if necessary.

CONSENT AGENDA ITEMS

CIRCULATION REPORT
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S) (1)
GIFTS
CORRESPONDENCE (4)
PERSONNEL

Mr. Graham made a motion, seconded by Mr. Friedman:

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. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
4. GIFTS

\$50. from Harry Ramis for music programming; \$50. from Woman's Club of Skokie for Youth Services; and \$30. from Jeffrey Stoecklein

5. CORRESPONDENCE (4)

Notes from Amy Oshiro to: Diana Hunter and to Carolyn Anthony; note from Lori Bobis, Fairview School; and letter from Jan Curtis, ESL Director and Tripp School Early Childhood Education Staff

6. PERSONNEL

Appointment: Heather McCammond-Watts, full-time Librarian, Youth Services Department, effective April 14, 1997

Retirement: Hanna Moses, full-time Assistant to Technical Services Head, Technical Services Department, effective June 30, 1997

Resignation: Nicole Rybaczuk, part-time Circulation Clerk, Circulation Services Department, effective April 30, 1997

After discussion all Consent Agenda items were unanimously approved and placed on file.

DIRECTOR'S REPORT

Usage--Circulation in March reached an all-time high of 103,384 for an increase of more than 6% from last year. Construction at neighboring libraries in Niles and Lincolnwood may be a significant factor as indicated by a 19% increase in reciprocal borrowing. The gate count was up by more than 8% to nearly 66,000 visitors for the month.

Election--Board members Susan Greer and Eva Weiner were re-elected without opposition April 1 registering 3,400 and 3,546 votes respectively. According to the Village Clerk, 4,882 people voted in the election.

JCPL News--A new software release 160 was installed on the Ameritech Library System March 20 without significant problems. Tapes of the bibliographic database were sent out to Blackwell in preparation for the installation of authority control for authors and subjects. Authority control provides uniform listings and references from possible spellings or headings to the preferred listing. This improvement is scheduled for installation in June. Continuing maintenance of the

records will be done by Skokie Technical Services personnel on a reimbursement basis to the Library from JCPL.

Skokie People Speak--Skokie People Speak, a local cable show anchored by Al Nathan, will feature Skokie Public Library in its taping April 23. The hour long show will focus on new developments in technology and on readers advisory service. It will air in June.

Departmental Tours--The Staff Training Advisory Committee has had wonderful feedback on the orientation system for new employees. The Committee has arranged a plan which will allow every staff member to have an extended tour of another department sometime during the year.

NSLS Annual Banquet--Trustees John Graham and Zelda Rich, Interlibrary Loan staffer Judy Rinkor and Mrs. Anthony attended the NSLS Annual Banquet March 14. The speaker, Sally Helgesen, author of the Web of Inclusion talked about effective management practice in the information age and the importance of forming partnerships and alliances. One of several corporations profiled in her book as exemplary in practice is Skokie-based Anixter.

Park District Resident Survey--The Skokie Park District conducted a resident survey by mail in late November. Some interesting findings for the Library: the time of day is more important than day of the week, location or transportation is a factor in program attendance; about 85% of persons under 40 have access to a computer and half of those would be interested in instruction; 57% of persons in the 40-49 age bracket expressed high interest in computer classes; more than one third of persons under age 40 have lived in Skokie less than 5 years while older persons tend to be long time residents.

Date of May Meeting--The Board discussed the possibility of moving the May meeting to Tuesday or Wednesday, May 20 or 21 because the Board President will be out-of-town at the time of the regularly scheduled May meeting. For a variety of reasons, it was the consensus of the Board

to keep the regularly scheduled date of Wednesday, May 14, but to change the date of the June meeting to the 18th.

Auction of MR Chairs and Stools--Leslie Hindmann Auctioneers list two stools and two MR Chairs in their April 27, 20th Century Decorative Arts auction catalog.

Former Skokie Public Library Trustee Dr. John Wozniak--Dr. Wozniak will receive an Honorary Doctorate from Loyola University, Chicago, May 10. The Board concurred to honor him at a luncheon May 18 if he is available.

In commemoration of the event Mrs. Weiner said she will donate \$125. to Skokie Public Library.

PAY FOR PERFORMANCE TASK FORCE RECOMMENDATIONS

Mrs. Anthony indicated that the Board received this report prepared by Consultants Jerad Browdy and Dan Sundt of the Executive Service Corps of Chicago in April so that Board members would have ample time to read the report and request any additional information needed to have an informed discussion of the topic at the May Board meeting. Mr. Browdy and Mr. Sundt plan to make a presentation at the May meeting. Members of the staff task force including Ginny Boggs, Pat Groh, Barbara Kozlowski and Tobi Oberman plan to be present.

Mr. Graham stated this is the most important issue the Board has considered since he has been a member. He had concerns about the potential costs of implementation of such a program. He also requested the opportunity for direct input from staff on the matter. Due to the complexity of issues involved and the fact that all Board members will not be present at the May meeting, Mr. Graham made motion seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES DEFER DISCUSSION OF THE PAY-FOR-PERFORMANCE REPORT FOR SIXTY (60) DAYS, UNTIL THE JUNE MEETING.

Mrs. Kozlowski commented on concerns raised by staff at two staff meetings called for

the purpose of discussing Pay-for-Performance.

Mrs. Rich asked for clarification of the mission or purpose of a significant change in compensation at this time. Other trustees agreed there are many issues to discuss and clarify, and there must be some sense that the system can be adequately funded.

Mr. Graham asked of the libraries with pay-for-performance systems in place, how many have had to freeze salaries, and if so, how many times.

Mrs. Hunter said it behooves trustees to review the report completely and to compile a list of their individual concerns prior to the June meeting.

