

May 8, 1991

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, May 8, 1991.

CALL TO ORDER

The meeting was called to order at 7:34 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Walter B. Flintrup, Secretary; John J. Graham; Zelda Rich; Norma Zatz; and Carolyn A. Anthony, Director.

Member absent: Eva Weiner.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Brenda Murphy, Head, Youth Services; Tobi Oberman, Supervisor of Circulation Services; Pat Groh, Coordinator of Community Services; and Andrij Karpenko, Interlibrary Loan Assistant.

APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 10, 1991

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting of April 10, 1991 as written, subject to additions and/or corrections. Dr. Wozniak seconded the motion.

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

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, AND REPORT ON THE FINE ARTS ACQUISITION FUND BE ACCEPTED, AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

After discussion the roll call vote for approval of the financial statements and list of bills was unanimous.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS
 LIBRARY USE STATISTICS
 REPORT(S) FROM DEPARTMENT HEAD(S)
 PROGRAM STATISTICS FOURTH QUARTER 1990-1991
CORRESPONDENCE (3)

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

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. REPORT(S) FROM DEPARTMENT HEAD(S)
 4. PROGRAM STATISTICS FOURTH QUARTER 1990-1991
 5. CORRESPONDENCE (3)

Letter from George H. Ryan, Secretary of State and State Librarian

Memorandum to Delegates and Observers, Illinois Regional White House Conferences from Bridget L. Lamont

Letter from Allen D. Schwartz, Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.

After discussion of Mr. Schwartz's letter it was the consensus of the Board to notify Albert H. Wohlers & Company, Administrators of the Association Professional Liability Insurance Plan, of our wish to have our legal counsel represent us in selected cases. Also, which cases would have representation by our legal counsel would be the decision of the Skokie Public Library Board of Trustees. If this amendment can not be written into the current policy we will investigate obtaining coverage through other companies that would accept this substitution of counsel.

After discussion of library use statistics the motion to approve the Consent Agenda items passed unanimously.

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

The Year-to-Date Budgetary Status Statement was noted and placed on file.

PERSONNEL

The trustees noted the retirement of Sofia Jones, Reference Librarian, Adult Services, effective May 18, 1991 and the resignation of Syed A. Ali, Page II, Circulation Department, effective May 8, 1991 and Gerard J. Kaszubowski, Audio Visual Services Technical Manager, Adult Services, effective May 12, 1991.

Also noted were the following appointments: Joseph Sebastian, part-time Microcomputer Assistant, Youth Services, effective May 8, 1991; Steven Jablonski, temporary part-time Information Assistant, Adult Services, effective June 10 through September 6, 1991 and Jeannie K. Cho, part-time Librarian, Adult Services, effective May 12, 1991.

DIRECTOR'S REPORT

Library Usage--Circulation in April, 1991, at 82,868 is the first time circulation has exceeded 80,000 in one month. The gate count at over 46,000 indicates what a busy month it was. In spite of all the activity turnaround time was excellent at 92% of book trucks reshelfed in two days. Staff certainly deserves to be complimented.

National Library Week 1992--Grant funding of \$600 was received for next year's National Library Week residency.

Utility Credit--Commonwealth Edison notified us of a credit of \$33,270.31 for service from 2/9/89 through 1/17/91. Our protest began in April, 1989, with a bill that seemed unusually high. Since we have withheld about \$9,000. in disputed payment, the net credit of ca. \$24,000. will be applied to future bills.

Macintosh Theft--A Macintosh computer was stolen from the Technical Services Department during the evening or night of April 15. The loss, valued at \$1,140., was reported to the Skokie Police. Additional security precautions have been taken to protect other microcomputers and potentially vulnerable items. Procedures to increase security have been reviewed with staff.

White House Conference Delegate From Skokie--Mrs. Anthony met with Allen Sorkin, Skokie resident and lay delegate from Illinois to the White House Conference. He is President of Sorkin-Enenstein Research Service, Inc. and has conducted studies for the Lincoln Trail Library

System and the Illinois State Library on topics such as factors affecting the likelihood of passage of library referenda and the impact of public libraries on local economic development .

Illinois Library Association (ILA) Legislative Day--Mr. Flintrup, Mrs. Zatz and Mrs. Anthony attended ILA Legislative Day in Springfield April 24, and by prior arrangement, had dinner with Senator Martin Butler and Representative Jeff Schoenberg. They spoke with Senator Howard Carroll and an aide to Louis Lang. They discussed the need for funding to supplement the property tax for public libraries, especially if restrictions are placed on increases in property tax levies.

