

May 14, 1986

*- CORRECTED -*

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, May 14, 1986.

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 Weiner.

Observer present: Cristina Drost, 8150 North Keeler Avenue, Skokie, Illinois 60076 entered the meeting at 7:57 p.m.

APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 9, 1986

Mr. Flintrup moved that the Board approve the minutes as written subject to corrections. Mrs. Zatz seconded the motion.

There being no corrections the motion passed unanimously.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
LISTS OF BILLS

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

MOTION: That the Skokie Public Library Board of Trustees approves the Financial Statements and Lists of Bills on the Consent Agenda, subject to audit.

The motion passed unanimously.

CIRCULATION REPORTS  
LIBRARY USE STATISTICS  
REPORTS FROM DEPARTMENT HEADS

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

MOTION: That the Skokie Public Library place on file the following items on the Consent Agenda:

1. Circulation Reports
2. Library Use Statistics
3. Reports from Department Heads

The motion passed unanimously.



Discussion followed regarding: the decrease in the use of the Young People and Children's Department computer, the excessive use of the book return for returning overdue books, and decreasing attendance at the Great Decisions' programs.

Dr. Bloch asked Mrs. Anthony to commend those responsible for the computerization of the Community Organization File as ~~illuminated~~ <sup>HIGHLIGHTED</sup> in the Adult Services Department Head report. Mrs. Hunter suggested that we may want to consider publishing the list to have it available, for a fee, to those requesting it.

#### YEAR-TO-DATE BUDGETARY STATUS

The trustees reviewed the Year-to-Date Budgetary Status statement.

Discussion followed. Mrs. Anthony is to report to the Board as to what materials and/or services come under "Data Processing."

After further discussion the trustees complimented Mrs. Anthony on her ~~judicious discharge~~ <sup>MANAGEMENT</sup> of the budget line appropriations.

#### CORRESPONDENCE

The letter from Rayna G. Miller, Executive Director of the North Shore Interfaith Housing Council, in appreciation of our contribution in memory of James Wright Hammond, was reviewed by the trustees and placed on file.

Observer Cristina Drost entered the meeting.

#### PERSONNEL

The trustees noted the status transfer of Alexander Schimmel, Custodial Department, from temporary to probationary permanent, effective April 28.

#### DIRECTOR'S REPORT

Mrs. Anthony reported on the following:



Insurance--John Juergensmyer, legal counsel for the North Suburban Library System (NSLS) has given an opinion that the System Board could not legally authorize a contribution to a non-governmental organization (Illinois Coalition on the Insurance Crisis) for the purpose of legislative action. The Village of Skokie Board of Trustees unanimously approved a resolution to hold harmless Village employees while in the course of their employment.

Skokie Chronology--Sandra Palmore, Community Services Librarian, has prepared a chronology of Skokie history to 1976, a project originally begun for the national bicentennial. The chronology is in manuscript form and used by staff as a reference tool and has been acclaimed by the Skokie Historical Society.

We are proposing to publish it as our Skokie centennial project, with the intent of recovering costs through sales. It will be less than 100 pages and will feature some photographs and maps.

After a discussion it was the consensus of the Board to approach the Skokie Historical Society with regard to the Society presenting this publishing project to the Village of Skokie in hopes that the Fire Department would handle the printing.

Combining of the Fire and Police Dispatch Centers--The Village will combine the Fire and Police dispatch centers in the Police Department as of July 1, 1986. It is necessary <sup>for</sup> to us to convert our alarm transmission device and transfer the telephone line which rings at the Fire Department now to the Police Department.

Northbrook Property & Casualty Insurance Company--Northbrook requested a test of the sprinkler system which was conducted May 6. Pressure was found to be satisfactory and the horns sounded throughout the

building. The alarm in the electrical room did not sound, and the absence of an exterior alarm was noted.

Other recommendations from Northbrook include internal inspection and maintenance functions, installation of a sprinkler system in the old building, locking of sprinkler valves in the open position, development of a disaster and emergency plan and checking of motor vehicle records for drivers of the Library vehicle.

The Board of Trustees concurred that an estimate be obtained with regard to the cost of installation of a sprinkler system in the original building.

Young Steinway Concert Series--Mrs. Anthony met with Emilio del Rosario of the Music Center of the North Shore and tentatively planned for six regular Steinway concerts and a special concert with some returning former Young Steinway performers who have achieved international status in the field.

Skokie Philosophy Group--Leo Friedman is interested in forming a Skokie Philosophy Group which would meet periodically at the Library like the Skokie Creative Writer's Group.

The trustees voiced their enthusiastic support of the formation of a Skokie Philosophy Group.

Signage--Diana Hunter and Mrs. Anthony visited the Sulzer Library recently; Mrs. Anthony has met with a local designer who has retrofitted a number of Skidmore buildings with graphics; and she has talked with a Skokie sign company representative.

