

August 12, 1992

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, August 12, 1992.

CALL TO ORDER

The meeting was called to order at 7:38 p.m. by Diana Hunter, President.

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

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Brenda Murphy, Head, Youth Services; Tobi Oberman, Supervisor of Circulation Services; and Ronald Oberman, Library Assistant, Youth Services.

APPROVAL OF THE MINUTES OF THE MEETING OF JULY 15, 1992

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting of July 15, 1992 as written, subject to additions and/or corrections. Mr. Graham seconded the motion.

Mrs. Anthony asked for clarification of the motion on Page 6.

After discussion, and with the approval of the movers, the motion was corrected to read:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE BID OF THE APPARENT LOW BIDDER THOMAS INTERIOR SYSTEMS...AND CONTINENTAL WOODWORKING COMPANY...FOR ALTERNATE 2 MILLWORK, TO BE PAID FROM THE OPERATING BUDGET AND BE REIMBURSED FROM THE RESERVE FUND, IF FUNDS ARE AVAILABLE, AT THE END OF THE PROJECT.

There being no further 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

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

**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, AND THE LIBRARY NOTE FUND, BE ACCEPTED, AND THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND, AND THE 1991 LIBRARY PROJECT FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.**

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

During discussion Mrs. Anthony advised, because real estate tax bills will be going out late, anticipated revenues are expected to fall behind. The payroll and general library obligations will have to be met and although our cushion appears satisfactory for anticipated expenses through the end of August, it would be prudent to be prepared for further delays. Mrs. Anthony asked the Board's permission to borrow from the Reserve Fund for the Purchase of Sites and Buildings to meet our obligations, if necessary.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE WITHDRAWAL OF SUFFICIENT FUNDS FROM THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS TO MEET CURRENT OBLIGATIONS, TO BE REPAID AS SOON AS TAX REVENUES ARE RECEIVED.**

The roll call vote for approval was unanimous.

**CONSENT AGENDA ITEMS**

**CIRCULATION REPORTS  
LIBRARY USE STATISTICS  
PROGRAM STATISTICS FIRST QUARTER F.Y. 1992-93  
REPORT(S) FROM DEPARTMENT HEAD(S)  
CORRESPONDENCE (1)**

Mrs. Zatz made a motion, seconded by Mr. Flintrup to place the Consent Agenda items on file.

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 F.Y. 1992-93
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. CORRESPONDENCE (1)  
Letter Gena K. Martinez

After discussion the motion to approve the Consent Agenda items passed unanimously.

It was noted that Bookmobile circulation statistics were down. Mrs. Anthony said the Bookmobile was out of service for approximately one week, however, the dates were inadvertently not shown on the statistics.

YEAR-TO-DATE BUDGETARY STATUS (Not on Consent Agenda)

The Year-to-Date Budgetary Status Statement was reviewed.

PERSONNEL

The resignation of Joseph Sebastian, part-time Microcomputer Assistant, Youth Services, effective July 30, 1992; the status change of Socorro Mucino, from part-time temporary to part-time substitute Information Assistant, Youth Services, effective August 17, 1992; the status change of Margaret Jane Hagedorn, from part-time to full-time Reference Librarian, Adult Services, effective August 31, 1992; and the appointment of Bruce Brigell, Coordinator of Information Services, Adult Services were noted. Mr. Brigell's starting date is to be determined since he will relocate from Massachusetts.

DIRECTOR'S REPORT

Usage--Circulation hit an all-time high in July in spite of construction. Youth circulation was up more than 6% from July last year and audiovisual usage was up strongly. Reference and information services also showed unusually heavy usage.

Illinois Documents Depository--Mrs. Anthony has sent a letter to Sarah Long, Director, North Suburban Library System (NSLS), offering to assume responsibility for Illinois

documents since the System no longer wants its Depository status. The collection is housed here and included in the JCPL database.

Stacks in the Lobby--Although Mrs. Anthony has received no complaints about the recent move of book stacks into the Lobby in preparation for recarpeting the former fiction room, someone did complain to the Fire Department. After inspection, however, the Fire Department concluded that we have adequate arrangement for egress, and on a temporary basis, the relatively narrow aisles between stacks are acceptable.

ISLAC Appointment--Mrs. Anthony has been reappointed to the Illinois State Library Advisory Committee for a second three year term. She continues to chair the Subcommittee on Systems.

Geac's Financial Status--Geac recently reported a favorable cash position of \$45 million with no debt. Revenue for the year ending April 30, 1992 was a record \$85.3 million, with net income of \$11.1 million, up from a net loss of \$5.5 million last year. The automation company is looking to acquire other companies that might complement its current product lines.

Disability Insurance--Representatives of Paul Revere Insurance Company made a presentation to Department Heads recently. The option of disability insurance would be most attractive to newer staff who would have accumulated little paid sick leave or tenure in IMRF.

Keying--We have been negotiating with a vendor for a proposal to rekey the Library. There have been two major keying systems, one for each building. With recent construction, there are numerous new and relocated doors. It seems an appropriate time to introduce a coordinated system.

