

July 14, 1993

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, July 14, 1993.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; John J. Graham, Vice President; Norma Zatz, Secretary; Leo Friedman; Eva Weiner; and Carolyn A. Anthony, Director.

Members absent: Zelda Rich and Susan Brill Schreck.

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

Skokie Public Library Legal Counsel, Heidi A. Katz arrived at 7:50 p.m.

APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 9, 1993

Mrs. Zatz moved that the Board of Trustees approve the minutes of the meeting of June 9, 1993 as written, subject to additions and/or corrections. Mr. Friedman seconded the motion.

There being no additions or corrections, the motion to approve the minutes was unanimous and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS

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

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, LIBRARY NOTE FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS 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 the list of bills was unanimous.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS
 LIBRARY USE STATISTICS
 REPORT(S) FROM DEPARTMENT HEAD(S)
 CORRESPONDENCE (2)
PERSONNEL

Mrs. Zatz 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 REPORTS
 2. LIBRARY USE STATISTICS
 3. REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 4. CORRESPONDENCE (2)
 - Letter from Susan M. McGowan
 - Letter from Tobi Oberman, Supervisor, Circulation Services
 5. PERSONNEL
 - Appointments: Adult Services Department
 - Mark Andersen, Substitute Reference Librarian, effective July 6, 1993; Deborah Grodinsky, part-time Reference Librarian, effective July 12, 1993; and Laura M. Johnson, Substitute Reference Librarian, effective June 24, 1993
 - Resignation: Laura M. Johnson, Substitute Reference Librarian, Adult Services Department, effective July 10, 1993
 - Status Change: Judy Zartman, from full-time Information Assistant, Youth Services Department (Leave of Absence), to part-time Periodicals Desk Assistant, Adult Services Department, effective July 6, 1993

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

GIFTS

The two gifts received in appreciation of the use of our facility were noted: \$150. from Japan Arts and Communications and \$50. from Skokie Valley Chapter of Lyric Opera for purchase of materials pertaining to the forthcoming Lyric Season.

DIRECTOR'S REPORT

Usage--Circulation was up sharply over June, 1992. Lending through interlibrary loan is up considerably while ILL borrowing has dropped. Audiovisual materials continue to

increase in circulation. Reference statistics are down as they have been each month since completion of renovation. Reference use is now being measured on certain random sample days rather than every day.

Lobby Carpet--The lobby carpet was replaced over the 4th of July weekend as scheduled. It appears to be a good match and has none of the shading differential previously evident.

Aggregate Walkway--The aggregate walkway in front of the Library was cleaned July 4-5. It was also sealed to protect it from soiling.

Warranty Work on Renovation--Stromberg is continuing to address warranty issues. The chief problem has been with the veneer on some of the service desks. The problem veneer will be replaced.

Sewer Line--A significant blockage in the sewer line (probably due to tree roots) was rodded out by a plumber after much effort. They will submit a proposal for an additional access spot that could be added at the time of parking lot renovation.

July 4th Parade--The Bookmobile and a number of staff took part in Skokie's 10th annual July 4th parade. Brochures, balloons and candy were distributed by staff wearing tee-shirts for the youth and adult summer reading clubs.

ILA (Illinois Library Association) Public Policy Hearings--The ILA Public Policy Committee will hold a hearing August 6 to gather input from ILA membership in advance of preparing the 1994 legislative agenda. NSLS (North Suburban Library System) is hosting discussion sessions to gather ideas July 29 from 9:30-11:30 a.m. and 7:30-9:30 p.m.

Live and Learn--Governor Edgar signed legislation enacting Live and Learn into law July 9. The act will restore most system funding cut last year and will also increase the public library per capita grant from .97 to \$1.25.

Per Capita Grant--Mrs. Anthony has prepared the Per Capita Grant request for 1994, including a description of the use of 1993 funds and proposed use of funds in 1994. This year the State required a description of progress in meeting two standards in Avenues to Excellence, the ADA Self Evaluation and a report of the document delivery measure. Document delivery

assesses the length of time needed to fill requests for materials not immediately available whether filled by interlibrary loan, reserve or purchase.

A resolution of intent to file a Per Capita Grant request was approved.

Israeli Visitor--Uri Bloch, a professor at Haifa University, arrived at Skokie Public Library June 14 and will be with us through July 23. Our library is one of four U.S. public libraries he is visiting during his sabbatical to observe delivery of information services.

AMA Lecture--On June 15, Mrs. Anthony attended a lecture sponsored by the American Management Association. Edwin Crego talked about Total Quality Service and what it has done for American business.

ALA Conference--Mrs. Anthony attended ALA in New Orleans from June 24-June 29 along with seven staff members and three board members. Her official responsibilities included chairing the ALTA/PLA Common Concerns Committee, serving as PLA's representative to the ALTA Board and as a member of the Executive Committee of the Metropolitan Libraries Section of PLA. Having now completed those assignments, as of Midwinter, she will serve on PLA's Finance Committee and as a member of ALA Council.

Mrs. Zatz said she was apprised at the Conference that an acknowledgement letter was never sent to us from the ALTA Awards Committee regarding our nomination of Savings of America for the Major Benefactor Award, nor were we notified of the results of the awards. Since then she has received a letter of apology from Ronald Harley, Chairman of the ALTA Awards Committee, which she copied for Rick Bowman of Savings of America. Mr. Bowman said he was pleased we had nominated Savings of America.

We are encouraged by Mr. Harley to re-submit our nomination next year.

Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd. attorney Heidi A. Katz entered the Board Room at 7:50 p.m.

Mrs. Hunter asked for a motion to go into Executive Session for the purpose of discussion of land acquisition with Counsel.

Mr. Graham made a motion, seconded by Mrs. Zatz, which was unanimously approved.

