

January 14, 1987

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, January 14, 1987.

CALL TO ORDER

The meeting was called to order at 7:31 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Walter B. Flintrup; Dr. Herman S. Bloch; Eva D. Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

Member absent: Shirley Merritt, Secretary.

Observer present: Phillip Alpert, 5220 Oakton Street, Skokie, Illinois, 60077.

APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 10, 1987<sup>6</sup>

Mr. Flintrup moved that the Board of Trustees approve the minutes as written subject to additions and/or corrections. Dr. Wozniak seconded the motion.

Dr. Bloch pointed out that under RESIDENT'S COMMENTS on Page 1, the sentence "The motion passed." should be added after the last sentence in the second paragraph; and also, on Page 2, "The motion carried." should be added after the motion and second to return to the regular order of business.

Mrs. Zatz noted the typographical error on Page 9, first sentence, top of the page, the year should be 1985, not 1984; and she asked that under COMMENTS FROM TRUSTEES, second paragraph, the second sentence be changed to: "She noted the poor attendance and thinks artists planning an opening reception on a Friday evening should be apprised that Friday evening openings generally have poor attendance."

There being no further corrections, the motion to accept the minutes as corrected 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  
REPORTS FROM DEPARTMENT HEADS  
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. Department Head Reports
4. Correspondence

The roll call vote for approval was unanimous.

GIFTS

The trustees noted the gift of \$25.00 from Mrs. Joel S. Siegel and the Apple II Plus microcomputer received from Robert Thomas. Mr. Thomas also donated related microcomputer supplies, peripherals and 129 books to the Library. Mrs. Anthony said the Apple II Plus will be put in the Young People and Children's Department.

Mrs. Anthony said that the painting by Illinois artist Morris Barazani, "Fusion I", has been received from Vincent Warther. (Note: the title is "Fusion I" not "Fusion II" as shown in previous writings.)

#### PERSONNEL

The trustees noted the following resignations: Toni Perille, part-time Intermediate Clerk, Adult Services Department, effective January 14, 1987 and Stephen Zivin, full-time Information Assistant, Young People and Children's Department, effective February 11, 1987.

The job descriptions developed by the Director for the positions of Associate Director for Public Services and Assistant Director for Technical Services and Automation Coordinator were reviewed by the Board of Trustees and some suggestions for changes in wording were accepted.

The Board reviewed the proposed new organizational chart and discussed the possibility of hiring an Administrative Assistant or Business Manager to report to the Director. The Board requested that Mrs. Anthony develop a job description for a Business Manager position, along with salary range.

#### DIRECTOR'S REPORT

Monthly Statistics--The statistical report shows an increase for December of nearly 16% in circulation and over 7% in reference. The mild weather this December, compared with the bitter cold December in 1985, is undoubtedly a factor.

Per Capita Grant 1986-87--North Suburban Library System Director Robert R. McClarren's recent memo indicated the State has cut the Per Capita funding level from \$1.00 to \$.97755 per capita. This reduction means a loss of nearly \$1500 to the Skokie Public Library which will receive \$58,801 this year instead of \$60,278. Secretary of State Jim Edgar had requested full funding of \$1.00 per capita.

The trustees noted Secretary of State Jim Edgar's letter pertaining to the Per Capita Grant.

Overdues--According to samples taken by the Circulation Department, 9-10% of overdues generated by the system are for items which are found to be on the shelf. While this is a considerable improvement, Mrs. Anthony would like to see 5% or fewer false notices before we resume mailing overdues.

Most discharging of library materials has been moved to a behind-the-scenes area at the back of Circulation, which should facilitate consistent discharging.

Registrations--We have registered over 17,000 Skokie patrons.

Lengthy discussion followed in regard to reaching Skokie residents and getting them introduced to all the Skokie Public Library has to offer. Ideas presented as a means of getting borrower's card applications to residents were varied: distribute applications through Newskokie (the Village newsletter) in Quik-Pak distribution; place applications at the Village Clerk's counter in the Village Hall, and at the Village "bill-payment" counter, or at the Building Department Offices.

The Welcome Wagon representative already distributes borrower's card applications to new residents, along with other appropriate library publications, but does not reach the long-time residents who are not acquainted with the Skokie Public Library.

Other ideas introduced included "commercials" on the Library cable channel; possible arrangement with local newspapers to run a "filler-type-release" listing Skokie Public Library offerings to the community, such as videotapes, concerts, lectures, movies, framed art prints--and a library card; a coupon be placed in local newspapers redeemable for a gift (a library card)--with proof of residency; or a coupon redeemable for a library card in local newspapers, or the Newskokie newsletter.

These possibilities will be considered.

