

June 12, 1996

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, June 12, 1996.

CALL TO ORDER

The meeting was called to order at 7:37 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Zelda Rich, Secretary; Leo Friedman; John Graham; Marcy Goodman; and Carolyn A. Anthony, Director.

Susan Schreck Greer arrived at 7:48 p.m.

Member absent: Eva Weiner, Vice President.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING AND THE ANNUAL MEETING OF MAY 22, 1996

Mrs. Rich made a motion, seconded by Mr. Friedman, to approve the minutes of the regular meeting and the annual meeting of May 22, 1996, subject to additions and/or corrections.

There being no additions or corrections, the motion to approve the minutes as written was unanimously approved. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS (2)

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

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, THE LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED; AND THAT THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND AND THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

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

CONSENT AGENDA ITEMS

CIRCULATION REPORT
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S) (1)
GIFTS
PERSONNEL

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

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. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
4. GIFTS

\$10.00 from Boris and Selena Pestine in honor of the occasion of Jill Goldstein's graduation; \$10.00 from Ann Akins in appreciation for assistance provided by Reference Librarian Jane Hagedorn

5. PERSONNEL

Retirement: Leo Ramirez, full-time Head, Custodial Services Department, effective September 3, 1996

All consent agenda items were unanimously approved and placed on file.

ANNUAL REPORTS F.Y. 1995-96

The Board reviewed the Annual Reports for the General Operating Fund; Reserve Fund for the Purchase of Sites and Buildings; Report on Fine Arts Acquisition Fund; Library Note Fund; Statistical Summary; Program Statistics; Adult Services Department and Youth Services Department.

Mr. Graham made a motion, seconded by Mrs. Goodman to accept the annual reports as presented.

The motion was unanimously approved.

DIRECTOR'S REPORT

Usage--Circulation was up slightly in May from the same month last year. The large increases in circulation of Adult and Juvenile video may be attributable to the cool, wet weather we have had.

NSLS Grant--Skokie Public Library has indicated intent to participate in an NSLS program to expand NorthStarNet with the aid of a state grant. NSLS has been awarded \$4,900. for planning purposes in order to develop a full proposal, due by August 30.

Book Sale--The Library's annual book sale was held May 31-June 1, coinciding with the start of the Brandeis Book Sale. We had fewer books this year, but still had a net profit of \$5,381. Camille Cleland again did an excellent job of organizing the event and a number of staff from all departments pitched in to help with the sale.

Radio Publicity--Lydia Stux, Manager, Public Information and Programs, pitched Skokie's status as an All America City finalist to the Aaron Freeman show on WBEZ. Steve Oserman was one of four spokesperson's featured in the half hour segment June 1. He talked about the Library's Employment Resource Center.

Volunteer Reception--A reception was held at the Library Sunday afternoon, June 2, to thank volunteers for their help over the past year. This was the tenth anniversary of the start of the volunteer program and two volunteers, Pat Kretchmer and Mollie Waytz, were honored for ten years of service. A plaque with their names has been posted in the lobby as the beginning of a volunteer honor roll. Laura Hammond, Community Services and Elizabeth Ress, Administrative Office, coordinated theme, food and decorations for a beautiful party.

Building Emergencies--We experienced two building emergencies in recent weeks. Friday evening, May 24, we closed early at 8:20 p.m. after the Fire Department extinguished

smoldering birds' nests in the recessed lights of the Readers Services courtyard. No alarm was sounded, but patrons evacuated quickly and orderly after a public address announcement.

May 29, at 5:25 p.m., the Switchboard received a call from a young man stating that a bomb would go off in ten minutes. Again, the building was evacuated via an announcement over the public address system. After the Fire Department and custodians checked through the building and found nothing amiss, the Library was reopened at 5:45 p.m. The Lincolnwood Library received an identical call about 5:50 p.m.

Building Matters--An environmental engineer conducted air quality tests in the building last week, prompted by a staff member's experience of severe asthma. Preliminary results show no unusual levels of mold, dust or bacteria in the building. The engineer did point out that the filters in the new building are significantly more effective than those in the original building. We have ordered higher level filters for the original building.

The vestibule continues to be a concern as two wires have broken on another floor panel. We sent a Polaroid photo to the manufacturer who is looking for a stainless steel welder willing to make repairs.

With all the rain, we have had some seepage evident in the ceiling tiles in Youth Services. A Trocal agent came out and ascertained that the problem is not with the roof, but with deteriorating caulk around the roof perimeter. Bids on replacement of the caulking will be obtained.

The column in front of the Library that was damaged by a patron's car has not been repaired yet due to the contractor's difficulty with finding a matching aggregate.

ReVision Meeting--Mrs. Anthony attended a meeting of the ReVision Committee of PLA in Chicago May 31-June 2. The Committee is working with consultants to revise the PLA

planning process which is ten years old. More needs to be said about technology, incorporating a consideration of values in the planning process and updating techniques including examples of methodologies used in other sectors. New planning products will be available by June, 1997.

Literacy Dinner--Corie Ginsburg and Mrs. Anthony attended the year-end dinner for the VITA program of Oakton Community College. One hundred twenty-two persons of eleven different language backgrounds are enrolled in the English as a Second Language programs at the Skokie Public Library. A total of 735 Skokie residents are involved in ESL programs at various sites this year.