The motion to defer discussion of the Pay-for-Performance Report until June passed unanimously.

RENEWAL OF HVAC MAINTENANCE CONTRACT

The proposal for renewal of our HVAC “Custom Maintenance Agreement” with Chicago Chiller, Division of North Town Mechanical Service reflects an increase of 6.5% over last year. Newly included this year are the building management system and the variable speed drives for a total annual cost of \$34,320.

Mr. Graham made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE RENEWAL OF THE NORTH TOWN CUSTOM MAINTENANCE (CMA) AGREEMENT FOR THE LIBRARY’S HVAC EQUIPMENT FOR ONE YEAR AT A TOTAL COST OF \$34,320.

The roll call vote for approval was unanimous.

It was the consensus of the Board to seek competitive bids in the ensuing year, approximately six months prior to the next renewal.

LOCAL AREA NETWORK IMPROVEMENTS

The Board reviewed the information regarding converting the Library's Local Area Network from a Novell based system to a Windows NT system, which necessitates replacement of the primary Local Area Network server. According to the plan developed by BellCow Inc. consultants, existing servers will be reassigned to other network functions.

Mrs. Anthony recommends the purchase be made from Comark of the Hewlett Packard Server for \$17,104. and the Windows NT Operating System Software for \$3,205. as presented by Dawne Tortorella, for a total cost of \$20,309., to be paid from the capital budget.

After brief discussion Mr. Graham made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE FROM COMARK OF THE HEWLETT PACKARD SERVER AND THE WINDOWS NT OPERATING SYSTEM SOFTWARE AT A TOTAL COST OF \$20,309.

The roll call vote for approval was unanimous.

CHANGE IN CIRCULATION POLICY FOR CD-ROM INTERACTIVE

It is proposed that the loan period for CD-ROM Interactive be changed from 1 week to 3 weeks for both Adult and Youth titles and that reserves be allowed on both Adult and Youth CD-ROM Interactive titles.

The CD-ROM Interactive collection was started in July, 1994, with about 55 titles and the Board approved a policy of one week loans and no reserves. The Library now has over 1,000 CD-ROMs, including 592 in the Youth collection and 416 in the Adult collection.

People have commented that one week is not sufficient time to learn how to load the program on their home computer and to thoroughly explore all the facets of a multimedia product.

It is recommended that other aspects of the loan policy for CD-ROM Interactive remain unchanged at the present time - therefore, there would still be no renewals of CD-ROMs, no reciprocal borrowing, a limit of 2 items per valid Skokie Public Library borrower's card and an overdue fine of \$2.00 per day.

Mr. Graham made a motion seconded by Mrs. Weiner:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHANGE IN CIRCULATION POLICY FOR THE CD-ROM INTERACTIVE COLLECTION AS RECOMMENDED BY THE DIRECTOR FOR BOTH ADULT AND YOUTH TITLES FROM A ONE WEEK LOAN PERIOD TO A THREE WEEK LOAN PERIOD AND THAT RESERVES NOW BE ALLOWED.

The roll call vote for approval was unanimous.

CUSTOMER SERVICE SURVEY

The Board reviewed the survey results compiled by Mrs. Kozlowski. From a total of 187 completed Customer Service Surveys returned by patrons, it appears overall, patrons were satisfied with their library experience. The varied comments were discussed, Mrs. Hunter noting that there were several requests for extended or more open hours. This is something the Board has discussed on occasion and should take into consideration at some future meeting. Mrs. Hunter noted the changing shopping and family living patterns with two working parents and suggested the Library should consider expanding Sunday hours. Present Sunday hours were established in the 1970s and we are now approaching the year 2000.

ILA REPORTER - APRIL, 1997

Trustees noted the article by Reference Librarian Frances Roehm "Reference Services Forum".

AUTOMATION

The JCPL (Joint Computer Program for Libraries) May 1, 1997 - April 30, 1998 Budget; the JCPL Growth Fund 1997-98 Budget; and the Monthly Statistics for May 1997 were reviewed.

Mrs. Anthony noted that the number of patron TeleCirc renewals continues to increase.

LIBRARY CABLE NETWORK

The Board noted the April 1997 Library Cable Network Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported on the NSLS Board of Director's meeting and the progress of the online community network.

COMMENTS FROM TRUSTEES

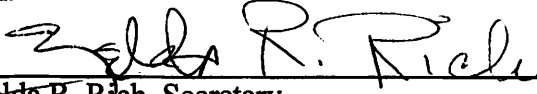
Mrs. Hunter noted that the ILA Reporter containing Frances Roehm's article also has important information regarding several pieces of legislation which will impact public libraries. She discussed in particular recent proposed legislation HB 1047, introduced by Tom Johnson, which would have made clear that municipal Library employees are not employees of the municipality in which the Library is located. Mrs. Hunter and Mrs. Anthony got ILA to mobilize a quick response team to take a position against this legislation with potential negative impact on Skokie Public Library and other municipal libraries. Mrs. Hunter emphasized the need for trustees to keep apprised of such legislation and to respond to legislators as quickly as possible.

Mr. Friedman said he recently offered suggestions to the Illinois Library Association, and he was encouraged to pass them on to State Librarian George Ryan. Mr. Friedman advocates that every public library have the current Medpard Directory in their collection; that libraries sponsor immigration classes on learning to become citizens; that libraries put up displays on all holidays

throughout the year (even Mother's Day) giving information on the origin of the holiday; and that libraries post the names of all citizens in the news on an announcement board in the Library.

ADJOURNMENT

The meeting was adjourned at 9:53 p.m.



Zelda R. Rich, Secretary