Fines--With the automated system, fines will accrue seven days per week, without adjustment for holidays. Also, items may be due on Sunday, but they will never be due on a day that the Library is closed. A sign has been posted at the Circulation Desk and a flyer alerts users to these circumstances.

Complaint re traffic in front of Library--Mrs. Anthony has received two complaints recently from patrons who claimed they were nearly hit by vehicles in the Library drive while crossing as pedestrians.

Discussion ensued,

Mrs. Hunter will consult with the Village regarding this.

Mrs. Anthony will discuss this issue with the Library attorney.

Trial period universal access to system services--A summary of statistics from a six-month trial of universal access to system services showed that about 10 persons per month requested such services, principally requests for Interlibrary Loans, followed by requests for magazines from Central Serials. No significant problems have occurred and Mrs. Anthony recommended the service be continued.

The Board agreed to continue services.

Revenue Sharing 1987-1988--Federal Revenue Sharing Funds have not been authorized for 1987-88. However, according to the North Suburban Library System, it is still necessary to show that such funds have been sought to qualify for a 1987-88 Per Capita Grant. Mrs. Anthony discussed this matter with Village Manager, Albert J. Rigoni, and they have had an exchange of letters which should fulfill the Per Capita Grant requirement.

After discussion, it was the consensus of the Board that this procedure also be followed with Niles Township and that a formal request

for revenue sharing funds be directed to Niles Township.

Mrs. Hunter will speak to Thomas McElligott, Niles Township Supervisor.

Weekend parking in Library/Village lots--A patron has expressed the opinion that we have inadequate parking in our lot on weekends. He feels that Village vehicles should be parked across the street on weekends, leaving the spaces on this side of the street for Library users.

Discussion followed.

Letter from Norma Zatz--Mrs. Anthony thanked Mrs. Zatz for her letter of appreciation to the Board and Staff for their expression of sympathy in the loss of her mother. The letter was passed to Board members to read.

Statistics on the electronic home--Mrs. Anthony mentioned an article in the January 10, 1987 Chicago Tribune which touted the advantage of the "smart house" that it can plug into more up-to-date information systems than are available in the public library. It cites the Yankee Group as the source of statistics showing 62% of homes with telephones have microwaves, 41% have VCRs, 29% have cable TV, 21.5% have personal computers and 9% have modems.

Library Child Care Connection--Mrs. Anthony apprised the Board of this early childhood project for which LSCA Title I funds are being requested by the Evanston Public Library. The formal name of the project is "Library Child Care Connection; an Outreach Program to Home Day Care Providers." Libraries planning to participate in this service to children in licensed home day care centers include Evanston, Des Plaines, Lake Forest, Park Ridge and Skokie. This project will provide packets of library information to children in licensed home day care centers.

Discussion followed regarding the benefits this project would provide to the children who would otherwise be unable to visit their

local library.

Filing of petitions January 19, 1987--Trustees up for re-election at the Consolidated Election, April 7, 1987, will file petitions with the Village Clerk, Marlene Williams, Monday, January 19.

Gift of photographic panorama of Continental Divide from William Pollak--Skokie resident, William Pollak, recently asked if the Library would accept his framed photographic panorama of the Continental Divide.

Discussion followed.

It was the decision of the Fine Arts Committee that the Library would not accept his gift due to limited space.

#### AUTOMATION

The trustees reviewed the statement listing the status of Geac contract obligations and discussed JCPL finances.

There will be a surplus in the JCPL FY '87 budget because maintenance charges did not begin to accrue as early as anticipated. Mrs. Anthony recommended putting most of savings (proportionally) into a JCPL capital growth fund which would total approximately \$80,000 for the consortium this year. Mrs. Anthony also recommended budgeting for a similar amount in capital funds each year.

The Board concurred.

The letter to Hans J. Kleinheinz, Director, Library Systems Division, at Geac Computers International, Inc., was reviewed by the trustees.

Lengthy discussion followed.

Mrs. Anthony expects a Geac representative to meet with the JCPL Board during the American Library Association's Midwinter conference to discuss the proposal.

GOALS AND OBJECTIVES FOR THE SKOKIE PUBLIC LIBRARY FY '87

Mrs. Anthony reported on the progress of specific goals and objectives. SERVICE GOAL I--turnaround time has been improved; GOAL II--we are working on space utilization in Adult Services Department by moving some bound periodicals downstairs, removing some items from shelving in framed art print area, Unicorner will be moved across the room; GOAL III--online searching is well-established, and the plan for SALS integration is in motion.

