

November 10, 2004

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, November 10, 2004.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:29 p.m.

Members present: John Graham, President; Richard Witry, Vice President; Zelda Rich, Secretary; Susan Greer (arrived 7:34 p.m.); Diana Hunter, President Emerita; Eva Weiner; John M. Wozniak; and Carolyn A. Anthony, Director.

Guests present: Mark Kadzie, Network Manager; and Barbara A. Kozlowski, Associate Director for Public Services.

Observers present: Lauren Collen, 7245 N. Tripp, Lincolnwood; and Willow Duttge, 2208 Sherman, Apt 1B, Evanston.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 13, 2004

Dr. Wozniak made a motion, seconded by Mrs. Weiner, to approve the minutes of the regular and closed meetings of October 13, 2004, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file. Mrs. Hunter abstained from voting.

CONSENT AGENDA (Financial Statement; Circulation Report; Library Use Statistics; Program Statistics Second Quarter F.Y. 2004-2005; Report(s) from Department Head(s); Gift; Correspondence)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENT, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. PROGRAM STATISTICS SECOND QUARTER F.Y. 2004-2005
4. REPORT(S) FROM DEPARTMENT HEAD(S)

5. GIFT: \$50. FROM DEBORAH RHEINSTROM IN MEMORY OF MRS. GEORGINA ERICKSON FOR THE PURCHASE OF MUSIC BOOKS
6. CORRESPONDENCE: LETTER FROM AARON SHPAYHER TO CAROLYN A. ANTHONY DATED OCTOBER 18, 2004 COMPLIMENT RE SERVICE PROVIDED BY RICKI NORDMEYER; LETTER FROM CHRISTA C. BALLOWE, PERSONNEL DIRECTOR, VILLAGE OF SKOKIE TO CAROLYN A. ANTHONY DATED OCTOBER 29, 2004 RE ADOPTION OF 1,000 HOUR STANDARD FOR THE ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF).

The motion passed unanimously.

Mr. Graham commented that Mrs. Nordmeyer did a remarkable job as referenced in Mr. Shpayher's letter.

BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/04

The Balance Sheet was noted. Property tax money is starting to arrive and Mrs. Anthony will speak with Irene Tam, the Library's Administrative Assistant for Accounting, about a repayment schedule for the loan from the Village.

YEAR-TO-DATE BUDGETARY STATUS

Discussion ensued re the Year-To-Date Budgetary Status.

Mrs. Greer arrived at 7:34 p.m.

BILLS (Building and Equipment Fund)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS; AND THE BUILDING AND EQUIPMENT FUND BILLS FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

AUDIT – 2003-04 FISCAL YEAR

Mrs. Anthony explained that we typically have the audit on the November agenda. However for various reasons, we have been going back and forth with the auditor. Some issues involve switching from a cash basis to an accrual basis, the Library's debt

appearing on the Village's books and sick leave (the Village pays employees when they leave for unused sick leave; the Library does not.) Without an approved audit the Library cannot secure a quote on Directors and Officers insurance.

After discussion, the Board agreed that three members of the Board (Mrs. Hunter, Mrs. Rich and Dr. Wozniak) and Mrs. Anthony can look over the completed audit and approve sending it to Boyle, Flagg & Seaman for a quote on Directors and Officers insurance.

DIRECTOR'S REPORT

USAGE----Circulation was up an amazing ten percent in October, with healthy increases in the check-out of books to adults and children as well as strong gains in the circulation of audiovisual materials. The gate count was up, too, showing more than 65,000 visits were made to the Library during the month. Usage on the Mobile Library also increased by nearly five percent in October. Interlibrary Loan usage continues to be down because of the end of the LIAISON union catalog in NSLS and delays in getting SPL's records uploaded directly to the OCLC WorldCat.

CASH FLOW----The Library borrowed \$1,300,000. from the Village for expenses from mid-September to early November. We have begun to receive revenues from the Fall collection on the Property Tax and, with a November 15 deadline for payment of property tax bills, the money should flow in for several weeks. As a balance accumulates, we will pay the Village back for the advance.

ALA PROGRAM GRANT----The Library received a grant from the ALA Program Fund in the amount of \$1500. for a series of discussions of books by Jewish authors. This grant is a part of the Next Book program which we have been involved in along with several other NSLS libraries and the Chicago Public Library. Our shared participation in Next Book has enabled us to acquire a number of titles for the collection and to share in jointly sponsoring author appearances. The Library applied directly to ALA for this new grant.

