

February 11, 1998

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, February 11, 1998.

CALL TO ORDER

Eva Weiner, Vice President, called the meeting to order at 7:37 p.m.

Members present: Eva Weiner, Vice President; Zelda Rich, Secretary; Leo Friedman; John Graham; and Carolyn A. Anthony, Director.

Members absent: Diana Hunter, President and Marcy Goodman.

Susan Greer arrived at 7:40 p.m.

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

Consulting Engineer Paul Gilson was in attendance to discuss progress regarding the Carrier chiller motor.

APPROVAL OF THE MINUTES OF THE MEETING OF JANUARY 14, 1998

Mr. Friedman made a motion, seconded by Mr. Graham, to approve the minutes of the meeting of January 14, 1998, subject to additions and/or corrections.

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

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

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

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

The roll call vote for approval was unanimous.

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

The Board reviewed and discussed the Year-to-Date Budgetary Status statement.

PRELIMINARY BUDGET 1998-99

The Board noted the Preliminary Budget 1998-99.

CHILLER MOTOR

At 7:42 p.m. Mr. Paul Gilson addressed the Board regarding the replacement/repair of the Carrier chiller motor.

Mr. Gilson said that he, John Domenz, Senior Vice President, North Town, and three Carrier representatives (Account Executive, Service Engineer and Chicago Area General Manager) met with Mrs. Anthony January 23 to discuss Carrier's response to tests that were done indicating a problem with the chiller motor.

Carrier's engineers and motor supplier disagreed with the findings of the test results. However, Gary Stern, the Chicago Area General Manager for Carrier said because Carrier stands behind their products he offered to extend the warranty on the motor for four more years and to provide labor as well as parts. He indicated a replacement motor could reasonably be installed within 48 hours should extenuating circumstances occur. He indicated a willingness to have parts flown in and to have personnel work extended hours, beyond straight time, as needed to effect the replacement should a need occur.

Mr. Graham asked Mr. Gilson to clarify the statement by Mr. Stern in his letter of January 23, 1998 "when the rotor is in the motor it interferes with the accuracy of a motor surge compression test on the stator."

Mr. Gilson said only a test of the motor outside the machine and without the rotor attached could yield accurate results.

Mr. Graham asked what is the cost of a new motor.

Mr. Gilson replied \$10,000.

Mr. Graham asked why it took so long for Carrier to come back with their offer.

Mrs. Anthony said, unfortunately, there was some restructuring and relocation of Carrier personnel during that time and our problem appeared to have fallen through the cracks as a result. However, because North Town diligently kept after Carrier we seemed close to getting the problem solved in January, 1998.

Mr. Gilson said that both he and Mr. Domenz are comfortable with Carrier's proposal.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE EXTENDED FOUR YEAR WARRANTY ON THE CHILLER MOTOR OFFERED BY CARRIER.

The roll call vote for approval was unanimous.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PAY THE \$20,000. BALANCE REMAINING TO NORTH TOWN FOR THE CHILLER INSTALLATION.

The roll call vote for approval was unanimous.

The Board thanked Mr. Gilson and he left the Board Room at 8:05 p.m.

The meeting was returned to the regular order of business.

CONSENT AGENDA ITEMS

CIRCULATION REPORT  
 LIBRARY USE STATISTICS  
 PROGRAM STATISTICS THIRD QUARTER F.Y. 1997-98  
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)  
 CORRESPONDENCE (3)  
PERSONNEL

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

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:
1. CIRCULATION REPORT
  2. LIBRARY USE STATISTICS
  3. PROGRAM STATISTICS THIRD QUARTER F.Y. 1997-98
  4. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
  5. CORRESPONDENCE (3) - Note from Carolyn Anthony; letter from Meryl Rivenson, Director, Skokie Office of Human Services; and letter from Richard Reeder, Associate Director, Zarem/Golde Ort Technical Institute
  6. PERSONNEL
    - Retirement: Fred Nelson, Custodian, Maintenance Department, effective April 15, 1998
    - Status Change: Silvia Kraft-Walker, from hourly substitute to full-time Librarian, Youth Services Department, effective March 2, 1998
    - Reclassified: Richard Trauth, from S-4 to S-5, Technical Support Specialist, Technical Services Department, effective December 1, 1997