Online Searching--We would like to begin online searching in the Adult Services Department. The initial hardware investment will be about \$3,500. We would start with having 6 or 7 staff members attend DIALOG

training. Our philosophy will be that online searching is a tool to be used at the librarian's discretion and not on demand. No fees are proposed.

Dr. Bloch raised the question of costs involved in online searching and asked Mrs. Anthony to report which libraries presently do online searching, what they charge and the basis of that charge.

Discussion followed.

Annual Statistics--Circulation is up less than 2% over last year, attributable almost entirely to increases in video and audiocassette circulation. Circulation of large type books was up 40% although it is still not numerically large in impact on total circulation.

Cable Programming--Since May 1 we have been running our own character-generated calendar of events on Channel 22. We have also begun regular programming Monday-Thursday from 3:30-4:30 p.m, featuring programs for a school age audience which we get through SAVS. Beginning Tuesday evening, May 13, we are showing classic movies which we get from the Library Cable Network (LCN). These will air 7-9 p.m. In June, we will begin cablecasting the Illinois Authors series twice each week. LCN expects to receive funding for a second year of that series.

MileMaker--About 200 people requested trip information from staff manning the MileMaker exhibit during April and early May. Comments were generally favorable.

Dr. Bloch's Letter--Dr. Bloch had addressed a letter to the Director, expressing concern about Skokie Public Library's volume of transactions per staff member, salary cost per transaction and operating expense per resident, based on information listed in ILLINOIS LIBRARIES March, 1986 statistical issue. The Director responded that Skokie Public Library is 18th in dollars spent per capita in the North Suburban Library System.

The average is \$31.96, about \$2.00 less than Skokie.

In regard to Transactions/FTE and Salary Cost/Transaction, Mrs. Anthony does not feel the Skokie Public Library is overstaffed and the mix is probably not inefficient. We do put a lot into time consuming services. In 1985-86, Skokie Public Library librarians answered 142,798 reference questions, 11% more than Evanston, over twice as many as Arlington Heights and more than three times as many as Wilmette or Des Plaines. Skokie Public Library's volume of reference requests is 7,728 per librarian in Adult Services and 4,895 per librarian in Young People and Children's Department--this is significant.

The increase in the amount of money for staffing has been fairly steady while the expenditure for materials has fluctuated. The percentage of the budget spent on materials and the number of new items purchased has been correlated to circulation. The 1986-87 budget is 58% salaries and 15.7% materials. With automated acquisitions we are beginning fund accounting with direct allocation and more specific reporting of the materials budget.

Discussion followed addressing emphasis on reference versus popular circulation material.

Benefits--In regard to benefits costs to the Library, which include workmen's compensation, unemployment insurance, F.I.C.A., medical and dental insurance, life insurance, sick leave, vacation and personal leave days, and Illinois Municipal Retirement Fund (IMRF) contributions, Mrs. Anthony reported that costs of benefits for full-time staff are in line with the national norm.

#### AUTOMATION

Mrs. Anthony reported that the system was down at present and, in spite of all the problems encountered this year, we hope to begin reregistration of patrons by the first of June and to be online the middle of August.

- Linking of all non-fiction items is close to completion.

#### SALARY INCREASE

The trustees reviewed the list of comparison figures prepared by Mrs. Anthony reflecting cost of living increases approved by the Library Board and by the Village over the past four years.

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

MOTION: That the Skokie Public Library Board of Trustees approves an increase of 4% for all staff except those at top-of-scale; and an increase of 2% for those staff at top-of-scale; with an additional adjustment to bring any staff below scale up to scale.

Discussion followed.

It was the consensus of the Board that the Director tell those staff receiving adjustments to bring them up to scale that this is a one time adjustment and that the total Salary Scale Schedule will be reviewed by the Board of Trustees each year; that the Board will consider a cost of living adjustment yearly and that cost of living increases and step increases are contingent upon the availability of funds,

A roll call vote for approval was unanimous.

#### SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

Mrs. Anthony apprised the Board that Mayor Smith has accepted our invitation to participate in our Community Reception, June 3 between 4 and 6 p.m. in the Library. Liene Sorenson is in the process of mailing invitations. Mrs. Sorenson will participate in a poster session at the Illinois Library Association (ILA) Conference May 23, 1986.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM

No report on the NSLS Board meeting was available due to Mrs. Weiner's absence.

The trustees noted the Reciprocal Borrowing Program (RBP) Report covering January-March, 1986 and the "NSLS Legislative Notes" of April 24, 1986.

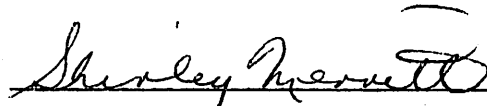
COMMENTS FROM TRUSTEES

The trustees voiced their approval of the new format of the Library's calendar of events, and the brochure developed by the Oakton District Public Library Literacy Coalition.

The trustees discussed the condition of the Bookmobile, and the need for continuous maintenance to prolong the life of the vehicle.

ADJOURNMENT

The meeting adjourned at 9:58 p.m.

  
Shirley Merritt, Secretary