EXECUTIVE SESSION

After discussion of land acquisition, Ms. Katz left the Board Room at 8:35 p.m.

A motion was made by Mr. Graham, seconded by Mrs. Zatz to return the meeting to the regular order of business.

The motion was unanimously approved.

PARKING LOT DEVELOPMENT

The Village has offered to engineer and oversee development of the parking lot expansion on the property of 5237 Oakton Street. A zoning change is needed and the process takes 60-90 days. The Board could request a change of zoning from R-4 (multifamily residential) to B-5 (central business district) or request a Special Use Permit (allowing special use for parking and/or library in R-4 zoning). Both requests involve similar processes and time frames. Robert Molumby, Director of Planning for the Village, has talked with Mrs. Anthony about the procedures and would be glad to meet with the Board, if desired.

The design of the parking also needs to be determined. The Village has prepared two designs. The cost estimate for construction for Alternate A is \$25,000. Any variations would increase the cost up to \$33,000. for Alternate AA.

In addition to layout of the parking lot, other design and cost issues need to be addressed, which include additional lighting, landscaping, and moving the fence.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPLY FOR A B-5 (CENTRAL BUSINESS DISTRICT) REZONING OF THE LIBRARY PROPERTY AT 5237 OAKTON STREET.

The motion was unanimously approved.

During discussion it was suggested that an overlay be made on one of the designs prepared by the Village which would show the design our Board prefers so that Mr. Schattner can render drawings to present to the Zoning Board. We should be prepared to present drawings with and without vacation of the alleyway.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PETITION TO VACATE THE ALLEY ABUTTING THE PROPERTY PURCHASED AT 5237 OAKTON STREET AT THE SAME TIME WE REQUEST REZONING.

The roll call vote for approval was unanimous.

The Board authorized Mrs. Anthony to pursue these matters with the assistance of Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd.

LONG RANGE PLANNING PROCESS

The Long Range Plan Steering Committee met June 23 with Dr. Carolyn Anderson, Assistant Superintendent from High School District 219. July 1 the Committee met with Meryl Rivenson, Director of the Office of Human Services, Village of Skokie.

School district enrollment trends, languages spoken at home, as well as the District's financial projections and program were discussed.

Ms. Rivenson emphasized that the Office of Human Services is not just for seniors although the fastest growing population is that 75 years and older. Programs of the Office on Aging were reviewed and areas for possible cooperation with the Library were highlighted, including unemployment program, home delivered meals and service to diverse populations. She suggested an Agency Day in Skokie and recommended cooperation on a grandparent fair and/or a retirement fair.

The results of the User Survey have been compiled. The Steering Committee is considering a follow-up mini survey conducted via touch screen terminal.

RENOVATION PROJECT

The lobby carpeting was replaced over the July 4 weekend and some of the stairway carpeting will be reglued.

AUTOMATION

Mrs. Anthony reported the JCPL (Joint Computer Program for Libraries) Board continues to go through the proposals and expects to make a recommendation some time in August.

Primary concerns are connectivity and access.

LIBRARY CABLE NETWORK

The trustees noted the Library Cable Network July, 1993 Program Guide for Cable Channel 15.

NORTH SUBURBAN LIBRARY SYSTEM

Due to the absence of Mrs. Rich there was no report on the meeting of the NSLS Board of Directors.

Reciprocal Borrowing

Mrs. Anthony reported that claims for lost materials through reciprocal borrowing could be submitted to the North Suburban Library System for compensation until July, 1992, when the System discontinued this practice. In the interim, the System policy has been that the home library is responsible for losses attributed to its patrons. No money has been exchanged pending an analysis of actual figures for the year.

The RBP Tenet Implementation Task Force recommended at the June 17 PLA Forum meeting that the lending library be responsible for recovering materials loaned to reciprocal borrowers; that the threshold for being placed on the NSLS Delinquent List be lowered from \$500. outstanding to \$200.; that the lending library accept liability for unrecovered materials and not bill the home library; and circulation managers develop a procedure for home libraries cooperating and aiding the lending library in the recovery of RBP materials long overdue.

Loss of Skokie Public Library materials by reciprocal borrowing was \$4,253. from July, 1992 - June, 1993. Losses by Skokie patrons for the same period were \$1,629.

At this time, Mrs. Anthony recommends no changes in our RBP participation. We take measures to protect loans by asking all RBP borrowers to present two forms of identification when they register to use the Skokie Public Library. After the initial use of the Skokie Public Library by a newly registered reciprocal borrower, the home library is contacted by telephone to check the borrower's record.

It was suggested that the Circulation Department consider requesting a photo identification card and also contact the Secretary of State's office to ascertain what forms of identification driver's license facilities require to issue a license.

Mrs. Anthony suggested that continuation of reciprocal borrowing imbalance payments be linked to the RBP Tenet Implementation guidelines so that compensation for imbalances is continued although compensation for lost materials is ended. It was also suggested that the System review these guidelines after a year.

During discussion the Board concurred that the subject should be placed on next month's agenda for discussion when Mrs. Rich is present.

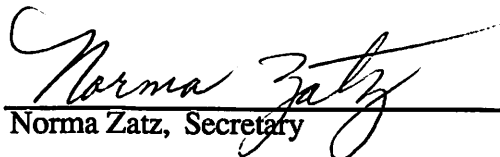
COMMENTS FROM TRUSTEES

Mrs. Zatz and Mrs. Weiner commented on their participation at the American Library Association Conference in New Orleans.

Mrs. Hunter reminded the Board that when a member is unable to attend the Board meeting either she or the Administrative Office should be notified to that effect. A quorum is required to conduct a Library Board meeting.

ADJOURNMENT

The meeting was adjourned at 9:58 p.m.


Norma Zatz, Secretary