

June 10, 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, June 10, 1998.

CALL TO ORDER

John J. Graham, President, called the meeting to order at 7:31 p.m.

Members present: John J. Graham, President; Diana Hunter, Vice President; Eva D. Weiner, Secretary; Leo Friedman; Susan Greer; Zelda Rich and Carolyn A. Anthony, Director.

Member absent: Marcy Goodman.

Observer present: Circulation Department staff member Carole Riding.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING AND THE ANNUAL MEETING OF MAY 20, 1998

Mr. Friedman made a motion, seconded by Mrs. Hunter to approve the minutes of the regular meeting and the annual meeting of May 20, 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
ILLINOIS FUNDS
LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF MAY, 1998, THE LIBRARY NOTE FUND, THE YEAR-TO-DATE BUDGETARY STATUS AND THE ILLINOIS FUNDS REPORT BE ACCEPTED, AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CONSENT AGENDA ITEMS

CIRCULATION REPORT
 LIBRARY USE STATISTICS
 ANNUAL REPORTS FY 1997-98
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 GIFT
 CORRESPONDENCE
PERSONNEL

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

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. ANNUAL REPORTS FY 1997-98
 General Operating Fund; Library Note Fund; Reserve Fund for the Purchase of Sites and Buildings; Fine Arts Acquisitions Fund; Statistical Summary; Program Statistics; Adult Services Department; Youth Services Department; and Goals and Strategies - Outcome Report 1997-98
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. GIFTS - \$10 from Diana Hunter in memory of Martin Peccia for the purchase of a children's sports related book
6. CORRESPONDENCE - Memo from Corie Ginsburg re Library Legislative Day, May 5, 1998
7. PERSONNEL
Appointments: Tracy Halsema, full-time, Temporary Project Assistant, Adult Services Department, effective May 27, 1998; Caroline Grinham, to work 75 hours in June, 1998, Adult Services Department; Lainie Manta, part-time Collection Development Assistant, Adult Services Department, effective June 15, 1998
Promotion: Joshua Pechter, from part-time Page to part-time Computer Assistant, Youth Services Department, effective May 25, 1998

Mrs. Hunter requested librarians manning tables at off-site projects use clicker/counters to accurately record the number of patrons they interact with.

After discussion the Consent Agenda items were unanimously approved and placed on file.

RESOLUTION FOR SIGNATORIES TO LIBRARY CHECKS

Because of the change in Library Board officers, it is necessary for the Board to adopt a resolution designating Mr. Graham authorized signatory for the Library's checks, along with Village Finance Director, Robert Nowak.

Mrs. Hunter made a motion, seconded by Mr. Friedman that the Board approve adoption of the resolution.

The motion was unanimously approved.

ADOPTION OF TAX LEVY 1998

The Board tax levy adopted at this time will be transmitted to the Village. This levy will fund the Library's 1999-2000 fiscal year, inclusive of funds needed for repayment of renovation debt, as well as for the General Operating Fund. The levy provides about 90% of revenues while about 4% comes from the corporate replacement tax, about 3% from fines and fees, 2% from grants and 1.5% from interest.

The Village's budget document notes that the Library receives 3.9% of property tax paid by Village residents while the Village receives 11.2%, the Park District 5.0%, Oakton Community College 2.2%, Cook County 7.3% and Cook County Health 3.12%. The largest portion of the property tax goes to the elementary and high school districts.

Based on anticipated revenues and expenditures for fiscal year 1999-2000, an increase of 4% over the Library's 1997 levy is proposed, i.e., a 1998 tax levy of \$5,720,000.

Mrs. Rich made a motion seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT A 1998 TAX LEVY OF \$5,720,000 TO FUND THE LIBRARY'S 1999-2000 FISCAL YEAR.

Mrs. Hunter said she would like to present some information relating to the levy.

She read from a recent newspaper article that the Evanston Public Library is now open from 9 a.m. to 6 p.m. on Saturday and from noon to 6 p.m. on Sunday. She also said that a number of postal facilities have increased hours to accommodate customers.

Mrs. Anthony said several libraries already have extended their hours to 10 p.m. weekdays or 6 p.m. on weekends and have gone to a seven day week, eliminating time-and-a half pay.

Mrs. Anthony's May 26 memo to the Board notes that the proposed salary budget would permit the addition of some part time staff to assist in covering public service stations if the move is made to a seven day week with longer Sunday hours.

Mr. Graham said that because adoption of the next budget is a year away there is ample time to address the issues Mrs. Hunter presented.

He asked the Board to focus on the adoption of the proposed 1998 levy.

Mrs. Rich called for the question.

Mrs. Weiner called the roll. The motion for approval of adoption of the 1998 levy in the amount of \$5,720,000 was unanimous.

DIRECTOR'S REPORT

Usage--Circulation was down three percent in May over last year. The gate count was down over five percent and reciprocal borrowing was down nearly five percent. Possibly some of the drop comes from Niles Public Library moving into its new building. Though the computer crisis affecting the CCS libraries the first two weeks of May did not affect us, it is possible that publicity of the difficulty did. The six percent decline in circulation of adult books is significant.

