

September 8, 1993

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, September 8, 1993.

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Diana Hunter, President.

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

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

Also present: Staff member Bruce Brigell, Coordinator of Information Services, for the purpose of demonstrating INTERNET, and Barry L. Reed from INTERactive SURVeys, Inc. who arrived at 7:48 p.m.

APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 11, 1993

Mr. Graham moved that the Board of Trustees approve the minutes of the meeting of August 11, 1993 as written, subject to additions and/or corrections. Mr. Friedman seconded the motion.

Mrs. Zatz noted that the last paragraph at the bottom of Page 7 is repeated as the first paragraph at the top of Page 8. The first paragraph at the top of Page 8 will be stricken from the minutes.

There being no further additions or corrections, the motion to approve the minutes as corrected was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, REPORT ON THE FINE ARTS ACQUISITION FUND, 1991 LIBRARY PROJECT FUND, LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS REPORT BE ACCEPTED; AND THAT

THE LIST OF BILLS FROM THE GENERAL OPERATING FUND AND THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

During discussion Mrs. Anthony said that we are now being charged a monthly maintenance fee by the bank because of less activity on the 1991 Library Project Fund account. She advises closing the Project Fund account at this time and transferring the money to the Reserve Fund for the Purchase of Sites and Buildings.

After discussion the Board unanimously approved the Consent Agenda lists of bills and the financial statements with the exception of the 1991 Library Project Fund account.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CLOSING THE 1991 LIBRARY PROJECT FUND IN THE AMOUNT OF \$9,157.36 AND THE FUNDS TRANSFERRED TO THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS.

The roll call vote for approval was unanimous.

CONSENT AGENDA ITEMS

**CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (3)
PERSONNEL**

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

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. REPORT(S) FROM DEPARTMENT HEAD(S) (1)**
- 4. CORRESPONDENCE (3)**
 - Letter from Karen P.
 - Letter from Bill Clinton
 - Letter to Diana Hunter from 18th District Representative Janice D. Schakowsky
- 5. PERSONNEL**
 - Appointment: Ruth Kirkpatrick, Bookmobile Assistant, Community Services, effective August 23, 1993

The motion to approve the Consent Agenda items passed unanimously.

GIFT

The gift of \$100. from Yvonne Ryden in memory of her husband and former Skokie Public Library staff member Arthur Ryden was noted.

DIRECTOR'S REPORT

Usage--Circulation in August was up nearly 10% over circulation for the month last year, in spite of the Bookmobile being out of service for fifteen days during the month. Adult Services book circulation was up nearly 9%, attributable to higher fiction circulation. Circulation of juvenile videocassettes continues to increase. The trend toward significant lending through interlibrary loan and static ILL borrowing continues.

Landscaping--Improvements to the Library landscaping have been completed, making allowance for anticipated parking lot expansion. Sprinkler heads will need to be relocated to accommodate the changes in plantings and lawn areas.

Security Gate--We have had nearly continuous problems with the security gates installed in January. The manufacturer has pledged to replace the system with a newer model sometime this fall.

Parking Study--The Village Department of Traffic Engineering has completed its study of parking in the downtown area. Methods included chalking tires to determine the percentage of cars parking beyond the three hour maximum. Mrs. Anthony has not seen the report submitted to the Village Manager, but understands that the study supports the need for additional Library parking.

Staff Picnic--A staff picnic will be held September 19 at Lorel Park. Tobi Oberman, Supervisor of Circulation Services and Gin Gaiser, Serials Clerk, Technical Services Department, have done an excellent job organizing this affair in past years and have once again agreed to take charge.

New Residents Coffee--The annual Village coffee for new residents will be September 23 at 7 p.m. at Village Hall. The Library will have a table with information and a representative on hand to greet new residents to answer questions about the Library.

Bookmobile--The Bookmobile was off the road for fifteen days in August due to problems with the brakes and radiator. Village of Skokie Public Works Automotive Equipment Superintendent Ron Lino, who is in charge of vehicle maintenance for the Village, indicated that the brake problem was relatively minor, but frustrating to resolve. Mrs. Anthony asked for a written assessment of the condition of the Bookmobile which he said he will complete before the end of the fiscal year. He cautioned that we will need to consider replacing the Bookmobile within the next few years.

LONG RANGE PLANNING PROCESS

The Long Range Plan Steering Committee met September 2 to begin pulling together the recommendations from staff committees in light of the demographic and library use information compiled by the Information Gathering Committee.

The Board reviewed the Director's memorandum and reports from the committees on Materials Resources, Public Services and Use of Technology.

Significant areas of concern identified in the committee reports include training for staff and patrons, fee policy, access to information, the need for more support staff, impact of technology, and ease of access to materials.

The Board congratulated Mrs. Anthony and the Committees on their excellent reports. The Board planning meeting is scheduled for Thursday, October 21, from 4-7 p.m.

STAFF DAY

A Staff Day is proposed Friday, December 10, 1993, to provide staff continuing education and to promote staff morale. The topics for the workshop will be dealing with difficult people and using effective communication techniques. Breakout sessions will deal with personal safety, stress reduction techniques and listening skills.

