

January 13, 1999

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, January 13, 1999.

CALL TO ORDER

John J. Graham, President, called the meeting to order at 7:37 p.m.

Members present: John J. Graham, President; Diana Hunter, Vice President/President Emerita; Eva D. Weiner, Secretary; Zelda Rich; Richard J. Witry; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Susan Greer arrived at 7:38 p.m.

Observers present: Skokie resident, Carole Riding.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 13, 1998

Mrs. Hunter made a motion, seconded by Dr. Wozniak to approve the minutes of the regular meeting of December 13, 1998, subject to additions and/or corrections.

There being no additions or corrections the minutes were approved and placed on file.

CONSENT AGENDA ITEMS

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

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

MOTION: THAT THE FOLLOWING CONSENT AGENDA ITEMS BE
PLACED ON FILE:
1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)

4. GIFTS

\$100 from Tony Roshangar for the purchase of self-improvement audio books; \$30 from Evelyn Siegel with appreciation and in memory of Steve Oserman; and \$10 from Martin and Lila Irwin for the purchase of a children's book in memory of Sarah Isenberg

In memory of Steve Oserman

\$10 from Eugene and Anne Solar

In memory of Nancy Allen Hermes

\$50 from Collin F. Allen to purchase books related to England and the British Isles

5. PERSONNEL

Appointments: Olga Montero, part-time Custodian, Maintenance Department, effective December 28, 1998; Adam Plant, full-time Custodian, Maintenance Department, effective December 28, 1998; Bernice Chan, hourly Clerk, Circulation Department, effective January 4, 1999; Nina Spiliopoulos, hourly Clerk, Circulation Department, effective January 5, 1999; and Sara Gonzales, hourly Information Assistant, Youth Services Department, effective January 11, 1999

Termination: Carole Riding, part-time Clerk, Circulation Department, effective December 28, 1998; Jeff Obirek, part-time Security Guard, Maintenance Department, effective December 31, 1998; and Asta Cuplinskas, part-time Information Assistant, Youth Services Department, effective January 10, 1999

Total and Permanent Disability: Phillip Schoenwolf, Guard and AV Services Technical Manager, effective April, 1998

The Board expressed regret in hearing of the permanent disability of Phill Schoenwolf and wish him well.

The Consent Agenda items were unanimously approved and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF DECEMBER, 1998, THE LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATEMENT BE ACCEPTED AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

Usage--Circulation in December was up slightly over December 1997 circulation, while the gate count was down slightly. Interlibrary loan lending was significantly higher this past month as was the use of TeleCirc for renewals. The Library Homepage was contacted 7800 times in December for an average of 251 contacts per day. The Cookbook continues to be popular, but other popular sites on the Homepage were Happenings (a guide to programs), Readers Advisory and Kids pages. Others checked out our Guides to Electronic Resources, Illinois Documents and Job Openings at the Library.

We received figures from the State Library for use of OCLC First Search databases by Skokie Public Library patrons in November. There were 5205 searches during the month with 28% on WorldCat, a database showing holdings from an international pool of libraries. Also popular were periodical databases, both full text and abstracts and Medline which features quite technical medical articles.

Snow Emergency--The Library was closed Saturday, January 2, due to the blizzard and Sunday, January 3, because the Library drive and parking lots had not been cleared by Public Works. Unfortunately we could not reschedule Ani Aznavoorian, the cellist who was to play the Young Steinway Alumni Concert. We will hope to arrange for her to perform next year.

Directors and Officers Insurance--The Directors and Officers Insurance is in effect, so far without the rider regarding First Amendment coverage. Our insurance agent has passed our request on and it is being reviewed, but no response has been received to date.

Resolution for Mayor Gorell--The Village requested that the Board save the presentation of the Resolution for Mayor Gorell until the reception being held in her honor January 26. John Graham will present the resolution. Mrs. Anthony will also attend.

Library trustees who plan to attend the reception should contact the Administrative Office.

Tax Exempt Filing--The State requires an annual filing on all parcels of land claiming tax exempt status. The Village Legal Department has always handled this for us in the past, but they have notified our attorneys that the Library should begin to make its own annual filing.

Jesse White Reception--Mrs. Anthony attended a reception in honor of Secretary of State Elect Jesse White in Bolingbrook December 17. He commented that George Ryan had done a lot for libraries and he intended to do even more.