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

DIRECTOR'S REPORT

Usage--Circulation was up 7% in January, with gains in Youth Services and youth Bookmobile circulation leading the way. Reciprocal borrowing was up a corresponding amount, continuing to account for 12% of total circulation. The gate count was also up about 7%.

Literacy Services--In addition to the Wednesday/Friday literacy class and the Saturday morning class conducted by Oakton Community College, we have added a Friday noon showing of Crossroads Café, the popular video series for students of English as a Second Language.

Non-resident Fee Card--Although it has been three years since we have adjusted the fee for a non-resident borrower's card, it appears that there is no justification to change the fee from \$150. at the present time. Our practice has been to use the average fee of public libraries in NSLS and, based on figures given in 1997 annual reports, the average is \$153. This is based on fees of 36 libraries and reflects in part the low fees of some of the newer NSLS members who were formerly part of NILS. Thirteen libraries use the tax bill method of calculating a fee rather than charging a standard amount.

New AV Shelving Installed--The new audiovisual shelving has been installed, enabling us to better accommodate CDs, talking books and CD-ROMs as well as allowing space for growth. Calculations of space needs, future plans and traffic flow considerations have involved teamwork among a number of staff, with primary credit to Ginny Boggs of Technical Services.

Trustees commented that they noticed the new shelving and Mr. Graham asked at what point do we run out of space.

Mrs. Anthony said we will be developing a new long range plan in the new millenium and there will be a number of things for the Board to consider. It will be interesting to see what the next census figures show.

Homepage Use--Homepage use increased slightly in January over December. Use of the Teen Links page nearly quadrupled, not surprising since teens love to go online and Maryann Mondrus, Young Adult Librarian, put together an excellent page of interesting resources. Interest in

Guides to Our Electronic Resources, Book Discussion Sites and the Skokie Newspaper Index was also high.

Appraisal of Building and Furnishings--The appraiser has collected all information necessary to prepare a new appraisal of the building, furniture and equipment for insurance purposes. We expect to receive the completed appraisal in April.

Extended Hours for High School Libraries--District 219 has announced extended hours for the high school libraries. The Niles North Library will be open Monday and Wednesday evenings until 8:30 p.m. and Niles West will be open Tuesday and Thursday evenings. Minimal staffing will be provided. Both libraries will continue to close at 3:10 Friday. It will be interesting to see if this change in hours impacts the students' use of the Skokie Public Library.

MR Chairs Back--Sotheby's does not want to put any more MR chairs up for sale after lackluster showings in sales to date. We sold a total of four chairs and two stools at three auctions for a net receipt of \$813. We still have 41 chairs and 29 stools. Suggestions regarding potential outlets for the furniture are welcome.

Utilities--Due to deregulation, distribution of gas has been separated from supply and we are being bombarded by vendors who wish to deliver gas to the Library. While some savings may be realized, there is a cost in time to shop for telephone, gas and soon electricity, all of which used to be constants, requiring no thought or attention.

Employee Assistance Program--We have been notified by the Employee Assistance Program that two staff members made use of the service in 1997. Usage was also two in 1996. Other NSLS libraries showed an increased use in service this past year. We will schedule an on-site training program which is another benefit of the service to staff. It may also serve to raise awareness of the program.

LaSalle Brunch--LaSalle Bank hosted a brunch Sunday, February 1, and invited guests to proceed on to the Young Steinway concert at the Library. About ten people did come along. It was a lovely occasion. LaSalle Bank (previously Savings of America) has been the sponsor of the Young Steinway Concerts since 1988.

