

July 8, 1987

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, July 8, 1987.

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; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter B. Flintrup; Norma L. Zatz; and Carolyn A. Anthony, Director.

Member absent: Eva D. Weiner.

Observers present: Skokie Public Library staff members Hope Apple, Sandra Palmore and Merle Jacob.

APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 11, 1987

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

Mrs. Zatz called for a correction on Page 9, under COMMENTS FROM TRUSTEES, second paragraph should read: "A committee consisting of Mrs. Zatz and Mrs. Weiner was appointed...".

Dr. Bloch asked that the word "compensation" be inserted in the first paragraph under COMMENTS FROM TRUSTEES: "Mrs. Hunter confirmed that Dr. Bloch and Dr. Wozniak are working as a committee on recommendations on the employee compensation system...".

Dr. Bloch also called for the correction of two typographical errors: one on Page 4, under Power Outage--"florescent", and the other one on Page 8, under ACOUSTICS IN SECOND FLOOR LECTURE ROOM--"ventilating".

There being no further corrections the motion to accept the minutes as corrected passed unanimously. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

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

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 FROM DEPARTMENT HEAD

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 from Department Head
4. Correspondence

The motion passed unanimously.

PERSONNEL

Mrs. Anthony apprised the Board of the appointment of Sheila Burden, part-time Circulation Clerk, effective June 23, 1987; of the retirement of Jane Beederman, part-time Reference Librarian, Adult Services, effective July 28; and of the resignation of Irene Poll, part-time Service Desk Assistant, Adult Services, effective July 15.

Mrs. Hunter said the Board would discuss Mrs. Poll's letter in executive session immediately following adjournment of the regular meeting.

DIRECTOR'S REPORT

Statistics--Circulation in June was up nearly 18% over circulation in June, 1987. Increases in book circulation were 9% in Adult and 44% in Youth Services. Reference service was also up over 15% for the month.

Illinois Arts Council Grant--We have received approval from the Illinois Arts Council of our request for \$375 toward the purchase of "Kaddish II" by Roger Colombik.

Fourth of July Parade--Skokie Public Library was represented in the 4th of July parade by the Bookmobile and a group of staff and some of their children wearing "sandwich boards" of children's bookcovers and posters encouraging reading. Skokie Public Library balloons were distributed. Florence Burmeister, Head, Youth Services, coordinated the Library's participation.

Building Security--Security in the Accounting Office has been increased.

Safe Deposit Box--The Safe Deposit Box at the First National Bank of Skokie was drilled open and new keys obtained.

North Suburban Health Cooperative--Coverage under the new North Suburban Health Cooperative began July 1. This plan replaces Blue Cross/Blue Shield which is no longer an option for staff. PRUCARE and HMO Illinois are still available as choices for health plans. Dan Ryan came to the Library to talk with staff about the new health plan. He indicated that it provides everything that was available under Blue Cross/Blue Shield plus some well care benefits such as periodic physicals and eye examinations. Participating staff will also get a prescription card. The Village feels that the cost of the new plan will be much more stable than Blue Cross/Blue Shield.

Audit--The auditors have completed their work at the Library with the exception of the SALS grant which is on a project year ending June 30. They will include a management letter with their report.

Air conditioning--We experienced diminished performance from the air conditioning when three of four power heads gave out. Johnson Controls was prompt in responding, but the job was complex, involving three days work and a delay waiting for a part. Several fans near the service desks in the original building helped staff cope, but it was unpleasant for several days.

Discussion followed.

It was suggested the Library consider an additional air conditioning unit as backup in the event reserve capacity is needed since our equipment is aging.

Mrs. Anthony will ask Johnson Controls about this.

SALARY SCALES 1987-88

The salary scale schedule reflecting the 3½% increase will be reviewed by the trustees.

Dr. Bloch said he did not think he would have his recommendations on the employee compensation system completed in time for the August Board meeting.

Mrs. Anthony reminded the Board of her vacation plans the first two weeks in August.

Discussion followed.

It was the consensus of the Board to meet at 7:30 p.m., Wednesday, August 19; and September 9, dinner at 5:30 p.m. with the meeting to follow at approximately 6:30 p.m. Both the Director's review and the employee compensation system recommendations will be on the September Agenda.

Mrs. Zatz left the meeting at 8:00 p.m.

TAX LEVY 1987-88

Discussion ensued regarding the Library's tax levy and the need to increase the levy by 4%.

Mrs. Anthony said Daniel W. Ryan, Finance Director, Village of Skokie indicated that the Library can expect an increase of approximately \$75,000 in the portion of corporate replacement taxes in 1988.

After further discussion, Dr. Wozniak made a motion, seconded by Dr. Bloch:

MOTION: That the Skokie Public Library Board of Trustees approve an increase of 4% over last year's levy (in the amount of \$2,460,500) and that this figure be submitted to the Village Finance Director as the Library's tax levy for 1987-88.

The roll was called.

Dr. Wozniak--yes; Dr. Bloch--yes; Mr. Flintrup--yes; Mrs. Merritt--yes.

The motion passed.

AUTOMATION

The trustees reviewed the letter and press release information from Hans J. Kleinheinz, Director, Library Systems Division, Geac Computers International, Inc. noting the partnership formed with Helix Investments Ltd. of Toronto.

Mrs. Anthony reported on the progress of the installation of the additional air conditioning necessary in the JCPL computer room. Approval from the original contractor is mandatory to proceed with the alterations to the Trocal roof to insure the roof warranty.

