

October 13, 1987

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, October 13, 1987.

Before the meeting was called to order Leo Friedman, Chairman of the Skokie Creative Writers presented three copies of the group's September 1987 publication SOUNDS OF MEMORY to the Library. Mr. Friedman expressed gratitude to the Library for the continued use of the facilities by the Creative Writers and the newly formed Skokie Philosophy Club and requested that a letter of receipt be directed to them.

Dr. Wozniak thanked Mr. Friedman on behalf of the Board and Mr. Friedman left the room.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Dr. John M. Wozniak, Vice President.

Members present: Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter B. Flintrup; Norma L. Zatz; Carolyn A. Anthony, Director.

Members absent: Diana Hunter, President, and Eva Weiner.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING AND EXECUTIVE MEETING OF SEPTEMBER 9, AND THE SPECIAL MEETING SEPTEMBER 20, 1987

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting and executive meeting of September 9, and the special meeting September 20, 1987, subject to additions and/or corrections. Mrs. Zatz seconded the motion.

There were no corrections and the motion to approve the minutes as written passed unanimously.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

Mrs. Zatz made a motion, seconded by Mr. Flintrup:

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

The roll call vote for approval was unanimous.

CIRCULATION REPORTS

LIBRARY USE STATISTICS

REPORT(S) FROM DEPARTMENT HEAD(S)

CORRESPONDENCE

Mrs. Zatz made a motion, seconded by Mr. Flintrup:

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

1. Circulation Reports
2. Library Use Statistics
3. Report(s) from Department Head(s)
4. Correspondence

The motion passed unanimously.

Dr. Bloch requested the addition of the total number of computer searches to the Circulation Summary, Table 4, each month.

GIFTS

The trustees noted the gifts to the Library: \$10.00 from Janice Sterrett; \$200.00 to Skokie Accessible Library Services (SALS) from the Harvey Public Library; and \$25.00 from the Peterson Park Book Club.

PERSONNEL

The appointments were noted: Philip Carlsen, Bookmobile Librarian, effective September 21; Lydia Stux, Coordinator of Programs and Exhibits, effective September 28; and Laura Hammond, Clerical Assistant, Community Services Section, effective October 1, 1987.

Part-time Circulation Clerks appointed were Catherine Maassen, September 14 and Christina Bourikas, September 19, 1987.

DIRECTOR'S REPORT

Statistics--Circulation was up 6% over circulation in September, 1986 with the strongest gain in circulation of children's materials. Other noteworthy increases for the month include reciprocal borrowing, up 81%; large type books; up 93%; and microcomputer use, up 166%.

Tax Rate and Assessed Valuation--The 1986 assessed valuation for Skokie is \$787,315,763., up nearly \$20,000,000. from 1985. The Library's tax rate is .301.

Compliments to the Library--In addition to the letters of appreciation received recently and included in the correspondence, the Library received numerous compliments this past month. Volunteers who staffed a table for the Skokie Public Library at the North Shore Retirement Fair in Evanston were delighted to receive compliment after compliment about the Library; a patron stopped in the Administrative Office to rave about the helpful staff in Youth Services; and another patron was most impressed with the attitude of a staff member at the Service Desk.

Shelf Reading Effort--Many staff from all departments participated in a two-week shelf reading effort of the Adult Services collection. The improved shelf order will assist pages in shelving and reduce the number of books which appear to be In Library on the catalog, but are in fact out of place. Staff were thanked for their help and refreshments were provided in the Staff Room on the final day of the reading. A system is in operation to maintain the shelf order through regularly assigned reading by pages.

Interlibrary Loan--Gary Newhouse completed a JCPL-ILL Procedures Manual which will be used by all JCPL libraries to automate JCPL loan transactions. The switch from paper processing represents a considerable savings of time.

Per Capita Grant--The Per Capita Grant request was submitted to the State with proposed uses for FY '88 grant monies as follows: community survey, interior signage, foreign language materials, other materials as needed to fill gaps in the collection or update older works and matching funds for grant awards.

Small Press Fair--Fifteen representatives of small presses displayed titles of recently published books and magazines. About 50 people attended a program which featured a panel of two publishers, one author and one specialty bookstore owner. The event was part of our "Celebrating the Freedom to Read", salute to the Constitution.