Vacation--Mrs. Anthony will be on vacation from August 13-27.

#### POLICY RE USE OF STUDY ROOMS

Because of recent problems with the use of study rooms on the second floor, it is proposed that a reservation system for the use of the rooms be adopted, with an effective date of September 1, 1992.

The problem has developed since first floor construction has temporarily eliminated two study rooms. Some patrons arrive daily at 9 a.m. and occupy a study room all day. Developing

a policy regarding the use of the rooms should ensure that a number of people will have an opportunity to use a room over the course of a week.

After discussion, it was the consensus of the Board that specific rules, and any modifications thereof, are the responsibility of the Library administration and staff. The Board has always advocated equal access to all and it was agreed that the rules for the use of study rooms should be developed by the administration and reflect this concept.

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

**MOTION: IT IS THE POLICY OF THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES THAT ALL PATRONS HAVE EQUAL ACCESS TO THE FACILITIES, AND TO ACHIEVE THAT END, THE BOARD AUTHORIZES THE ADMINISTRATION TO IMPLEMENT RULES, AND TO MODIFY THE RULES AS NECESSARY, TO ENSURE EQUAL ACCESS.**

The roll call vote for approval was unanimous.

LITERACY COALITION REPORT, JULY 1, 1991-JUNE 30, 1992

The Statistical Report of the Literacy Coalition, prepared by Martha Hattery, Reference Librarian, Adult Services, was noted.

RENOVATION PROJECT

The Board reviewed the letter to Robin Johnson; Building Bulletin #3; information from RCM Laboratories regarding costs for removal of asbestos containing materials; and Payment Request No. 6 in the amount of \$54,403.00.

Because the Library will need to be closed to the public for two weeks to recarpet the lobby and to install the new circulation desks, the decision should be made as to which specific dates we will be closed. According to the construction timetable, the two week closure is necessary in December. The Board directed extensive means be utilized to publicize these dates.

Mrs. Anthony said that staff will be encouraged to take vacation and/or leave days during the closed period. Staff not taking leave will continue to work. A staff institute day is planned during the closure and various other department projects are planned when the Library is closed to the public.

After discussion Mrs. Zatz made a motion, seconded by Mrs. Schreck:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR AND HER STAFF THAT THE TWO WEEK CLOSURE OF THE LIBRARY DUE TO CONSTRUCTION BE DECEMBER 18, 1992 THROUGH JANUARY 1, TO REOPEN, SATURDAY, JANUARY 2, 1993.**

The roll call vote for approval was unanimous.

#### AUTOMATION

The Board reviewed the Joint Computer Program for Libraries (JCPL) Audited Financial Statements, April 30, 1992, prepared by Evoy, Kamschulte, Jacobs & Company.

#### LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network August, 1992 Program Guide for Cable Channel 50 and the article "Connect to Cable TV" from the July, 1992, Library Journal.

#### NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the meeting of the North Suburban Library System (NSLS) Board of Directors and the gravity of the funding cuts, including the decision to close Central Serials Service.

The \$7.2 million cut to system funding for 1992-93 translates to a 34% cut for each system, amounting to \$884,253. for the North Suburban Library System.

Fifteen NSLS staff members were notified July 17 that they would be terminated effective July 31, and System announced the closure of Central Serials Services effective August 28. Many repercussions are anticipated due to funding cuts and the closing of CSS. Mrs. Anthony is participating in a task force of NSLS library directors who are looking for a way to keep CSS operational for at least an additional three months.

Mr. Flintrup said that implications will be far-reaching for the individual libraries and patrons.

Mrs. Hunter read a letter from a patron "disappointed to learn that Interlibrary loans will be discontinued due to lack of funds". This perception is inaccurate since Interlibrary loans have not been discontinued. Mrs. Hunter said it is important to get the correct

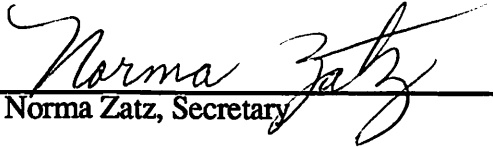
information to the community regarding the effect funding cuts will have on libraries. Because a recent local newspaper report was grossly incorrect, we cannot rely on the press to get the news out accurately. This project will best be handled by the Library's press office. Mrs. Hunter requested that a one page explanation be developed, clarifying what was lost by the funding cuts and what will be affected. This flyer should be distributed to patrons and posted at all public service desks. It is apparent that a concise, factual explanation is needed at this point.

#### COMMENTS FROM TRUSTEES

Mr. Flintrup said a patron asked him why the Library Board members' photographs displayed in the Library do not have their names on them. Mrs. Anthony will look into what happened to the list of names that was posted on the wall next to the photographs, perhaps it was misplaced during renovation.

#### ADJOURNMENT

The meeting was adjourned at 9:10 p.m.

  
Norma Zatz, Secretary