Holding a Staff Day will require the Library be closed December 10, which will need the Board's approval.

The holiday luncheon will also be held on this day.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CLOSING THE LIBRARY ALL DAY FRIDAY, DECMEBER 10, FOR THE PURPOSE OF HOLDING A STAFF INSTITUTE DAY.

The roll call vote for approval was unanimous.

Mr. Barry L. Reed from INTERactive SURVeys, Inc. arrived at 7:48 p.m.

INTERACTIVE SURVEYS REPORT

Mr. Reed presented the findings of a survey of users' opinions about technology in the Library, which was conducted August 1-3, by INTERactive SURVeys, Inc. Two touch screen terminals were set up in the lobby, opposite check out desks. The survey was manned throughout the survey period by INTERactive SURVeys, Inc. personnel.

Anyone age 10 or older passing through the lobby was invited to participate. There were 544 participants, with 75% registering a Skokie zip code and 25% from outside the community.

The survey questions were developed by Mr. Reed under the direction of Mrs. Anthony and geared specifically for the Skokie Public Library.

Mrs. Hunter thanked Mr. Reed for his presentation.

Mr. Reed left the Board Room at 8:35 p.m.

Mrs. Hunter called for a short recess.

INTERNET DEMONSTRATION

The meeting reconvened at 8:45 p.m. with Coordinator of Information Services Bruce Brigell giving a demonstration of the Internet network.

Skokie Public Library obtained an Internet password last fall through membership in CLASS, the Cooperative Library Agency for Systems and Services, located in California.

The Internet is a telecommunications network developed in the late 1960s by the Defense Department. It was created to allow quick transmission of data between researchers. Over the years Internet has expanded both in what it is used for and in who has access to it, far beyond its original focus. Today Internet connects over 12 million users through 12,345 separate networks in 56 countries and all continents. While Internet is a decentralized network, the one characteristic shared by all network sites is the use of compatible communication protocols to transmit data.

Data is transmitted between network sites via high speed telecommunication lines leased from long distance carriers. Data can be transmitted on the Internet at over 4 million characters per second, the equivalent of about 1,000 pages of text.

The Board thanked Mr. Brigell for his enlightening, interesting and informative presentation.

Mr. Brigell left the Board Room at 9:25 p.m.

AUTOMATION

Mrs. Anthony reported that investigation of systems for replacement of our current automation system is proceeding. Gail Muirhead, JCPL Systems Librarian, the Heads of Technical Services and Heads of Circulation from each of the JCPL libraries, along with some representatives of public service staff visited area libraries with current installation of each of the systems under consideration.

Demonstrations and discussion with vendors have been scheduled for September 22, October 7 and October 22. It is anticipated that each session will be held in the Skokie Public Library meeting room.

Glenview Public Library has indicated an interest in joining the JCPL consortium.

The Joint Computer Program for Libraries Audited Financial Statement for the year ending April 30, 1993 prepared by Evoy, Kamschulte, Jacobs & Company, Certified Public Accountants, was noted.

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network September, 1993 Program Guide for Cable Channel 15.

Also noted was the invitation to the 10th Birthday Celebration for LCN, September 15, including a seminar "Fiber Optics in Cable Television and How It Will Benefit Your Organization". Representatives of LCN member libraries (Arlington Heights, Park Ridge, Indian Trials and Skokie) will be in attendance and a panel discussion by TCI, Continental Cablevision and LCN management is scheduled.

LCN has gone from broadcasting 4.5 hours per week to an average of 72 hours per week.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported there was no meeting of the NSLS Board of Directors in August.

COMMENTS FROM TRUSTEES

There being no comments from trustees Mrs. Hunter asked for a motion to go into executive session for the purpose of discussion of land acquisition and for the review of the Director.

A motion was made by Mr. Graham to go into executive session, seconded by Mr. Friedman, which was unanimously approved.

EXECUTIVE SESSION

After discussion the meeting was returned to open session.

Mr. Graham made a motion to return to open session, seconded by Mrs. Schreck, which was unanimously approved.

A motion was made by Mrs. Rich, seconded by Mr. Graham:

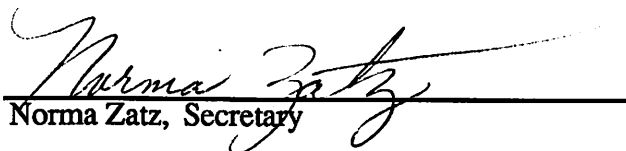
MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE OPTION AGREEMENT AS PREPARED BY THE LIBRARY LEGAL COUNSEL WITH A JULY 1, 1994 DATE.

The roll was called.

Mrs. Weiner--yes; Mr. Graham--yes; Mr. Friedman--yes; Mrs. Hunter--yes; Mrs. Schreck--yes; Mrs. Rich--yes; Mrs. Zatz--no. The motion passed.

A motion to return to closed session was made by Mr. Graham, seconded by Mrs. Rich, for the purpose of the review of the Director. The motion was unanimously approved.

The recorder of the minutes left the Board Room at 9:55 p.m.


Norma Zatz, Secretary