COLLECTION GOAL I--we now own 450 CDs and two CD players; have been actively purchasing in several foreign languages, and are working on getting appropriate reports from Geac events subsystem (can tell you how many mysteries or 6l0s circulated on a given day).

MANAGEMENT GOAL I, Long Range Plan has been put on hold until the new Associate and Assistant Directors have arrived.

MANAGEMENT GOAL II--Automation. We will begin work with Geac acquisitions system February 1; the JCPL Board approved the printing of a quick subject guide which will both supplement the online catalog and serve as an interim backup--OCLC will test CD catalog in the fall of 1987. Printers are in place at public desks and Skokie Public Library staff member, Camille Cleland, spends 20% of her time with cleanup of the database, supported equally by all JCPL members.

MANAGEMENT GOAL III--Administration of Personnel. Performance reviews are well underway. GOAL IV--updating equipment and procedures. A phone system recommendation will be available by the February Board meeting.

PHYSICAL FACILITIES GOAL I--the electronic door and drinking fountain are completed.



SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The trustees reviewed the "Brief Report of SALS Activity-- Fall Quarter"; the Monthly Summary Sheet for December; and the letter of intent to Bridget L. Lamont, Director, Illinois State Library, for third year Library Services and Construction Act (LSCA) Title I funding for 1988.

Mrs. Anthony stated that the SALS project is considered by the State as highly successful. SALS has been named as one of two LSCA projects in the State which other libraries may seek grant funding to emulate.

Discussion followed regarding the continuation and expansion of SALS and the strategies, along with budget implications.

GIFT OF NEWSPAPERS ON MICROFILM TO STATE ARCHIVES

The Illinois State Historical Library has expressed an interest in storing our negative microfilm files of Skokie newspapers (a project which we undertook in 1980), housing it in the state archives under conditions recommended for the preservation of film.

The microfilming project in 1980 was done by the University of Chicago Photoduplication Department at an approximate cost of \$6,000--which consisted of original negatives and a positive "daily use" copy. The positive copy would be retained by the Skokie Public Library.

After discussion it was the consensus of the Board to approve the donation. Mr. Flintrup made a motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library Board of Trustees approve the release of our negative microfilm of local newspaper holdings to the Illinois State Historical Library for preservation and further, authorize the Director to arrange the contract for such transfer.

The roll call vote for approval was unanimous.

PHOTOCOPIERS

Mrs. Anthony reported that two of the most heavily used public photocopiers, Reference Department and Periodicals Area, have had numerous mechanical breakdowns. It is inevitable that we purchase two new photocopiers to replace these machines.

After discussion Mrs. Hunter appointed Mr. Flintrup to pursue options and costs. Mr. Flintrup will meet with Mrs. Anthony and will report to the Board on their findings.

CONTRACT WITH COLLEGE OF LAKE COUNTY FOR DISCOUNTED DIALOG SERVICE

Mrs. Anthony reported on the College of Lake County's "Information Service Co-Op of Illinois" which was created two years ago through the College of Lake County Learning Resource Center to obtain discounted, data bases for the benefit of libraries throughout Illinois.

Discussion followed.

At present, our online searching policy allows for up to \$25 free searching per request, with searching to be done at the discretion of the librarian, rather than on demand. As yet, no one has paid for a more extensive search.

After discussion it was the consensus of the Board to evaluate our online searching policy. The Board asked that a policy synopsis of what other libraries are doing be presented at the April Board meeting. At that time, after six months of service, the experience with online searching will be reviewed.

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

MOTION: That the Skokie Public Library Board of Trustees approve a deposit of \$2,000 be made to the College of Lake County for discounted Dialog Service.

The roll call vote for approval was unanimous.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Weiner reported on the January meeting of the North Suburban Library System (NSLS) Board of Directors' meeting.

Of special interest to her was System Director Robert R. McClarren's discussion of what his job entails, his accomplishments and all the job of being System Director really involves.

COMMENTS FROM TRUSTEES

Dr. Wozniak commented on the sign in the Administrative Offices awarded by Northshore Magazine to the Library as "Best Reference Library on the North Shore."

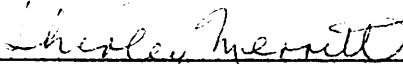
Mrs. Zatz recommended that the trustees make hotel reservations as soon as possible for the American Library Association Annual Conference in San Francisco.

Mr. Flintrup suggested a letter of congratulations be sent to Dorothy Rasmussen, Assistant Librarian in Charge of Adult Services on her retirement, and also to Soong Yi, Assistant Librarian in Charge of Technical Services and Automation Coordinator on her years of service.

The Board concurred.

ADJOURNMENT

The meeting was adjourned at 10:04 p.m.

  
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Shirley Merritt, Secretary