WEBSITE USABILITY STUDY----Stephany Filimon who is a doctoral candidate in the Technical Communication and Information Design Department at the Illinois Institute of Technology has worked with senior staff on a Website Usability Study to identify features of the Library's Website and SkokieNet which facilitate use and those which cause users difficulty; to identify terms that users do and don't understand; to articulate improvements that would enable the Websites to better meet users' needs and to develop guidelines for Website decisions in the future. Her methodology consisted of watching users try to find items from a list of developed questions, videotaping them, and

analyzing their approach and success rate. Her findings are quite helpful and will be used in making changes to language and design used on the Websites.

CARPET WARRANTY WORK----Under provisions of the warranty on the carpet, the original installers have been out working on regluing areas of the carpet that have bubbled. Representatives of Dow Chemical which made the carpet backing have also been out to observe operations. Invision, the carpet manufacturer, is covering the cost of the repairs.

CRIMINAL BACKGROUND CHECKS----We are considering instituting criminal background checks for custodians, security guards, staff who work with children, and staff who handle cash. If acceptable to the Board, our attorneys would develop a policy for conducting the criminal background checks to ensure uniformity and proper procedure. Conducting such checks is a precautionary measure that contributes to due diligence. There have been no incidents with staff that prompt the new procedure.

The Board would like all new hires except shelvers to have criminal background checks. Mrs. Anthony will contact Library attorneys re developing this policy.

CD SETTLEMENT----Sharon Weinberg picked up 167 CDs at NSLS as Skokie's share of a class action lawsuit brought against a music distributor. We had choice of CDs within those that were provided to the System. All have been added to the Library's collection.

OPEN DIRECTORY PROJECT----Ruth Sinker of the Youth Services Department is an editor for the Youth-Children subject specialty in the Open Directory Project Library and Information Science section. The OPD is the "largest, most comprehensive human-edited directory of the Web". It is constructed and maintained by volunteers and in turn is used to power other Web directories such as Google. Ruth volunteered for this project and went through a selection process. This is one more example of the professionalism of our staff, many of whom look for ways to make unreimbursed contributions to the field.

ELECTIONS----According to ILA, there were 22 library referenda in the recent election; 9 passed and 13 failed for a 41 percent success rate. In NSLS, building referenda in Barrington, Crystal Lake and Deerfield failed while a referendum for an increase in the operating levy passed in Prospect Heights.

PATRIOT ACT NOTICES----After 18 months of signs being posted in the Library about the USA PATRIOT Act, Mrs. Anthony received the first complaint from a patron this week. He felt that the signs reflect a partisan bias. Mrs. Anthony explained the Library's

concern with patron confidentiality and the fact that the federal statutes supersede a State law which guarantees users confidentiality in their library use.

COLOMBIAN LIBRARIAN VISIT----Adriana Betancur, a librarian from Medellin, Colombia, and a participant in the Mortensen Program for international librarians at the University of Illinois, spent the day at the Library October 29. Mrs. Anthony met her when she toured Chicago Public Library branches in ethnic neighborhoods prior to the ILA Conference. They sat together on the bus and talked about Ms. Betancur's experience as Coordinator of Local Information Service for the Department of Culture and Libraries in Medellin and SPL's experience with SkokieNet and Illinois Clicks! Frances Roehm and Mrs. Anthony learned quite a bit from Adriana who in turn was thrilled with the Skokie Public Library.

CONNECTIVITY----We have not sent Connectivity their final payment as we are waiting for the drawings and programming for the fire alarm system from the low voltage contractor who is no longer with Connectivity. Because of a lingering dispute between the installer and Connectivity, the installer is waiting for payment from Connectivity before he will release the drawings and programming.

HISTORICAL SOCIETY/PARK DISTRICT----I met with Skokie Park District staff at their request about the possibility of housing the important papers and materials from the Skokie Historical Society at the Library. We will explore the situation and gather information regarding the size of the collection, special storage needs, etc. I will keep the Board informed as additional information is received.

TECHNOLOGY PLAN 2004-2006

Mrs. Anthony distributed the Technology Plan for 2004-2006 as prepared by Network Manager Mark Kadzie, System Administrator/Website Coordinator Gail Shaw and Camille Cleland, Head of Technical Services, with input from other staff. The Plan gives a concise and clear description of the Library's present state of technology as well as an outline of what we will be working on over the next eighteen months to two years. Importantly, the Statement of Vision and Technology Assessment also communicate the philosophy and priorities which underlie decisions about adoption of new technologies.

Mrs. Anthony introduced Network Manager Mark Kadzie.

