

August 8, 1990

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, August 8, 1990.

The regular order of business was set aside to allow Leo Friedman, Chairman of the Skokie Creative Writers, to present three copies of the group's book *Memories of the Mind* to the Skokie Public Library. Mr. Friedman noted that this is the group's eighth publication.

Mrs. Hunter thanked Mr. Friedman for the Skokie Creative Writers' unique contribution to the Library.

Mr. Friedman left the meeting at 7:33 p.m.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Walter B. Flintrup, Secretary; Zelda Rich; Eva Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

Visitors present: Richard McCormick, 8319 Ridgeway, Skokie, Illinois 60076 and Chris Dinsmore, Northwestern University, Medill School of Journalism student.

Observers present: Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; Brenda Murphy, Head, Youth Services; and Tobi Oberman, Supervisor of Circulation Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING AND THE SPECIAL MEETING OF JULY 11, 1990

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting and the special meeting of July 11, 1990, as written, subject to additions and/or corrections. Dr. Wozniak seconded the motion.

There were no additions and/or corrections.

The roll call vote for approval was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMSFINANCIAL STATEMENTS
LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, AND THE REPORT ON THE FINE ARTS ACQUISITION FUND BE ACCEPTED, AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

During discussion of bills the Board asked Mrs. Anthony to follow-up with Commonwealth Edison on our earlier request for clarification of charges.

Mrs. Zatz questioned the American Express charges on the List or Bills, asking when this card was acquired. Mrs. Anthony said the corporate card was obtained prior to the American Library Association Annual Conference and it provides Administrative Office staff a much more efficient, smoother method of handling reservations, registrations, room deposits, etc. made throughout the year. Discussion followed. Mrs. Zatz said she would have preferred Mrs. Anthony had informed the Board before a corporate card was obtained.

The roll call vote for approval of the financial statements and list of bills was unanimous.

YEAR-TO-DATE BUDGETARY STATUS

The Board reviewed the Year-to-Date Budgetary Status statement which was not on the Consent Agenda.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS
LIBRARY USE STATISTICS
PROGRAM STATISTICS FIRST QUARTER FY 1990-91
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (5)

Mrs. Zatz 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 REPORTS**
 - 2. LIBRARY USE STATISTICS**
 - 3. PROGRAM STATISTICS FIRST QUARTER FY 1990-91**
 - 4. REPORT(S) FROM DEPARTMENT HEAD(S)**
 - 5. CORRESPONDENCE (5)**
 - Letter from Bridget L. Lamont, Director, Illinois State Library
 - Letter from Marilyn A. Lester, Director of Learning Resources, National-Louis University
 - Letter from Daniel D. Brown, Director, Parks and Recreation, Skokie
 - Memorandum from Bridget L. Lamont, Chair, Illinois White House Conference Steering Committee, re Delegate Nomination Form
 - Note from the Herman S. Bloch Family

Mrs. Hunter read the note of appreciation sent to the Board and Staff on behalf of the Bloch Family from Judy Bloch and asked that it be included with the Consent Agenda correspondence.

During discussion of circulation and program statistics Mrs. Rich said it would be interesting to note the books on tape circulation figures.

The motion to approve the Consent Agenda items passed unanimously.

PERSONNEL

The trustees noted the resignation of Jason Yoshimura, part-time Page/Projectionist, Circulation Department, effective July 28, 1990; Gary Newhouse, Head, Adult Services, effective August 22, 1990; Janet Vavloukis, Bookmobile Assistant, Community Services, effective August 25, 1990; Susim Munshi, part-time Periodicals Desk Assistant, Adult Services, effective August 31, 1990; and Liene Sorenson, Manager SALS, Public Services, effective September 3, 1990.

Because of Gary Newhouse's length of service to the Skokie Public Library Mrs. Hunter will write him a note of well wishes on behalf of the Board.

The trustees also noted the leave-of-absence from August 27 to November 30, 1990 of Alpna Shah, Senior Clerk, Circulation Department.

DIRECTOR'S REPORT

Statistics--Circulation figures are up again this month after being relatively flat for two months. Circulation in May and June was undoubtedly negatively affected by computer down time which suspended updating of the public catalog and ordering of new materials for as long as a two week period. Bookmobile activity was brisk with the Bookmobile on the road for all scheduled stops in July.

Library Tax Rate--The tax rate for the Skokie Public Library for 1989 is .283.

Voices and Visions--Skokie Public Library was not selected as a site for the "Voices and Visions" grant from the American Library Association.

Compact Disc Security--Due to losses in the compact disc collection, all CDs are now carried to the Circulation Desk by a Page. Ginny Boggs, A/V Materials Specialist, Technical Services, has investigated security systems for AV materials and has made a recommendation which can be considered for implementation when the Circulation Desk is reconfigured.

Rebalancing of Fan on Library Roof--After receiving complaints from residents on Galitz about the noise generated by the startup of the Library's cooling system in the early morning, Mrs. Anthony had Johnson Controls rebalance the large fan on the roof which was vibrating and producing excessive noise.

Terry Savage--Terry Savage, the CBS television financial commentator and author, filmed a segment last Friday in the Business Reference Section of the Skokie Public Library. She interviewed several patrons and staff to highlight the kind of business information one can obtain at the public library. The spot will air one evening next week.