ALA Legislative Committee--Walter Flintrup has been named to the ALA Legislative Committee. He is the third Skokie Public Library trustee to become involved in ALA committee work. Diana Hunter is a member of the ALTA Legislative Committee and Eva Weiner is a member of the ALTA Intellectual Freedom Committee.

Young Steinway Series-1987-88--The first Young Steinway Concert of the year was held October 4 with a full house. Diana Hunter introduced representatives of Savings of America, cosponsor of the series. Pianist Soojin Ahn presented a remarkable solo performance. Beginning with the November concert, the Young Steinway Series will be videotaped by Library Cable Network.

Rotary Speech--Mrs. Anthony presented her classification speech to the Rotary October 13, highlighting services of the Skokie Public Library. The remarks were well received. President Ray Hartstein suggested holding a box lunch Rotary meeting at the Library at a future date.

Discussion followed.

BPH Services--News at the RLAC Executive Committee was that there has been a 70% reduction in the number of talking books supplied to SAVS by the federal government. Equipment is also in shorter supply. The State allocation for BPH has also been trimmed by \$90,000, resulting in a 60% cut in BPH funds to SAVS. The effects of the cutbacks are noticeable. Mrs. Anthony has had two recent complaints from BPH patrons about excessively long waits for requests to be filled.

Legislative News--The Local Library Act has been amended to provide for oaths of office for trustees and to require that a board adopt a materials selection policy. Mrs. Anthony pointed out that the Library has a book selection policy, however, it is in need of updating.

Funding for systems was cut 5%, reducing the appropriation to the level of 1986-87 funding. Both the Local Library Act and the Library District Act have been amended to remove the nonresident fee requirement for nonresident taxpayers.

Meeting on Multityping November 30--RLAC and the Trustee Education Task Force are jointly sponsoring a program "Multityping--The Potential for Your Library" on Monday, November 30 at 7:30 p.m. at the system headquarters in Wheeling.

Discussion followed on the importance of Skokie Public Library trustees attending the November 30 meeting and the topics to be covered.

Midwest Federation of Library Associations (MFLA)--Mrs. Anthony will speak at MFLA on a program on the Public Library Development Program, November 6. Walter Flintrup will also attend MFLA, which is being held in Indianapolis, Indiana.

Skokie Public Library/Evanston Public Library Cooperation--Evanston Public Library has initiated a proposal for a joint EPL/SPL program series on popular song to be held in the fall and winter of 1988-1989. Some preliminary meetings are being held to explore the possibility of applying for a Humanities grant to fund the programs.

Library Cable Network Vacancy--Gary Novak, the staff coordinator for the Library Cable Network, has left to take a position in Washington, D.C. Applications for the position are being accepted through October 19.

Upcoming Events--Mrs. Anthony reminded the Board that Judge Abner Mikva will speak at the Library, Sunday, October 25 at 2 p.m.; the Library will hold a book sale of withdrawn and unneeded gift books November 7-8; and there will be a reception November 8 at 4 p.m. in the Library to announce the gift of a VCR, monitor and tapes of classic programming from TCI and the Arts and Entertainment Network.

AUTOMATION

The trustees reviewed the audit statements prepared by Evoy, Kamschulte, Jacobs & Company for Joint Computer Program for Libraries (JCPL) for the period beginning January 1, 1984 and ending April 30, 1986.

Discussion followed.

Mrs. Anthony said the JCPL Board will discuss revising the cost sharing formula in the near future. The Subject Guide is in final preparation stages and printing cost estimates will be obtained.

The videocassette holdings list is completed.

Mrs. Merritt suggested lists of the Library's compact disc and audiocassette holdings also be prepared for distribution to the public.

ADDENDUM TO PERSONNEL CODE

Mrs. Anthony said that the Library is operating under the COBRA legislation now and regulations regarding continued group health insurance coverage to employees who resign or are terminated for cause other than gross misconduct or whose hours are reduced need to be included in the Personnel Code.

After discussion Dr. Bloch proposed one change in the wording--that notice be given the participating former employee when the premium is not paid at the end of thirty days that their group health insurance coverage will be terminated if the premium is not paid within 60 days of the date it is due.