The dual system installation is planned for some time in August.

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

The Board reviewed the SALS Summary Sheet for June, 1987 and the newsletter "Skokie Accessible Library Services Letter," Spring, 1987.

Mrs. Anthony apprised the Board of the planned move of SALS to the Community Services office in the northeast corner. Other staff will be moved into the former SALS office.

LIBRARY CABLE NETWORK

The Board reviewed the Library Cable Network program schedule which was produced by Indian Trails Public Library District on a desk top publishing unit.

Mrs. Anthony said she has plans to purchase a desk top publishing system for the Skokie Public Library in the near future.

ERRORS AND OMISSIONS INSURANCE

The Board reviewed the notice received from Kirke-Van Orsdel of the withdrawal of the Twin City Fire Insurance Company from underwriting specialty errors and omissions insurance. Therefore, effective September 1, 1987 the Skokie Public Library's policy will not be renewable.

Mrs. Anthony has conferred with Thomas English of Boyle, Flagg and Seaman regarding replacement of the Library's Errors and Omissions insurance coverage.

An application to Seaboard Surety has been submitted and an application to Albert H. Wohlers & Company will also be completed and submitted for a quotation.

Discussion followed.

It was the consensus of the Board that a copy of the policy be obtained with the quotation from the insurance company and that the policy be reviewed by the Library attorney and our insurance agent.

The subject will be on the August Board meeting agenda.

GOALS AND OBJECTIVES SKOKIE PUBLIC LIBRARY FY 1988

The material distributed to the Board regarding Library Roles will be reviewed and discussed at the August Board meeting.

RE-EXAMINATION OF SKOKIE PUBLIC LIBRARY MEETING ROOM POLICY RE FEES AND CHARGES FOR PROGRAMS

After lengthy discussion it was the consensus of the Board that policy changes should be discussed with all members of the Board present.

Dr. Wozniak and Mrs. Merritt were appointed to review the Skokie Public Library Meeting Room Use Policy. They will present their findings at the November Board meeting.

Dr. Bloch suggested all policies be reviewed every five years.

SEATING GROUP FOR PERIODICAL SERVICES AREA

Mrs. Anthony apprised the Board of her meeting with representatives from Business Interiors with regard to furnishing a seating group for the Periodical Services area.

After lengthy discussion Mr. Flintrup made a motion, seconded by Dr. Wozniak:

MOTION: That the Director solicit quotations from other vendors to supply six ILL Classic Lounge Seating Chairs in the fabric and color style approved by the Director and identical to those quoted by Business Interiors, i.e., quality and brand of fabric.

After further discussion the roll was called.

Mr. Flintrup--yes; Dr. Wozniak--yes; Dr. Bloch--abstain; Mrs. Merritt--no. The motion passed.

BUILDING

The letter from Donald W. Lyon to Richard Smit, Skidmore, Owings & Merrill was noted.

CLAIMS RETURNED POLICY

Currently, the Circulation Department staff will neither discharge overdue materials which a patrons claims have been returned nor clear that patron's record until the material in question has actually been found on the Library's shelves. These procedures may result in the temporary suspension of patrons' borrowing privileges and may generate significant ill-will toward the Library.

A more liberal claims returned policy is advisable given the acknowledged possibilities for error in the circulation system, the possibility that the material may be out of place within the Library and previous experience which indicates that most materials which patrons claim have been returned actually have been returned.

Therefore, Mrs. Anthony suggested the following policy be adopted:

For the first two items overdue and claimed returned by a patron within a three year registration period, the Library staff member will accept the patron's claim, discharge the materials, clear the patron's record and note the items as missing so that they will be looked for. For item(s) claimed returned exceeding two, a patron's record will not be cleared automatically. Library staff will search for the materials periodically during a six week period and, should the search fail to turn up the materials, the patron will be held responsible for the items in question. The patron will be allowed to borrow materials during the six week period while the materials are sought in the Library. This will apply to all patrons, whether Skokie residents, fee card patrons or reciprocal borrowers.

Lengthy discussion ensued.

It was suggested the Library keep a written record of the item claimed returned and when it is located a notice be sent to the patron stating the item has been found. However, if the item claimed returned is not found during the six week period, a letter or card should be sent stating it still has not been found, so that the patron is aware we are not arbitrarily dismissing the obligation.

Suggested wording for a form letter was "We have searched and we are still unable to find the material. Would you look again?"

The Board agreed to table the discussion until the August meeting at which time Mrs. Anthony can bring information regarding other options.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM (NSLS)

Mr. Flintrup reported that he has not yet officially attended a meeting of the Board of Directors of the North Suburban Library System (NSLS). However, he did meet with Robert R. McClarren, System Director, during the American Library Association (ALA) Annual Conference in San Francisco in June.

Mr. Flintrup has been appointed to the Management Affairs Committee.

COMMENTS FROM TRUSTEES

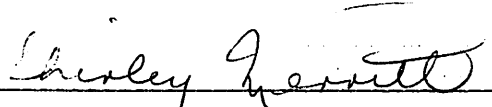
Dr. Wozniak said that Steven Oserman, Skokie Public Library Reference Librarian, should be commended on developing the "Employment Resource Center" and congratulated for putting his idea to work.

Mrs. Hunter apprised the Board of the letter she received from Arlington Heights Memorial Library Director Frank Dempsey congratulating Mrs. Anthony on her program presentation during ALA.

ADJOURNMENT

The meeting was adjourned at 9:55 p.m.

The Board went into executive session.



Shirley Merritt, Secretary