Staff Day--Staff Day '98 was a success. Staff continue talking about Enneagram types and how they interrelate. The program encouraged an appreciation of style differences and the value of teamwork to make the best use of each person's strengths. Much credit is due to the hard work of the Staff Day Committee: Susan Dickens and Tobi Oberman, Chairs; Louise Barnett, Bruce Brigell, Gin Gaiser, Jon Kadus, Kay Kozak, Cathy Maassen, Laura McGrath, Marge Robinson and Rich Simon.

SCHAUMBURG PUBLIC LIBRARY--Mrs. Hunter and Mrs. Anthony visited the Schaumburg Public Library and received a personal tour by Director Michael Madden. It is a large 166,000 sq. ft. library with a retail feel in its layout.

Mrs. Hunter described the different features of the Library and said the Library is noted as one of the twenty best public libraries in the U.S. in the current issue of *American Libraries* because of its cost efficient delivery of a high volume of services.

Book Sale--The Library's annual winter sale of fiction books began Saturday, January 9 and will continue through Friday, January 15. This year's sale of withdrawn and gift books included children's titles as well as adult books.

Website Development--Gail Shaw has devised metatags for the Library and SkokieNet websites. These are keyword subject headings that should increase the number of hits to our pages. The Committee is beginning to work on an IntraNet site that will make Library and departmental news more readily available to all staff.

Community Survey--The community survey will be conducted January 17-19 in the Library and at the Jewel on Skokie Boulevard. With the touch screen methodology, results should be available in 2-3 weeks.

Bridget Lamont--Bridget Lamont, Director of the Illinois State Library, has resigned that position to accept the post of Director of Policy Development in Governor George Ryan's Cabinet.

Congress on Professional Education--Mrs. Anthony has been invited to participate as a delegate to American Library Association's Congress on Professional Education, to be held in Washington, D.C. April 29-May 1. This specially called meeting is to examine the current state of graduate professional education for the field and to make recommendations for future development. Many graduate programs have closed in recent years; others have combined with other university departments of computer science or communications. The word "Library" is no longer part of the title of many departments. There is a question about whether there will be a

supply of appropriately educated professionals to assume positions in various types of libraries in the future.

The Board congratulated Mrs. Anthony on her appointment.

LONG RANGE PLAN

The new Long Range Planning Process will be carried out by a Long Range Plan Committee and three additional committees - the Information Gathering Committee, Marketing Committee and Personnel Review Committee. Each committee includes staff of different levels and departments and one or two Board members. A list of the charges for the four committees and a list of committee membership were distributed.

The first meeting of the Long Range Plan Committee is scheduled for Thursday, January 21 in the Board Room from 3 - 7 p.m.

IMPROVEMENTS TO THE PETTY AUDITORIUM

A second opinion and proposal was obtained as per the Board's request last month.

Sam Amodeo of AVR Systems Inc., the sound consultant for Ravinia, prepared the second proposal. Lindsay Jones, who prepared the proposal the Board received last month, has provided additional information regarding some of the comparison-shopping he has done to come up with the best possible prices for components. Lindsay Jones is a sound designer and composer who has done extensive work for Chicago theatres such as Steppenwolf, Victory Gardens, Northlight and Shubert Theatre.

Both experts agree that the present sound system is seriously flawed. Both propose installation of new amplifiers, additional speakers, a replacement sound system for hearing impaired persons, new microphones and a new cassette deck for recording or playback through the system.

Both seek to simplify the user controls. The proposal from AVR Systems Inc. does not include any baffles.

The proposal as submitted by Lindsay Jones is for \$18,765.30 and the proposal by AVR Systems Inc. is for \$29,842.00. Since the proposals are in substantial agreement on work to be done, but \$11,000. different in cost, Mrs. Anthony requested a review of both proposals and an opinion from a sound engineer.

Mrs. Anthony reported in depth on her consultation with sound engineer Michael Pederson. He provided very helpful advice and suggested two Acoustical Consulting Groups should the Library decide to have an acoustical evaluation done. An acoustician could make recommendations for architectural improvements as well as equipment upgrades. The equipment upgrade proposals as submitted were judged to be for relatively high level of components. Since there are specific deficiencies with the sound system due to a number of previous attempts by non-qualified people to improve it, Mrs. Anthony recommends we first bring the sound system up to a quality level and then consider whether architectural enhancements might further improve the sound quality.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE LINDSAY JONES PROPOSALS IN THE AMOUNT OF \$13,990.30 FOR SOUND EQUIPMENT AND \$4,775. FOR THE INFRARED SYSTEM REPLACEMENT.

The roll call vote for approval was unanimous.