Legislators were given a Skokie Public Library 50th Anniversary pin and Mrs. Anthony personally gave a pin to Governor Jim Edgar and Secretary of State George Ryan.

LACONI Trustee Dinner--Mrs. Rich, Mrs. Weiner, Mrs. Zatz and Mrs. Anthony attended the LACONI Trustee Dinner in Oakbrook Terrace April 26. The speaker was Edith Skom, author of *The Mark Twain Murders*.

Telephones--A representative from Midco came to the Library for one and a half days to provide an hour long refresher training session to staff on use of the telephone system. We received a report from our volunteer consultant Bert Olea and met with him to discuss possibilities for improvement in handling of telephone requests.

The trustees discussed the need to improve the perception of the Library to patrons who telephone because the switchboard operations offer a lasting first impression. It was agreed the switchboard should be manned by someone who speaks distinctly and clearly and has a knowledge of staff names, departments and how to direct calls.

It was also suggested that staff members identify themselves by name when a call is directed to them, or at the least, to name the department reached.

The use of mobile phones in the Reference Department was suggested.

Young Steinway Anniversary--Mrs. Anthony met with Emilio del Rosario to plan the schedule of concerts for the upcoming Tenth Anniversary Series of Young Steinway concerts. We will have a gala anniversary concert January 5, 1992, with Wendy Warner, cellist as our

celebrated Young Steinway artist. Ms. Warner, a student at Curtis, will perform with Rostopovich at Carnegie Hall this October, followed by a three concert engagement with the Chicago Symphony.

All Staff In-Service Workshop--Plans are proceeding for the all staff in-service workshop September 13. Direct costs for the workshop including speaker's fee, expenses, materials for staff and luncheon will be \$2,760. or \$23. per staff member, assuming attendance of 120. The additional cost for paying part-time staff for 7.5 hours (who might have worked fewer or no hours that day if there weren't a workshop) is estimated at \$2,208.

Mrs. Hunter asked that the estimate of costs include entire staff costs, including full-time staff attending workshop, to give a complete account of workshop costs.

Gift From Sears--Sears Catalog Division has promised to send us three or four boxes per year of sample book/cassette packages and other children's materials which they receive from publishers as samples for possible inclusion in the Sears catalog.

Visitors From Glenview--Sixteen staff members from the Glenview Public Library will visit Skokie Public Library during the afternoon of their staff day May 10. They are interested in Business Reference, Automated Acquisitions, Geac, Periodicals and Microfilm, Services for the Disabled and Circulation.

Upcoming Events--Most of the librarians in Adult Services attended an all day workshop on Readers Advisory Services May 7. Mrs. Anthony will be in Springfield May 22-23 for the Illinois State Library Advisory Committee. Skokie Public Library will host the annual Bookmobile Roundup for area libraries May 31. Our annual book sale will be May 31-June 1.

COMMUNITY SERVICES UPDATE

Patricia Groh, Coordinator of Community Services, discussed outreach activities of the Community Services Department which include Bookmobile operations, services to the disabled (through Skokie Accessible Library Services/SALS), maintaining contacts and delivering materials and services to community institutions and groups.

Services to six nursing homes and one adult day care center include short story discussions, Senior Literary Circle discussions, and programs on a variety of subjects given by Adult Services librarians.

Other outreach services include programs to Skokie based community groups and clubs; tours of the Library; Geac instruction for groups and classes; and staffing a table at the Skokie Farmers' Market each year. This year's annual Bookmobile Roundup, May 31, will be hosted by Skokie Public Library.

During discussion it was suggested that each year the Library target a new group and apprise them of what the Library has available both in the Library and in outreach services.

Skokie Accessible Library Services, managed by Lesley Williams, provides Library services to the disabled. We are the only Chicago area institution currently loaning electronic magnifiers for use in individual homes.

The Library of Congress Talking Book Program is administered by two volunteers who process and fill orders for taped books used by visually impaired patrons.

The volunteer program is coordinated through Community Services. Our volunteer, Patricia Kretchmer, was named Citizen of the Month by Lerner Newspapers as a result of her work for the Library.

BUILDING PROGRAM

The letter to Mayor Jacqueline Gorell from Diana Hunter, dated April 29, 1991, was noted by the trustees.

Robert Nowak, Village Finance Director, said the Village has received two financing proposals and they will be presented at the May 20 Village Board meeting.

Mrs. Anthony reported Trustees Graham, Weiner and Wozniak were sworn in at the May 6 Village Board meeting.