Mrs. Anthony apprised the Board of the NBD Illinois Business Conference, 8 a.m. to 11 a.m., Monday, September 24, 1990, at the Woodfield Hilton & Towers in Arlington Heights. Persons interested in attending should advise her before the end of August.

LETTER FROM ROBBINS, SCHWARTZ, NICHOLAS, LIFTON & TAYLOR, LTD.

The trustees reviewed the letter from Everett E. Nicholas, Jr. concerning audit letter requests and the reasons a charge is made for these opinions.

Mrs. Anthony distributed copies of the April billing statement from Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. itemizing professional services with regard to the Library's lease purchase agreement.

After discussion it was the consensus of the Board that in the future, in an attempt to eliminate some of the charges involved in securing lease purchase arrangements, that we investigate procedures used by other banks.

BOOKMOBILE

In response to the questions raised at the July meeting Mrs. Anthony said Stannard Power Equipment Company is the only authorized Onan generator dealer in the Midwest and that the major part of the \$935.45 July 5 invoice in question, was for labor, (\$600.) to tear down and reassemble the generator, which was required for diagnosis regardless of specific work to be done.

After discussion the Board authorized payment of the July 5, 1990 Stannard invoice in the amount of \$935.45.

ERRORS AND OMISSIONS INSURANCE

The trustees reviewed the Albert H. Wohlers Company renewal quotation for the Library's Professional Liability Policy with the Chicago Insurance Company. The aggregate policy limit remains \$1,000,000. with a \$2,500. deductible. The annual premium of \$4,140. remains the same as last year.

Discussion followed.

Mr. Flintrup asked that we look into the System's insurance package and also have the Library's present insurance package reviewed before renewing in December.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE CHANGING THE RENEWAL DATE OF THE LIBRARY'S PROFESSIONAL LIABILITY POLICY (ERRORS AND OMISSIONS INSURANCE) TO BE CONCURRENT WITH THE DECEMBER RENEWAL DATE OF THE LIBRARY'S BUSINESS INSURANCE PACKAGE.

The motion for approval was unanimous.

Mrs. Anthony pointed out that because the renewal date of the Errors and Omissions policy is September 1 it is necessary to approve payment of the annual premium of \$4,140. at this meeting and work out adjustment of the renewal date later.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE RENEWAL OF THE LIBRARY'S PROFESSIONAL LIABILITY POLICY THROUGH ALBERT H. WOHLERS & COMPANY.

The roll was called. Mrs. Weiner--yes; Mrs. Rich--yes; Mrs. Zatz--yes; Dr. Wozniak--yes; Mr. Flintrup--no; Mrs. Hunter--yes. The motion passed.

BUILDING PROGRAM OUTLINE

The trustees commended Mrs. Anthony on the "Draft Skokie Public Library Building Improvement Program".

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ENTER INTO A CONTRACTUAL AGREEMENT WITH THE FIRM OF HAMMOND BEEBY AND BABKA FOR THE PURPOSE OF IMPLEMENTING A BUILDING IMPROVEMENT PROGRAM FOR THE SKOKIE PUBLIC LIBRARY.

The roll call vote for approval was unanimous.

After discussion of when specific planning decisions were necessary the Board authorized Mrs. Anthony to contact Robin Johnson of Hammond Beeby and Babka to discuss development of a plan based on the Draft Public Library Building Improvement Program. It was agreed that the next step would be the preparation of schematic drawings.

ILLINOIS PUBLIC LIBRARY MANAGEMENT PROFILES

The trustees reviewed the "Illinois Public Library Management Profiles" produced for the Illinois State Library by the Library Research Center of the Graduate School of Library and Information Science, University of Illinois.

Mrs. Anthony pointed out that although she contacted all parties concerned, the number of total full time equivalent staff shown on Part C: Comparison Profile for the

Skokie Public Library 1988-89 Management Profile remains incorrect at 99.9. The total should be 85.5.

TRUSTEE VACANCY

The Skokie Public Library Board of Trustees will hold a special meeting Tuesday, August 21 at 7:30 p.m. regarding the Board vacancy.

The trustees asked to review applications prior to the meeting in order to familiarize themselves with the candidates' qualifications.

CONSIDERATION OF RESOLUTION IN MEMORY OF DR. HERMAN S. BLOCH

A Resolution will be sent to Mrs. Herman Bloch on behalf of the Board and Staff of the Skokie Public Library.

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

It was the consensus of the Board that SALS be removed as a regular item on the Agenda. Mrs. Anthony will cover Skokie Accessible Library Services progress in her Director's Report when warranted.

AUTOMATION

Mrs. Anthony reported that because there have been a number of problems with the installation of release 12.5 the Joint Computer Program for Libraries (JCPL) Board voted to write to the Chief of Operations at Geac expressing their dissatisfaction with the amount of downtime experienced and the lack of support from Geac during the installation.

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network August, 1990, Program Guide for Cable Channel 22.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the meeting of the North Suburban Library System Board of Directors. Officers were elected and a school representative appointed to the Board.

COMMENTS FROM TRUSTEES

Mrs. Hunter reminded the Board that the Director's evaluation is scheduled in September and a new committee needs to be appointed to review the form for changes and/or improvements.

Mrs. Hunter appointed Mrs. Rich, Mr. Flintrup and Dr. Wozniak to the Committee to Review the Form for the Evaluation of the Director. Mrs. Rich was appointed Chair.

ADJOURNMENT

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



Walter B. Flintrup, Secretary