LAN Downtime--We had our own computer crisis with repeated long intervals of downtime for the LAN starting with a power surge the evening of April 27. Two different consultants worked with us periodically throughout May, but the system remained unstable. The consultants were convinced the problem was the motherboard on the Hewlett Packard server and a HP representative finally replaced the motherboard and the system has been up.

Village I-Net--Mike Jackiw, Assistant LAN Administrator, Josh Pfluger, LCN Coordinator, and Mrs. Anthony attended a meeting at Village Hall June 5 about the I-Net to be installed by 21st Century. The optical fibre connecting schools, Village buildings, the Park District and the Library will be installed within the next two years. The Village will have drops for information kiosks at the Skokie Swift and Old Orchard Shopping Center. The I-Net will be capable of handling data, video and voice communications enabling distance learning, security monitoring via video, Internet access and sharing of library databases and resources. It is clear, however, that to realize the potential of the system additional investment in a central I-Net facility and coordination of efforts among the local governments will be necessary. Another meeting will be held to explore means of achieving the necessary intergovernmental cooperation.

Youth Employment Training Program--Two Youth Employment Training Program students from Niles West will work in Youth Services this summer. The program is a

cooperative venture between the schools and the Work Force Development Council of Northern Cook County.

Fire Extinguisher Training--David Runge, Head of Maintenance, as Chair of the Safety Committee, arranged for fire extinguisher training for custodians, guards and staff who may be in charge at a given time. The hands on training was worthwhile. We learned that we should have all chemical fire extinguishers instead of having some chemical and some water extinguishers as we do at present. Replacement fire extinguishers will be ordered.

Reference Librarian Hiring--At the present time we have an opening for a reference librarian. It is interesting that from the posting on our HomePage and the job page of the Graduate Library School at the University of Illinois we have received a record number of applications from throughout the United States. Interviews were conducted Tuesday, June 9 and more are scheduled June 16.

New Residents' Coffee--Lydia Stux, Manager, Public Information and Programs, represented the Library at the New Residents' Coffee May 28 at Village Hall. Only about 50 people attended the event. Lydia reported that people showed particular interest in remote access to library resources, the Web site and the children's summer reading program.

VITA Recognition Dinner--Mrs. Anthony attended the annual dinner Oakton Community College has for recognition of literacy volunteers and representatives of participating training sites. It is always impressive to hear individual students' stories and to realize the tremendous impact of the program. The Skokie Review had an excellent article on area literacy programs.

ILA Board--Mrs. Anthony attended a meeting of the Illinois Library Association Board in Bloomington May 29. The first meeting she will officially attend as Vice President is July 23-24 in Champaign-Urbana.

MAINTENANCE OF MICROFILM READER PRINTERS

The cost of renewal of the maintenance agreement on six (6) Minolta microfilm reader printers including labor, travel, replacement parts and one preventive maintenance kit per contract year is \$9,520. Most of the cost is for the preventive maintenance visit which is separately priced at about \$1,200 per machine including parts and labor.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE RENEWAL OF THE MINOLTA MICROFILM READER PRINTER MAINTENANCE AGREEMENT AS PRESENTED IN THE AMOUNT OF \$9,520.

The roll call vote for approval was unanimous.

REPLACEMENT PCS

It is proposed to order thirteen Dell Pentium/233 MHz processors to replace the remaining 486/50 MHz PCs so that all PCs in use will be at the Pentium level. Although we ordered 27 replacement PCs in March as the replacement allotment for FY '98, staff suggests the additional replacement order will allow newer software and applications to be run. Twelve more replacement PCs will be ordered in FY '99, but probably not until spring.

The thirteen PCs, with CPU configured for our LAN, plus keyboard, monitor and mouse would be \$1,715 each, for a total of \$22,295 plus shipping of approximately \$1,300 at a total cost of \$23,595.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF THIRTEEN ADDITIONAL DELL PENTIUM/233 MHZ PROCESSORS IN THE AMOUNT OF \$23,595 AS PRESENTED.

The roll call vote for approval was unanimous.

LIBRARY CABLE NETWORK

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

NORTH SUBURBAN LIBRARY SYSTEM

The Board noted the NSLS brochure, newsletter and foreign language survey.

COMMENTS FROM TRUSTEES

The Board congratulated Mrs. Rich upon the occasion of her daughter's upcoming marriage in Minnesota. Mrs. Rich thanked the Board and left the Board Room at 8:10 p.m.

Mr. Graham said at some point in time before the Board meets to begin long range planning he would like the Director to prepare some information for the Board in regard to extending library hours and the cost involved. He would like this information late in August or early in September. It is his hope that the Board will sit down together for one or two full days to discuss considerations before October.

He would also like the Board to work together on self-examination.

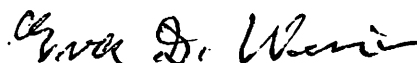
Mrs. Weiner concurred.

Mrs. Hunter will chair the July meeting in Mr. Graham's absence.

Because Mrs. Anthony will be on vacation August 12, the date of the August Board meeting, it was the consensus of the Board to meet the first Wednesday, August 5.

ADJOURNMENT

The meeting was adjourned at 8:20 p.m.



Eva D. Weiner, Secretary