REVIEW OF SKOKIE PUBLIC LIBRARY POLICIES

Videocassette Loan Policy--Current Board policy states that video revenue should go back into the purchase of videocassettes. Circulation of videocassettes has increased by 10% or more each year and was over 40,000 in the current fiscal year. In November, 1990 we

increased the limit from two to three videocassette titles per family but did not change the fee of \$1 per tape borrowed.

There is great variation among libraries with regard to videocassette policies. Some charge no fees, others \$.50-\$2.00 per loan. Some libraries make a distinction in fee based on feature/non-feature length of film, length of loan, children's vs. adults. Overdue fines are generally \$1-\$2 per day.

During discussion the Board agreed that we should continue to charge a \$1 insurance fee per videotape borrowed. The Director proposed that revenue from the video fee be used to support all AV media as the revenue is more than we want to spend on video alone, especially with current space constraints.

There was concern with distribution of the video revenue to support the purchase of videocassettes, audiocassettes and compact discs. Mrs. Hunter said she would prefer the policy was not open-ended and asked for further clarification as to the way the Audio Visual line of the budget would be used.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE RECOMMENDATION OF THE DIRECTOR THAT WE CONTINUE TO COLLECT A VIDEO INSURANCE FEE WITH THE REVENUE TO BE USED TO SUPPORT THE PURCHASE OF NON-PRINT MEDIA INCLUDING, VIDEOCASSETTES, AUDIOCASSETTES AND COMPACT DISCS.

The roll was called. Dr. Wozniak--yes; Mrs. Zatz--yes; Mrs. Rich--yes; Mr. Flintrup--no; Mr. Graham--yes; Mrs. Hunter--no. The motion passed.

Smoking Policy--The trustees reviewed the present Smoking Policy of the Skokie Public Library and the Village Ordinance that requires all employers to maintain a written smoking policy. The Board agreed to review the Smoking Policy as part of its periodic review of Library policies.

There have been a number of complaints about the smoky vestibule and some requests from the public for a more restrictive smoking policy.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LIBRARY BECOME TOTALLY SMOKE FREE (WITH THE EXCEPTION OF THE STAFF ROOM AND THAT THE STAFF ROOM EXCEPTION BE RECONSIDERED IN SIX MONTHS).

The roll call vote for approval was unanimous.

A short recess was called at 9:15 p.m. At 9:25 p.m. discussion regarding policies resumed.

Program Budget Policy--Mrs. Hunter said that historically, the philosophy of the Skokie Public Library has been that no honoraria be paid to program presenters and that all programs given in the Library be arranged without using tax dollars. Mrs. Hunter emphasized the need for creativity and initiative in obtaining programming for the Library without cost to the Library.

Discussion ensued regarding the variety of programs being offered; the range of honoraria paid; and the difficulty in setting standards for payment for some programs and not others.

Of the \$20,000. program budget, Mrs. Anthony said that approximately \$8,000. is used directly for programming expenses--honoraria and supplies for in-house programs. Films and the payment of ASCAP fees also come out of the program budget.

Mr. Graham suggested that the discussion be postponed until next month; that the trustees reflect on the information presented this evening; and that any additional ideas or concerns be brought to the Director's attention before the June 12 meeting.

AUTOMATION

There was no report on Automation.

LIBRARY CABLE NETWORK

The trustees noted the May, 1991 Library Cable Network Program Guide for Cable Channel 22.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the meeting of the NSLS Board of Directors.

The proposal to eliminate SAVS fees charged for film and video use was approved and three Board vacancies were filled: Dale Ridder, Zion-Benton Public Library District; Ronald Bruner from the Lake Forest Public Library; and Eldred Dusold from the Prospect Heights Public Library District were appointed.

Mr. Flintrup will submit his application for NSLS Board candidacy because his two year term expires June, 1991. He will have served the six year limit in June, 1993.

The memorandum from Bill Blaine, Chair, Reciprocal Borrowing Program Review Task Force and Mrs. Anthony's reply to the Draft RBP Tenets were noted by the Skokie Public Library Trustees.

COMMENTS FROM TRUSTEES


Mr. Graham said he has received many positive comments about the Library whenever and wherever he has worn his Skokie Public Library 50th Anniversary pin.

Dr. Wozniak mentioned an article he read in the Sunday *Chicago Sun-Times* which notes Skokie as a popular suburban community being sought after by new home buyers and mention is made of our remarkable library.

Mrs. Hunter reminded the Board of the ALTA Legislation Committee program during the American Library Association Conference in Atlanta, Saturday, June 29, 2-4 p.m. Congressman Ben Jones is the featured speaker.

ADJOURNMENT

The meeting was adjourned at 10:35 p.m.


Walter B. Flintrup, Secretary