The Board concurred. Dr. Bloch made a motion, seconded by Mr.

Flintrup:

MOTION: That the Skokie Public Library Board of Trustees adopt the addendum to the Skokie Public Library Personnel Code as proposed by the Director to be incorporated on Page 10 under Health, Dental and Life Insurance after "Salaried employees working at least 20 hours per week are eligible."
(A copy of the addendum is attached.)

The roll call vote for approval was unanimous.

After further discussion Mr. Flintrup suggested the Director contact the consultant at the Suburban Library System Unemployment Compensation Group Account office with regard to a review of the Library's Personnel Code. Mrs. Anthony will look into this.

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The trustees reviewed statistics on the "Monthly Report, Community Services Section: Services to Persons with Disabilities, September, 1987."

ADDENDUM TO PERSONNEL CODE

(to be inserted on p.10 under Health, Dental and Life Insurance after "Salaried employees working at least 20 hours per week are eligible.")

Employees who resign or are terminated for cause other than gross misconduct or whose hours are reduced may continue their health coverage at their own expense for 18 months unless they become covered under another plan.

If an employee with family coverage dies, divorces, or legally separates, his/her spouse and dependent children may continue coverage at their own expense for 36 months unless they become covered under another plan.

Dependent children who no longer qualify as dependents under the plan may continue coverage at their own expense for 36 months unless they become covered by another plan.

Divorced and legally separated spouses (and dependents) have 60 days in which to notify the Library of a qualifying event.

Retired employees who have participated in one of the health plans may continue participation indefinitely, at their own expense, provided that coverage is continuous and uninterrupted following the termination of employment.

Continued group health coverage will be terminated if the premium is not paid within 60 days of the date it is due.

A group life insurance policy in the amount of \$10,000.00 is available...

The trustees would like to know the number of wheelchair users who come to the Library.

During discussion the topic of signage came up. Mrs. Anthony said she recently met with a representative of Modulex, Inc. a division of Lego, to discuss signage for the Library.

The trustees would like Mrs. Anthony to invite a Modulex representative to a board meeting to show their product to the board members.

LIBRARY CABLE NETWORK

The trustees reviewed the October/November, 1987 Program Guide for Channel 22.

DISCUSSION OF COMPENSATION REVIEW

The trustees reviewed the materials prepared by Mrs. Anthony to aid in the review of the compensation system.

Dr. Bloch expressed concern with the rigidity of the step system currently employed by the Library, and the automatic increase of the entire grid each year by the cost of living adjustment.

Lengthy discussion followed.

The Board agreed that merit and cost control are factors that need addressing. Dr. Bloch advocates a system which gives greater emphasis on performance.

After further discussion of merit increases, the trustees agreed that the Compensation Review committee should meet with the Director again to evaluate the present system.

Mrs. Anthony said that any change should be a slight modification of the present system, as the staff is still adjusting to the system she was charged to develop.

Dr. Bloch agreed to continue to explore and prepare something.

Mrs. Merritt agreed any change should be gradual, and that excellent performance merits recognition.

The topic of compensation will be pursued by the Committee with additional dialogue --to be reported at the November Board meeting.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM (NSLS)

Mr. Flintrup reported on the NSLS budget decrease and the multityping meeting scheduled for November 30.

The Board reviewed the Memorandum from Robert McClarren, System Director regarding possible conversion of NSLS to a multitype library system and the memorandum to Management Affairs Committee also pertinent to multityping.

Because of the many ramifications of multityping Mr. Flintrup urged board members to attend the RLAC meeting.

Discussion followed.

The NSLS Legislative Notes, Legal Advisory, and The Nor'Easter were distributed.

COMMENTS FROM TRUSTEES

Trustees discussed the recognition dinner scheduled for Mayor Albert J. Smith. The Library would want to be represented.

Discussion followed. Information on the dinner will be relayed to trustees.

Mrs. Anthony will make the necessary reservations and try to obtain a bronze plated library card in the Mayor's name as suggested by the Library Board.

ADJOURNMENT

The meeting was adjourned at 10:15 p.m.



Shirley Merritt, Secretary