Library Cable Network--LCN Coordinator/Producer David W. Evans has submitted his resignation effective July 31, 1996. The Evans Family will be relocating to California.

All America City--The Village of Skokie is one of 30 finalists in the All America City Award Competition. Among Village of Skokie delegates traveling to Fort Worth, Texas, for this final round June 13-16, are Mr. Graham, a community citizen representative, and Mrs. Anthony, who is attending with support from the Skokie Public Library.

Used Word Processing Equipment--We have been unable to find a vendor, or other interested party, interested in purchasing the Library's old Macintosh wordprocessors. These computers are "obsolete" but usable and staff have expressed an interest in their purchase.

Mrs. Anthony asked the Board to consider offering this used equipment to staff for purchase at a minimum bid of perhaps \$150.

During discussion the Board concurred that a survey of the equipment be made and items be offered to staff at a nominal price, to be determined by the Director.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE DIRECTOR TO DISPOSE OF SURPLUS EQUIPMENT AS SUGGESTED AT AN EQUITABLE PRICE.

The roll call vote for approval was unanimous.

AUTOMATION

The Board reviewed the Year End Summary FY 1995-96 prepared by Director Anthony. (A copy is attached hereto.)

LIBRARY CABLE NETWORK

The Board noted the Library Cable Network June, 1996 TCI Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich asked Skokie Public Library Board members to review the drafts distributed to them this evening: "Resolution Regarding the Establishment and Operation of The Illinois Emergency Library Development Fund" and its accompanying letter.

Mrs. Anthony said these documents were discussed at the NSLS Public Library Administrators Forum meeting Tuesday morning, June 11.

COMMENTS FROM TRUSTEES

Mrs. Hunter asked the Board if they had read Mrs. Weiner's article in the ALTA Newsletter. She complimented Mrs. Weiner on her article, stating it was extremely well written and articulated.

Mr. Graham said he received two very favorable comments regarding telephone renewals and an inquiry as to when videotapes will be renewable by phone.

Mr. Graham reported on the progress of contributions to the Mary Radmacher Art Fund. Mrs. Hunter asked that a donor list to the Fund be provided at the next Board meeting.

AUTOMATION - YEAR END SUMMARY FY 1995-1996

Since the Ameritech Library System was installed in October, 1994, the first half of the Fiscal Year (May-October '95) was dominated by concerns related to implementation of basic systems and functions. However, Kids Catalog was operational by June. Working out maintenance agreement issues was time consuming as was establishing the JCPL Internet connection. Before the end of the Fiscal Year, we paid off our remaining contractual obligation to Ameritech Library Services.

Progress was not always along a straight path. We planned for installation of PacPlus for Windows (a catalog product) and Gauntlet (a Data General security product), only to find that they were not really appropriate for our purposes. We did implement some other security measures and spent time investigating and considering security-related concerns. Gail Muirhead, the Systems Librarian, attended basic and advanced Data General/UNIX System Administration classes to gain a better understanding of the operating system and software maintenance.

TeleCirc was brought up in February, allowing patrons to call in to the database to check their records and renew materials. It was an immediate hit, especially with Skokie patrons who logged 2,367 out of 2,639 calls made to TeleCirc in May, 1996.

Early in the Fiscal Year, we were implementing the Dynix Acquisitions module, a big change from our stand-alone, home-grown acquisitions system. By the end of the Fiscal Year, we were implementing a major Acquisitions upgrade, requiring new training for staff.

Progress in implementation of Ameritech Library System features was hampered by the thin staff in JCPL. While fewer operations staff are needed to run basic functions with Dynix than with Geac, the increasing complexity of software modules and choices requires more than one professional in the organization. Ling Wang was hired in April and will immediately assist with implementation of the Serials module.

Another focus of attention throughout the year was network configuration and related telecommunications issues. As our systems evolve, they are all interconnected, necessitating more planning and communication. Skokie Public Library's LAN is intertwined with the JCPL system. Upgrades of component hardware and software will be ongoing, unlike the major change implemented in switching from Geac to Dynix in October, 1994.

The JCPL Board rewrote the purpose of the JCPL Capital Projects Fund to read "The purpose of the JCPL Capital Projects Fund is to accumulate funds for future expenditures to provide technology facilitating information delivery and access via telecommunications and data systems. All four libraries will accumulate funds for the future upgrading or replacement of central site hardware and software. Individual libraries may also accumulate funds to plan, purchase and install internal LANs, CD-ROM networks and other emerging technologies. Related expenses for cabling, site preparation, and furniture may also be covered by the JCPL Capital Projects Fund." At the end of the Fiscal Year, Skokie Public Library had a balance of \$88,857. in the JCPL Growth Fund.

As of the end of the Fiscal Year, there were 486,358 bibliographic records in the JCPL database. Skokie Public Library accounted for 304,171 titles representing 41.5% of consortium holdings and 409,264 items for 40.8% of consortium holdings totaling 1,007,076.

ADJOURNMENT

The meeting was adjourned at 8:00 p.m.



Zelda Rich, Secretary