Mr. Kadzie explained that he deals with the physical portion of the network, that is, the hardware, on a day to day basis. Discussion continued regarding the security of our system, servers, VLANs, disaster recovery plan, backups, data retrieval, the I-Net, and

digitization. Mr. Kadzie explained that recent work has achieved separation of the staff use of the Internet from public use for security and sustainability of each domain.

A motion was made by Mr. Witry, seconded by Dr. Woziak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE TECHNOLOGY PLAN 2004-2006 AS PRESENTED.

The motion passed unanimously.

Mr. Witry would like the capability of digitization investigated, what equipment would be necessary, etc.

The Board thanked Mr. Kadzie for his informative presentation and invited him to return to a future meeting. Mr. Kadzie left the meeting at 8:42 p.m.

INSURANCE RENEWAL

Mrs. Anthony presented the proposal from Boyle, Flagg & Seaman for renewal of the Library insurance coverages. The Package policy, Umbrella and Boiler & Machinery are all proposed with the same companies presently providing coverage at almost no increase in premium. Tom English reports that he investigated raising the deductibles for the auto and Bookmobile policies, but did not see an option that made sense so he suggests continuing the relatively low deductible levels.

He does not have a quote yet for the Directors & Officers coverage as he needs the audit to obtain that quote.

There is an increase of 7.7% in the Library's Workers' Compensation coverage, primarily due to a rather high experience level the year before last when we had claims of \$43,214. Last year's claims were \$12,730. The Library's rate is based on the most recent three years of experience so the large claim year will affect our rate for one more year.

We do not need to approve the insurance coverages until December so there is an opportunity to take any questions back to Mr. English before that time.

The Board deferred action on the insurance renewal until the December Board meeting.

FAIR LABOR STANDARDS ACT REVIEW

Mrs. Anthony explained that amendments to the Fair Labor Standards Act were introduced in April and became effective August 23, 2004. Mrs. Anthony asked our legal counsel for an opinion regarding implications of the FLSA overtime requirements and amendments for the classification of "exempt" and "nonexempt" positions at the Library.

Attorney Rachel Lutner requested a number of position descriptions and has responded with an analysis concluding that even non-supervisory professional positions (requiring an MLS degree) should be exempt from overtime as should the Head of the Maintenance Department while the Information Assistant and Bookmobile Librarian positions should still be considered “non-exempt”.

This will have implications for three or four librarians who have chosen to receive overtime pay for Sunday work. If they were to choose to work fewer Sundays for a compensatory day off, the rotation of Sunday assignments might need to be revised.

Nevertheless, it is advisable that we categorize positions according to current laws so Mrs. Anthony asks the Board’s approval to revise the “exempt” status of positions as recommended by counsel.

After brief discussion, Mrs. Rich made a motion, seconded by Mr. Witry:

MOTION: SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVES CATEGORIZING POSITIONS ACCORDING TO CURRENT LAWS BY REVISING THE ‘EXEMPT’ STATUS OF POSITIONS AS RECOMMENDED BY LIBRARY COUNSEL.

The motion passed unanimously.

Ms. Collen and Ms. Duttge left the meeting at 8:59 p.m.

CLOSED SESSION

At 9:00 p.m. Mr. Witry made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS THE DIRECTOR’S EVALUATION/SALARY.

The motion passed unanimously.

Discussion followed.

Adjournment

At 9:17 p.m. a motion was made by Dr. Wozniak, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN FROM CLOSED SESSION AND RETURN TO OPEN SESSION.

The motion passed unanimously.

A motion was made by Mrs. Hunter, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES SET CAROLYN ANTHONY'S (LIBRARY DIRECTOR) SALARY AT \$130,000.00 FOR 2004-2005, RETROACTIVE TO MRS. ANTHONY'S ANNIVERSARY DATE OF SEPTEMBER 19.

The roll call vote for approval was unanimous.

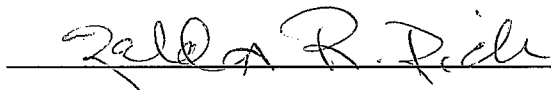
A motion was made by Mrs. Rich, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AWARD A \$10,000. BONUS TO CAROLYN A. ANTHONY, DIRECTOR, TO BE PAID AT A RATE OF \$2,000. A YEAR FOR FIVE YEARS.

The roll call vote for approval was unanimous.

ADJOURNMENT

At 9:18 p.m. a motion was made by Dr. Wozniak, seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.


Zelda R. Rich, Secretary