After further discussion Mr. Witry made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE CHICAGO SPOTLIGHT, INC. PROPOSAL FOR EQUIPMENT IN THE AMOUNT OF \$15,409.

The roll call vote for approval was unanimous.

PHOTOCOPIER AND VEND-A-CARD SERVICE

A proposal to purchase six photocopiers and vend-a-card equipment for the photocopiers, microfilm reader printers and laser printers is recommended, with service on all of the above by U.S. Office Equipment. All of this equipment is for public use.

Photocopier service has been out-sourced through IMMSG Inc. since 1994. They provided photocopiers with vend-a-card mechanisms and vend-a-card mechanisms for our microfilm reader printers and laser printers at no cost to the Library and we were to receive a monthly commission. Because they offered seven-day a week service the proposal sounded excellent. However, the service has been less thorough than proposed and we have had to phone and write the company repeatedly to receive our commission checks.

Our agreement with IMMSG ends May 31, 1999 and includes a clause excluding competition. However, IMMSG has agreed to let U.S. Office Equipment buy out their contract with Skokie Public Library for \$7,500. for the remaining four months. Our attorneys are reviewing the proposed agreements.

Presently, IMMSG owes the Library commission checks from July through December, 1998. Based on the commission received for the same months in 1997, the amount outstanding would be about \$2,060. If IMMSG does not pay the Library commission for at least July through September by the end of January, we can declare the agreement terminated.

We have been looking for a new service provider for nearly two years and after consideration of numerous vendors, recommend contracting with U.S. Office Equipment to provide and service photocopiers, coin-ops and vend-a-card equipment for all print devices.

The U.S. Office Equipment proposal includes two purchase agreements for vend-a-card equipment and photocopiers, plus a service agreement. Vend-a-card equipment would be

purchased over 24 months and photocopiers over 60 months. The cost of the vend-a-card equipment at the end of the two-year period would be \$54,624.

After lengthy discussion it was recommended that the Board accept the U.S. Office Equipment proposal contingent upon receiving commissions and contract release from Mr. Horowitz of IMSG.

Mr. Graham recommended the Board consider three separate motions.

Vend-a-Copy Equipment

Mrs. Rich made a motion seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF THE VEND-A-CARD EQUIPMENT UNDER A TWO YEAR PAYMENT PLAN IN THE AMOUNT OF \$54,624. AS PRESENTED IN THE DIRECTOR'S MEMORANDUM OF JANUARY 8, 1999.

The roll call vote for approval was unanimous.

Six Sharp Photocopiers

The Library has the option to upgrade or downgrade the copier equipment at any time after the initial 12 months of the five-year contract. The cost of six Sharp photocopiers under a five-year plan would be \$28,680.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF SIX SHARP PHOTOCOPIERS UNDER A FIVE-YEAR PURCHASE PLAN IN THE AMOUNT OF \$28,680. AS OUTLINED IN THE DIRECTOR'S MEMORANDUM OF JANUARY 8, 1999.

The roll call vote for approval was unanimous.

Service Agreement

The service part of the agreement indicates that the Library will pay .027 per copy for service and supplies on public copies and .0115 per copy for staff copies. U.S. Office Equipment will collect money from the copiers and remit the Library a check for collections twice a month.

We will be able to independently monitor the meters on all print devices, which we were not able to do under the IMMSG contract. The Library will give U.S. Office Equipment a check once a month for service and supply expense. Service is provided seven days a week with four-hour response time.

The payment terms for the purchase of six new Sharp photocopiers; six coin, bill and card towers; one card add value and dispenser station; 13 card readers for laser printers; six card readers for microfilm readers; and ten A/B switches for printer sharing by two computers are \$2,754 per month for the first 24 months and \$478 per month for the next 36 months.

After discussion Mrs. Hunter made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE SERVICE AGREEMENT AS OUTLINED IN THE DIRECTOR'S MEMORANDUM OF JANUARY 8, 1999.

The roll call vote for approval was unanimous.

NORTH SUBURBAN LIBRARY SYSTEM

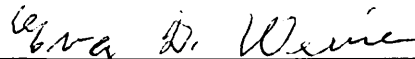
There was no meeting of the NSLS Board of Directors in December.

COMMENTS FROM TRUSTEES

The Board complimented Readers Services Specialist Ricki Nordmeyer on the lists she compiled representing "The 100 Greatest Books of the 20th Century". Mrs. Anthony encouraged the Board to vote for their favorites and place their ballot in the big red box at the Readers Services Desk by February 15.

ADJOURNMENT

The meeting was adjourned at 9:16 p.m.



Eva D. Weiner, Secretary