Bookmobile--The Bookmobile's brake function was determined not adequate at a recent inspection. Since our new mobile library will not be ready until August, the Bookmobile will have repairs made of the installation of four new drums and pads at an estimated cost of \$1,500.

Mrs. Weiner said she attended a program by Deborah Grodinsky recently, which was great. However, the meeting room was too bright to see the presentations well.

Mrs. Anthony asked Mrs. Kozlowski to look into this - perhaps the draperies were not closed properly.

Mrs. Anthony asked Board members to hold the date of Sunday, April 26 for a reception planned in the afternoon to honor Diana Hunter as she becomes President Emeritus.

New Board officers will be elected at the annual May meeting this year.

### REVIEW OF STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

February has become the month Trustees review the Library's situation relative to state standards so that objectives can be developed and budget allowances made for targeted areas of improvement in the new fiscal year.

This year we are to focus on standards dealing with staffing and governance. The Library meets all core standards with the exception of Core 6 regarding trustee bylaws. The Board's bylaws do not specifically address conflict-of-interest issues as required by the standard and the bylaws have not been reviewed every three years.

Core 29 states that a study be conducted to determine if the Library is providing collections and services in a quantity and manner that meets the needs of the community at least every ten years. While we regularly make inferences regarding suitability of the collection and hours based on usage and we completed a user survey in April 1997, we have not conducted a broad community survey since 1988.

Since we will need a new long range plan in place in 1999, it is appropriate that Skokie Public Library undertake a community study in spring of this year. The standards are not prescriptive regarding methodology for gathering community input, suggesting surveys, neighborhood dialogues, hearings and input from public service staff.

Mrs. Anthony said the Board may want to separately budget for this survey and other planning-related expenses in FY '99, or authorize that such expenses be paid from the Contingency line.

The Board may want to review other supplemental standards regarding governance. More frequent review of library policies is called for.

Mr. Graham said that Appendix 2.1 "Topics recommended for consideration in Board bylaws" should be reviewed by the entire Board. President Hunter can appoint an ad hoc committee to bring specific items for consideration to the Board.

The Board concurred.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE A REVISION OF THE BUDGET TO CONTAIN A LINE ITEM FOR DEVELOPMENT OF THE LIBRARY'S LONG RANGE PLAN, IN AN APPROPRIATE AMOUNT, TO BE DETERMINED BY STAFF.**

The roll call vote for approval was unanimous.



### CONFERENCE EXPENSES

When the Board last discussed policy regarding conference expenses, it was agreed that trustees would receive reimbursement for miscellaneous expenses including meals and local transportation, limited to \$75. per day. It was noted that the Library would still pay conference registration fees and provide a per diem hotel allowance. (The amount of the hotel allowance was not specified.)

In the January 21, 1998 *Payroll Manager's Letter* it is noted that the General Services Administration has released the 1998 federal per diem rates for lodging, meals and incidentals for many cities within the continental U.S., effective January 1, 1998. The combined "standard" rate for lodging, meals and incidentals is \$80. The Internal Revenue Service has compiled localities that are "high-cost" cities and assigned them a "high" per diem rate. The rates for high-cost cities for 1998 are \$140. for lodging and \$40. for meals and incidentals for a total of \$180.

Mrs. Anthony suggested the Board might want to adopt the high-low federal per diem rates for meals and lodging as given. This would apply to Board and staff conference travel.

After lengthy discussion there was no action taken.

### LIBRARY CABLE NETWORK

The Board noted the February 1998 Library Cable Network Cable Guide.

### NORTH SUBURBAN LIBRARY SYTEM

The Board complimented Pat Groh on her thorough report of the January 26 NSLS Board meeting.

COMMENTS FROM TRUSTEES

The Board commended staff members who contributed to the *Employee Guide*, a supplement to the Personnel Code. It is very informative and thorough.

ADJOURNMENT

The meeting was adjourned at 9:06 p.m.

  
Zelda B. Rich, Secretary